



# Parent Handbook



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<https://www.facebook.com/WeareWellKind/>



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**#WeAreWellKind**

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# Table of Contents

PH-P1	<a href="#"><u>WELCOME</u></a>
PH-P2	<a href="#"><u>MISSION, VISION AND PHILOSOPHY ON EDUCATION</u></a>
PH-P3	<a href="#"><u>OUR SEVEN PILLARS OF WELLNESS</u></a>
PH-P4	<a href="#"><u>LICENSING AND CERTIFICATIONS</u></a>
PH-P5	<a href="#"><u>ENROLLMENT</u></a>
PH-P6	<a href="#"><u>TUITION AND PAYMENT METHODS</u></a>
PH-P7	<a href="#"><u>CONFIDENTIALITY</u></a>
PH-P8	<a href="#"><u>MANDATED REPORTING OF SUSPECTED CHILD ABUSE AND/OR NEGLECT</u></a>
PH-P9	<a href="#"><u>PARENT CODE OF CONDUCT</u></a>
PH-P10	<a href="#"><u>PARENT'S RIGHT TO IMMEDIATE ACCESS</u></a>
PH-P11	<a href="#"><u>INCLUSION, SUSPENSION, EXPULSION</u></a>
PH-P12	<a href="#"><u>WITHDRAWALS/SCHEDULE CHANGES/TRANSFERS</u></a>
PH-P13	<a href="#"><u>COURT ORDERS EFFECTING ENROLLED CHILDREN</u></a>
PH-P14	<a href="#"><u>ARRIVAL PROCEDURES</u></a>
PH-P15	<a href="#"><u>PICK UP PROCEDURES</u></a>
PH-P16	<a href="#"><u>TRANSPORTATION</u></a>
PH-P17	<a href="#"><u>SCHOOL CALENDAR</u></a>
PH-P18	<a href="#"><u>EMERGENCY CLOSING AND INCLEMENT WEATHER INFORMATION</u></a>
PH-P19	<a href="#"><u>CURRICULUM INFORMATION</u></a>
PH-P20	<a href="#"><u>DISCIPLINE</u></a>
PH-P21	<a href="#"><u>TOYS FROM HOME</u></a>
PH-P22	<a href="#"><u>DRESS CODE</u></a>
PH-P23	<a href="#"><u>FIELD TRIPS</u></a>
PH-P24	<a href="#"><u>PARENT PARTICIPATION/VOLUNTEERS</u></a>
PH-P25	<a href="#"><u>HEALTH AND SAFETY</u></a>
PH-P26	<a href="#"><u>STAFF EMPLOYMENT BY CLIENT'S POLICY</u></a>
	<a href="#"><u>ANNEX DOCUMENTS</u></a>





POLICY: WELCOME

POLICY ID#:PH-P1

APPROVED BY: Elizabeth C. Keiper

EFFECTIVE DATE: 1/1/15

Welcome!

We are pleased that you are joining our family. We understand that choosing an early learning center for your child is one of the most important decisions you will make for them as studies show that particularly the first 5 years of a child's life are the most crucial for their development.

We thank you for choosing us and take our responsibility seriously for providing your child with high quality early education and care. WellKind School for Early Learners is licensed by the Pennsylvania Department of Human Services and follows all state mandated regulations including health and safety and staff child ratios.

WellKind School for Early Learners is rated a Keystone STAR 4 child care center recognized by the Pennsylvania Keystone Stars Program. The Keystone Stars Rating Scale of 1 to 4 STARS is designed to help families make a sound decision when choosing a child care center.

You will find more information about the Keystone STARS program located within our Handbook.

This handbook has been developed to help our parents by providing them with specific information about our center; it includes a description of our policies and procedures, our mission statement and philosophy on education, the role of caregivers, goals for the children and our expectations from parents.

We hope you will find this handbook both beneficial and informative as our partnership grows.





POLICY: MISSION, VISION AND PHILOSOPHY ON EDUCATION

POLICY ID#:PH-P2

APPROVED BY: Elizabeth C. Keiper

EFFECTIVE DATE: 1/1/15

## Our Mission at WellKind School for Early Learners

At WellKind School for Early Learners we create opportunities for EVERY individual to deeply develop themselves and discover the diverse and unique talents that EACH one of us possesses.

## The Vision of WellKind School for Early Learners

At WellKind School for Early Learners we believe that through promoting awareness of the 7 pillars of wellness and by purposefully connecting these areas, we will rise up as a community of fulfilled, passionate, joyful, and kindhearted individuals armed with the knowledge and skills we need to become the best versions of themselves and in turn use those skills to spark positive change in the world around us. We will be ambassadors for love, acceptance, peace and happiness in its fullest sense.

## Our Philosophy on Education

Our philosophy on education is that each individual should aim to achieve balance of the seven pillars of wellness in order to reach their truest potential.

At WellKind School for Early Learners we believe that development in the areas of intellect, emotions, environmental awareness, relationships, healthy lifestyle, vocation, and human connectedness all have a valid and necessary place in the field of education.

We integrate awareness of the 7 Pillars of Wellness and through purposefully connecting these areas, we are preparing our students to make lasting positive impacts on their communities.



POLICY: OUR SEVEN PILLARS OF WELLNESS

POLICY ID#: PH-P3

APPROVED BY: Elizabeth C. Keiper

EFFECTIVE DATE: 1/1/17

## Seven Pillars of Wellness

**Brain Building:** Stimulating cognitive growth through exposure to new challenges which allow for problem solving strategies and critical thinking skills to emerge

**Healthy Lifestyle:** Promoting of healthy habits, leading an active lifestyle, activities to enhance muscular strength and coordination, and balanced nutrition

**Emotional Growth:** Actively working towards emotional intelligence, managing stressors, distinguishing and expressing feelings in a constructive way, and practicing a positive approach to life while facing obstacles with a curiosity to problem solve

**Relationships:** Creating conditions in which healthy relationships form and are maintained through talking, sharing in new experiences, and participation in events

**Purpose & Passion:** The personal and professional development of new skills and interests as well as seeking out opportunities to grow and learn through meaningful experiences

**Environmental Impact:** Awareness of our role in the community to protect our resources and advocating for keeping our world a clean, safe, and sustainable places to live

**Gratitude & Appreciation:** Seeking out all of the goodness around us, appreciating the beauty in life, and cultivating a culture where we work together towards this common goal of choosing to see through a lens of gratitude and appreciation







POLICY: LICENSING AND CERTIFICATIONS  
POLICY NO.: PH-P4  
APPROVED BY: Elizabeth C. Keiper  
EFFECTIVE DATE: 2/04/16

#### 4.1 **Department of Human Services.**

WellKind School for Early Learners is a private childcare center. We are licensed by the Department of Human Services.

The certificate is in the Reception Area available for your viewing along with DHS's childcare regulations.

WellKind School for Early Learners enrolls children ages 6 weeks through 12 years of age. The Center is open Monday through Friday from 6:30 a.m. to 5:30 p.m.

WellKind School for Early Learners does not discriminate against any race, creed, religion, and/or sex. This applies to hiring our staff and applications of our students.



## 4.2 Keystone STARS Program

Keystone STARS rates childcare programs from one (1) to four (4) STARS on things you care about. Programs must meet state regulations for safety and offer a kid-friendly atmosphere with good teachers that partner with you to help your child learn. Childcare within Keystone STARS earn a STAR 1 to STAR 4 rating based on quality standards that measure:

- Staff education:** Early childhood teachers have the training and knowledge for working with young children
- Classroom/Learning environment:** The program has a variety of materials and activities for each age level that makes it possible for children to learn something new every day!
- Including families and the community:** Families and community members are encouraged to become a part of the child's learning progress
- Leadership and management:** A quality program has have sound business practices to ensure your child's safety and early learning

Because WellKind School for Early Learners is a **Keystone STAR 4 Center**, you and your child will receive the following benefits:

- 🌀 All team members hold either a Bachelor's Degree in Early Childhood Education, an Associate's Degree, a Child Development Associate (CDA) or are enrolled as students pursuing a degree in education or a related field.
- 🌀 An Orientation Meeting is held when each child enrolls.
- 🌀 Teachers provide daily updates in written and/or verbal formats.
- 🌀 Teachers formally assess your child's development in Fall, Winter, and Spring and informally on a daily basis. Parent teacher conferences are held 3 times a year to share your child's progress and set developmental goals with each parent.
- 🌀 Within the first 45 days of enrollment, each child is screened using two formats, the Ages and Stages Questionnaire and the Ages and Stages Social & Emotional Questionnaire to ensure they are reaching all developmental milestones or are referred to Early Intervention Services.
- 🌀 Teachers use the PA Early Learning Standards to develop curriculum and assessment.
- 🌀 We receive independent evaluations of our classroom set-up and learning activities using a standardized tool.
- 🌀 Our teachers will meet with you to ensure a smooth transition to kindergarten for your child.
- 🌀 Our team members accrue up to 4 employee benefits which helps reduce staff turnover.
- 🌀 Team members complete monthly professional development and training to better meet your child's needs and stay current on appropriate early education practices.
- 🌀 Our licensing certificates are available to view in the Reception Area.



### 4.3 Healthy Way to Grow Initiative

WellKind School for Early Learners joined this initiative in its conception during 2013 with the goal of providing a more nutritionally rich program filled with appropriate physical education for our students. Since becoming a part of this initiative, we have updated our menus to reflect more whole grains, proteins, fruits, and vegetables as well as consciously planned for and implemented more active play time. Although HWTG is no longer actively supporting programs, we continue to adhere to their healthy principles as well as develop new ones that enhance our program's health practices.

### 4.4 Wellness Policy

WellKind School for Early Learners believes that children in our care learn to make healthy choices about nutrition and physical activity that will last a lifetime. We also understand the importance of working together with families to sustain a healthy lifestyle. WellKind School for Early Learners has adopted the following wellness policies:

**Nutrition and Physical Activity Education:** Teachers will attend annual professional development on nutrition and physical education for children.

Nutrition Education is offered to children and incorporated into the lesson plans at least 4 times per year and is included in classroom themes.

Physical Education Activities for children are incorporated into the curriculum, teaching children why physical activity is important for their health.

**Food and Beverage Practice and Behavior:** Family Style meals are served in the classrooms.

WellKind School for Early Learners staff model healthy food and beverage practices while sitting with the children at mealtime.

100% juice is not consumed under the age of 1 year. Ages 1 and older only consume 100% juice, never additives, and child care providers reinforce to parents that no more than 4-6 oz. of juice is served daily to children for the whole day.

Breast feeding is encouraged and new mothers are provided support and a private area to breast feed their child.

Written instructions and guidelines are provided to parents regarding food brought into the center from home.

Menus are written according to the CACFP guidelines and contain fresh fruits and vegetables and whole grains foods.

**Physical Activity and Screen Time:** All age groups (toddlers to school aged children) are engaged in age appropriate outdoor activities, weather permitting. Staff always engage in child /adult interactions. Children have outdoor active playtime daily weather permitting. Active playtime is scheduled in the classroom and occurs throughout the day.

WellKind School for Early Learners uses screen time for educational purposes only. iPads are used for teacher directed education activities.

Families are encouraged to limit screen time to no more than 2 hours per day.



**POLICY: ENROLLMENT**

**POLICY ID#.:PH-P5**

**APPROVED BY: Elizabeth C. Keiper**

**EFFECTIVE DATE: 1/1/24**

Enrollment at WellKind School for Early Learners is open to children from 1 year old to 10 years old. Enrollment shall be granted without regard to a child's race, color, creed, religion, national origin, gender, or disability; and without regard to a parent or guardian's race, color, creed, religion, age, national origin, gender, pregnancy or disability

Parents can apply for enrollment of their child in WellKind School for Early Learners by completing the Enrollment Application and paying the Registration Fee of \$75 per child. The Registration Fee is NON-REFUNDABLE.

Initial enrollment is contingent upon receipt of the completed enrollment application, signed fee agreement, registration fee, [Health Statement](#) with immunization records and signed Parent Handbook receipt.

The Enrollment Application and Fee Agreements are not meant to serve as contracts guaranteeing service for any duration.

WellKind School for Early Learners reserves the right to dismiss any parent or child at any time with or without cause.

Continued enrollment at WellKind School for Early Learners is contingent upon the child's file remaining current and updated, both the parents' and child's adherence to the policies and procedures of WellKind School for Early Learners as outlined in this handbook including, but not limited to, timely payment of all fees and tuition.

Parents are required to notify WellKind School for Early Learners immediately, should any of the information collected at the time of enrollment or any time thereafter change. Failure to do so may result in the child(ren) being dis-enrolled from the program and forfeiture of monies paid.

At time of enrollment, or any time that presents itself throughout your child's experience at WellKind School, mental health and social service referrals are available by way of our Parent Resource Handbook (included in your enrollment materials.) Please know that we are a resource and can connect you to necessary services at any time should the need arise.

POLICY: TUITION AND PAYMENT METHODS

POLICY ID#:PH-P6

APPROVED BY: Elizabeth C. Keiper

EFFECTIVE DATE: 01/01/2024

All custodial parents and/or legal guardians are required to sign a Fee Agreement prior to enrollment of their child in WellKind School for Early Learners. Parents are required to indicate to whom all billing information and correspondence are to be addressed. Receipts will be sent by e-mail for tuition payments made and can be printed by request.

All payments are to be made on Mondays (or the first day that the child is scheduled to attend each week.) A \$25 late fee will be charged to your account if payment is not made on the **first day of attendance**. In addition, your child will not be able to attend if your payment is not made in full and on time each week.

Tuition does not include fees for field trips and extra curricular activities such as the Summer Program.

In addition to the weekly tuition payment, a \$2 weekly educational fee per child will be charged to your account on the first day of the week, which covers the cost of educational materials for your child and the technology of Brightwheel

There is also an Annual Service Fee of **\$75 per child** charged to your account in 2 payments of \$37.50, one in January and July. During these months you will be completing enrollment documents signing as if you were reenrolling your child. This fee covers keeping your child's file up-to-date, printing, copying, and faxing of documents.

A Transportation Fee of \$6 per child per week is in addition to tuition for any family using our transportation services to and from elementary school.

Late pick up fee is \$25 per child. A parent is considered to be late if they are picking up their child later than the agreed upon pick up time on the fee agreement. If a parent is

Cash, direct withdrawal, or credit card may pay tuition. WellKind School for Early Learners accepts VISA, American Express, Discover, and MasterCard.

All cash payments must be handed directly to an administrative personnel (no classroom teachers are responsible for accepting payments), or deposited inside a envelope with the child's name in the locked black payment box located in the Reception Area. If dropped in the lock box, you will receive a receipt at the earliest convenience of the Administration via email.

Payments made by debit or credit card are charged a 2.8% bank convenience fee

There is no extra cost for enrolling with Automated Tuition Deduction. All fees related to tuition such as the Biannual Service Fee, Monthly Educational Fees, Late Pick up Fees or other fees associated with child care or educational needs will be charged in addition to the flat tuition rate.

WellKind School does not charge a bank fee to the customer enrolled in Automated deduction. It is absorbed by the company. All other payments made not using automatic debit payments will be subject to a 2.8% fee in addition.

WellKind School for Early Learners will bill your checking, savings or credit card account on the first day (Monday) of each week.

If WellKind School for Early Learners or the financial Institutions are closed on Monday, the automated tuition will be billed on the Friday proceeding the closure.

It is the customer's responsibility to notify WellKind School for Early Learners of a change to the account or financial institution by Friday at 5:00pm.

If your payment doesn't go through for any reason you will be charged a \$10 fee and in addition a late payment will be charged to your account unless the balance is reconciled on that same day (Monday).

To enroll in Automatic Payment please refer to:

[Annex 1. ACH Credit Authorization Agreement for Direct Payments from a Bank Account](#)

## 6.2 Late Tuition Payments

Non-payment of tuition is grounds for immediate dismissal from the program. Timely payments are essential for continued enrollment at WellKind School for Early Learners.

A \$25 late fee will be charged to your account if payment is not made on the **first day of attendance**.

## WellKind School Partners- ELRC, United Way, Dept of Ed.

6.3 Parents who receive subsidy through ELRC for their child must complete all required paperwork on time to continue enrollment at WellKind School for Early Learners. Parents utilizing ELRC funding are also required to sign a fee agreement agreeing to be personally responsible for the payment of tuition in the event they become ineligible to receive child care subsidies.

6.4 WellKind School for Early Learners on behalf of the United Way offers a Pre-K Scholarship Program to families with children from 3-5 years of age who meet their and our qualification guidelines. For a copy of the Scholarship Application and guidelines please ask the Center Director.

6.5 WellKind School for Early Learners offers a multiple child discount for one or more siblings enrolled during the same school year. The youngest sibling pays the full tuition rate and each additional child's tuition are discounted. Discounts are only applicable when tuition payments are made on time. The full tuition rate, plus any additional late fees will be charged when tuition payments are late as per the late tuition policy stated above.

6.6 Parents are also given 2-5 sick days (dependent upon contracted days) in a 12 month period to be used accordingly (January 1st-December 31<sup>st</sup>). Parents must request that the sick days be applied by emailing [info@wearewellkind.com](mailto:info@wearewellkind.com). When the sick days have been exhausted, parents will be responsible to pay the full weekly tuition regardless of attendance.

6.7 Holidays. WellKind School for Early Learners. will close for up to 15 business days per year.

Parents will receive a Holiday Closing schedule upon enrollment and yearly thereafter. Parents should also read the daily Brightwheel Report and Event Calendar in the app and on our website. Parents are responsible to pay their full weekly tuition regardless of a scheduled holiday closing or unscheduled closing due to inclement weather or unforeseen emergency issues. Payment of the full weekly tuition is what reserves your child's space in the classroom. Failure to make full weekly tuition payments may result in suspension or dismissal from Program. Taking more than the permitted time off and without timely payments forfeits your child's space in the classroom and you may be waitlisted and have to reenroll, paying all initial enrollment fees upon return





POLICY: CONFIDENTIALITY

POLICY NO.: PH-P7

APPROVED BY: Elizabeth C. Keiper

EFFECTIVE DATE: 1/1/15

Within WellKind School for Early Learners confidential and sensitive information will only be shared with employees of WellKind School for Early Learners who have a “need to know” in order to most appropriately and safely care for your child. Confidential and sensitive information about faculty, other parents and/or children will not be shared with parents, as WellKind School for Early Learners strives to protect everyone’s right of privacy. Confidential information includes, but is not limited to: names, addresses, phone numbers, disability information, health related information, custody information, or any other such information deemed private of anyone associated with WellKind School for Early Learners.

Outside of WellKind School for Early Learners, confidential and sensitive information about a child will only be shared when the parent of the child has given written consent, except where otherwise provided for by law. Parents will be provided with a document detailing the information that is to be shared outside of WellKind School for Early Learners persons with whom the information will be shared, and the reason(s) for sharing the information.

Any parent who violates the Confidentiality policy will not be permitted on agency property thereafter. Refer to the policy regarding Parents Right to Immediate Access for additional information regarding dis-enrollment of a child when a parent is prohibited from accessing agency property.

You may observe children at our center who are disabled or who exhibit behavior that may appear inappropriate (i.e. biting, hitting, and spitting). You may be curious or concerned about the other child. Our Confidentiality Policy protects every child’s privacy. Employees of WellKind School for Early Learners are strictly prohibited from discussing anything about another child with you.



POLICY: MANDATED REPORTING OF SUSPECTED CHILD ABUSE AND/OR  
NEGLECT

POLICY NO.: PH-P8

APPROVED BY: Elizabeth C. Keiper

EFFECTIVE DATE: 1/1/15

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

As mandated reporters, the staff of WellKind School for Early Learners cannot be held liable for reports made to Child Protective Services which are determined to be unfounded, provided the report was made in “good faith.”

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

Unusual bruising, marks, or cuts on the child’s body

Severe verbal reprimands

Improper clothing relating to size, cleanliness, season

Transporting a child without appropriate child restraints (e.g. car seats, seat belts, etc.)

Dropping off or picking up a child while under the influence of illegal drugs or alcohol

Not providing appropriate meals including a drink for your child

Leaving a child unattended for any amount of time

Failure to attend to the special needs of a disabled child

Sending a sick child to school over medicated to hide symptoms, which would typically require the child to be kept at home until symptoms subside.

Children who exhibit behavior consistent with an abusive situation

POLICY: PARENT CODE OF CONDUCT

POLICY NO.: PH-P9

APPROVED BY: Elizabeth C. Keiper

EFFECTIVE DATE: 1/1/15

WellKind School for Early Learners requires the parents of enrolled children behave at all times in a manner consistent with decency, courtesy, and respect. One of the goals of WellKind School for Early Learners is to provide the most appropriate environment in which a child can grow, learn and develop. Achieving this ideal environment is not only the responsibility of the employees of WellKind School for Early Learners but is the responsibility of each and every parent or adult who enters the Center. Parents are required to behave in a manner that fosters this ideal environment. **Parents who violate the Parent Code of Conduct will not be permitted on agency property thereafter.** Please refer to the Policy on Parent's Right to Immediate Access for additional information regarding dis-enrollment of the child when a parent is prohibited from accessing agency property.

### 9.1 Swearing and/or Cursing

No parent or adult is permitted to curse or use other inappropriate language on agency property at any time, whether in the presence of a child or not. Such language is considered offensive by many people and will not be tolerated. If a parent or adult feels frustrated or angry, it is more appropriate to verbally express the frustration or anger using non-offensive language. At NO time shall inappropriate language be directed toward members of the staff.

### 9.2 Threatening of Employees, Children, Other Parents or Adults associated with WellKind School for Early Learners:

Threats of any kind will not be tolerated. In today's society WellKind School for Early Learners cannot afford to sit by idly while threats are made. In addition, all threats will be reported to the appropriate authorities and will be prosecuted to the fullest extent of the law. While apologies for such behavior are appreciated, the agency will not assume the risk of a second chance.

**Parents must be responsible for and in control of their behavior at all times.**

### 9.3 Physical/Verbal Punishment of your child or other children at WellKind School for Early Learners:

WellKind School for Early Learners does not support corporal punishment of children and such acts are not permitted in the child care facility. While verbal reprimands may be appropriate, it is not appropriate for parents to verbally abuse their child. Doing so may cause undue embarrassment or emotional distress. Parents are always welcome to discuss a behavior issue with the teacher and to seek advice and guidance regarding appropriate and effective disciplinary procedures.

Parents are prohibited from addressing, for the purpose of correction or discipline, a child that is not their own. Of course, no parent or other adult may physically punish another parent's child. If a parent should witness another parent's child behaving in an inappropriate manner, or is concerned about behavior reported to them by their own child, it is most appropriate for the parent to direct their concern to the classroom teacher and/or Center Director.

Furthermore, it is wholly inappropriate for one parent to seek out another parent to discuss their child's inappropriate behavior. All behavior concerns should be brought to the classroom teacher or director's attention. At that point, the teacher and/or director will address the issue with the other parent. Although you may be curious as to the outcome of such a discussion, teachers and/or the Center Director are strictly prohibited from discussing anything about another child with you. All children enrolled in our agency have privacy rights and are further protected by our Confidentiality Policy. You may be assured that we will not discuss anything about your child with another parent or adult visiting the center.

### 9.4 Smoking:

For the health of all WellKind School for Early Learners employees, children and associates, smoking is prohibited anywhere on agency property. Parents are prohibited from smoking in the building, on the grounds, and in the parking lot of WellKind School for Early Learners. Parents who are smoking in their cars must dispose of the cigarette prior to entering the parking lot.

## 9.5 Violations of the Safety Policy:

Parents are required to follow all safety procedures at all times. These procedures are designed not as mere inconveniences, but to protect the welfare and best interest of the employees, children and associates of WellKind School for Early Learners. Please be particularly mindful of WellKind School for Early Learners entrance procedures. We all like to be polite however we need to be careful to not allow unauthorized individuals into the center. Holding the door open for the person following you may, in fact, be polite, however that person may not be authorized to enter the premises. Security procedures are only as strong as the weakest person in our organizational chain. Be alert and mindful. Immediately report any breaches to the Center Director. Each parent or guardian has a particular pin number, therefore the person behind you will be able to gain entrance if they are authorized to do so. Please get comfortable saying things such as, "I'm sorry. I am not allowed to let you come in but you may use your pin", or "I don't know you. I cannot allow you to enter the building." Let's work together to keep our children safe!

## 9.6 Confrontational Interactions with Employees, Other Parents or Associates of WellKind School for Early Learners.

While it is understood that parents will not always agree with the employees of WellKind School for Early Learners or the parents of the other children, it is expected that all disagreements be handled in a calm and respectful manner. Confrontational interactions are not an appropriate means by which to communicate a point and are strictly prohibited.

## 9.7 Violations of the confidentiality Policy:

WellKind School for Early Learners takes the responsibility of maintaining the confidentiality of all persons associated with the agency very seriously. Parents must understand the implications of this responsibility. Parents need to recognize that the Confidentiality Policy not only applies to their child or family, but all children, families and employees associated with WellKind School for Early Learners. Any parent who shares any information considered to be confidential, pressures employees or other parents for information which is not necessary for them to know, will be considered to be in violation of the Confidentiality Policy.

## POLICY: PARENT'S RIGHT TO IMMEDIATE ACCESS

POLICY NO.: PH-P10

APPROVED BY: Elizabeth C. Keiper

EFFECTIVE DATE: 1/1/15

Parents of a child in our care are entitled to immediate access, without prior notice, to their child whenever they are in care at WellKind School for Early Learners as provided by law.

In cases where the child is the subject of a court order (e.g., Custody Order, Restraining Order, or Protection from Abuse Order) WellKind School for Early Learners must be provided with a **Certified Copy** of the most recent order and all amendments thereto. The orders of the court will be strictly followed unless the custodial parent(s) requests a more liberal variation of the order in writing. In the case where both parents are afforded shared/joint custody by order of the court, both parents must sign the request for more liberal interpretation of the order.

**In the absence of a court order** on file with WellKind School for Early Learners, **both** parents shall be afforded equal access to their child as stipulated by law. WellKind School for Early Learners cannot, without a court order, limit the access of a one parent by request of the other parent, regardless of the reason. If a situation presents itself where one parent does not want the other parent to have access to their child, WellKind School for Early Learners suggests that the parent keep the child with them until a court order is issued, since our rights to retain your child are secondary to the other parent's right to immediate access. WellKind School for Early Learners staff will contact the local police should a conflict arise.

Visitors are asked to schedule appointments with the Center Director, and are allowed in the child care facility only at the discretion of the Center Director. An employee of WellKind School for Early Learners will accompany visitors at all times, throughout the Center.

WellKind School for Early Learners will dismiss any child whose parent is prohibited from entering upon agency property. Due to the parents' right to immediate access policy, as well as state and federal regulations, WellKind School for Early Learners cannot have a child at the agency when the child's parent is prohibited access. WellKind School for Early Learners will not agree to any request to maintain a child's enrollment even if the parent agrees to stay out of the center. Such an agreement is a violation of the law and will not be entertained.



POLICY: INCLUSION, SUSPENSION, EXPULSION

POLICY NO.: PH-P11

APPROVED BY: Elizabeth C. Keiper

EFFECTIVE DATE: 6/1/21



Our Program is committed to providing a safe, nurturing environment conducive to the learning and growth of all of our children. We include children of all abilities in our program and strive to set them up for success regardless of their physical, cognitive, social or emotional need or developmental level. We work with parents and collaborating agencies to ensure that we are providing a respectful and mindful environment for every child and that all parties with a vested interest in the child's success are included in decision making processes.

Should a child already have an Individualized Educational Plan (IEP) or Individualized Family Service Plan (IFSP) upon enrollment or should they receive one while attending WellKind School we request that a copy be provided to us with family permission so that we may appropriately utilize the information it provides to inform individualized instruction. Whenever possible, we request that the child's teacher participate in the IEP/IFSP meeting which must include family members, an early childhood teacher, Early Intervention (EI) specialists, and director or administrator. This collaborative endeavor will allow us to more fully meet a child's need.

There are times, however, when a child may have a need that is outside the area of our expertise. When that need is identified, we will take the following steps to ensure that we are acting in the best interest of all parties involved:

1. Document the behavior exhibited while at WellKind School
2. Request an observation be completed by a colleague or supervisor
3. Request a meeting with the family to solution seek
4. Make any and all referrals (if necessary). Family should follow up with all necessary agencies/parties
5. Continue documenting progress at school (and/or at home for a 2 week period)
6. Revisit the situation as a team within 2 weeks of initial meeting, note improvements or any adjustments needed

Please note that WellKind School for Early Learners reserves the right to suspend or expel any child at any time for any, but not limited to any of the reasons listed below:

1. Non-payment or excessive late payment of tuition or fees
2. Failure to adhere to the policies and procedures outlined in this Parent Handbook
3. The child's needs require a staff to child ratio which are outside of state regulations
4. The child's behavior threatens his/her own health or safety, that of other children, or staff
5. The parent/guardian exhibits behavior which is detrimental to the health and well-being of the children and/or staff in the classroom or negatively interferes with the normal functioning of the classroom or program.



POLICY: INCLUSION, SUSPENSION, EXPULSION  
POLICY NO.: PH-P11  
APPROVED BY: Elizabeth C. Keiper  
EFFECTIVE DATE: 1/1/15



Any past due balances must be paid within 30 days of the dismissal. An invoice detailing the past due balance will be forwarded to the address indicated in the child's file within one week of the dismissal. Any balances remaining after the 30 day period will be referred to the agency's legal counsel for collection.

The Center Director or designee will assist the parent in gathering their child's belongings at the time of dismissal and parents are required to immediately leave agency property in a calm and respectful manner. WellKind School for Early Learners will request assistance from local police should any parent become disruptive and/or uncooperative while gathering their child's belongings upon dismissal.

A dismissed child and his/her parents are required to call and request an appointment with the Center Director if they wish to return to agency property following a dismissal. Appointments are made at the discretion of the Center Director and are not a right of the dismissed child or parent.

Following a dismissal, any parent or child who harasses, threatens, or causes harm in any way to anyone affiliated with the agency by calling, writing, or any other means, will be prosecuted to the fullest extent of the law, by WellKind School for Early Learners.



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## Home Language Policy

In all circumstances and wherever possible a child's home language and culture will be represented in the classroom environment through visuals, learning materials, and audible resources. Communication with the child's family for any language other than English will be attempted in the child's home language. To accomplish this, WellKind school will utilize community resources (language line), staff expertise, and online tools to ensure this an effective form of communication. Upon enrollment, through completion of the Getting to Know You Questionnaire as well as our Cultural Questionnaire, we will compile this information for use throughout the school year.

**POLICY: WITHDRAWALS/SCHEDULE CHANGES/TRANSFERS**

**POLICY NO.: PH-P12**

**APPROVED BY: Elizabeth C. Keiper**

**EFFECTIVE DATE: 1/1/15**

Two weeks notice is required when withdrawing a child for any reason. If the required notice is not given, parents will be charged tuition for two additional weeks.

The parents and child, following their last day of enrollment, are not permitted to re-enter agency property without prior permission of the Center Director. A withdrawn child and his/her parents are required to call and request an appointment with the Center Director if they wish to return to agency property following the last day of enrollment at WellKind School for Early Learners. Appointments are made at the discretion of the Center Director and are not a right of the withdrawn child or parent.

Parents who wish to change their child's days or times of enrollment at WellKind School for Early Learners must submit a request to do so two weeks in advance of the proposed change. Schedule changes may be subject to a change fee.

The Center Director will notify the parents if the new schedule is available. A schedule change will not be considered to be final until a new fee agreement is signed. If the schedule change requires an additional payment, the change will also be contingent upon payment of these monies. If the requested schedule is not available, parents may choose to continue with the current schedule until such time as the requested schedule becomes available, or may choose to withdraw their child from the program. The date the Center Director receives the request for a schedule change will be used to toll the two weeks notice required for withdraw.

## 12.1 **Transfer to another Educational Setting**

In the event you are withdrawing your child from WellKind School for Early Learners to enroll them in another educational setting (ex: another child care facility, elementary school, etc.) you may make a request that their record be transferred. Please be aware that if you have already unenrolled your child then the record will be mailed or faxed to you. You will not be able to come to the Center to pick them up unless you are still enrolled as a parent.

## POLICY: COURT ORDERS EFFECTING ENROLLED CHILDREN

POLICY NO.: PH-P13

APPROVED BY: Elizabeth C. Keiper

EFFECTIVE DATE: 1/1/15

In cases where an enrolled child is the subject of a court order (ex: Custody Order, Restraining Order, or Protection from Abuse Order) WellKind School for Early Learners must be provided with a **Certified Copy** of the most recent order and all amendments thereto. The orders of the court will be strictly followed unless the custodial parent(s) requests a more liberal variation of the order in writing. In the case where both parents are afforded shared/joint custody by order of the court, both parents must sign the request for more liberal interpretation of the order.

**In the absence of a court order on file with WellKind School for Early Learners administration, both parents shall be afforded equal access to their child as stipulated by law.** WellKind School for Early Learners cannot, without a court order, limit the access of a one parent by request of the other parent, regardless of the reason. If a situation presents itself, where one parent does not want the other parent to have access to their child, WellKind School for Early Learners suggests that the parent keep the child with them until a court order is issued.

If conflicting court orders are presented, the most recently dated court order will be followed.

Once presented with a Protection from Abuse Order or a Restraining Order, WellKind School for Early Learners is obligated to follow the order for the entire period it is in effect. Employees of WellKind School for Early Learners cannot, at the request of anyone, except the issuing judge, allow a Protection from Abuse Order and/or a Restraining Order to be violated. WellKind School for Early Learners will report any violations of these orders to the court.

POLICY: ARRIVAL PROCEDURES

POLICY NO.: PH-P14

APPROVED BY: Elizabeth C. Keiper

EFFECTIVE DATE: 1/5/24

Upon arrival at WellKind School for Early Learners, families are to ring the doorbell and await a WellKind staff member to escort their child to their designated classroom. Note: Cell phone use is not permitted at drop off or pick up times since it distracts from proper supervision and impedes communication.

Children are required by law to be supervised at all times while on Center property. When the parent is present, the responsibility of supervision is theirs.

During times when parents are permitted in the building for special events or drop off or pick up days, parents are required to supervise their own child. If entering the classroom, we ask that shoes be removed, or shoes are covered with our provided covers. At special drop off days, WellKind School for Early Learners discourages parents from sneaking out of the Center. Some children exhibit separation anxiety when it is time for their parent to leave. WellKind School for Early Learners believes it is best for parents to tell the anxious child upon arrival that after all of the child's things are put away, the parent will kiss, hug and say goodbye to the child. This will prepare the child for their departure. The employee present in the classroom will comfort and assist the child through the anxious time. Parents are asked to leave after saying goodbye. The longer the parent of an anxious child drags out the departure, the more anxiety the child is likely to feel.

The professional employees of WellKind School for Early Learners are available to discuss other options if the child does not settle into the arrival routine after a reasonable period of time.

Parents are required to notify the child's teacher or Center Director of any special instructions or needs for the child's day. The parent must document the special instructions by recording them in the Brighwheel System and verbally discuss them with either the classroom teacher or Center Director. These special instructions include but are not limited to: Early Pick Up, Alternative Pick up Person, health issues over the previous night which need to be observed and/or any general issues of concern which the child care providers should be aware to best meet the needs of your child throughout the day.

WellKind School for Early Learners does serve breakfast in the morning from 8:15 AM-8:45 AM. Parents are required to feed their child a nutritious and filling breakfast if their drop off time is after 8:45 AM.

#### 14.1 NOTIFICATION OF ABSENCE

Parents are required to inform the center by 9:00 am if a child will not be at the Center on a scheduled day. This will enable the Center to more effectively plan for meals, maintain appropriate ratios and help the classroom teacher effectively plan for the day.

If your child is ill, we request that you notify the Center Director not only of the absence, but also of the nature of the illness. This enables our faculty to keep track of any illnesses, which may occur at our school. This information will only be shared with staff on a “need to know” basis. If your child has a communicable disease, we ask that you share the diagnosis with the Center Director, so that the parents of the children in the school maybe notified that a communicable disease is present. Once again, only the communicable disease information will be shared. WellKind School for Early Learners. will take all measures necessary to protect your child’s confidentiality.

Parents 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.

Parents who know in advance that a child will be late, are required to notify the Center by 9:00AM so as to maintain the appropriate number of employees to ensure ratios are met when the child arrives to school.

Note: You should inform your child’s teacher if you have a planned absence such as a vacation or an activity that will keep your child out of the program for 1 or more days.

If your child has been absent for 5 days and you have not been in contact with the Center, your child’s enrollment may be terminated. Please keep in mind that we have an active waiting list so unexcused absences may forfeit your child’s placement in the classroom. If you return from an absence and your child’s placement in the classroom is still available, you must pay the tuition for time missed if you wish that they continue to attend.



## 14.2 AGENCY'S RIGHT TO REFUSE ADMISSION

WellKind School for Early Learners reserves the right to refuse admission to any child at any time with or without cause.

WellKind School for Early Learners strives to maintain an ample list of substitutes in anticipation of staff absences, however, there are times when substitutes are not available, and classrooms need to be closed to maintain compliance with licensing regulations. Refusal will be based on a "first come first served" basis when seeking to maintain appropriate staff to child ratios and/or when closing classrooms.

Possible reasons for the refusal of admission include but are not limited to:

Lack of staff to maintain appropriate Staff to Child Ratios as determined by State Licensing Regulations.

The need to maintain compliance with Licensing Regulations.

Staff deems the child to ill to attend.

Domestic Situations that present a safety risk to the child, staff or other children enrolled at WellKind School for Early Learners. if the child were to be present at the center.

Parents' failure to maintain accurate, up to date records.

Parents' failure to complete and return required documentation in a timely fashion.

Unpaid tuition.

Parents will not be reimbursed tuition for days when their child is refused admission to the program.

**POLICY: PICK UP PROCEDURES**

**POLICY NO.:** PH-P15

**APPROVED BY:** Elizabeth C. Keiper

**EFFECTIVE DATE:** 1/5/24

Parents are required to handle all business issues prior to picking up their child so that they are able to fully focus on their child at pick up. Cellphone use is not permitted on our building grounds. Please silence your phone or leave it in the car. The use of a cell phone prohibits the ability to have staff-parent communication as well as disrupts the parent-child greeting.

Once a parent makes visual contact with their child, the parent is then solely responsible for supervising their child while on agency premises. The parent may not allow a child to wander around in the parking lot, outdoor spaces and/or playground.

Parents or persons designated to act “in loco parentis” are required to sign any incident/accident reports from the day at pick-up. The classroom teacher will be able to briefly discuss the matter with you or other authorized adult at pick-up. However, should you feel it necessary to have an in depth discussion or meeting, it is most appropriate to schedule the meeting for a later date because the teacher is responsible for supervising the remaining children in the classroom. A telephone conference may be scheduled for later in the day or for the next day at nap/rest time if the parent(s) is unable to meet at the Center during the course of the day.

Please remember that in line with drop off procedures, parents are required to read all important information posted at the building entrance.

Parents should refer to their child’s daily Brighwheel report for questions about their day.

Please keep in mind that staff members are responsible for the supervision of the other children present and therefore cannot engage in lengthy conversations at pick up or drop off times. If you have a question that needs to be immediately addressed, please notify the Center Director or any member of the administrative team for prompt response.



## 15.1 Late Pick-Up

A parent is considered to be late if they are picking up their child later than the agreed upon pick up time on the fee agreement.

The fee charged for late pick up is \$25 per child based upon the pick-up time that appears on the fee agreement. It is extremely important that parents pick up at the agreed upon time so that WellKind School for Early Learners. can consistently meet ratio and licensing requirements as well as respect the time of the teachers who are scheduled to leave at a specific time.

A child's services will be terminated should the child be picked-up late on three occasions in one school year regardless of the reasons for the late pick-up. It is the parent's responsibility to ensure that someone (either a parent or Emergency/Alternate pick-up person) is available to pick up the child on time.

## 15.2 Persons appearing to be impaired by Drugs / Alcohol at Pick-Up

The staff of WellKind School for Early Learners. will contact local police and/or the other custodial parent should a parent appear to the staff of WellKind School for Early Learners. to be under the influence of drugs and/or alcohol. The parent's right to immediate access does not permit the agency from denying a custodial parent access to their child even if the parent is or appears to be impaired. However, WellKind School for Early Learners staff will delay the impaired parent as long as possible, while contacting the other parent, the local police, and Child Protective Services.

Any other authorized person who attempts to pick-up a child, and appears to the staff of WellKind School for Early Learners to be under the influence of drugs and/or alcohol will be denied access to the child. The staff of WellKind School for Early Learners will contact the child's parents, local police and Child Protective Services to notify them of the situation.

### 15.3 Emergency / Alternate Pick-Up Forms

At enrollment, parents will be presented with an Emergency/Alternate Pick-up form. Parents are encouraged to include on this form any, and all persons who, in the course of events, may at one time be asked to pick-up their child from WellKind School for Early Learners. In an emergency situation the child's parents will be called first. If they can not be reached staff will call the persons listed on this form until someone can be reached.

Should the staff contact a parent, and the parent is unable to pick up the child, it is then the responsibility of the parent to arrange for their child to be picked up by someone on the emergency list. Failure of the parent to make such arrangements will result in dismissal from the program.

Parents do not need to be listed on the Emergency Contact Form. The nature of the parental relationship affords the parents (in the absence of a court order indicating otherwise) the right to pick-up their child.

Individuals chosen by parents as the Emergency/Alternate Pick-up persons have the right to act "In Loco Parentis." In Loco Parentis status affords the pick up person the right to discuss confidential information about the child's day including but not limited to, incident/accident reports, and behavior issues. Note: No one under 18 years of age may be designated to pick up a child in our program.

The persons on the Emergency/Alternate pick-up form will be required to provide a Government issued photo ID prior to the Center releasing the child. There will be no exceptions to this rule.

All changes and/or additions to the Emergency/Alternate Pick-up form must be made in writing and be dated and signed. Only custodial parents have the right to make changes or additions to this form.

WellKind School for Early Learners. reserves the right to refuse/ban any person listed on the Emergency/Alternate Contact Form for any reason, including but not limited to violations of the policies/procedures contained herein. It is the responsibility of the enrolling parent(s) to inform each person on the Emergency/Alternate Form of the policies/procedures contained herein.

POLICY: TRANSPORTATION  
POLICY NO.: PH-P16  
APPROVED BY: Elizabeth C. Keiper  
EFFECTIVE DATE: 1/1/15

WellKind School for Early Learners transports children of Kindergarten age to 5<sup>th</sup> grade (5yrs-10yrs old) to and from the following elementary schools during the academic school year:

John G. Whittier Elementary  
McNichol's Plaza Elementary

There is an additional cost for daily transportation services. If you are interested in transportation services, please see the Center Director for availability information. Any child who does not follow safety rules associated with traveling to and from school may be dismissed from bus services.

## Summer Program

Elementary School Children have the opportunity to participate in a Summer Program during the months of June through August which includes various activities and field trips

Parents will receive an Activity Calendar at the commencement of the Summer Season. Parents will sign a permission slip which gives permission for participation in the program and for transportation services to be provided.

A transportation activity fee will be charged for each child. Participation in the Summer Program is mandatory. If parents choose to suspend child care services for the summer their child's space will not be reserved for the coming school year unless they pay the full weekly tuition fee throughout the summer months.

POLICY: SCHOOL CALENDAR & PARENT PORTAL  
POLICY NO.: PH-P17  
APPROVED BY: Elizabeth C. Keiper  
EFFECTIVE DATE: 1/5/24



Please follow the link for updated calendar and documents

<https://wearewellkind.com/parent-portal/forms-and-documents/>





**POLICY: EMERGENCY CLOSING AND INCLEMENT WEATHER INFORMATION**

**POLICY NO.: 18**

**APPROVED BY: Elizabeth C. Keiper**

**EFFECTIVE DATE: 1/5/24**

In the event of an emergency closing and/or inclement weather, parents will be notified of the closing by a text alert through our Brightwheel System

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

Should the Center need to close for any reason, tuition will not be refunded or reduced for closures of less than 10 school days. If the closure extends beyond 10 school days, parents may experience a reduction in their tuition payments.



POLICY: CURRICULUM INFORMATION

POLICY NO.: PH-P19

APPROVED BY: Elizabeth C. Keiper

EFFECTIVE DATE: 1/1/15

## 19.1 Curriculum Statement

WellKind School for Early Learners uses Experience Curriculum which is a research based early childhood curriculum that applies child development theories and brain research to a unique model of teacher support, child experience and family engagement. We believe that children learn best through play and intentional positive adult interactions. All activities are linked to the Pennsylvania Learning Standards which means that they are appropriate for your child age and stage and focus on specific areas of development. All of our curriculum is based on but is not limited to: relationship based learning, sound early childhood research and theory, emergent curriculum development, project-focused play investigations, intentional planning and teaching strategies, involving families, culture and community.

## 19.2 Class Assignments

Children are accepted into a specific classroom at the time of enrollment. Availability for future classroom assignments will be discussed with the parent by the Center Director at the time of transition. Parents will be an integral part of the discussion to change/alter a classroom assignment and will take part in a transition meeting with the Center Director.

## 19.2 Daily Schedule of Activities

 [Young Toddler Classroom](#)

 [Older Toddler Classroom](#)

 [Preschool Classroom](#)

 [Pre-K Classroom](#)

 [Pre-K Counts](#)

 [School Age](#)

## 19.4 Staff to Child Ratios

Staff:Child ratios are as follows:

Young Toddlers: 5 children to 1 adult;  
Older Toddlers: 6 children to 1 adult;  
Preschool/Pre-K: 10 children to 1 adult;  
Young School Age: 12 children to 1 adult;  
Older School Age: 15 children to 1 adult

## 19.5 Nap/Rest Time

A rest time between the hours of approximately 12:30-2:30pm will be observed daily. Your child may bring their own blanket from home and/or a personal item to sleep with if they so wish. If your child does not require a nap, we still consider this to be a quiet time so as to not disturb other sleeping children. An awake child will be given the option of quiet activities such as looking at books, completing a puzzle, etc.

Note: children may not be dropped off during designated rest time as this can be very disturbing to both the child involved and any children already asleep.

## 19.6 Educational / Personal Care Supplies Needed

At all times, the Center accepts donations of tissues, diapers, wipes, or barely used clothing. Educational supplies such as construction paper, markers, crayons, etc. are also items used on a daily basis and therefore in high demand. We appreciate your generosity and the children directly benefit from your thoughtfulness!

## 19.7 Policy on Celebrations

We would like express that we wish to continue to have various celebrations throughout the year but we would like to shift the focus from **FOOD to FUN!**

Here's what you should know about our Policy on Celebrations:

- ✿ Outside food items from families are not accepted unless specifically requested by the Program (i.e. there will be times when sign-up sheets will be posted outside the classroom but we will be only asking for and accepting specific and approved healthy items.)
- ✿ We will provide the healthy treat item on the "Birthday Blowout" day of the month for the class to celebrate with. This means that no birthday cakes, cupcakes, or any food items from home will be accepted. This not only helps us avoid food allergy issues but also helps us control the nutritional content of the "treat" items.
- ✿ Parents can **ONLY** bring **NON-FOOD** Celebration Items to add to their child's celebration

Example List of Non-Food Celebration Items: Stickers, stamps, decorative pencils, crayons, party hats, bracelets, necklaces, bubbles, fake tattoos

## 19.8 Holidays

At WellKind School for Early Learners we aim to be an inclusive environment, one in which all children can feel a part of. For that reason, we try to mark all holidays and birthdays with a celebration of sorts. If your family celebrates a certain holiday or has a custom that you don't feel is currently represented at WellKind School for Early Learners, please share it with us! We would love to be a part of making your child feel secure as well promote acceptance with all of the children in our program.

Your child's teacher will place a list of requested items outside their door the week before a particular holiday or celebration will be held. You may sign up to bring something in if you so wish however we ask that if you do sign up to bring something in that you actually make every effort to bring in that exact item. This helps control duplicates and creates a variety of options for the children. As always, we will ask for an array of healthy options and include just one special treat or two.

## 19.9 Parent-Teacher Conferences

Parent-Teacher Conference will be held in the Fall, Winter, & Spring. This is the parent's opportunity to sit down with their child's teacher and discuss their progress. Parents will also set goals with their child's teacher as to how they would like to see their child progress over the coming months. We ask that parents make every effort to attend to build that parent-teacher relationship.

Sign-ups will be completed through a dedicated link which you will receive in your Brightwheel app no later than 1 week prior to conferences. If the day or times are not convenient for you, please talk with your child's teacher for another mutually convenient time.

## 19.10 Graduation

Pre-K Graduation is an important milestone, especially if your child has attended WellKind School for Early Learners for many years! It is our job to make sure that your child is ready for what awaits them in Kindergarten and Pre-K Graduation is your child's opportunity to showcase where they are in their learning process. All families are invited to attend this special event and will receive a formal invitation to do so.

## 19.11 Transitions

As your child grows, there will be times when they are ready to join an older classroom. We call this process a time of transition and look at each individual child when deciding when the transition is appropriate.

As a parent, you will be part of a transition meeting with the Center director and/or your child's current teacher. During this meeting, we will discuss the idea of transitioning, ensure that you are in support of this transition, and answer any questions or concerns you may have.

Each child will have the opportunity to spend time in the perspective classroom at different times of the day prior to the permanent change of classrooms. Some children are more flexible and may even wish to permanently change sooner than planned while others may be more slow to warm up and may take a few weeks to gain that trust. Please be advised that we consider all of these factors when initiating this process. If a parent wishes that their child remain in a classroom longer than the usual 1 year period, we will work together to accomplish this as long as the child continues to flourish in said environment.



## Transition Checklist

### INFANT TO YOUNG TODDLER

<input type="checkbox"/>	Able to sleep on a cot
<input type="checkbox"/>	Naps near the hours of 12:30-2:30pm
<input type="checkbox"/>	Uses a Sippy cup
<input type="checkbox"/>	Able to use fingers to feed oneself, and can eat solid food
<input type="checkbox"/>	Able to walk/and or has good balance & control

### YOUNG TODDLER TO OLDER TODDLER

<input type="checkbox"/>	Able to sleep on a mat
<input type="checkbox"/>	Sits in a chair for meals
<input type="checkbox"/>	Can sit and listen to a short story
<input type="checkbox"/>	Is beginning to use some words to express needs
<input type="checkbox"/>	

### OLDER TODDLER TO PRESCHOOL

<input type="checkbox"/>	Is able to use the potty with little to no accidents
<input type="checkbox"/>	Can drink from a regular cup with no lid
<input type="checkbox"/>	Can jump and run (shows balance and control)
<input type="checkbox"/>	Has practiced shapes and colors
<input type="checkbox"/>	

### PRESCHOOL TO PRE-K

<input type="checkbox"/>	Recognizes their name and has some phonological awareness
<input type="checkbox"/>	Can count from 1 to 10
<input type="checkbox"/>	Knows colors and shapes
<input type="checkbox"/>	Can spin and jump with balance and control
<input type="checkbox"/>	Has practiced using skinny crayons

### PRE-K TO SCHOOL AGE

<input type="checkbox"/>	Is able to use the bathroom unassisted, both urinate and passing a bowel
<input type="checkbox"/>	Has an understanding of bus rules (seatbelts, hands to oneself, indoor voice, etc)
<input type="checkbox"/>	Is able to identify personal items and cares for their own belongings
<input type="checkbox"/>	Places toys back in the place they belong after use
<input type="checkbox"/>	Can write and easily identify their name

### SCHOOL AGE TO SELF CARE

<input type="checkbox"/>	Able to prepare a simple snack or meal
<input type="checkbox"/>	Shows responsible behavior in school and at home
<input type="checkbox"/>	Knows how to reach help in case of an emergency
<input type="checkbox"/>	Communicates needs and manages emotions well
<input type="checkbox"/>	



POLICY: DISCIPLINE

POLICY NO.: PH-P20

APPROVED BY: Elizabeth C. Keiper

EFFECTIVE DATE: 1/1/15

Our goal at WellKind School for Early Learners is to help children develop a positive self-image. We hope to encourage children to be self-directed and to exhibit self-control. In order to do this children need an opportunity to build self-esteem. We believe in discipline NOT punishment. Discipline means guiding, teaching, and modeling acceptable ways of behaving and treating others.

Example situation: A 3 year old child throws crayons on the floor.

Discipline approach: Attempt to find out what might have been the cause of this display of frustration. Acknowledge the child's feeling. Try and get the child to verbally express his feelings and hopefully have the child pick up the crayons, even helping him to do so, explaining that if he throws crayons they can break and we wouldn't have any crayons to draw with.

Punishment approach: Sitting the child in time out with no explanation.

Young children are not always capable of understanding the consequences of many of their behaviors and need to be encouraged to make good choices. WellKind School for Early Learners can best accomplish this through close supervision, gentle guidance and redirection.

## 20.1 Classroom Rules

WellKind School for Early Learners promotes 4 important rules which we use in all of our classrooms. We ask that you incorporate these rules into your home lives to create consistency. These rules are:

**Walking Feet:** We must walk indoors for safety reasons. This includes all classrooms, hallways, and stairwells.

**Inside Voices:** Indoors we use normal talking voices and refrain from yelling and screaming. We do this to create a tranquil environment which respects all persons' sensibility to loud noises.

**Gentle Touches:** We believe that hands are not for hitting, pushing, pinching, or punching. We encourage children to use their hands in a positive way such as building, creating, hugging, and hi-fiving!

**Listening Ears:** Following directions and listening to what the teachers as well as other classmates are saying is a mutual respect that we aspire to for all persons.

All of the rules use positive language. Instead of saying, “don’t run,” we say “walk” or “use your walking feet”. Instead of saying, “don’t yell” we say “use indoor voices” We believe that in telling children what they can do instead of what they shouldn’t be doing, we are empowering them to make good choices.

We feel that it is the joint responsibility of the parents and the teachers to teach these rules. We will do so by modeling appropriate behaviors, gentle verbal and visual reminders, and through open communication with parents. Redirecting the child to another activity is our most frequent course of action if he or she is not complying with the classroom rules while engaging in a particular activity. We also look at potential triggers which may lead to disruptive behaviors and plan for elimination of these triggers.

At WellKind School for Early Learners we are concerned with the intellectual development and physical development of your child, however we pay particular attention to their social and emotional development as more and more research shows the adverse effect a delay in either or both of those categories can have on the child’s development in all areas. Helping your child display appropriate emotional responses in various situations as well as the ability to engage with their peers in a positive way is at the forefront of our daily goals.

## 20.2 Excessive Disruptive Behavior

When a child engages in excessive aggressive behavior which becomes a safety issue for the child himself, classmates, or teachers, we reserve the right to suspend or dismiss the child from our program on a temporary or permanent basis at will. In order to avoid this from happening we may hold meetings with the parents and teachers, implement a behavioral plan, receive additional trainings, and enlist the help of an early mental health associate, therapist, or counselor. However, if we feel that we can no longer meet the needs of a particular child and/or their family, we will make the difficult decision to prohibit further attendance.

POLICY: TOYS FROM HOME

POLICY NO.: PH-P21

APPROVED BY: Elizabeth C. Keiper

EFFECTIVE DATE: 1/1/15

Due to the risk of damage, sharing issues, and loss, children are not permitted to bring in toys from home, unless specifically requested by the classroom teacher for use as part of the curriculum or a means of comfort.

Parents are responsible for enforcing this policy with their child. Parents are encouraged to consult the classroom teacher should they find their child is having difficulty with this policy.

If the parents fail repeatedly to enforce this policy with their children, the staff will call the parents and require that they come to the school and remove the toy.

Children in classrooms with nap/rest time are permitted to include with their blanket, one plush/non-musical toy with which to nap/rest. This toy is to be placed with the bedding supplies and will be sent home daily/weekly to be washed and returned.

All toys brought in for use as part of the curriculum, and/or for nap/rest time will be inspected by WellKind School for Early Learners staff for safety and appropriateness, and may be prohibited at our sole discretion.

POLICY: DRESS CODE

POLICY NO.: PH-P22

APPROVED BY: Elizabeth C. Keiper

EFFECTIVE DATE: 1/1/15

## 22.1 Children

### Clothing:

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

It is recommended not to send your children in clothing that is difficult to clasp, tighten, button or snap as these types of clothing present particular challenges for children in relation to toileting and or diaper changing.

Coats, hats, gloves, scarves and winter boots must be provided in the winter months. It is not necessary for the children to wear their winter boots to school. Teachers will change the children into their winter boots when they go outdoors.

Children in the Infant, Young Toddler, and Older Toddler Classroom will remove their shoes upon entrance to the classroom in order to keep the environment sanitary and clean from debris that the children might place in their mouths so they will need skid-free socks or slippers (only to be used within the classroom).

The most appropriate type of shoes for participation in school activities are rubber-soled, sneakers/tennis shoes. During summer months, children are not permitted to wear open toed, and/or open backed shoes, most notably flip flops. If your child wishes to wear such shoes please pack a pair of socks and tennis shoes separately so that we may change your child into them before going outside or participating in active play.

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

All clothing items must be clearly labeled with the child's first and last name. This includes coats, hats, gloves, scarves, and boots. WellKind School for Early Learners is not responsible for lost or damaged items of clothing.

Jewelry/Accessories.

It is recommended that children refrain from wearing jewelry of any kind as it may pose as a safety hazard for your child as well as the other children enrolled in the program. In addition, WellKind School for Early Learners will not be responsible for lost or stolen valuables.

Hair beads, barrettes, bobby pins, etc. are also recommended not to be worn by children. These accessories may also be considered to be safety hazards. When choosing accessories for your children be mindful of the potential safety issues they present not only for your child, but also for the older and younger children attending WellKind School for Early Learners

WellKind School for Early Learners is not responsible for damage to or loss of jewelry or accessories.

## 22.2 Parents

Clothing:

Parents are required to be dressed in appropriate clothing while at WellKind School for Early Learners or involved in any WellKind School for Early Learners sponsored events. Inappropriate clothing would include, revealing, extremely short, ripped/torn (in inappropriate places), and/or see through articles of clothing. Anything with suggestive or vulgar language is prohibited.

Parents are asked to either remove their shoes or cover their shoes with the booties provided outside of the classroom before entering any classroom in order to maintain cleanliness and a sanitary environment for all children.





POLICY: FIELD TRIPS

POLICY NO.: PH-P23

APPROVED BY: Elizabeth C. Keiper

EFFECTIVE DATE: 1/5/24

WellKind School for Early Learners. supplements the in-class curriculum with off premise field trips. Parents are required to accompany their child on each field trip. Notification of a field trip will be sent home in advance of the trip, with all pertinent trip information including, destination, date, time, reason for trip, and cost. Accompanying the notification paper, teachers will include a permission slip to be filled out, signed, and returned to the teacher prior to the date of the trip. The field trip permission slip must be filled out completely and accurately, and all trip costs must be paid in advance in order for your child to attend.

Parents are required to transport their own child on a WellKind School for Early Learners. sponsored trip.

If your child is not scheduled to attend on the day of a field trip and you wish for your child to participate in the trip, please discuss this with your child's teacher at least three days prior to the date of the trip.

If you and your child are unable to attend on a scheduled field trip day, WellKind School will let you know in advance if care is available for your child at WellKind during the field trip.

**POLICY: PARENT PARTICIPATION/FAMILY ENGAGEMENT/VOLUNTEERS**

**POLICY NO.:** PH-P24

**APPROVED BY:** Elizabeth C. Keiper

**EFFECTIVE DATE:** 1/1/15

Parents are invited and encouraged to be involved in their child's school activities. There are many different ways in which parents can participate and volunteer at the child care center. Parents may attend trips, read in the classroom, assist teachers, and/or coordinate special events. Teachers will communicate any volunteer opportunities available through Brightwheel. Parents not interested in volunteering directly in the classroom may donate items, do maintenance work, or assist in the front office. Please inquire in the Reception for areas of need.

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

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

WellKind School for Early Learners reserves the right to make Volunteer assignments.

WellKind School for Early Learners does not guarantee the volunteering parents will be assigned to locations where their child(ren) is present.



POLICY: HEALTH AND SAFETY  
POLICY NO.: PH-P25  
APPROVED BY: Elizabeth C. Keiper  
EFFECTIVE DATE: 01/01/15

## 25.1 Pre-Enrollment Requirements

Each child is required to complete a pre-enrollment packet of information. This packet is to be turned into the Center's administration prior to the child's first day of attendance. All children are required to have a complete up to date immunization record on file at WellKind School for Early Learners.

This is per our licensing regulations. If you have chosen not to have your child immunized, please ask the Center Director for an immunization waiver form. Immunizations may be waived for certain reasons. Please discuss this with the Center 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 Center can maintain compliance with licensing regulations.

All children are required to have a physical examination form filled out by a licensed medical professional, in order to attend WellKind School for Early Learners. The Physical Examination Form, indicating the child's fitness to attend WellKind School for Early Learners, must be completed by a licensed healthcare professional and returned to the Center Director within the first week of enrollment.

### [Annex 2. Physical Examination Form](#)

## 25.2 Children with Severe Allergies

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

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

### **Annex 3. Release and Waiver of Liability for Administering Emergency Care to Children with Severe Allergy**



## 25.3 **Illnesses or/and communicable diseases**

WellKind School for Early Learners follows all health/communicable disease policies as indicated in the manual [Caring for Our Children, \(CFOC\)](#). Caring for our Children is a collection of national standards that represent the best practices, based on evidence, expertise, and experience, for quality health and safety policies and practices for today's early care and education settings. A copy of this manual is on file with the Center Director and is available upon request for review.

Parents are required to pick up an ill child within 30 minutes of notification by phone. If a parent is reached, but cannot pick their child up within 30 minutes, it becomes the parent's responsibility to arrange for alternate pick up with someone listed on the child's emergency contact form. The staff will not continue to call those listed on the emergency contact list once a parent is reached. If a parent cannot be reached, the staff will begin to call the people listed on the 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 for at least 48 hours. They will not be permitted to return to the program until they are no longer contagious. Guidelines for determining the contagious period for a specific illness are based on the recommendations by the Caring for Our Children Manual. Children must present a doctor's note stating they are no longer contagious and can return to the program. WellKind School for Early Learners reserves the right to refuse to allow a child to return if the Center Director or designee believes the child to be too ill to participate in the program.

Children excluded from the program due to a fever may not return to the program until they are fever free, without fever reducing medication, for 48 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 a minimum. A fever is defined as a temperature reading on a thermometer of at least 100.4 degrees Fahrenheit as taken under the arm.

If your child will be absent due to illness, we request that you notify the Center Director. This enables our faculty to keep track of any illnesses, 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 Center Director, so that the parents of the children in the school maybe notified that a communicable disease is present. Once again, only the communicable disease information will be shared.

WellKind School for Early Learners. 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.

## 25.4      **Dispensing Medication**

WellKind School for Early Learners will not dispense any medication including over-the-counter and/or prescription medication. The only exception to this rule is the administration of a prescribed Epi-Pen.

WellKind School for Early Learners. will apply an over-the-counter diaper rash cream or other topical over-the-counter moisturizing cream with a doctor’s note, and an Epi-Pen once the parent has filled out an authorization and release from liability form.

If your child is taking any medication, DO NOT bring it into the classroom. If you are sending in medication to be given to another parent or family member, it must be left with some one on administration for safe keeping.



## 25.5 Biting

WellKind School for Early Learners. recognizes that biting is a developmentally appropriate behavior for children in the infant through 2 ½ year old classroom. Parents with children in these classrooms should expect that their children may be bit, or will bite another child.

The staff understands that parents are concerned and can be upset when their child is involved in a biting incident. We ask that you remember this is a developmentally appropriate behavior, and that the staff is working to identify situations which, provoke, or elicit this behavior so it can be prevented in the future. The staff will not punish, or harshly discipline children in the younger classrooms for biting behavior; they will simply redirect the children to different activities in separate areas of the classroom. Parents are expected to work with staff to identify methods and strategies to curb this behavior. Uncooperative parents will have their child's services terminated.

Children older than 3 years of age, may occasionally be involved in a biting incident. For children in this age group who bite, the staff will use the discipline procedures outlined in the discipline section of this handbook, as well as observe the child to determine what provokes or elicits this inappropriate behavior. Parents are expected to cooperate with staff to help their child control this behavior. Uncooperative parents will have their child's service terminated. Furthermore, children, in the older age groups, who bite 3 times in a school year will have their services terminated since, the safety of all the children in the program is of the utmost concern of WellKind School for Early Learners.

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

## 25.6 Fire/ Emergency Drills

WellKind School for Early Learners conducts monthly fire and emergency/evacuation drills. Parents, staff and children will not be made aware of drill dates or times, as this is the most effective way to assess the effectiveness of fire and emergency/evacuation plans.

During a fire/emergency drill or real fire/emergency situation, parents may not sign children into or out of the program. Parents must wait until the drill is complete and children have returned to the building to sign their child into the program. Parents may feel free to wait with the child's class in the designated safe-zone outside of the building until the drill is complete.

In the event of a real fire/emergency situation, the director or designate will inform each classroom teacher that the school will be closing. At this time any parents waiting to sign their child in will have to leave the premises with their child. All other parents or emergency contact persons will be notified by telephone of the situation. As with the sick child pick up policy, children must be picked up within 45 minutes of the telephone call.

Parents wishing to sign their child out of the program during a fire/emergency drill or real fire/emergency situation are expected to have patience with the staff as they are trying to maintain order during an often hectic and dangerous situation. If the Center is in the midst of a fire/emergency drill, parents will be required to wait until the drill is completed and the staff and children are returned to the building to sign their child out of the program. If the Center is having a real fire/emergency situation, parents will be asked to wait until the director or designee has accounted for all staff and children and gives the staff permission to release children. Once again, it is important for parents and staff to work together, remain calm, and cooperate with the fire/emergency personnel and center administration during these important and critical situations.

## 25.7 Alternate Safe Location

If the administration of WellKind School for Early Learners or any emergency services personnel determine the building which houses the child care agency to be too dangerous to be occupied, the staff and children will be taken to the lower level of **Steamtown Church** which is located across the street from our facility.

Once the children are assembled here, the staff will begin contacting parents or emergency contact persons for pick up. As stated before, children must be picked up within 45 minutes of the telephone call.

## 25.8 Incident/Accident Reports

Should your child be involved in an incident/accident during the course of the school day, a staff member will complete an Incident/Accident Report.

Parents or persons designated to act “in loco parentis” are required to sign any incident/accident reports from the day at pick-up. The classroom teacher or a designee will be able to briefly discuss the matter with you at pick-up. However, should you feel it necessary to have an in depth discussion or meeting, it is most appropriate to schedule the meeting for a later date because the teacher is responsible for supervising the remaining children in the classroom. A telephone conference may be scheduled for later in the day or for the next day at nap/rest time if the parent(s) is unable to meet at the Center during the course of the day.

Should a person other than the parent or one designated to act “in loco parentis” pick-up the child, a parent or person designated to act “in loco parentis” must sign the Incident/Accident Report and forward the copy to the parent.

## 25.9 Foods

### All age groups:

For the safety of your child, parents are required to provide notification, in the form of a doctor’s note, of any allergies (food or otherwise), with instruction for treatment should a child have an allergic reaction. Please refer to the Health and Safety Policies contained herein for further information.

Parents are required to provide written notification from a doctor of any food/dietary restrictions. (i.e. lactose intolerance, vegetarian diets, wheat free/gluten free diets)

WellKind School for Early Learners never uses food as a punishment. Children will never be denied participation in lunch or snack time for behavior reasons, however children may lose the privilege of fully participating in a special event due to excessive disruptive behavior.

## **Meals:**

WellKind School for Early Learners offers children breakfast at approximately 8:15am, a lunch at approximately 11:30 and an afternoon snack at approximately 2:30 p.m.

All meals are family style, with the children sitting at tables with staff members, to promote good manners, eating habits, and socialization skills. Staff will encourage children to eat their main entrée first, followed by healthy snacks. Teachers plan for meals times in their lesson plans and may focus on math, science, health and nutrition, or manners to create unique learning experiences.

Upon enrollment, families will receive a breakfast, snack and lunch menu which rotates in a 2-week cycle to facilitate meal planning at home.



## 25.10 Peanut Free Classrooms.

Due to the extreme nature of allergic reactions to Peanuts and products containing peanuts in some children, WellKind School for Early Learners prohibits peanuts and/or foods containing peanut products in every classroom in which an allergy exists. These peanut allergies can be so severe that exposure to peanuts can result in an anaphylactic reaction. An allergic child can have a reaction from simply smelling peanuts on someone's breath, or touching peanut oil residue left on a counter top, not only from consuming peanuts or peanut products.

Parents are responsible for providing foods that are peanut and peanut product free for any special holiday. We have included for your reference a list of acceptable food items that are peanut, and peanut product free. However, this is only a partial listing of foods. There are many acceptable food items that are peanut, and peanut product free in stores.

The important thing to remember is to read the label of every food item you send to school with your child. Many foods which we do not think of as containing peanuts, or peanut products have in fact been made in the same factories as peanut containing foods and are therefore considered to be contaminated. When reading the label look at not only the ingredients listed, but for statements such as, "may contain traces of peanuts." For example, Plain Chocolate M & M's have this statement on the label. If a peanut allergy exists in the classroom in which your child is enrolled. You will be notified verbally and will see visuals in the classroom reminding you of this.

## 25.11 Firearms and Weapons

At no time is any person permitted to carry any type of Firearm, Ammunitions and/or Weapon on agency property for any reason.

Violation of this policy will result in immediate dismissal from the program.



**POLICY: STAFF EMPLOYMENT BY CLIENT'S POLICY**

**POLICY NO.: PH-P26**

**APPROVED BY: Elizabeth C. Keiper**

**EFFECTIVE DATE: 1/1/15**

The staff of WellKind School for Early Learners is prohibited from being employed by any client (current or former). Parents are prohibited from soliciting any staff member for the purpose of employment.

Parents who employ WellKind School for Early Learners staff will have their services terminated and any deposits will be forfeited. Staff who become employed by current or former clients of WellKind School for Early Learners will have their employment with WellKind School for Early Learners terminated.

Employment refers to any relationship outside of the agency's services which involves an employee of WellKind School for Early Learners to interact with a current or former client of WellKind School for Early Learners. Such relationships include but are not limited to, baby-sitting, house-sitting, mother's helper, nanny services, and carpooling regardless of whether or not those services are voluntary or paid.

This policy also applies to Social Media (Facebook, Twitter, Instagram, WhatsApp, etc.). Staff of WellKind School for Early Learners are prohibited from "Friending" or communicating with a client of WellKind School for Early Learners.

There should be no communication outside regular business hours or regarding non-business related topics. We request that parents do not send friend requests to any teacher or staff member of WellKind School for Early Learners.

Please like the WellKind School for Early Learners Facebook Page if you are interested in keeping up with information and the events of our Program.

## ANNEX



# ACH Credit Authorization Agreement for Direct Payments from a Bank Account



I hereby authorize my financial institution to make periodic payments on my behalf from the checking, savings or credit account listed below and transfer it to WellKind School for Early Learners.

I understand that I am in full control of my payments, and will notify WellKind School for Early Learners if at any time I decide to make any changes, discontinue this service, or change or close my credit card or bank account.

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

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Frequency: Weekly on Mondays Amount to be debited: \$ \_\_\_\_\_

Name on Account: \_\_\_\_\_ Bank Name: \_\_\_\_\_

Choose one:

Bank Account	Credit Card
Type: Checking ( ____ ) Savings ( ____ ) Routing Number: _____ Bank Account Number: _____	Credit Card Number: _____ Expiration Month/Year: _____ Security Code: _____

Note: All other fees related to my child's tuition such as the Biannual Service Fee, Monthly Educational Fees, Late Pick up Fees or other fees associated with child care or educational needs will be charged in addition to the flat tuition rate.

WellKind School does not charge a bank fee to the customer. It is absorbed by the company. All other payments made not using automatic debit payments will be subject to a 2.8% fee in addition.

WellKind School for Early Learners will bill your checking, savings or credit card account the first day (Monday) of each week.

If WellKind School for Early Learners or the financial Institutions are closed on Monday, the automated tuition will be billed on the Friday proceeding the closure.

It is the customer's responsibility to notify WellKind School for Early Learners of a change to the account or financial institution by Friday at 5:00pm.

If your payment doesn't go through for any reason you will be charged a \$10 fee and in addition a late payment charge to your account unless the balance is reconciled on that same day (Monday).

By signing below,

I agree that this authorization can be terminated by written notification only and has a 1 week period processing from date received by WellKind School for Early Learners. By signing below,

I agree to the conditions set forth and to follow the rules and policies of WellKind School for Early Learners. I hereby also agree to indemnify and hold WellKind School for Early Learners harmless from all costs, including attorney's fees, damage or claims related to your action in refusing payment, including claims of any joint account holder, payee, endorsee, or failing to cancel or process an item as a result of incorrect information provided by you.

By signing below I certify that the information I have given on the ACH authorization is complete and true.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Young Toddler Classroom Schedule

**6:30-8:30** Arrival, Communication with Parents, Breakfast

Llegada, Comunicación con Padres de Familia, Desayuno

**6:30-7:30** Arrivals/Handwashing / Free Choice

Llegada/Lavarse las manos / Actividad libre

**7:15-8:00** Breakfast / Handwashing (before and after)

Desayuno/Lavarse las manos(antes y despues)

**8:00-8:45** Free Choice

Actividad Libre

**8:45-8:55** Gross Motor (Teacher Directed)

Motricidad Gruesa (Dirigida por las Maestras)

**8:55-9:15** Snack Time / Handwashing (Before/After)

Botana de la mañana / Lavarse las manos(antes y despues)

**9:15-9:45** Diaper Change / Handwashing (After) / Free Choice

Cambio de Pañal / Lavarse las manos(despues) / Actividad Libre

**9:45-10:20** Morning Walk (Weather Permitting)

Caminata (Si el clima lo permite)

**10:20-10:45** Circle Time / Gross Motor

Actividad en grupo / Motricidad Gruesa

**10:45-11:00** Handwashing for Lunch

Lavarse las manos para comer

**11:00-11:30** Lunch Time / Hand washing (After)

Hora de comer / Lavarse las manos(antes y despues)

**11:30-12:15** Diaper Change / Handwashing (After) / Free Choice

Cambio de Pañal / Lavarse las manos(despues) / Actividad Libre

**12:15-2:15** Quiet Time / Rest Time

Tiempo de silencio / Siesta

**2:15-2:45** Diaper Change / Handwashing (After) / Free Choice

Cambio de Pañal / Lavarse las manos(despues) / Actividad Libre

**2:45-3:10** PM Snack / Handwashing (Before/After)

Botana / Lavarse las manos(antes y despues)

**3:10-4:10** PM-OutDoor Time / Gross Motor / Free choice

Actividad al aire libre / Motricidad gruesa / Actividad Libre

**4:10-5:30** Handwashing / Free Choice / Dismissal

Lavarse las manos / Actividad Libre / Hora de la Salida

\*All interest areas are open throughout the day. These areas include Gross motor, Library, Dramatic play, Blocks and Music. During Free Choice Time, children have the option of doing art projects or playing in the water table most days of the week. Outdoor Play Guidelines: As per Caring for our Children Guidelines, if the weather is above 25 degrees and below 90 degrees (without precipitation falling and factoring in wind chill) children will go outside to enjoy outdoor play for one hour each day.

## Older Toddler Classroom Schedule

**6:30-7:30** Arrivals / Handwashing/Free Choice

Llegada / Lavarse las manos / Actividad libre

**7:30-8:15** Breakfast / Handwashing (before and after)

Desayuno / Lavarse las manos(antes y despues)

**8:15-8:30** Free Choice

Actividad Libre

**8:30-9:00** Diaper Change / Free Choice / Hand washing (After)

Cambio de Pañal / Actividad Libre / Lavarse las manos(despues)

**9:00-9:15** Circle Time

Actividad en grupo

**9:15-9:45** AM Snack / Handwashing (before and after)

Botana de la mañana / Lavarse las manos(antes y despues)

**9:45-10:30** Free Choice / Walk (Weather permitted)

Actividad Libre / Caminata (Si el clima lo permite)

**10:30-11:15** Diaper Change / Free Choice / Hand washing (After)

Cambio de Pañal / Actividad Libre / Lavarse las manos (despues)

**11:15-11:45** Lunch Time

Hora de comer

**11:45-12:00** Brain Break / Diaper Change

Descanso de la Mente / Cambio de Pañal

**12:00-2:30** Quiet Time / Rest Time

Tiempo de silencio / Siesta

**2:30-3:30** PM Snack (handwashing before and after)

Botana / Lavarse las manos(antes y despues)

**3:30-3:45** Diaper Change / Hand washing (After)

Cambio de Pañal / Lavarse las manos(despues)

**3:45-4:00** Free Choice

Actividad Libre

**4:00-5:30** Outdoor Time (Gross Motor Play) / Rentry handwashing / Free Choice

Actividad al aire libre (Motricidad gruesa) / Regreso al Salon / Actividad libre

All interest areas are open throughout the day. These areas include Gross motor, Library, Dramatic play, Blocks and Music,etc

During Free Choice, children have the option of doing art projects daily or playing in the water table 3 times per week.

Outdoor Play Guidelines: As per Caring for our Children Guidelines, if the weather is above 25 degrees and below 90 degrees (without precipitation falling and factoring in wind chill) children will go outside to enjoy outdoor play for one hour each day.



## Preschool Classroom Schedule

**6:30-7:30** Arrival / Hand washing / free choice

Llegada / Lavarse las manos / Actividad libre

**7:30-8:00** Breakfast / Hand washing (Before/After)

Desayuno / Lavarse las manos (antes y despues)

**8:00-9:00** Free Choice

Actividad Libre

**9:00-9:30** Circle Time

Actividad en grupo

**9:30-9:45** AM Snack / Hand washing (Before/After)

Botana de la mañana / Lavarse las manos (antes y despues)

**9:45-10:00** Bathroom / Hand Washing/Story Time

Baño / Lavarse las manos (después) / Tiempo de lectura

**10:00-10:30** Small Group

Grupos pequeños

**10:30-11:00** Gross Motor (Teacher Directed) / Free Choice

Motricidad gruesa (Dirigida por la maestro) / Actividad Libre

**11:00-11:30** Hand washing / Story Time

Lavarse las manos / Tiempo de lectura

**11:30-12:00** Lunch Time

Hora de comer

**12:00-12:15** Bathroom / Hand washing

Baño / Lavarse las manos (después)

**12:15-2:15** Rest Time / Quiet time

Tiempo de silencio / Siesta

**2:15-2:30** Bathroom / Hand washing (after)

Baño / Lavarse las manos (después)

**2:30-3:00** P.M Snack Hand Washing (after)

Botana de la tarde / Lavarse las manos (después)

**3:00-4:00** Free choice

Actividad Libre

**4:00-4:30** Table Time (Teacher Directed)

Actividad de Mesa

**4:30-5:30** Gross Motor (Outdoor Time) / Table Time (Free Choice) / Dismissal

Actividad al aire libre (Motricidad gruesa) / Actividad de Mesa (Actividad Libre) / Hora de la Salida

During Free Choice, children have the option of doing art projects or playing in the sensory table on a daily basis. Outdoor Play Guidelines: As per Caring for our Children Guidelines, if the weather is above 25 degrees and below 90 degrees (without precipitation falling and factoring in wind chill) children will go outside to enjoy outdoor play for one hour each day.



Table of  
Contents



## PreK Classroom Schedule

**6:30-7:30** Arrival / Hand washing / free choice

Llegada / Lavarse las manos / Actividad libre

**7:30-8:00** Breakfast/Hand washing (Before/After)

Desayuno / Lavarse las manos (antes y despues)

**8:00-9:00** Free Choice

Actividad Libre

**8:50-9:00** Clean Up

Limpiar

**9:00-9:15** Circle Time

Actividad en grupo

**9:15-9:45** AM Snack / Hand washing (Before/After)

Botana de la mañana / Lavarse las manos (antes y despues)

**9:45-9:55** Bathroom/Hand Washing

Baño / Lavarse las manos (después)

**9:55-11:15** Small Group / Free Choice

Grupos pequeños / Actividad Libre

**11:15-11:30** Gross Motor (Teacher Directed)

Motricidad gruesa (Dirigida por la maestro)

**11:30-11:50** Hand washing / Lunch Time

Lavarse las manos / Hora de comer

**11:50-12:00** Bathroom/ Hand washing

Baño / Lavarse las manos (después)

**12:00-12:15** Story Time

Hora de lectura

**12:15-2:15** Rest Time / Quiet time

Tiempo de silencio / Siesta

**2:15-2:30** Bathroom / Hand washing (after)

Baño / Lavarse las manos (después)

**2:30-2:45** P.M Snack Hand Washing (after)

Botana de la tarde / Lavarse las manos (después)

**2:45-3:45** Free choice / Gross Motor (Outdoor Time)

Actividad Libre / Actividad al aire libre (Motricidad gruesa)

**3:45-5:30** Handwashing / Free Choice / Dismissal

Lavarse las manos / Actividad Libre / Hora de la Salida

During Free Choice, children have the option of doing art projects or playing in the sensory table on a daily basis. Outdoor Play Guidelines: As per Caring for our Children Guidelines, if the weather is above 25 degrees and below 90 degrees (without precipitation falling and factoring in wind chill) children will go outside to enjoy outdoor play for one hour each day.



Table of  
Contents

## School Age Classroom Schedule

**6:30-7:30** Arrival / Hand washing / free choice / Breakfast  
Llegada / Lavarse las manos / Actividad libre / Desayuno

**7:40-8:00** Transportation to school

**2:30-3:00** Handwashing/PM Snack  
Lavarse las manos/ Botana de la tarde

**3:15-3:45** Circle Time  
Aprendizaje en grupo

**3:45-5:30** Free Choice- All interest areas open (Computer, Outdoor, Library, Water/Sand Play, Music, Writing Center, Art, Dramatic Play, Building, and Manipulatives)  
Actividad Libre / Todas las áreas de interés abiertas (Computadoras, Aire libre, Biblioteca, Mesa sensorial, Música, Centro de escritura, Arte, Juego dramático, Construcción y manipulativos)



# CHILD HEALTH REPORT

(55 PA CODE §§3270.131, 3280.131 AND 3290.131)



CHILD'S NAME: (LAST) (FIRST)			PARENT/GUARDIAN:		
DATE OF BIRTH:			HOME PHONE:		
CHILD CARE FACILITY NAME: <b>WellKind School for Early Learners</b>			ADDRESS:		
FACILITY PHONE: (570) 346-8719		FACILITY FAX: (570) 558-3363		COUNTY: LACKAWANNA	
WORK PHONE:					
<input type="checkbox"/> I authorize the child care staff and my child's health professional to communicate directly if needed to clarify information on this form about my child.					
PARENT'S SIGNATURE:					

**DO NOT OMIT ANY INFORMATION**  
This form may be updated by a health professional. Initial and date any new data. The child care facility needs a copy of the form.

HEALTH HISTORY AND MEDICAL INFORMATION PERTINENT TO ROUTINE CHILD CARE AND DIAGNOSIS/TREATMENT IN EMERGENCY (DESCRIBE, IF ANY):  
 NONE

DESCRIBE ALL MEDICATION AND ANY SPECIAL DIET THE CHILD RECEIVES AND THE REASON FOR MEDICATION AND SPECIAL DIET. ALL MEDICATIONS A CHILD RECEIVES SHOULD BE DOCUMENTED IN THE EVENT THE CHILD REQUIRES EMERGENCY MEDICAL CARE. ATTACH ADDITIONAL SHEETS IF NECESSARY.  
 NONE

CHILD'S ALLERGIES (DESCRIBE, IF ANY):  
 NONE

LIST ANY HEALTH PROBLEMS OR SPECIAL NEEDS AND RECOMMENDED TREATMENT/SERVICES. ATTACH ADDITIONAL SHEETS IF NECESSARY TO DESCRIBE THE PLAN FOR CARE THAT SHOULD BE FOLLOWED FOR THE CHILD, INCLUDING INDICATION OF SPECIAL TRAINING REQUIRED FOR STAFF, EQUIPMENT AND PROVISION FOR EMERGENCIES.  
 NONE

IN YOUR ASSESSMENT, IS THE CHILD ABLE TO PARTICIPATE IN CHILD CARE AND DOES THE CHILD APPEAR TO BE FREE FROM CONTAGIOUS OR COMMUNICABLE DISEASES?  
 YES  NO IF NO, PLEASE EXPLAIN YOUR ANSWER:

HAS THE CHILD RECEIVED ALL AGE APPROPRIATE SCREENINGS LISTED IN THE ROUTINE PREVENTIVE HEALTH CARE SERVICES CURRENTLY RECOMMENDED BY THE AMERICAN ACADEMY OF PEDIATRICS? (SEE SCHEDULE AT <a href="http://WWW.AAP.ORG">WWW.AAP.ORG</a> )  <input type="checkbox"/> YES <input type="checkbox"/> NO	NOTE BELOW IF THE RESULTS OF VISION, HEARING OR LEAD SCREENINGS WERE ABNORMAL. IF THE SCREENING WAS ABNORMAL, PROVIDE THE DATE THE SCREENING WAS COMPLETED AND INFORMATION ABOUT REFERRALS, IMPLICATIONS OR ACTIONS RECOMMENDED FOR THE CHILD CARE FACILITY.	
	VISION (subjective until age 3)	
	HEARING (subjective until age 4)	
	LEAD	

**RECORD DATES OF IMMUNIZATIONS BELOW OR ATTACH A PHOTOCOPY OF THE CHILD'S IMMUNIZATION RECORD**

IMMUNIZATIONS	DATE	DATE	DATE	DATE	DATE	COMMENTS
HEP-B						
ROTAVIRUS						
DTAP/DTP/TD						
HIB						
PNEUMOCOCCAL						
POLIO						
INFLUENZA						
MMR						
VARICELLA						
HEP-A						
MENINGOCOCCAL						
OTHER						

MEDICAL CARE PROVIDER:		SIGNATURE OF PHYSICIAN, CRNP OR PHYSICIAN'S ASSISTANT:	
ADDRESS:		TITLE:	
PHONE:		LICENSE NUMBER: DATE FORM SIGNED:	