



Reformation School

Nursery School + Stay and Play

Stay and Play Before and After school Program 2025-2026 Family Handbook Acknowledgement Form

Please sign this acknowledgement and return it to the center prior to starting our new school year or during the first week. The handbook may be updated from time-to-time, and notice will be provided as updates are completed. Thank you for your cooperation, and we look forward to working with you and your child.

I have received and reviewed the Stay and Play Before and After School Family Handbook which includes information on:

- Shaken Baby Syndrome and Abusive Head Trauma *
- Suspension and Expulsion Policy
- General Health Policies

It is my responsibility to understand and familiarize myself with the Family Handbook. I will ask center management any questions I may have regarding any policy, procedure or information contained in the Stay and Play Before and After School Family Handbook.

Parent/Guardian Signature

Date

Center Staff Signature

Date

** Stay and Play does not serve the infant population. However, as a licensed childcare center, we are required to include literature in our family handbook about Shaken Baby Syndrome and Abusive Head Trauma. You can also find literature about Shaken Baby Syndrome posted on our family board.*

**STAY AND PLAY BEFORE AND AFTER SCHOOL PROGRAM
2025-2026 FAMILY HANDBOOK**



Reformation School

Nursery School + Stay and Play

**REFORMATION SCHOOLS, INC.
102 W. Rose Tree Road Media, PA 19063
Phone (610) 566-4540 (Stay and Play)
610-566-5719 (Nursery School and After-K)**

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HISTORY AND MISSION STATEMENT

The mission at Stay and Play is to provide a quality, safe, respectful childcare program where we teach life skills through a variety of age-appropriate child centered learning activities. Our team will meet the physical, social, emotional and intellectual development needs of the students through service learning, embracing diversity, homework help, exploring new hobbies and hands on science. We serve students in the Rose Tree Media School District in Grades K through 5. We receive our license from the Department of Human Services and follow their rules and regulations. We are participating in the Keystone Stars Quality Initiative and are currently rated Star 3. Thank you for choosing Stay and Play. We look forward to providing a caring and enriching environment.

STATEMENT OF PHILOSOPHY

We believe that children need to develop to his/her fullest potential, and we strive to provide an environment that helps to foster this. We teach life skills that will carry them through their child and adult lives. Through play, we believe a child can learn and discover many new things and generate a sense of confidence, cooperation, and independence. We provide a child-centered program that invites the child to explore and discover.

CURRICULUM

Stay and Play provides many choices each day that are developmentally appropriate and meet the needs the school age children we serve. We strongly believe that through play children can learn the life skills needed to succeed. Our learning activities follow the PA Early Learning Standards and PA Academic Standards. In this child-centered environment, children can grow emotionally, intellectually, physically, and socially. Our activities are in the areas of Science, Math, Physical Fitness, Literacy, Social and Emotional Development, Creativity and Social Outreach. Daily activity schedules are posted outside of each classroom.

HOURS

7:00 AM-9:00 AM

2:30 PM- 6:00 PM

FEDERAL TAX NUMBER

REFORMATION SCHOOLS, INC.
#51-0391957

SCHOOL DIRECTOR

Marion Boas

schooldirector@relcmedia.org

BEFORE AND AFTERSCHOOL COORDINATOR – Stay and Play

Hannah D'Aquanno

Phone: (610) 566-4540

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EARLY CHILDHOOD EDUCATION COORDINATOR – Nursery School

Erin Hayes

Phone: 610-566-5719

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DESIGNATED SITE SUPERVISORS

Marge Schaefer – Nursery School

Sherry Voorhees – Stay and Play

SCHEDULE 2025-2026

Stay and Play will be open extended hours on the following dates:

September 23, 2025,	7:00 am – 6:00 pm
October 2, 2025,	7:00 am – 6:00 pm
October 3, 2025,	7:00 am – 6:00pm
October 17, 2026,	7:00 am – 9:00 am AND 11:45 am – 6:00 pm (1 st – 5 th Grade 12:20 pm dismissal) (Kindergarten times vary)
November 3, 2025	7:00 am - 9:00 am AND 11:45 am – 6:00 pm (1 st – 5 th Grade 12:20 pm dismissal) (Kindergarten times vary)
November 25, 2025,	7:00 am - 600 pm
December 23, 2025,	7:00 am - 9:00 am AND 11:45 am – 6:00 pm (1 st – 5 th Grade 12:20 pm dismissal) (Kindergarten times vary)
February 13, 2026	7:00 am - 9:00 am AND 11:45 am – 6:00 pm (1 st – 5 th Grade 12:20 pm dismissal) (Kindergarten times vary)
March 4, 2026	7:00 am - 9:00 am AND 11:45 am – 6:00 pm (1 st – 5 th Grade 12:20 pm dismissal) (Kindergarten times vary)
March 5, 2026,	7:00 am – 6:00 pm
March 6, 2026,	7:00 am – 6:00 pm
June 5, 2026,	7:00 am – 6:00 pm
June 12, 2026,	7:00 am – 9:00 am AND 11:45 am – 6:00 pm (1 st – 5 th Grade 12:20 pm dismissal) (Kindergarten times vary)

Stay and Play will be closed on the following dates:

November 4, 2025,	Election Day
November 26 – 28, 2025	Thanksgiving Holiday
Dec 24 - Jan. 2, 2026	Winter Break
January 19, 2026,	Dr. Martin Luther King Holiday
February 16, 2026,	President's Day Holiday
March 30 – April 6, 2026,	Spring Break
May (?), 2026	One Tuesday in May we will be closed due to voting in our building
May 25, 2026,	Memorial Day Holiday

PROGRAM ACTIVITY SCHEDULE

AM Program:

- 7:00-8:05AM Breakfast served.
- 6:30-8:15AM Free Choice- Craft activity, Creighton Hall/outside area for group games, and many other choices
- 7:45-8:25AM Students outside or Creighton Hall for group games
- 8:05 AM Media Students gather for bus arrival
- 8:15-8:25AM All remaining students must be in the Community Room with their belongings and prepare for the bus arrival.

PROGRAM ACTIVITY SCHEDULE

PM Program:

- 2:30-3:00 PM Teacher's set up snack.
- 3:00-3:30 PM Set up for craft activity, homework, science, clubs and game areas (inside/outside).
- 3:00PM Arrival of After K students - wash hands & eat snack.
- 3:15 PM Arrival of St. Mary Magdalen students
- 3:30 PM After K students may start activity in Community Room.
- 3:45-4:05 PM Arrival of Rose Tree and Media buses- wash hands and join designated snack room. Community Room and Snack Rooms may be overpopulated at this time.
- 4:15 PM Arrival of Sacred Heart Students
- 4:20-4:25 PM Group Announcements and disperse students.
- 4:30-5:00 PM Students complete homework if they have a contract.
- 4:30-5:30 PM Students not doing homework have a choice to stay in Community Room, work at art center, play games or go outside. After homework, building room may be open if interest. 5:30-6:00 PM Areas are closing. Students should be in Community Room, awaiting parent arrival.

TUITION

Stay and Play operations are supported entirely by tuition fees. **All payments will be made through the Lillio App.**

Registration Fees:

\$75.00 families with 1 child, \$130.00 families with 2 children, \$185.00 families with 3 children. Registration fee is non-refundable. If your child drops out, this fee cannot be transferred to another school year. **Registration Fee must be paid separately from tuition. (Please note this is new for 2025/2026 school year).**

Tuition Fees:

- \$10.00 per AM session (7:00 am -8:30 am)
- \$20.00 per PM session (4:00 pm – 6:00 pm)
- \$25.00 per PM session Kindergarten (3:00 pm – 6:00 pm)
- \$15.00 per PM session Kindergarten (early pick up @ 4:00 pm)
- \$270.00 Monthly Minimum

Early Release Days:

\$50.00 Early release days (12:20 dismissal from school).

School Closure Days:

\$80.00 Full Day (up to 11 hours of care)

\$50.00 Half Day (up to 6 hours of care)

Discounts

A \$30 discount is given on the 2nd child's lowest tuition.

Prorated Months

December (monthly minimum drops to \$220.00 – $\frac{3}{4}$ of full amount)

April/March or whichever month spring break falls into (monthly minimum drops to \$220.00 – $\frac{3}{4}$ of full amount)

June (monthly minimum drops to \$135.00 – $\frac{1}{2}$ of full amount)

Tuition Payment Schedule

- Families will turn in their child's calendar for the entire month by the 1st of each month. If the 1st of the month falls on a weekend or a holiday, then the calendar will be due the next business day. Late calendar fee – if your child's calendar is not turned in by the 1st of the month a \$15.00 late fee will be applied.
- Once child's calendar is reviewed by School Director and/or Before and After school Coordinator, an invoice will be generated for the family. Invoices will be generated on or before the 10th of each month. Families will then have time to review invoices. On the 15th of each month, the invoice amount due will be pulled from the designated payment account. All payments are to be made through the Lillio App.

Additional Notes:

- No refunds or transfers for days absent.
- If a child does not show up on a scheduled day or shows up but was not previously scheduled and Stay and Play has not been informed in an acceptable way by bus arrival time, a \$10.00 no call fee will be charged.

LILLIO APP

(New for 2025/2026 school year) When a family enrolls, they will receive an email from Lillio asking them to log in and join the program. In the invitation, families will receive instructions on how to download the app. All payments will be paid through the Lillio App. At this time, we can no longer accept payments through the Clover App or personal checks. www.lillio.com

LATE PICK-UPS AND FEE SCHEDULE

The program closes at 6:00 PM. Please allow enough time to arrive, sign your child out and leave by closing time. Parents whose children remain past 6:00 PM must pay the following fees immediately to the caregiver remaining with the child: **\$5.00 late pick up fee for each 5 minutes after 6:00 PM closing per child.** Ex. Pick up 6:01 PM \$5 due, pick up 6:06 PM \$10 due, pick up 6:11 PM \$15 due, 6:16 PM \$20 due.

If a child has not been picked up after closing and we have not heard from parents, attempts will be made to contact parent and the contacts on the emergency contact form. Staff will stay with

your child as long as possible, but if after 2 hours we have not been able to reach you or a person listed on the emergency contact form, we will call the local protective services agency.

ADDING AN ADDITIONAL DAY TO YOUR CHILD'S NORMAL SCHEDULE

Our program is full in morning and afternoon sessions on some days. Occasionally we have children who don't attend for various reasons, and we can add a child that was not previously scheduled. ****Note: Parents may not add a child for AM or PM session without prior approval from the Before and After school Coordinator. This would be based on enrollment for that day.**

INCOME TAX CREDITS

The IRS allows a Credit called Child and Dependent Care Credit for childcare expenses. There is as a Credit titled Earned Income Tax Credit (EITC). This is a credit for certain people who work. For more information or to see if you qualify go to website: www.irs.gov or ask your tax preparer.

**FEDERAL TAX NUMBER
REFORMATION SCHOOLS, INC.
#51-0391957**

DROP OFF AND PICK UP PROCEDURE

(New for 2025/2026 school year). When a child is dropped off for the AM session, a staff member will log your child in through the Lillio App on our school provided IPADS. **No child or drop off person should be touching the IPADS.** In the PM sessions, After-K and students arriving by bus will be logged by a staff member through the Lillio app. For the 2025-2026 school year we are transitioning to using Lillio. This will allow us to check your child in and out using an iPad. Please note this is new for us just as it is new for you. You will get notifications from Lillio app when your child is checked in and out. The morning students will not be affected, but in the afternoon, we will still be checking in each child using a clipboard, then check them in using the iPad. This means your child may be in our care for ten minutes or so before you get a notification, they were checked in. Therefore, please allow us some time to check in all the kids before you raise concern that you did not get a notification that your child has been checked in. We hope to smooth out any issues within the first month or so and being able to use just the iPads to check in all the kids. Thank you for understanding. Upon picking your child up in the afternoon please make sure a staff member in the community room has acknowledged you and is aware you are leaving with your child so that we can log them out on the Lillio App on our end.

Parents are to make eye contact with a staff member when picking up. Always escort your child to and from the car. Always turn off your car and remove the keys prior to entering the building for safety reasons. Never leave a young child unattended in your car! Please drive slowly and be cautious of other vehicles entering and exiting the parking lot. Parents must notify Stay and Play if someone other than the normal designated person is to pick up their child. Stay and Play will need proper picture ID as verification before releasing the child to someone not designated. The school will contact parent/guardian by phone before releasing a child to an undesignated person.

DOOR ENTRANCE CODE

The code to enter our building is normally given to families at the beginning of each school year and changed periodically. ****Please do not give this code to your child. Only parents may use the code to enter. This is a safety concern!!** If you have a guest picking up, have them ring the outside doorbell.

RIGHT TO REFUSE CHILD RELEASE

We may refuse to release children if we have reasonable cause to suspect that the person picking up a child is under the influence of drugs or alcohol or is physically or emotionally impaired in any way that they may endanger the child. To protect your child, we may request that another adult listed as an Emergency Contact pick up the child or we may call the police to prevent potential harm to your child. Reoccurring situations may result in the release of your child from the program.

PROGRAM POLICIES-BEHAVIOR

At Stay and Play, children are entitled to a pleasant and harmonious environment. Stay and Play cannot serve children who chronically display disruptive and challenging behavior.

Chronically disruptive and challenging behavior is defined as:

- Verbal or physical activity requiring constant attention from staff.
- Inflicting physical or emotional harm on other children
- Persistent bullying
- Unauthorized departure from the grounds of the program
- Physically/verbally abusing staff members.
- Ignoring or disobeying rules which guide behavior during program time.

The behavior expected from children at Stay and Play is a combination of common courtesy and safety including mutual respect of staff, parents, visitors, and each other, as well as Stay and Play property and equipment.

The following behaviors are not acceptable: fighting, disrespect, profanity, weapons, use of tobacco or controlled substances, vandalism. A child behaving inappropriately will be given a 5-minute renewal time to calm down and to think about his/her behavior. The staff prepares written behavior incident reports when deemed necessary. Parents receive a copy of the reports.

CHALLENGING BEHAVIOR

Stay and Play staff will strive to:

1. Promote positive climates and focus on prevention.
2. Develop clear, appropriate, and consistent expectations and consequences to disruptive behavior.
3. Promote social and emotional learning and encourage positive behavior.
4. Provide training and support to staff on how to engage and support positive behavior.
5. Set up a meeting with the child's family to collaborate on strategies regarding child's behavior that may have worked at home.
6. Collaborate with local mental health and other stakeholders to provide resources on interventions strategies.

SUSPENSION AND EXPULSION POLICY

Suspension and Expulsion from the childcare center not only affects the child, but the family and community of Stay and Play. The child will be considered for suspension and or expulsion:

1. If the behavior jeopardizes the physical safety of the child and/or other children and staff in the program and all interventions and supports recommended by mental health constituent have been exhausted.
2. If the family is unwilling to participate in mental health consultation.
3. If continued placement in the program clearly fails to meet the mental health and social emotional need of child as agreed by both staff and family.

SUSPENSION AND EXPULSION POLICY

DISCIPLINE RESPONSES TO STUDENT MISCONDUCT

	1st Violation	2nd Violation	3rd Violation	4th Violation	5th Violation
Examples: Disruptive behaviors, repeatedly not following directions of rules, horseplay. Pushing, hitting, kicking, threatening comments of behavior, uncontrollable behaviors, inappropriate language, aggressive behavior towards other children/staff, intentional destruction of Stay and Play property.	Verbal warning and support and positive behavior reinforcements.	Verbal warning, email notification and written notice to family.	Upon receiving 3 rd email/written notice, a conference will be requested with family. The family will receive contact info. for a School Age Mental Health Consultant.	School will move towards suspension unless the family can show documentation that they have started the process of securing a 1:1 for child.	Expulsion from childcare facility when all measures have been exhausted.

POSITIVE BEHAVIOR INITIATIVE SUPPORTS

Positive behavioral interventions and supports (PBIS) is a center wide systems approach aimed at establishing positive student culture and individualized behavior supports necessary to create a safe and effective learning environment for all students. The goal of positive behavior interventions and supports is to promote each students appropriate behavior and give them the support to sustain that behavior. Increase academic performance. Increase safety.

HOW WE PROMOTE PBIS AT STAY AND PLAY

Staff will give a child a PBIS ticket when they recognize the child doing a kind act, being on task, showing appropriate behavior, showing initiative, volunteerism and so forth. Each child receives an envelope with their name on it and a small cubie spot to place their tickets. Child has the options to choose from a prize or a privilege. The ticket will tear off into 2 parts. The 1st part of the ticket is placed in the child's envelope to be saved up for a prize. The 2nd part of the ticket is placed in a locked box for the monthly drawing.

How does a child redeem tickets for a prize or privilege?

- To obtain a prize, the following tickets must be achieved:
 - Kindergarten -2nd Grade – (3) tickets.
 - 3rd Grade - 5th Grade – (5) tickets.
- To obtain a privilege, tickets that are placed in the locked box will be drawn at random on (or about) the 10th of each month.

ATTENDANCE TRACKING OF CHILDREN WHILE IN PROGRAM

Students will have name tags with Velcro on the back. The name tags will be attached to the board of the area that your child chooses (Homework, Community Room, Outside Area, Creighton Hall, Science). This staff member will be responsible for each child's name tag that is attached to their board. If a child moves to another group, the teacher will need to check that another staff person has room to accommodate the child in their group. They will need to take their name tag with them to the new area. Staff use walkie talkies throughout the program. If you are looking for your child, ask a staff member to walkie talkie other staff to help you locate your child.

PARENT CONFERENCES

Staff are available upon request for conferences to discuss any child concerns. We will communicate any important information such as homework struggles, social issues and so forth, in our normal fashion such as emails, notes in family mailboxes and in person conversations.

REFERRAL TO OUTSIDE RESOURCES

When a staff member determines a family needs outside services such as medical, dental, developmental, financial, mental health, clothing, food, shelter, etc. the staff member and director will attempt to assist the family. The director will maintain a list of approved organizations and resources for outside services. If no resources are on the list for the need, the director will make inquiries to find the appropriate resources. The staff member and director will confer on the subject and determine if the circumstance indicates need for a third-party professional. If a professional is required, the director will contact the professional and assume responsibility for the referral. If not, the director will communicate the referral to the family.

ACCESS TO RECORDS ABOUT CHILDREN AND FAMILIES

Records about the children and families served by the school are kept strictly confidential and in a locked cabinet. Access is limited to the family of the child and authorized school personnel. The records on each child are accessible to parents with request in writing. All other persons who require access to the child's records shall obtain written permission from the child's parent(s) as mandated by the Family Educational Rights and Privacy Act. An exception to the rule of family confidentiality is made in the situation of suspected child abuse and neglect. Here, the requirements of the child abuse and neglect-reporting laws supersede the right to confidentiality of the family and allow information to be revealed concerning alleged abuse or neglect. Child records can be transferred to another program at the request of parents in writing. Give the office at least 2 weeks' notice for this request.

EMERGENCY FORMS

Emergency Forms must be updated and reviewed every 6 months as per Dept. of Human Services regulations or more frequently if changes occur. We do this in September and January

of each school year. **Please go online and look for Form #CY867 Emergency Contact Parental Consent Form. You can type in your information, save it as a PDF.** This will save you a lot of time when we ask you to update this form every 6 months. These forms are also available through the Lillio App.

ABSENCES

Parents are required to notify Stay and Play when their child will not be attending as scheduled or if child will attend and the child was not previously scheduled. When a child is unaccounted for, the staff will try and locate the child. We exhaust all efforts to find the missing child. This diverts a staff member away from other children. Please let staff know the reason for your child's absence. We keep an illness log for the State of PA.

We provide 4 ways to communicate to us if your child will not attend or is attending and not scheduled:

1. Write the change of child's schedule in Parent Communication Book located on counter in Community Room. (**spiral notebook near parent mailboxes)
2. Call the Stay and Play office and leave a message on the answering machine or with a Stay and Play staff member.
3. Write a note and put it in the box by the double doors/parent mailbox in the Community Room.
4. Email the school-school-stayandplay@relcmedia.org

If a child does not show up on a scheduled day or shows up but was not previously scheduled and Stay and Play has not been informed in an acceptable way by bus arrival time, a \$10.00 no call fee will be charged.

SNOW DAYS, EARLY DISMISSALS and SCHOOL CLOSING POLICY

1. If Rose Tree Media Schools call a "2 hour delayed opening" in the morning, then so does Stay and Play. Instead of our normal 7:00 AM opening, we will open at 9:00 AM and remain open until 11:00 AM.
2. In the event of a weather-related emergency, Stay and Play will be closed if the Rose Tree Media School District is closed.
3. After-K students – if AM Kindergarten is cancelled due to a 2-hour delay, families may drop their Kindergarten off to Stay and Play by car. We can begin to accept students @ 12:00 pm. Families will not incur an extra charge for early drop off. We can only accept After-K students who are dually enrolled in BOTH the After-K and Stay and Play programs.
4. Stay and Play will close 2 hours after the Rose Tree Media School District closes for a weather related/emergency early dismissal. Ex. If RTMSD closes at 2:30 PM, Stay and Play will close at 4:30 PM
5. After the first **three** emergency closure days, Stay and Play will give credit for tuition paid for the remainder of days missed, up to the minimum fee paid.

COMMUNICATION AND FAMILY PARTNERSHIP

***Child Concerns**-notes from center staff will keep you informed about any concerns. Notes will be placed in parent mailboxes or in serious cases we will contact families by phone or email.

***Parent Bulletin Board**-located outside of Community Room kitchen, will include information on staff, upcoming events, announcements, etc.

***Monthly Newsletter**-provides center news, events, announcements. These are sent home last week of each month via e-mail and a paper copy is located on counter next to parent mailboxes. The non-custodial parent will receive via mail.

***E-Mail**-we encourage families to provide an email address that you use regularly so that we may send general updates.

***Family Visits**-family participation is encouraged. We have an open-door policy. Come visit, join a game, volunteer, teach a hobby, and help with fundraisers.

***Family Events**-family events are scheduled throughout the school year and include parent breakfast, bingo night, and other special programs.

OUTDOOR POLICY and EXTREME WEATHER

Students will go outside daily, weather permitting. If the weather poses a significant risk and includes wind chill at or below 25 degrees, heat index above 90 degrees and/or an air quality alert exists, we will not go outside. We will go outside when the forecasted temperature/wind chill are above 25 degrees, the forecasted temperature/heat index is less than 90 degrees, there is no precipitation falling, and there is no current air quality alert.

If the temperature is 50 degrees or below, we will require students to have jackets/sweatshirts for the cooler weather in order to go outside.

NON-DISCRIMINATION AND INCLUSION POLICY

It is the policy of Stay and Play Program to recruit, process registrations and place children without regard to race, religion, national and ethnic origin, LEP, gender, parent marital status or sexual orientation, disability or any other consideration made unlawful by federal, state or local laws. We will make every effort to ensure communication and understanding for any family who are identified with Limited English Proficiency (LEP).

It is the goal of Stay and Play to include children with disabilities to participate in all activities alongside their peers if the activity is age appropriate. Stay and Play will partner with families and outside agencies to help make the child successful along with typically developing peers. Families are encouraged to give the school insight, resources and share their valued experiences with the staff. Stay and Play requests that all families with a child that has an IEP/GIEP/504 plan to share this with the center so we can better meet their child's needs.

COMPLAINTS OF DISCRIMINATION MAY BE FILED

Office of Civil Rights, Philadelphia, PA

Bureau of Equal Opportunity, Harrisburg, PA

Bureau of Equal Opportunity, Phila., PA

PA Human Relations Commission, Phila., PA

OPERATING PROCEDURES TO HELP STOP THE SPREAD OF CORONAVIRUS

Due to the Federal COVID-19 Public Health Emergency (PHE) Declaration ending on May 11, 2023, we have removed most of our Coronavirus policies. We ask that you continue to monitor your child for COVID symptoms. Even though the public health emergency has ended, experts say people should still be isolated for at least 5 days if they test positive for COVID-19. People who test positive for the virus should continue to follow other health protocols like wearing a mask and notifying close contacts.

Notify Stay and Play if your child tests positive; this will allow us to alert other families in our program. We are working with RTMSD and will follow their protocols if they feel isolation is needed. Best practice is to keep your child at home if they are sick! **The mask mandate has been dropped and wearing a mask is optional.** If the CDC guidelines change and masks become mandated again, parents and children will need to wear one inside the building.

Preventative Health Measures. We cannot expect a group of school age children not to engage in interactive play or share toys. Parents or guardians should monitor the health of their child and not send them to the program if they are displaying any symptom of coronavirus. Parents or guardians should seek testing promptly and report results to the program given the implications for other children, families and staff.

We will **NOT** need to close our center for a confirmed case of Coronavirus. Due to the expiration of the federal Public Health Emergency declaration in May 2023, much of the remaining COVID-19 case data is no longer required to be reported to the Department of Health, making the case data less relevant for disease tracking purposes.

***Shaken Baby Syndrome and Abusive Head Trauma Policy**

Stay and Play believes that preventing, recognizing, responding to, and reporting shaken baby syndrome and abusive head trauma (SBS/AHT) is an important function of keeping children safe, protecting their healthy development, providing quality child care, and educating families.

Background-SBS/AHT is the name given to a form of physical child abuse that occurs when an infant or small child is violently shaken and/or there is trauma to the head. Shaking may last only a few seconds but can result in severe injury or even death.

Procedure/Practice -Recognizing: Children are observed for signs of abusive head trauma including irritability and/or high-pitched crying, difficulty staying awake/lethargy or loss of consciousness, difficulty breathing, inability to lift the head, seizures, lack of appetite, vomiting, bruises, poor feeding/sucking, no smiling or vocalization, inability of the eyes to track and/or decreased muscle tone. Bruises may be found on the upper arms, rib cage, or head resulting from gripping or from hitting the head.

Responding to:

- If SBS/ABT is suspected, staff will:
 - Call 911 immediately upon suspecting SBS/AHT and inform the director.
 - Call the parents/guardians.
 - If the child has stopped breathing, trained staff will begin pediatric CPR⁴.

Reporting:

- Instances of suspected child maltreatment in childcare are reported to **ChildLine: 1-800-932-0313**

Prevention strategies to assist staff* in coping with a crying, fussing, or distraught child.

Staff first determine if the child has any physical needs such as being hungry, tired, sick, or in need of a diaper change. If no physical need is identified, staff will attempt one or more of the following strategies⁵:

- Rock the child, hold the child close, or walk with the child.
- Stand up, hold the child close, and repeatedly bend knees.
- Sing or talk to the child in a soothing voice.
- Gently rub or stroke the child's back, chest, or tummy.
- Offer a pacifier or try to distract the child with a rattle or toy.
- Take the child for a ride in a stroller.
- Turn on music or white noise.

In addition, the facility:

- Allows for staff who feel they may lose control to have a short, but relatively immediate break away from the children.
- Provides support when parents/guardians are trying to calm a crying child and encourage parents to take a calming break if needed.

Prohibited behaviors.

Behaviors that are prohibited include (but are not limited to):

- shaking or jerking a child
- tossing a child into the air or into a crib, chair, or car seat
- pushing a child into walls, doors, or furniture

Strategies to ensure staff members understand the brain development of children up to five years of age

All staff take training on SBS/AHT within first few weeks of employment. Training includes recognizing, responding to, and reporting child abuse, neglect, or maltreatment as well as the brain development of children up to five years of age. Staff review and discuss:

- Brain Development from Birth video, the National Center for Infants, Toddlers and Families, www.zerotothree.org/resources/156-brain-wonders-nurturing-healthy-brain-development-from-birth
- The Science of Early Childhood Development, Center on the Developing Child, developingchild.harvard.edu/resources/inbrief-science-of-eed/

Parent web resources

- The American Academy of Pediatrics: www.healthychildren.org/English/safety-prevention/at-home/Pages/Abusive-Head-Trauma-Shaken-Baby-Syndrome.aspx
- The National Center on Shaken Baby Syndrome: <http://dontshake.org/family-resources>
- The Period of Purple Crying: <http://purplecrying.info/>

Facility web resources

- Caring for Our Children, Standard 3.4.4.3 Preventing and Identifying Shaken Baby Syndrome/Abusive Head Trauma, <http://cfoc.nrckids.org/StandardView.cfm?StdNum=3.4.4.3&=+>
- Preventing Shaken Baby Syndrome, the Centers for Disease Control and Prevention, http://centerforchildwelfare.fmhi.usf.edu/kb/trprev/Preventing_SBS_508-a.pdf
- Early Development & Well-Being, Zero to Three, www.zerotothree.org/early-development

Communication-Staff

- Within 30 days of adopting this policy, the childcare facility shall review the policy with all staff who provide care for children up to five years of age.
- current staff members and newly hired staff will be trained in SBS/AHT before providing care for children up to five years of age.
- Staff will sign an acknowledgement form that includes the individual's name, the date the center's policy was given and explained to the individual, the individual's signature, and the date the individual signed the acknowledgment.
- The childcare facility shall keep the signed SBS/AHT staff acknowledgement form in the staff member's file.

Communication-Parents/Guardians

- Within 30 days of adopting this policy, the childcare facility shall review the policy with parents/guardians of currently enrolled children up to five years of age.
- A copy of the policy will be given and explained to the parents/guardians of newly enrolled children up to five years of age on or before the first day the child receives care at the facility.
- Parents/guardians will sign an acknowledgement form that includes the child's name, date the child first attended the facility, date the operator's policy was given and explained to the parent, parent's name, parent's signature, and the date the parent signed the acknowledgement.

WAITING LIST

Placement of children on a waiting list is based on the date of inquiry in person or by phone. Children highest on the list will be offered first placement based on space available. We give first preference to siblings of children already enrolled in the program.

INDIVIDUALIZED EDUCATION PLAN (IEP)

Please provide our office with a copy of your child's 504 Plan, IEP or GIEP for speech, reading, learning disability, behavior plan and if they are in the gifted or accelerated math program. You may need to request this from your child's school if you do not currently have a copy. This information will help our staff better meet your child's needs. We can work on many of the same goals here at Stay and Play that they work on in the school setting.

BREAKFAST, SNACKS, LUNCHES ON EXTENDED DAYS

Breakfast is available in the morning until 8:05AM. Your child must arrive no later than 8:00 AM. Drinks and snacks are available each afternoon. We celebrate birthdays once a month with

special snacks. On extended days, please make sure your child's lunch is packed with appropriate cold packs to ensure its safety for consumption. If there is a perishable item that needs refrigeration, please hand to staff in the morning. **Do not send in food that needs to be microwaved.** Please pack a nutritious lunch for your child. No soda allowed.

SUSPECTED CHILD ABUSE

Stay and Play staff who have "reasonable cause to suspect" that a child is a victim of abuse are required by law to report to ChildLine, then to the director. Once a report is received, specially trained child line professionals will determine whether the child is a victim of abuse and what action is necessary to ensure a child's safety and well-being.

PHONE

Staff will monitor all calls left on the answering machine. Children are not allowed to use the school phone unless it is an emergency.

ELECTRONIC DEVICE USE

Cell phones, tablets, iPods, chrome books, Apple Watches, etc. are only allowed to be used during specific times of the day: In the morning, after 7:45 AM while waiting for the bus and in the afternoon when buses arrive and before announcement or if needed for homework. After this time, they must be put away. If your child is found out of compliance, the device will be held by staff and returned to parent at time of pick up. During full days, we have a morning half hour electronic time.

PHOTO CONSENT

As of 7/2024 Stay and Play does not engage in posting of children's photos on any social media accounts. Additionally, there are no photos of our students posted on our school website. The only photos posted of children are those that are displayed in our school community room. At the end of the school year, we put together a yearly slide show which is shown at our end of the school year art show. The slide show is not distributed.

STAFF WILL NOT PICK UP CHILDREN

No staff member will pick up children at school who miss the bus to Stay and Play or children who take the bus home by mistake. Parents must make their own arrangements for pick up.

MEDICINE

Stay and Play staff will administer medication when needed. A permission slip giving dosage, instructions, and time to be given must be on file. Prescription medicine must be in the original medicine container labeled with the child's name. Written instruction must be provided from person prescribing the medication. This can include instructions for administration on a prescription label.

FLU SHOTS

The American Academy of Pediatrics recommends that everyone older than 6 months of age receive influenza vaccine. **This is a requirement for children and staff members in the childcare program. Please provide yearly proof of flu vaccination**

GENERAL HEALTH POLICIES

A current health form and immunizations are required for every child upon enrollment and every year thereafter on the anniversary of the physical date. The form can be found online and titled CD51 Child Health Report. A physician or a CRNP must sign this form. Lack of this form will result in your child's withdrawal from the program. (Note: Ask for a new form before your child's next physical to avoid paying for the form at the Doctor's office).

Your child will be required to be picked up from our center for following reasons:

- *Illness that results in greater need of care than we can provide
- *Fever above 100 F under arm, above 101 F taken orally
- *Vomiting
- *Diarrhea-stools with blood or mucus and/or uncontrolled
- *Head Lice-may return after being treated and all nits removed
- *Conjunctivitis (Pink Eye)-child may return after receiving eye drops for a 24-hour period.
- *Rash with fever, unless physician has determined it is not communicable disease
- *Impetigo-may return 24 hours after treatment
- *Strep Throat-may return 24 hours after treatment
- *Scabies-may return 24 hours after treatment
- *Chicken Pox-may return after all lesions have dried and crusted
- *Pertussis (Whooping Cough)-may return after 5 days of Antibiotics
- *Hepatitis A Virus-may return 1 week after immune globulin is administered

If your child becomes ill at the program, you will be notified to pick up your child. If you cannot be contacted, the contact person listed on the Emergency Form will be contacted and asked to pick up your child.

Parents are required to notify Stay and Play whenever a child has been exposed to a contagious disease. **This includes Lice.

MEDICAL EMERGENCIES

The School Director, program coordinator or designated site supervisor, will phone 9-1-1, the Emergency Communication Center. Emergency care will either be administered on site or at the hospital, Riddle Memorial Hospital because of its proximity. A staff member will stay with the child receiving emergency care, whether on site or at the hospital until parent/guardian arrives. Another staff member will phone the parent/guardian first or emergency contact person and describe the incident and the emergency care procedure. The staff prepares an accident report and parents receive a copy. The report is filed with the Department of Human Services.

CHIP HEALTH INSURANCE PROGRAM

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

DIVORCE AND CUSTODY ARRANGEMENTS

For the safety and welfare of the child, the school needs to be aware of the court's custody determination. Stay and play requires that a copy of the court custody decree, or written agreement related to custody, be on file in the child's confidential record. **Without a court document**, both parent/guardians have equal rights of custody. We are legally bound to respect the wishes of parent/guardian with legal custody based on certified copy of court order, active restraining order, or court ordered visitation schedule. We will not accept the responsibility of deciding which parent/guardian has legal custody where there is no court documentation.

FIRE EVACUATION PROCEDURE

Stay and Play holds fire drills on a regular basis. In the event of a fire where we could not reenter the building, the children will be evacuated to Rose Tree Early Learning Center located in the Unitarian Church on Rose Tree Road across the street.

POWER FAILURE/TORNADO THREAT

In the event of a power failure our building is equipped with emergency lighting. Our center will remain open unless the power company states that we will be without power for an extended period. In the event of a Tornado threat students will proceed to Rooms 142 and 141 for interior shelter in place.

EMERGENCY OPERATIONS PLAN

All families should have received a letter detailing our Emergency Operations Plan. Parents/Guardians are asked to complete the Emergency Child Pick up Authorization Form for each child in the program at the beginning of the school term. This is in addition to our normal Emergency Contact Form that is completed twice a year.

PARKING LOT SAFETY

Always escort your child to and from the car. There are many other cars in the lot entering and exiting. This is a safety issue. Please slow down when entering our parking lot. The rear of the building is a one way. If anyone is speeding in the parking lot notify the program coordinator.

PLAYGROUND SAFETY

Please make sure your children follow the rules of the playground when using after school hours. The climbing piece on right side is strictly for school age children 5-12 years. The larger play structure is for children ages 2-12 years. Please always supervise your children. We want you to enjoy the play equipment, but in a safe manner. Close the gate when exiting the playground area.

PERSONAL PROPERTY

Stay and Play is not responsible for any equipment or items brought to the program by the children. Anything of value may be given to a staff person to be kept in the office. A lost and found box is kept on the counter in Community Room. This should be checked periodically.

HELMET POLICY

Children are required to wear a bicycle helmet while riding a bicycle, playing in the wagon, playing with scooters, roller-skating, and playing street hockey at Stay and Play. This is for their protection and safety. * **We will not allow any sharing of helmets. Children must have their own.**

WITHDRAWING YOUR CHILD

Stay and Play requires at least 2 weeks written notice to the program coordinator when withdrawing a child from our program. If you withdraw your child, whether they attend the program or not those last 2 weeks, you are required to pay at least half the monthly minimum, which is \$135.00.

UNITED WAY CAMPAIGN

Stay and Play is an approved United Way Donor Choice. If you would like to donate to our program, please designate “Stay and Play” as your contributing agency with the following code numbers:

United Way of Greater Philadelphia and Southern New Jersey- Agency Code #8243, ID 1634476

United Way of Chester County-Vendor #8832

United Way of Delaware-Vendor #10908

United Way of Gloucester County, NJ-Vendor #9119

**We are proud to be a
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