

TRINITY COOPERATIVE DAY NURSERY
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MAIN OFFICE – 610-544-4555

PARENT HANDBOOK



TRINITY COOPERATIVE DAY NURSERY (TCDN)
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POLICY: WELCOME
APPROVED BY THE BOARD OF DIRECTORS

POLICY NO.: 1
EFFECTIVE DATE: 9-1-06

Reviewed: 8-1-07, Modified: 8-4-2011

Dear Parent / Guardian:

Welcome to Trinity Cooperative Day Nursery programs.

The Board of Directors is happy to welcome you to the TCDN family and to have this opportunity to introduce you to the TCDN Board and to the atmosphere of cooperation that is at the heart not just of the program's name, but of its conception and operation.

One tangible way in which TCDN is a cooperative is that its Board is primarily composed of parents. Most of the members are parent representatives, with representation also from the community at large, and there is one non-voting member- the Director. It is the Board's task, through its monthly meetings and subsidiary committees, to oversee the management of the organization, the quality of its programs, and the general well being of staff, parents, and children. Parents are welcome to attend Board meetings and are encouraged to contact Board members should they have questions or concerns. Current board members and committee chairs are listed on the website at www.tcdn.org.

In turn, the Board and staff look to you for support and active participation, which is how TCDN functions as a cooperative. Parents do not regularly take on the role of teacher within individual programs but their presence is felt in a myriad of other ways. In addition to several fundraisers during the course of the year which are vital to balancing our budget and keeping Trinity's doors open to as broad a population as possible, there are opportunities to contribute to Committees, Task Force groups, Parent Work Days, or to share talents and skills with the children.

The cooperative nature of TCDN is manifest in the spirit that guides the interchange between those of us involved with the organization, a spirit of willingness, openness and of caring. This is evident in the receptivity of staff to the needs of parents, an attitude that enables parents to feel they have an appreciation for and active role in their child's day. It is mirrored in the sensitivity on the part of parents to the needs of each site. These are your programs. You are entrusting your children to Trinity's care and it is only through cooperative efforts on the part of all that the quality of the care can be maintained. We hope you enjoy your years with Trinity.

We are pleased to have your children enrolled. We are committed to serving your children in a safe, healthy and caring environment with age-appropriate activities. Family grouping is the central working principle of TCDN. Grouping children of dissimilar ages has been a guiding ideal from the beginning of TCDN's history. We have seen that children grow and develop many positive attributes by interacting with children both older and younger.

We want the time that your child spends at TCDN to be both comfortable and enjoyable. We also want you to be satisfied with all aspects of our program, and encourage you to participate when able and provide us with feedback at any time.

The following pages of this Handbook provide you with useful information about our services and our policies. Please read it carefully and raise questions with any teacher or administrator.

POLICY: MISSION STATEMENT**POLICY NO.:** 2.1

TCDN is a non-profit childcare organization whose mission is to provide a safe, nurturing and enriching environment for preschool and school age children. To express this mission TCDN will:

- *Provide an atmosphere where growth and learning take place*
- *Ensure that developmentally appropriate methods, educational standards and nationally accredited criteria are used for each program*
- *Arrange programs so that family groupings (mixed age groups) are maintained.*

POLICY: PROGRAM PHILOSOPHY**POLICY NO.:** 2.2**2.2.1 PRESCHOOL**

Within a model of family grouping, TCDN teachers work hard to support individual development and provide a varied, creative, child-centered program that enhances physical, social, emotional, and cognitive skills. Each classroom has a daily schedule which provides a predictable flow for the day and balances active/quiet play, indoor/outdoor play, large/small motor activities, and child/adult-initiated activities. The adult/child ratio provides the opportunity for each child to receive individual attention and have their needs met. Social development is encouraged through contact with children of different ages and supervised free play and small group time. Children are encouraged by adult and older child models to adjust to and cope with the demands of social interactions, such as sharing and taking turns. Children at TCDN are always treated with respect for their individuality and are encouraged to learn to relate to others in the same way. TCDN recognizes that periods of rest and quiet are as important as the stimulation of organized play, music, and arts and crafts. Built into our program is a two-hour time at the beginning of the afternoon, where children have the opportunity for a nap. Provisions are made for other basic physical needs such as toilet training, sanitary practices and nutrition.

TCDN's preschool includes a young toddler classroom of children ages one to two, and three family-grouped classrooms, where children range in age between two to four years old. All classrooms have ample equipment including easels, musical equipment, dramatic play equipment, building materials and a wide variety of books, puzzles, toys and craft supplies. The outdoor yard contains swings, a large sandbox, climbing structures, and riding toys. The classrooms and play yard are kept in shape with the help of parents. Donations of toys, books and furnishings are generally welcome and should be brought to the office. Please do not drop items off. Someone in the office needs to view the items.

While children of all ages in the preschool benefit from interactions with children of other ages in our family grouped setting, we realize that the development of the oldest preschoolers and their transition to kindergarten may be more appropriately encouraged by emphasizing peer interactions for part of the day. The Cricket program is an afternoon program in which the oldest preschoolers (the pre-kindergarteners) are grouped together for play and learning activities appropriate for this age group and responsive to the group's interests. As with all the programs at TCDN, each child's physical, emotional, cognitive and social development is supported.

2.2.2 EXPLORERS (Kindergarten age children)

The TCDN Explorer program provides an alternate learning space, different from the school classroom, where children can extend physical, social, emotional and cognitive learning opportunities. Focus is on facilitating children's self-initiated play, developing relationships with staff and other children, understanding others, and conflict resolution. Curriculum activities are planned which incorporate Pennsylvania Learning Standards, and include the following:

- *Areas of language arts with reading, practicing writing skills, dramatic theater, and poetry*
- *Math skills, making charts and graphs, counting, number recognition, weighing, measuring, estimating and money*
- *Science and nature study*
- *Arts and crafts, dramatic play, music, foreign language and culture study*
- *Listening skills and critical thinking are woven into all areas of learning*

Thematic exploration incorporating opportunities to intentionally integrate developmental knowledge into activities, supplements the opportunities for children to learn social skills through their play.

2.2.3 BEFORE/AFTER SCHOOL CLUBS

Our goal for school age children is to meet their individual needs by enriching their experiences before or after school. We enable children to feel as though the program is their program, their place, their time to develop relationships, pursue interests, practice new skills, or just curl up with a book. We provide a unique opportunity, within an informal learning environment, for children of varying ages to learn together. PA Learning Standards are incorporated into curriculum choices for children. The staff strives:

- *To capitalize on the interests of children. Staff will find out what interests individual children and provide experiences that stimulate their interest.*
- *To capitalize on opportunities which occur for social learning. Staff will use the informal environment to foster and encourage activities and discussions that deal with feelings, values, and ethical issues.*
- *To allow for spontaneity as well as provide planned activities. Through planned activities, children develop new interests, try new skills, or extend their learning. As events or special circumstances arise, staff takes advantage of the learning opportunities they present for school-age children.*
- *To use the community as much as possible by taking part in already existing events, bringing the expertise of other community organizations to our program, and setting up special experiences.*
- *To balance the environment by providing freedom to move and have quiet protected areas to retreat to with a range of activity options that are varied, plentiful, and appropriate for a mixed range of ages.*
- *Children may choose to do homework independently in the quiet area. Staff assistance may be provided.*

2.2.4 CHILDREN WITH SPECIAL NEEDS/SUPPORT SERVICES

There may be situations when a child needs the assistance of outside services or specialists.

In the event there is concern about a child's development or behavior, teachers will inform the Director and begin to document regular occurrences of the concern. Teachers will review the situation with the Director and may request a meeting with the family in which information is shared. A plan will be developed to determine what can support or alleviate the concern, beginning with alterations to the environment. Additional teacher support may be requested. If,

after alterations have been tried and there is agreement that a referral to community services is needed, a meeting will be set up including family, teachers and the Director.

TCDN will share documented concerns with the family and provide information about community resources that might be helpful. For preschool children, it is the family's responsibility to request an evaluation by Early Intervention (ages 0-3) or by the Delaware County Intermediate Unit (ages 3-5). Information is available on the TCDN website and on the parent Bulletin Board about resources that might be helpful to parents. For school age children, TCDN will document concerns and share them with the family and it is the family's responsibility to request an evaluation by their child's school district or privately through their medical insurance.

With permission from the parents, a specialist from an outside agency may come to observe the child in his/her TCDN program. TCDN will encourage services to be delivered within the child's normal, daily classroom routine. This allows for better collaboration between the teachers and the therapist about any recommended plans.

A copy of the child's IEP, IFSP, or GIEP (including children who enroll with pre-existing IEP's) is requested by TCDN to help teachers gather information to best support a child. Copies are kept confidential.

When any member of the support service provider is in a TCDN program, they must sign in upon arrival.

If a child has limited English Proficiency and has been identified as needing translative or interpretive services, TCDN will contact the corresponding appropriate agency.

While TCDN makes efforts to accommodate all children, we are not a special needs program and there are limits to the accommodation we can offer in the scope of our existing program. A final decision regarding appropriateness of TCDN's program as the most productive for the child will be made by the Director.

POLICY: LICENSING/ACCREDITATION INFORMATION POLICY NO.: 3

- 3.1 All TCDN programs are licensed by the Pennsylvania Department of Public Welfare.
- 3.2 All TCDN programs are in the Keystone STARS quality improvement program funded by the state of Pennsylvania, and are working towards STAR level advancement and/or accreditation through the National Association for the Education of Young Children or the Council On Accreditation for school-age children.

POLICY: ADMISSIONS POLICY NO.: 4

- PRESCHOOL:** One, two, three and four year olds.
- EXPLORERS:** Kindergarten age.
- BEFORE SCHOOL CLUB:** Kindergarten through 5th grade.
- SWARTHMORE AFTER SCHOOL CLUB:** Kindergarten through 3rd grade.
- NETHER PROVIDENCE AFTER SCHOOL CLUB:** 1st through 3rd/4th grade.
- WALLINGFORD AFTER SCHOOL CLUB:** K through 3rd/4th grade.
- OLDER AFTER SCHOOL CLUB:** 4th through 6th grade.
- SUMMER CLUB:** Children entering 1st through 6th grade.

TCDN is an equal opportunity care provider, which aims to enroll children from diverse backgrounds and circumstances.

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, or disability.

For both preschool and out-of-school time programs, families interested in admission should contact the Administrative office to begin the process.

Admission to the preschool program is coordinated through a waitlist/admissions pool managed by the Director. In order to be placed into the admission pool/on the wait list, an interested family must complete a preliminary application form and pay the processing fee. In keeping with TCDN's Mission, classrooms are arranged to maintain family groupings (mixed ages) and, as such, the preschool waiting list is organized first by age group. When a space becomes available, the Director will assess the specific age category and contact families with a child in that age group in the order that preliminary forms were received. Priority, however, is given to families with siblings enrolled and children of staff. Other priorities may include: maintaining 5% of enrolled children in the CCIS system or with IEP's to meet Keystone STARS requirements, meeting the community need for full time, 12 month care, and balancing the gender and diversity within a classroom.

Once a child has been admitted, families complete a contract and fee agreement, including a registration fee to secure their space. Transition plans can then be arranged.

The Director maintains contact with waiting list/admission pool families as to their standing on the list.

For out-of-school time programs, children are generally admitted on a rolling, first-come-first serve basis. Once licensing capacity or program ratio for each of the facilities is met, a wait list will be maintained. When space is available, a registration fee is submitted and enrollment forms are completed.

Admission to either the Preschool or Out-of-School time programs is complete upon receiving all necessary enrollment forms. A complete list of forms can be found on the TCDN website.

For all children, a separate Fee Agreement is completed for summer enrollment

*Families are expected to honor their contract and maintain enrollment through the end of the contract period. For unusual circumstances that warrant a change in admission or withdraw from a program, written notice must be given **30 days in advance** of the change or withdraw. Families should notify the office if any registration information changes during enrollment.*

Continued enrollment at TCDN is contingent upon completing annual registration paperwork prior to due dates. Failure to complete paperwork on time could result in loss of space for the following year

POLICY: TUITION

POLICY NO.: 5

All custodial parents and/or legal guardians are required to sign a Fee Agreement prior to enrollment of their child at TCDN. Parents are required to indicate to whom all billing information and correspondence are to be addressed. Tuition may be mailed or dropped off at the TCDN office (in the mailbox in the door).

5.1 PAYMENT SCHEDULE

Cash, check, or money order may pay tuition. There will be a \$20.00 fee charged for tuition checks returned by the bank. Parents will be responsible for reissuing a second check if it is not possible to redeposit the original check. If at any future time the bank returns a parent's check, all future tuition payments must be made by cash, certified check, or money order.

5.2 LATE TUITION PAYMENTS

Payment is due by the first of each month. There is a late payment charge after the fifth of each month. An invoice will be put in a child's cubby or delivered to a child's site each month as a reminder of the regular monthly tuition and any additional charges.

Non-payment of tuition is grounds for immediate dismissal from the program. Timely payments are essential for continued enrollment; however, if you anticipate difficulty with paying on time, please discuss the matter with the Director immediately. If alternative arrangements for payment are approved you will be notified by the Director.

5.3 SUBSIDIZED CARE

TCDN accepts children who receive child care subsidies by the state or other outside agencies, such as Child Care Information Services (CCIS). TCDN reserves the right to limit the enrollment of subsidized children based on space and financial resource availability. To secure an opening, the subsidy must be in place or the parents/guardians must pay the full tuition until the subsidy is in place. Parents/guardians are required to sign a Fee Agreement accompanying the enrollment contract.

Families with multiple children enrolled in the program will pay the difference between the subsidy amount they qualify for and TCDN tuition for only the child enrolled in the highest tuition program. Additional children in a family will pay a minimum of the co-pay required up to a maximum to be determined on a case by case basis by the Director. In that the reimbursement from the outside agency is determined based on the number of days a child attends any particular program, preference will be given to families who commit to and attend TCDN programs on a full-time basis. Assistance may also be available through TCDN's scholarship program.

5.4 SCHOLARSHIP PROGRAM

TCDN offers a scholarship program to families who meet our qualification guidelines. A copy of the scholarship application is available on the website www.tcdn.org or in the office. The committee meets in early October. Parents must be prepared to pay full tuition until they receive notification of their scholarship status.

POLICY: CONFIDENTIALITY/TRANSFER OF RECORDS POLICY NO.: 6

Within TCDN, confidential and sensitive information will only be shared with employees of TCDN 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 TCDN strives to protect everyone's right of privacy. Confidential information includes, but is not limited to: names, addresses, phone numbers, email addresses, disability information, and HIV/AIDS status or other health related information of anyone associated with TCDN.

Outside of TCDN, confidential and sensitive information about a child will only be shared when the parent of the child has given express 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 TCDN, persons with whom the information will be shared, and the reason(s) for sharing the information.

You may observe children at our programs 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 TCDN are strictly prohibited from discussing anything about another child with you.

Signed requests to transfer a child's records to a new school or program must be made in writing to the TCDN Director with instructions to where the records should be sent. No information will be released without prior written consent. The TCDN office will send a copy of the child's records within one week of the request. Original records are maintained in the office until the child reaches 18 years of age.

**POLICY: MANDATED REPORTING OF SUSPECTED
CHILD ABUSE AND NEGLECT**

POLICY NO.: 7

*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 TCDN are considered mandated reporters, under this law. The employees of TCDN 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 TCDN 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 TCDN 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*

*TCDN requires the parents of enrolled children at all times to behave in a manner consistent with decency, courtesy, and respect. One of the goals of TCDN 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 TCDN but, is the responsibility of each and every parent or adult who enters the program. Parents are required to behave in a manner that fosters this ideal environment. **PARENTS MUST BE RESPONSIBLE FOR AND IN CONTROL OF THEIR BEHAVIOR AT ALL TIMES.***

8.1 SWEARING/CURSING:

No parent or adult is permitted to curse or use other inappropriate language on TCDN 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.

8.2 THREATENING OF EMPLOYEES, CHILDREN, OTHER PARENTS OR ADULTS ASSOCIATED WITH TCDN:

Threats of any kind will not be tolerated. In today's society TCDN 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.

8.3 PHYSICAL/VERBAL PUNISHMENT OF YOUR CHILD OR OTHER CHILDREN AT TCDN:

Acts of corporal punishment of children 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 teacher and/or 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 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.

8.4 SMOKING:

For the health of all the TCDN employees, children and associates, smoking is prohibited anywhere on agency property. Parents are prohibited from smoking in the building and on the

grounds. Parents who are smoking in their cars must dispose of the cigarette prior to entering a program.

8.5 VIOLATIONS OF THE SAFETY POLICY:

Parents are required to follow all safety procedures at all times. These procedures are designed not as inconveniences, but to protect the welfare and best interest of the employees, children and associates of TCDN. Please be particularly mindful of TCDN entrance procedures. The Preschool is to be locked. We need to be careful to not allow unauthorized individuals into the programs. Be alert and mindful. Immediately report any breaches to the Director.

8.6 CONFRONTATIONAL INTERACTIONS WITH EMPLOYEES, OTHER PARENTS OR ASSOCIATES OF TCDN):

While it is understood that parents will not always agree with the employees of TCDN 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.

8.7 VIOLATIONS OF THE CONFIDENTIALITY POLICY:

TCDN takes very seriously the responsibility of maintaining the confidentiality of all persons associated with the agency. 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 TCDN.

POLICY: PARENT'S RIGHT TO IMMEDIATE ACCESS **POLICY NO.: 9**

Parents of a child in our care are entitled to immediate access, without prior notice, to their child whenever they are in care at TCDN, 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) TCDN 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. **In the absence of a court order** on file with TCDN, **both** parents shall be afforded equal access to their child as stipulated by law. TCDN cannot, without a court order, limit the access of 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, TCDN 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. TCDN staff will contact the local police should a conflict arise.

Visitors are asked to schedule appointments with the Director and are allowed in the child care facility only at the discretion of the Director.

TCDN will dismiss any child whose parent is prohibited from entering upon TCDN property. Due to the parents' right to immediate access policy, as well as state and federal regulations, TCDN can not have a child at a program when the child's parent is prohibited access. TCDN 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: PERMENANT DISMISSAL **POLICY NO.: 10**

TCDN reserves the right to dismiss any child at any time, with or without cause.

The 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 TCDN property in a calm and respectful manner. TCDN 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 Director if they wish to return to TCDN property following a dismissal. Appointments are made at the discretion of the Director and are not a right of the dismissed child or parent.

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

POLICY: ENROLLMENT CHANGES / WITHDRAWAL **POLICY NO.:** 11

Thirty (30) days written notice is required when making enrollment changes or withdrawing a child for any reason. *If the proper notice is given, any unused tuition will be refunded within thirty days of the withdrawal. If the required notice is not given, parents will be charged tuition for the 30 days.*

POLICY: ARRIVAL PROCEDURES / PARKING **POLICY NO.:** 12

PRESCHOOL:

*Upon arrival to the Preschool, the parents or the adult dropping the child off must first enter the security code to gain access into the classrooms and then sign the child into care on the sign-in sheet. **Please do not share or teach your child or siblings the code. Sharing the access code will compromise the security of the children.** Children are required by law to be supervised at all times while in the child care facility. Parents are required to help children put away their outerwear and get settled for the day.*

Some children exhibit separation anxiety when it is time for their parent to leave. TCDN 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 TCDN are available to discuss other options if the child does not settle into the arrival routine after a reasonable period of time.

At arrival, parents are required to follow the Medication Policy if a child must receive medication during the course of the day.

Parents should notify the child's teacher of any special instructions or needs for the child's day. Parents should present special instructions in writing and verbally discuss them with any of the classroom teachers. 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.

TCDN does not serve or provide breakfast in the morning. Parents should make sure their child has a nutritious and filling breakfast prior to arriving at TCDN. Parents who send their child to school without having been fed breakfast will be considered to be neglectful of their children's

nutritional needs and will be reported to the appropriate authorities as provided for in the Child Protective Services Act.

*Preschool families should plan to park on College Avenue when dropping off or picking up children. **The driveway may be used only for very short periods of time and only if you park on the right and pull up as far as possible.** Emergency vehicles must be allowed to pass any car in the driveway. Please be respectful of others in following our policy.*

EXPLORERS AND BEFORE/AFTER SCHOOL CLUBS and SUMMER CLUB:

Parents must sign children into the Before School Club.

Parents must sign children into AM Explorers. Children in Explorers who attend Before School Club will be signed into Explorers by staff. Children arriving from Kid's Place to PM Explorers will be signed in by TCDN staff. Children are escorted between Explorers and Kid's Place by TCDN and WSSD staff.

Attendance is taken by TCDN staff as children enter the after school programs.

SASC site families, including Before School Club and Explorers, must park on Princeton Avenue when dropping off children. The parking lots are reserved for SRS faculty. Families picking up children after 4:00 may use available spaces in the parking lots.

12.1 NOTIFICATION OF ABSENCE

*Parents are required to inform the Before School Club by **7:15am**, the Preschool by **9:00am**, and the After School Clubs by **2:00pm** if a child will not be at the center. If you know the day before the absence, please notify the staff then. This will enable the program to more effectively maintain appropriate ratios and help the classroom teacher effectively plan for the day. All sites have telephone answering machines.*

If your child is ill, we request that you notify TCDN staff 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 program. 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 staff so that the parents of the children in the program maybe notified that a communicable disease is present. Once again, only the communicable disease information will be shared. TCDN 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 program as soon as possible so as to maintain the appropriate numbers of employees to ensure ratios are met when the child arrives to the program.

12.2 AGENCY'S RIGHT TO REFUSE ADMISSION

TCDN reserves the right to refuse admission to any child at any time with or without cause.

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

- 1. Staff deems the child too ill to attend.*
- 2. Domestic situations that present a safety risk to the child, staff or other children enrolled at TCDN if the child were to be present at the program.*

3. *Parents' failure to maintain accurate, up to date records.*
4. *Parents' failure to complete and return required documentation in a timely fashion.*
5. *Parent's failure to make tuition payments in a timely manner.*

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

POLICY: PICK UP PROCEDURES

POLICY NO.: 13

Parents or another authorized adult are required to sign their child out of care on the sign-out sheet (except for BSC children going to school and AM Explorers going to PM Kids' Place). If you want someone to pick up your child whom you have not listed as authorized, and included them on the Emergency Contact enrollment form, then you must call and give a detailed description of the person. Anyone who regularly picks up your child should be listed on the Emergency Contact form. Staff will ask for ID to confirm authorization. Once a parent signs their child out, the parent is then solely responsible for supervising their child while on agency premises. The parent may not allow a child to wander. Parents who pick up near 6:00 PM should leave promptly with their child.

No one who is not authorized by parent/guardian to pick up a child, will be permitted to leave with the child.

Children in the Explorer program will not be released to walk home, to Scouts, lessons, a friend's home, etc. Parents must provide transportation with an adult and notify staff of any changes.

Children in After School Clubs will be released to walk home, to Scouts, lessons, a friend's home, etc. only with written parental consent.

Parents must take home all papers in the child's cubby or school bag each day.

Parents are required to sign any incident/accident reports from the day at pick-up. The teacher will be able to briefly discuss the matter with you or another 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 the next day if the parent(s) is unable to meet at the center during the course of the day.

13.1 LATE PICK-UP

There is a fine of \$2.50 per minute for late pick-up. All measurements of time are to be according to the program clock. The late fee will be included in the next monthly invoice.

The fee is high to discourage use of the fee as a back up babysitting service. When children remain past the end of their program, two staff persons need to offer to stay beyond their work hours. We cannot expect this on a regular basis. Also, our liability insurance does not cover children who remain after their program has ended.

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. Chronic late pick-ups can lead to termination of services.

13.2 PERSONS APPEARING TO BE IMPAIRED BY DRUGS/ALCOHOL AT PICK-UP

The staff of TCDN will contact local police and/or the other custodial parent should a parent appear to the staff 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, 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 TCDN to be under the influence of drugs and/or alcohol will be denied access to the child. The staff will contact the child's parents, local police and Child Protective Services to notify them of the situation.

13.3 EMERGENCY CONTACT / ALTERNATE PICK-UP FORMS

At enrollment, parents will complete an Emergency Contact 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 TCDN. In an emergency situation the child's parents will be called first. If they cannot 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.

The persons on the Emergency Form will be required to provide a photo ID prior to the TCDN staff releasing the child. There will be no exceptions to this rule.

All changes and/or additions to the Emergency 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. New forms will be requested at the beginning of each school year. Parents will review and initial the form in six months.

TCDN reserves the right to refuse/ban any person listed on the Emergency 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 Form of the policies/procedures contained herein.

POLICY: EMERGENCY AND INCLEMENT WEATHER

CLOSING INFORMATION

POLICY NO.: 14

14.1 INCLEMENT WEATHER CLOSINGS

In the event of severe weather conditions, TCDN will follow the Wallingford Swarthmore School District (WSSD) in determining whether or not to open/close TCDN.

*If the School District **does not open for the day**, TCDN will not open.*

*If the School District **opens two hours late**, every attempt will be made to have the Before School Club open by 8:15am and the Preschool open by 8:15am.*

Every attempt will be made to get information available by 6:00am (see ways to be notified at the bottom of this section).

If the School District closes early or closes at 3:30 canceling their after school activities, the After School Clubs will not open. All Explorers (Kindergarten) will need to be picked up at the same time as the WSSD closing time. The Preschool will close one hour after the WSSD closing time. This will allow time for older children to be picked up at WSSD before picking up the youngest children. If children remain at any of the programs past the closing time, and parents have not been in touch with staff to explain the delay, staff will contact your emergency contacts. If you know that you will not be able to get to TCDN on time, please set up for your emergency contacts to pick up your child(ren) on time. For the safety of the families and staff, every attempt will be made to close TCDN programs as early as possible.

When you hear that a storm is pending and may start during the day, please check for information regularly. WSSD closes before travel conditions become poor. Looking out of the window is not a good indication of what may be happening. Listed below are the best ways to find out what is happening for TCDN:

1. Watch CBS3 or WPVI TV6
2. Listen to KYW News Radio 1060 (our number is 3215)
3. Go to www.kyw1060.com
4. Go to www.6abc.com for closings. You can also sign up with 6abc for automatic emails and/or phone calls for TCDN and WSSD closing notifications. As soon as we notify them, they will notify you.
5. On wireless devices, go to www.6abctogo.com
6. Go to our website at www.tcdn.org.
7. If you are not able to be near a radio, TV, or computer, please notify a family member, co-worker, or friend to call you when the information is made public. If you will also not be near a phone, please notify your emergency contacts to watch for notification and pick up your child(ren) for you.

14.2 EMERGENCY CLOSINGS

In the event of any other emergency event (including but not limited to, electrical failure, lack of water, lack of heat or air conditioning, or other situations which may endanger the safety and health of children and employees at a particular site), staff will notify the parents or emergency contact person by phone. TCDN will determine if the situation warrants closing or relocation to the site's alternate location. Parents or emergency contact persons should report directly to the designated location for pick up. .

Should a program need to close for any reason, tuition will not be refunded or reduced for closures.

POLICY: CURRICULUM INFORMATION

POLICY NO.: 15

All parents are invited to an Open House early in the year to find out more about their child's program. The date for each site is on the TCDN calendar.

Family grouping is the central working principle of TCDN. Grouping children of dissimilar ages has been a guiding ideal at TCDN since its beginning in 1972. Under this system, children are aware of their own growth and are more comfortable with their own skills and limitations. Helping and sharing are reinforced and competitiveness is lessened because children with differing abilities can seek out others at the same level. Teachers are better able to focus on the individual needs of the children, and close relationships with families are developed.

Younger children learn from the behavior of their older peers and can see the benefits of growing older. Being with younger children brings out tender feelings in the older ones, as well as an increased tolerance for differences. Older children are also able to express leadership and responsibility as they transmit routines and act as role models.

Every day consists of a balance of active play, quiet play, fresh air, meals, nap (Preschool), and diapering/toileting needs. Health and safety are a primary focus. The children in all TCDN programs take an active role in planning their activities. With staff direction and guidance from learning standards and accreditation criteria, curriculum can include thematic exploration or can follow a path that is determined by the children's particular interests and abilities. This spontaneity leads to more creative freedom. The children know that their ideas and suggestions are important. Staff harnesses the enthusiasm children have for a topic and create engaging projects and activities to enhance their learning experience. Young children are presented with an opportunity to do open-ended projects. In these projects, the outcome is not important; the emphasis is the process the child goes through in creating the project. There are no expectations for a final result: a finished product can, and will, vary depending upon the child's interests, ideas and skills. Older children often become engaged in the culminating result of their activity. Curriculum planning forms are posted in all preschool classrooms and at all school-age program sites.

15.1 CHILD OBSERVATION / ASSESSMENT / CURRICULUM

To develop an excellent early program for children, TCDN teachers link child observation, child assessment and curriculum activities to maximize a child's growth and development. Using various observation techniques, ongoing documentation of a child's developmental progress will be carried out throughout the year. Observation information will be used to assess a child's strengths, needs and interests. Assessments will be used for creating individual goals for children, to plan curriculum activities, to provide information for family/teacher conferences, and for referral to community resources. Curriculum will reflect opportunities for teacher's to foster developmentally appropriate practice and for children to acquire knowledge and skill along with a sense of wonder, curiosity, discovery and the desire to learn. This process will combine to form an individualized learning program for all children.

For preschool children TCDN uses Creative Curriculum as a theoretical framework. The Getting to Know You Form and the Ages and Stages Questionnaire will be used upon initial enrollment and in the beginning of each year as a developmental screening tool. The Work Sampling System and the Ounce Scale assessment tools are used for preschool children. These tools provide a structure for observing growth and development in all developmental domains. They are the recommended tools by the office of Child Development and Early learning (OCDEL) for programs participating in Keystone STARS and are recognized as being valid and reliable instruments for assessments.

For school age children, TCDN uses a homegrown curriculum that meets individual needs by extending and enriching experiences outside of school. Developmental assessment follows key learning areas of PA Learning Standards.

15.2 STAFF TO CHILD RATIOS

PRESCHOOL maintains a staff/child ratio of 1:4 for the Young Toddler room and 1:6 for the three Preschool rooms.

BEFORE/AFTER SCHOOL CLUBS maintain a staff/child ratio of 1:12. A 1:10 ratio is maintained in the Explorer groups.

15.3 NAP/REST TIME

Each child will have his or her own designated cot at the Preschool. Parents must provide a crib sheet, a lightweight blanket and any other items (cuddle toy) necessary for their child's comfortable rest. Please LABEL everything. These items will be sent home every Friday for washing. The schedule for napping depends on the individual child.

The Young Toddler room notes the times each child slept in their daily reports. The Preschool rooms post a list outside of each classroom to note which children slept at nap time and for how long.

15.4 PERSONAL CARE SUPPLIES NEEDED

BAGS – Parents should provide a non-plastic backpack or tote bag labeled with their child's name, to hold a change of clothing, rain gear and other such necessities. Seasonal changes should be considered including boots for snow or mud, with all items labeled with child's name.

DIAPERS are provided by parents and should be clearly labeled and replaced as needed.

TOILET TRAINING – TCDN feels that children will begin to use the toilet according to their own needs and schedules. Regular visits to the bathroom are a normal part of the day. When children express interest, they are encouraged. If and when you feel your child is ready to move into "training pants", please talk to his/her teachers about expectations, methods, or any other concerns. To increase your child's success with underpants at school, the child should experience at least two successful weekends in underpants at home before trying to wear them at school. Please provide children being trained with several extra pairs of pants, both under and outer, and socks.

15.5 BIRTHDAY/HOLIDAY CELEBRATIONS

Parents are welcome to provide a special treat at snack time or bring a special activity. Plans must be pre-approved by staff to ensure the health and safety of all of the children in the program (food allergies, age appropriate activity). We prefer that children do not exchange gifts at TCDN. It is appreciated when a parent is available to attend the celebration.

TCDN strongly discourages parents from distributing invitations to 'at home' celebrations unless the whole class is invited. It is hurtful to children and parents when families discover that they have not been included. Invitations should be mailed or given to parents outside of program buildings.

15.6 COMMUNICATION

Teachers throughout all TCDN programs communicate information to families. Communication vehicles include brief opportunities at drop off or pick up times, individual notes, curriculum highlight postings outside of each room or in the Parent Information area of the school-age programs, email messages, articles in the monthly newsletter, and letters of interest to families. Please check cubbies and bags every day for parent notes.

Each child in the Young Toddler room has a Duckling Daily Report for staff and parents to communicate with each other regarding daily routines, including nap time, eating schedule, and diaper/toileting issues. Occasionally other information will be included from TCDN. The report should be checked daily.

Every program has an Open House opportunity at the beginning of each year for parents to learn about routines and curriculum, and for families to meet each other.

Conference opportunities are available two or three times a year. If at any point, you would like to schedule a conference, arrangements can be made.

TCDN has a monthly newsletter, Stepping Stones. Each newsletter includes notices and events that will keep families informed about all of the TCDN activities as well as individual program and Board information.

Parent surveys are conducted annually, and suggestions are always welcomed.

Parents are encouraged to contact the Director or a Board member to discuss relevant issues

Parent information is available on the website www.tcdn.org and on the parent board by the sign-in/out book.

15.7 TRANSITION ACTIVITIES

New families entering TCDN programs are encouraged to set up a visit and tour prior to beginning. Families of young toddlers (Ducklings) will have an intake conference with a teacher before their child begins. Preschool age children may spend time in a classroom with their parent before their first day of care.

Young Toddlers transitioning to Preschool rooms will make visits to their new rooms in advance. This provides the opportunity to become familiar with the environment and staff for a smoother transition. Duckling teachers also spend time altering daily routines closer to those of preschool children; eating independently, eating and napping at different times, helping with cleanup, participating independently in hand washing and toileting, becoming more comfortable with less one-on-one attention, etc. Duckling teachers also provide preschool teachers with developmental notes about each child.

Pre-K (Cricket) children transitioning to kindergarten begin to practice routines that prepare them for kindergarten, such as raising your hand for a turn to talk. Beginning in May, the children entering kindergarten will make visits to the Swarthmore Rutledge School and the TCDN Explorers on-site location. These visits will continue for children enrolled in The Summer Club. Each pre-k family receives a copy of Kindergarten, Here I Come!, and is offered the opportunity to attend a community meeting focusing on kindergarten readiness.

School age children have an opportunity to visit a new after school program location in advance along with their families during an open house prior to the school year beginning. Children transitioning to the Older After School Club are invited to spend some time visiting in the spring before the following year.

Children transitioning out of TCDN programs into the community are given information to prepare them for being home alone safely and responsibly. Handouts may be provided or a visit from a local police officer to provide information and answer questions.

**POLICY: GUIDANCE, DISCIPLINE, AND
BEHAVIOR MANAGEMENT**

POLICY NO.: 16

16.1 PRESCHOOL

TCDN views discipline as a teaching experience, not as a punishment. Children are supported and guided by staff in learning a wide variety of conflict resolution strategies, such as redirection to a more appropriate activity, expressing feelings in appropriate ways, self-calming, and seeking adult help. We use a positive approach to enable children to develop self control and alternate behavior choices. We set the tone of respect for others and for the environment around them.

Parents will be notified if their child's behavior presents a safety risk to the child, other children or staff. Staff will work closely with parents to resolve the source of the behavior. If the strategies are not successful, TCDN will recommend a formal evaluation. If the child is eligible for support services, the staff will work closely with them as well.

16.2 EXPLORERS AND BEFORE/AFTER SCHOOL CLUBS

TCDN expects school-age children to follow basic rules of respect:

We respect other people in our language

(no threats, put-downs, inappropriate or offensive language)

We respect other people in our actions

(no screaming, shoving, fighting, throwing things, or making mean gestures)

We respect other people's property

(no stealing, damaging, or destroying any property)

We respect and obey the people who teach and supervise us

A serious disciplinary problem is defined as one in which a child is hampering the smooth flow of the program or is unable to conform to the rules and guidelines of the program. Requiring constant one-on-one attention, inflicting physical or emotional harm on other children, or physically abusing staff may demonstrate serious problems. It is our goal to guide children in becoming happy, responsible, cooperative participants in the program. Through positive, non-threatening teaching techniques, children are led to respect themselves by being guided to become responsible for their own actions and to help them grow in their respect for and feelings of other people. When conflicts develop, it is our goal to work with the individual children, listening to what each has to say and helping to resolve the conflict through effective communication. If a conflict continues to exist, the following procedures will be followed:

- 1. A child may not be allowed to participate in the particular activity where conflict exists for a period of time.*
- 2. If there is still an unresolved conflict, parents will be asked for ideas on solving the conflict.*
- 3. If the problem continues, parents may be asked to keep the child at home for a few days until the child is ready to cooperate.*
- 4. In cases where the conflict remains unresolved, parents will be expected to remove the child from the program or to seek outside resources to help all involved to work through the conflict. Dismissal from the program may be required.*

17.1 Preschool

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

Children are permitted to bring one plush/non-musical toy with their nap or rest time bedding supplies or as an item to help with separation and comforting.

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

17.2 Explorers, Before/After School Clubs, Summer Club

All toys, books, stuffed animals, dolls, electronic devices (games, IPOD's/CD/MP3's, etc.) are discouraged. They can easily be misplaced. TCDN cannot be liable for replacement of lost/stolen/damaged items. If families choose to send items in, it is at their own risk. Occasionally, an item or book from home can supplement curriculum. Please bring these items to the attention of teachers.

Cell phones must remain in back packs and may only be used in case of an emergency.

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 and comfortable clothing.

Parents are discouraged from dressing children in overalls or clothing with difficult closures. These types of clothing present particular challenges for children in relation to diapering/toileting. Children who are toilet training should be in clothing which they can independently remove.

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.

The most appropriate type of shoes for participation in school activities are rubber-soled, sneakers/tennis shoes. Open toed, and/or open backed shoes can be a hazard during outdoor play.

Children at the Preschool are required to have two seasonably and size appropriate, complete changes of clothing at the program at all times. A complete change of clothing includes shirt, pants, socks, and shoes (if possible). Explorer children should also have a change of clothing in a zip-lock baggie which can remain in their cubby.

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. TCDN is not responsible for lost or damaged items of clothing.

Jewelry/Accessories:

Children are strongly encouraged not to wear jewelry of any kind. It is a safety hazard for your child as well as the other children enrolled in the program. In addition, TCDN will not be responsible for lost or stolen valuables. It is the parents' responsibility to enforce this policy with their children.

In the Preschool, hair beads, barrettes, bobby pins, etc. are strongly discouraged. These accessories are 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 other children.

TCDN is not responsible for damage to or loss of and articles of clothing.

POLICY: FIELD TRIPS

POLICY NO.: 19

TCDN supplements the in-class curriculum with off site field trips. Although TCDN focuses on children learning through their environment, the environment can extend beyond classrooms into the community and surrounding areas. There are two distinct types of trips children may take. One is walking trips and the other requires use of some sort of transportation.

As field trips and any off site event where children mingle with the general public are considered high challenge activities, staff follow all procedures for getting approval by the director, all procedures for transportation, health and safety, and all procedures for parent notification and approval.

Teachers take advantage of the community by taking neighborhood walks, and tapping into community resources or enrichment. Although parents will be informed of neighborhood outings, they may not all require permission slips.

Parents are required to give written permission for their child to attend a field trip outside of the community. Permission for field trips include all pertinent trip information including destination, date, time, reason for trip, cost, and mode of transportation. 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 always invited to attend the trip with their child, and should discuss attending with the classroom teacher. Parents will not be permitted to transport any child, other than their own, on a TCDN sponsored trip.

**POLICY: PARENT PARTICIPATION AND
VOLUNTEERING**

POLICY NO.: 20

20.1 COOPERATIVE DONATION

TCDN was founded as a cooperative program in 1972. Although parents are not required to help in the classroom, TCDN counts on parents to participate in the cooperative spirit of the Center in several different ways. Options include serving on the Board of Directors, Board Committees, participating in fundraising activities, monetary donations for classroom "extra's", along with the requests from the child's program to enhance experiences in the classroom. At the time of enrollment, a form will be included with several cooperative options available for all families.

Each fall and spring the Preschool schedules a family workday to clean, repair, etc. the classroom and outdoor space. All preschool families are encouraged to participate in at least one of the workdays. A sign-up sheet identifying the various jobs will be posted prior to the workday. Not only is this beneficial to your child's program, it is a nice way to meet other families. Since many power tools, paint, etc. are used, it is not appropriate for children to be present.

The TCDN office has an open door policy. Suggestions, concerns, and donation of time for special activities are always welcome.

20.2 COOPERATIVE JOBS FOR REDUCED TUITION

Six co-op jobs are also available in exchange for a decrease in tuition. These include:

- Preschool food and milk shopper (weekly)*
- Explorer's and Swarthmore After School Club food shopper (weekly)*
- A food shopper for each of the WASC, NPASC, & OASC after school programs (weekly)*

Please contact the office if you are interested in a co-op job.

20.3 PARENT/TEACHER CONFERENCES

Parent/Teacher conferences are held for all programs two or three times a year. Additional conferences may be held upon request by the parents or staff. Conferences provide the opportunity to share a child's progress and coordinate consistent ways of supporting growth.

PRESCHOOL CONFERENCES are valuable to monitor developmental milestones and preparation for Kindergarten.

AFTER SCHOOL CLUB CONFERENCES are valuable because children have a way to express themselves, test new skills, and develop life long social skills in ways that are different from the structure of the school classroom or in organized sports. Children often blossom with us in ways not seen anywhere else. Conferences can help families gain perspective on their 'whole' child.

20.4 PARENT SURVEYS

To maintain our status with the Quality Initiatives and to ensure that we are always meeting our mission and the needs of the TCDN community, parents will be given a survey each year. We need 100% participation. If your child(ren) participate in multiple programs you will receive one for each program. Your feedback is vital to maintaining the quality of our programs.

21.1 PRE-ENROLLMENT REQUIREMENTS

Each family is required to complete a pre-enrollment packet of information. This packet is to be returned to the TCDN office prior to the child's first day of attendance. Licensing regulations require all children to have a complete up to date immunization record on file. If you have chosen not to have your child immunized, please ask the Director for an immunization waiver form and discuss the waiver allowances.

All children are required to have a physical examination form filled out by a licensed medical professional. The Child Health Report Form, indicating the child's fitness to attend TCDN, must be completed by a licensed healthcare professional and returned to the Director within the first 60 days of enrollment.

21.2 CHILDREN WITH SEVERE ALLERGIES

For the safety of your child, parents are required to provide a signed copy of the "Allergy Action Plan" 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.

Parents must also complete a "Medication Log" form. This form releases TCDN from liability for administering treatment to children with severe allergies and provides specific instructions for administering medication.

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

21.3 COMMUNICABLE DISEASES

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

Parents are required to pick up an ill child as soon as possible, and no later than 45 minutes after a call. If a parent is reached, but cannot pick their child up within a reasonable amount of time, 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. 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 American Academy of Pediatrics. Children must present a doctor's note stating they are no longer contagious and can return to the program. The

Preschool reserves the right to refuse to allow a child to return if the staff 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 24 hours**. If your child is sent home due to a fever, he/she is not permitted to return to the program the following day at a minimum. A fever is defined as a temperature reading on a thermometer of at least 101 degrees Fahrenheit or more as taken under the arm.*

Children are required to be excluded from the program for loose bowels or diarrhea which occur 3 or more times in a 24 hours period of time. Children may return to the program when normal bowel movements resume.

If your child will be absent due to illness, we request that you notify the program, (See Notification of Absence Policy). This information will only be shared with the other staff on a "need to know" basis. If your child has a communicable disease, we ask that you share the diagnosis with the staff so that the parents of the children in the program maybe notified that a communicable disease is present. Once again, only the communicable disease information will be shared. TCDN 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.

21.4 BITING

TCDN recognizes that biting is a developmentally appropriate behavior for children in the infant through 2 ½ year old ages. Parents with children this age should expect that their children may be bit, or will bite another child. The teachers understand 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. Teachers will not punish or harshly discipline children for biting behavior, but instead will put a response plan in action. This includes practicing prevention, limiting frustrations, using appropriate words with children involved, accentuating the positive, and recording circumstances in an effort to identify reasons for biting. Parents and teachers will work together to identify methods and strategies to curb the behavior. Uncooperative parents will have their child's services terminated.

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

21.5 DISPENSING MEDICATION

TCDN will only dispense over-the-counter and/or prescription medication that is in original, labeled containers, and is accompanied by a doctor's note with explicit dosage and administration instructions. TCDN will only give medication to the child for whom the doctor's note is written and for whom the medication container is labeled. One doctor's note per course of treatment is required. If a child, for example, is to be given a course of antibiotics for 10 days, the doctor's note must identify the dates that the medication is to be given.

Parents are required to complete a Medication Form each day that medication is to be dispensed. Medication Forms can be obtained from a staff person. Medication Forms, doctor's notes and medication are to be turned into the staff.

Parents are responsible for ensuring that all prescription medication is properly labeled by a pharmacist and replaced prior to the expiration date.

Please do not send any medication in with your child (i.e. in a backpack).

21.6 SUNSCREEN AND INSECT REPELLENT

TCDN encourages all families to apply sunscreen to children in the morning before arrival. At the preschool site, staff will reapply sunscreen in the afternoon. Sunscreen used will be Banana Boat, Very Water Resistant, BABY, Tear Free, SPF 50, Advanced UVA/UVB Sunblock Lotion. You will need to sign a permission form available in the classroom. If you do not want us to apply Banana Boat sunscreen, you can send in your own, labeled with your child's name.

Similarly, we must have a permission form signed to apply insect repellent. You must bring in the repellent, labeled, for staff to apply.

Parents of school-age children in the Summer Club are encouraged to make sure sunscreen is applied before arrival. Staff will assist children to reapply as needed.

21.7 FIRE/EMERGENCY DRILLS

TCDN conducts fire and emergency/evacuation drills at least every 60 days. 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 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 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 program 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 program 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.

21.8 ALTERNATE SAFE LOCATION

Should the administration or any emergency services personnel determine the building which houses the program to be too dangerous to be occupied, the staff and children will be taken to a designated alternate location. 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.

Preschool: *Swarthmore After School Club*

Swarthmore After School Club: *Trinity Episcopal Church Parish Hall*

Nether Providence After School Club: *The Garden City Firehouse*

Older After School Club: *Swarthmore College Field House*

Wallingford After School Club: *The Nether Providence Township Building*

21.9 INCIDENT/ACCIDENT REPORTS

Minor:

Should your child be involved in a minor incident/accident during the course of the school day, a staff member will complete a report in the "Boo-Boo" book (carbon copy book), after attending to the child. If First Aid was required by staff, the procedure will be described in the report.

Parents are required to sign the report from the day at pick-up. Parents will receive a copy of the report. The staff 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 also be scheduled.

Minor injuries requiring parental notification and possible medical treatment:

A parent will be notified of any seemingly minor incident that involves their child's neck or head, immediately after the child is attended to by the teacher. It will be the parent's decision whether or not to seek medical treatment for the child.

Should your child be involved in a minor incident/accident that requires a visit to the Doctor or ER, the parent will be notified to come pick up the child to take them to the appropriate medical care. If the parent cannot be reached, the emergency contacts will be called. The person picking up the child must sign the Incident Report and will receive a copy to take to the medical provider.

Major injuries requiring parental notification and immediate medical attention:

Should your child be involved in a major incident/accident that requires immediate medical attention, the staff will call 911 and a parent will be notified to meet the child at the ER (if parent is not close enough to get to TCDN before the ambulance leaves) .If the parent cannot be reached, the emergency contacts will be called. A staff person will accompany the child to the ER. The staff person will take a copy (the original must remain on TCDN property) of the Incident Report and Emergency Contact form. A parent must sign the original copy of the Incident Report within 24 hours. If this is not possible, an administrator will initial the form with an explanation as to why the parent was not available. TCDN is required to send the Incident Report to the Department of Public Health (DPW) within 48 hours of the incident.

Injuries and illnesses are tracked monthly to identify any health and safety issues that may need remediation.

21.10 FOODS

TCDN encourages children to try a wide variety of nutritious foods in our snacks and lunches (Preschool only – parents in all other programs must provide lunch). All menus are planned within the guidelines of dietary recommendations to reduce the increasing rate of childhood obesity and juvenile diabetes.

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 of any food/dietary restrictions (i.e. lactose intolerance, vegetarian diets, wheat free/gluten free diets).

TCDN never uses food as a punishment. Children will never be denied participation in lunch or snack time for behavior reasons.

Young Toddler room *children enrolled must have all food items for consumption prepared and labeled each day the child is in attendance. All food items must be labeled with your child's name, and will be stored in the refrigerator. Teachers will keep food not eaten by children in the lunch container so parents can see amounts eaten. Children are not permitted to share or exchange food items. Parents must also provide and label all utensils and bowls necessary for feedings. Staff will complete a daily report for each child providing information about lunch and snacks.*

Preschool *children will receive healthy lunches prepared in the church kitchen and morning/afternoon snack. The menu is posted on the Parent Bulletin Board and in all classrooms. If you see something on the menu that your child cannot eat, please send in a substitute meal.*

Explorers/School Closing Day *parents are required to provide a full, healthy lunch for their children. Lunches should include a sandwich (or main entrée item), snack(s) and a drink. TCDN will provide water for children who wish to have it with lunch. Snack food items should be healthy, such as fruit and vegetables. Parents should limit junk foods to a minimum in their child's lunch. All uneaten food will be placed back in the child's lunch so parents can see what items and how much their child consumed during the day. Parents should limit the number of choices offered in their child's lunch, as children often become distracted by the choices. Parents should provide enough food so that their child is satiated, but not so much that food is wasted.*

Lunches containing milk, cheese, yogurt, and/or other food items requiring refrigeration must include a cold pack. Lunches will not be heated.

Parents are encouraged to label as many food items as possible. Simply labeling the child's lunch box/bag is not sufficient. This is necessary to avoid accidental mix-ups which is particularly important for children with food allergies.

During full day programs, TCDN will provide a healthy morning and afternoon snack for all children including water, fruit juice and/or milk. After School Clubs will provide afternoon

snacks. A list of the daily snacks available to the children will be posted in the classroom on a weekly or monthly basis.

21.11 SEVERE FOOD ALLERGY POLICY

Due to the extreme nature of allergic reactions to some foods, a classroom or program may need to restrict a certain item from entering the premises. These allergies can be so severe that exposure can result in an anaphylactic reaction. Some allergic children can have a reaction from simply smelling the food on someone's breath, or touching residue left on skin or surfaces, not only from consuming the food. Parents will be notified of the particular restrictions as needed.

POLICY: STAFF EMPLOYMENT BY PARENTS

POLICY NO.: 22

Parents are prohibited from soliciting any staff member for the purpose of employment.

If it is known that a staff person is available for babysitting, arrangements must be made off site and after business hours. TCDN employees who have made prior arrangements with parents to babysit may transport a child to the center or from the center under the following conditions:

- *Arrangements with the parents to transport their child must be made at a time when the employee is not working for TCDN.*
- *The Site Coordinator is told that the child is being brought to the center by the employee.*
- *The employee signs the child into the center. This time must be prior to the time the employee signs in for work at TCDN.*

OR

- *The Site Coordinator knows that the employee is taking a child home.*
- *The employee has signed out that they are now off duty at TCDN with date and time and name of child they are taking. This time must be prior to the time the child is signed out.*
- *The employee signs the child out.*

Due to confidentiality issues, hiring staff for babysitting is discouraged.

POLICY: RESEARCH

POLICY NO.: 23

TCDN is occasionally asked to cooperate in early childhood research. A set of procedures for handling such requests was developed to insure that no project will be approved without ample opportunity for parent response. Project proposals are made available to parents. No child may participate in an approved project unless parents sign the "informed consent" form.

**POLICY: TCDN CONTACT INFORMATION
AND HOURS OF OPERATION**

POLICY NO.: _____ 24

Website: www.tcdn.org

TCDN Office

301 N. Chester Road (Trinity Episcopal Church)
Swarthmore, PA 19081

610-544-4555 – **option #1** ext. 221 – Office Manager
ext. 222 – Financial Manager
ext. 224 – Director

Fax: 610-604-9740

Open 8:30am to 6:00pm

Mailbox is available at the office door for dropping off tuition or information.

TCDN Program Sites:

Preschool preschool.tcdn@gmail.com

Trinity Episcopal Church

301 N. Chester Road

Swarthmore, PA 19081

610-544-4555, **option #2**

Open 7:15am to 6:00pm

Explorers (Kindergarten), Before and Swarthmore After School Club sasc.tcdn@gmail.com

Swarthmore Rutledge Elementary School

100 College Avenue

Swarthmore, PA 19081

610-544-1320

Open 7:15am to 6:00pm

Older After School Club oasc.tcdn@gmail.com

Swarthmore Community Center (next to the Swarthmore Presbyterian Church)

712 Harvard Avenue

Swarthmore, PA 19081

610-328-0305

Open 2:30pm to 6:00pm

Nether Providence After School Club npasc.tcdn@gmail.com

Nether Providence Elementary School

410 Moore Street

Wallingford, PA 19086

610-447-1246

Open 3:00pm to 6:00pm

Wallingford After School Club wasc.tcdn@gmail.com

Wallingford Presbyterian Church

Brookhaven and Avondale Roads

Wallingford, PA 19086

610-566-5350

Open 2:30pm to 6:00pm

Stakeholders & Resources That Might Be Helpful

Delaware County Intermediate Unit – If you think your child is not growing and learning the same way as the other children, contact:

Delaware County Early Intervention (Birth to Two): 610-713-2406

Delaware County Intermediate Unit (Three to Five): 610-565-0618

CONNECT: 1-800-692-7288

Child Care Information System (CCIS) - assists eligible parents with their child care costs. The program serves children from birth to 13 years. CCIS administers the funding for subsidized day care. For further information contact CCIS, 110 S. 69th Street, Upper Darby, PA 19082, 1-800-831-3117 or 484-461-6400.

PA Health Insurance Program (CHIP) – If you are a working family, but do not have health insurance for your children, you may have your children enrolled in the CHIP program, a free or low cost Commonwealth program. Call 1-800-986-KIDS for more information.

Department of Public Welfare – If you feel that you have been discriminated against, contact the Department of Public Welfare, Bureau of Equal Opportunity, Room 223, Health & Welfare Building, P.O. Box 2675, Harrisburg, PA 17105, 717-787-4592.

Early Childhood Education Linkage System (ECELS) – ECELS provides health professional consultation, training, and technical assistance to improve early childhood education programs in the Commonwealth. If you are seeking information regarding health, including vaccines and immunization, call 1-800-24-ECELS or 484-446-3003.

Limited English Proficiency – It is TCDN's responsibility to ensure that all clients have meaningful and equal access to services. If you need translative or interpretive services, TCDN will contact the corresponding appropriate agency.

Wallingford Swarthmore School District (WSSD) – TCDN primarily serves the Wallingford Swarthmore School District. You may contact WSSD at 200 S. Providence Road, Wallingford, PA 19086. 610-982-3470.

Community Engagement Coordinator

Ricky Pfeifer
Rocky Run YMCA
1299 West Baltimore Pike
Media, PA 19063
610-6279622 ext. 214
rpfeifer@philawmca.org

Pediatricians & Hospitals

The Childrens Hospital of Philadelphia

CHOP Pediatric & Adolescent Care Media

176 S. New Middletown Rd., Suite 202
Media, PA 19063
610-284-0200

CHOP Pediatric & Adolescent Care Springfield

196 W. Sproul Road
Crozer Keystone Healthplex, Suite 205
Springfield, PA 19064
610-604-0888

CHOP Pediatric & Adolescent Care Broomall

2000 Sproul Road
Suite 206
Broomall, PA 19008
610-284-0200

Crozer-Keystone Health System

Crozer-Chester Medical Center

One Medical Center Boulevard
Upland, PA 19013
610-447-2000
610-447-2969 TDD

Delaware County Memorial Hospital

501 North Lansdowne Avenue
Drexel Hill, PA 19026
610-284-8100
610-284-8569 TDD

Taylor Hospital

175 East Chester Pike
Ridley Park, PA 19078
610-595-6000

Springfield Hospital

190 West Sproul Road
Springfield, PA 19064
610-328-8700
610-328-8725 TDD

Community Hospital

2600 West Ninth Street
Chester, PA 19013
610-494-0700

Main Line Health Systems

Riddle Hospital

1068 West Baltimore Pike
Media, PA 19063

484-580-1000

Health Center: Broomall

1991 Sproul Road

Lawrence Park Shopping Center

Broomall, PA 19008

484-580-1000