



Reformation School

Nursery School + Stay and Play

Reformation Nursery School and After-K 2025-2026 Family Handbook Acknowledgement Form

I have received and reviewed the Reformation Nursery School and After-K 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 Reformation Nursery School and After-K Family Handbook. I will ask center management any questions I may have regarding any policy, procedure or information contained in the Reformation Nursery School and After-K Family Handbook.

Parent/Guardian Signature

Erin Hayes

Date

July 1, 2025

Center Staff Signature

Date

**** Reformation Nursery School 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.***

Dear Families,

Welcome! Thank you for choosing Reformation Nursery School. We are committed to all parents and children who are a part of our school family. We are dedicated to providing a happy and healthy early childhood experience for all students. We look forward to working with you and your child.

Thank you,

Erin Hayes
Early Childhood Education Program Coordinator

VISION STATEMENT

Reformation Nursery School provides a learning environment that helps children develop the strengths and skills necessary for them to build their own knowledge and prepare them for their next school environment.

MISSION STATEMENT

Our school provides a safe and nurturing environment in which children can develop socially, emotionally, cognitively, and physically. Our children are exposed to age appropriate curricula that help them build confidence, creativity, and a love for school.

FROM THE PASTOR

Reformation Nursery School has been part of Reformation Evangelical Lutheran Church in Media, PA, since 1958. Every Wednesday during the school year, the pastors of Reformation Lutheran Church will offer an **optional** “chapel” experience for Pre-K students to help support the spiritual development of the children. Chapel time is a 15 minute period when Pastor Alina and/or Pastor Eileen gather with the children to sing songs, read an age appropriate Bible story, and say a prayer. The primary theme of chapel time is the basic, positive message of God’s love for all people. Chapel time does not promote a specific religion as being superior to others. It celebrates the message of God’s love made known through the Bible.

FROM THE COORDINATOR

We recognize that religion is a personal choice. The Chapel time experience is optional and parents have the right to opt-out. Chapel time will take place during the last 15 minutes of free play in the morning.

OPERATING HOURS**Nursery & Pre-K Classes**

9:00 a.m. – 11:30 a.m.

Extended Lunch Day

11:30 a.m. – 2:00 p.m.

After K Class

12:00 p.m. – 3:00 p.m.

CONTACT INFORMATION**Phone (610) 566-5719**

Email is our primary communication method. During class time, it is difficult to answer the phone. If there is no answer, please leave a detailed message and we will return your call as soon as possible.

Email nurseryschool@relcmedia.org

Website

www.relcmedia.org/reformation-schools

Please visit our website for all school information.

You can also [find us on Facebook!](#)

(Note: our Facebook page is a private group)

NURSERY SCHOOL STAFF

Mrs. Erin Hayes – Early Childhood Education Program Coordinator

Mrs. Meghan Scott- 5 Day Pre-K

Mrs. Rebecca McDonald– 5 Day Pre-K

Mrs. Maureen Buckson- 3 Day Pre-K & After K

Mrs. Carrie Titter- 3 Day Pre-K

Mrs. Rina Kenney- 2 & 3 Day Nursery & After K

Mrs. Marge Schaefer – 2 & 3 Day Nursery & After K

Mrs. Lisa Ballard- 3 Day Nursery

Mrs. Margaret Slattery - 2 Day Nursery

Mrs. Lisa Goodman- Substitute

Mrs. Cindy Creamer- Substitute

Mrs. Jean Clarke- Substitute

NURSERY SCHOOL CALENDAR (REVISED 7/24/2025)

Sept. 4 (Th) Teacher Meet & Greet- ALL NURSERY students

Sept. 5 (Fr) Teacher Meet & Greet- ALL 3 & 5 day PRE-K students

Sept. 8 (M) First day of School for 3 Day Nursery, 3 Day Pre K and 5 Day Pre K students

Sept. 9 (T) First day of School for 2 Day Nursery students

Sept. 23 (T) No School

Oct. 2- 3 (Th-F) No School

Nov. 4 (T) No School

Nov. 25- 28 (T-F) Thanksgiving Break, No School

Dec. 24- Jan. 2 (W-F) Christmas Break, No School. School Resumes Monday, Jan. 5

Jan. 19 (M) No School

Feb. 16 (M) No School

Mar. 5-6 (Th. and F) No School

Mar. 23 (M) 6-8PM OASIS Fundraiser

Mar. 30- Apr. 6 (W-M) Spring Break, No School. School Resumes Tuesday, Apr. 7

May 20 (W) Last day for 3 Day Nursery and GRADUATION for 3 Day Pre K

May 21 (R) Last day for 2 Day Nursery and GRADUATION for 5 Day Pre K

May 26- Jun. 4 (T- TH) Optional Summer Camp

***TBA There will be one additional Tuesday in May for voting. ***

Please check the monthly newsletter for the most up to date information and schedule changes. Reformation School follows the RTMSD calendar.

2 Hour Delay- School will open at 11 and dismiss at 12:30. Extended day lunch will operate 12:30-2:00.

Half Day- There is NO EXTENDED DAY LUNCH on RTMSD half days. This will be indicated in your monthly newsletter.

Summer Camp will be offered late May-June to currently enrolled students, on a first come, first served basis. Details regarding Summer Camp dates will be sent home in the New Year.

**** Note: Please check the monthly newsletter for the most up-to-date school schedule, as there may be schedule changes during the school year. As a reminder, we follow the**

Rose Tree Media School District calendar. Schedule changes will also be announced on via email.

AFTER-K CALENDAR (REVISED 7/24/2025)

Aug. 28 (Th) Open House 10:00-11:00 am

Sept. 2 (T) First day of School & After- K

Sept. 23 (T) RTMSD Closed- No After K

Oct. 2-3 (Th- F) RTMSD Closed- No After K

Oct. 17 (F) RTMSD Early Dismissal- No After-K

Nov. 3 (M) RTMSD Early Dismissal- No After-K

Nov. 4 (T) RTMSD Closed- No After K

Nov. 25- 28 (T-F) Thanksgiving Break, No After-K

Dec. 23 (T) RTMSD Early Dismissal- No After-K

Dec. 24- Jan. 2 (W-F) Christmas Break, No After-K. After-K Resumes Monday, Jan. 5

Jan. 19 (M) RTMSD Closed- No After-K

Feb 13 (F) RTMSD Early Dismissal- No After-K

Feb. 16 (M) RTMSD Closed- No After-K

Mar. 4 (W) RTMSD Early Dismissal- No After-K

Mar. 5-6 (Th. and F) RTMSD Closed- No After-K

Mar. 23 (M) 6-8PM OASIS Fundraiser

Mar. 30- Apr. 6 (W-M) Spring Break, No After-K. After-K Resumes Tuesday, Apr. 7

May 25 (M) RTMSD Closed- No After-K

June 5 (F) RTMSD Closed- No After-K

June 11 (Th) Last day of After-K

***TBA There will be one additional closing on a Tuesday in May for voting. ***

Please check the monthly calendar for the most up to date information and schedule changes.
Reformation School follows the RTMSD calendar.

2 Hour Delay- No After-K

RTMSD Early Dismissal days- No After-K

**** After- K is closed on RTMSD half days. If your child is dually enrolled in Stay and Play, you may schedule for your child to attend Stay and Play during Stay and Play hours ****

***** Note: Please check the monthly newsletter for the most up-to-date school schedule, as there may be schedule changes during the school year. As a reminder, we follow the Rose Tree Media School District calendar. Schedule changes will also be announced on our website and Facebook page.***

TUITION

Tuition is broken down into 9 equal monthly payments even though the number of school days varies from month to month. *Tuition is prorated to 50% for After K students during June only.* **Tuition is due no later than the FIFTEENTH of each month.** Monthly tuition is due in full each month even if your child is not in school due to illness or vacation.

A late charge of \$15 is charged for payments received after the 15TH day of the month.

All payments MUST be paid through your Lillio parent account.

Returned funds: A \$30 fee will be charged to cover bank costs for any returned funds.

Tuition Costs for all Nursery and Pre- K Classes in the 2025-26 school year are as follows:

2 Day - \$225
3 Day - \$300
5 Day - \$400

Tuition Costs for After-K in the 2025-26 school year are as follows:

2 Day - \$285
3 Day - \$375
4 Day - \$450
5 Day - \$500

Federal Tax number

Reformation School Inc.

#51-0391957

PARENT PAYMENT POLICY & SIGNUP INSTRUCTIONS

All invoices and payments must be viewed and completed through the Lillio app.

Reformation School processes tuition, extended-day lunch, registration, and late fee payments via direct withdrawal from a bank account (ACH) or credit card. Payment is collected on the 15th of each month. **CHECKS AND CASH ARE NOT ACCEPTED.**

Reformation School requires all families to enroll in auto-pay.

Families will receive an email from Lillio to assist in setting up payments in the “invoicing” section of the app.

Recurring online automatic payments:

Families will receive an invoice in Lillio 10 days prior to the payment due date. If you have any questions or concerns about the amount, please contact the Program Coordinator.

Please ensure you have sufficient funds before your payment becomes due.

EXTENDED LUNCH DAY (FOR NURSERY AND PRE-K STUDENTS):

Extended Lunch Day is offered 5 days a week **from 11:30 am to 2:00 pm** on a first come, first served basis. Each child brings his/her lunch and beverage in a lunchbox or bag with their name on it. All registered children are eligible to sign up for extended lunch day regardless of what day they attend school. Please do not drop off children before 11:30 when coming on an unscheduled day.

The monthly calendar will list any days that extended lunch day is not offered.

You will receive a lunch day calendar for the following month. Please make sure that you write your child's name on the calendar and select the days that you want your child to stay.

Please make every effort to sign up in advance, as this helps us to plan staffing ahead of time.

- **The cost is \$25 per day.**
- You will be invoiced for the number of days selected. **You are invoiced for the days you select and must pay within 5 days of the invoice date or prior to your child's first attendance, whichever comes first. The dates you choose are locked and cannot be changed. Payments not received within 5 days of the invoice date will incur a \$15 late payment fee.**
- The maximum number of children is **18**.
- Please arrive promptly at dismissal time (1:55- 2:00PM). Call the school if you will be late so that we may reassure your child that you are on your way. **A \$5 late fee plus \$1 for every additional minute late will be invoiced.**
- There are **no refunds** issued if your child does not stay on their scheduled day. **If your child is sick**, we will issue a credit that can be used on a future day.
- Please keep in mind that **we will not be able to heat or refrigerate your child's lunch or provide a beverage.**

AFTER K PROGRAM (KINDERGARTEN CHILDREN)

The After K Program is offered 5 days a week from 11:45 a.m. - 3:00 p.m. The focus of the After K program is to extend your child's Kindergarten day with arts and crafts, science experiments, reading / writing activities, math activities and much more!

You will need to send a packed lunch for your child. Please keep in mind that **we will not be able to heat or refrigerate your child's lunch or provide a beverage.**

Transportation for children from Rose Tree Elementary and Media Elementary can be provided by RTM. Children from Glenwood and Indian Lane are welcome but would need to have transportation provided for them due to the fact that RTM will not bus them.

REQUIREMENTS- NURSERY SCHOOL

1. All children **MUST** be potty trained. No Pull-Ups allowed. If your child has **THREE** consecutive accidents your child will be excused from the program until they are fully potty trained.
2. Your child will need a **Full Size** school bag. Please bring it every day! It will be used to send home important papers and art projects.
3. Please keep an extra change of seasonally appropriate clothes, including socks, in your child's backpack.
4. Your child should wear play clothes. We do a lot of crafts & painting and do not want to risk ruining nice clothes.
5. Rubber soled shoes are safer on the playground. Please make sure shoes have backs: NO Flip-Flops for school. Shoes should be safe for running and climbing.
6. Outerwear should be appropriate for the season. If the weather permits, we go outside unless it is extremely cold, so dress accordingly.

Please make sure to put names on all items: coats, jackets, lunch bags & backpacks!

ARRIVAL ROUTINE- NURSERY SCHOOL

Please drop off your child 8:55-9:00 AM. A staff member will be stationed at the doors at 8:55 a.m. to admit your child into the school.

If your child will be absent from school, please email nurseryschool@relcmedia.org prior to 9:00 AM.

If you arrive later than 9:00 a.m., please ring the bell at the Community Room door.

PICK UP ROUTINE- NURSERY SCHOOL

A staff member will be stationed at the door 11:25-11:30 AM to admit you into the school.

A \$5 late fee plus \$1 for every additional minute late will be invoiced.

PICK UP ROUTINE- EXTENDED LUNCH DAY

A staff member will be stationed at the door 1:55-2:00 PM to dismiss students.

A \$5 late fee plus \$1 for every additional minute late will be invoiced.

PICK UP ROUTINE- AFTER-K

A staff member will be stationed at the door 2:55-3:00 PM to dismiss students. If your child attends Stay and Play, we will escort your child to the community room and Stay and Play staff.

A \$5 late fee plus \$1 for every additional minute late will be invoiced.

PLEASE FOLLOW THESE RULES IF YOU ARRIVE EARLY FOR PICK UP:

1. If you arrive early and classes are still on the playground, please do not allow your younger children to go on the playground until we go inside.

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Nursery School: 610-566-5719 | Stay & Play: 610-566-4540

2. Allow the children time to go into their classrooms before you walk down the hall to pick up your child.
3. If the classroom door is closed, please wait until the teacher opens it to pick up your child.

LATE FEE FOR ALL STUDENTS

Please arrive promptly at dismissal time. A late fee will be applied if you arrive for pickup after 11:30 am for Nursery and Pre- K classes, 2:00 pm for Extended Lunch Day or 3:00 pm for After-K. Call the school if you will be late so that we may reassure your child that you are on your way. An immediate **\$5 late fee** plus **\$1 for every additional minute** late will be invoiced.

CONFERENCES

- The Pre-K classes will have conferences in March.
- The 2 & 3 Day Nursery Classes will have conferences if requested by parent or teacher.
- After- K will have conferences if requested by parent or teacher.

We ask that you not use the drop-off or pick-up times for extended discussions with the teachers about your child. The teachers need to focus on the arrival and departure of the children during these times and cannot be distracted. Please email the Program Coordinator nurseryschool@relcmedia.org to set up a meeting time.

Your child's teacher will inform you of anything important that needs to be discussed. We will not wait until conference time if there is a problem or concern that needs immediate attention.

DISCIPLINE

We can best accomplish a safe, comfortable, caring environment by following a fair, firm outline of required behaviors that are understood by the children, enforced by the teachers and supported by the parents.

Please review the following rules of behavior with your child. Talk about these rules so that she/he knows our expectations and is aware that you are willing to work with the staff to enforce our rules.

1. We respect others in the way we talk. (no hurtful language or threats)
2. We respect others in our actions by observing a "Hands Off" policy (no pushing, kicking, fighting, etc.)
3. We respect others' property. ("Hands Off" others peoples' belongings)
4. We respect our teachers.
5. We are polite and kind to others.

Reformation School 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.

CHALLENGING BEHAVIOR

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

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

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

HEALTHY SNACK POLICY- NURSERY SCHOOL

Your child's teacher will inform you when it is your turn to send in a snack. In addition, you will also be asked to send in 2 or 3 boxes or bags of a healthy snack. Some examples are: cut fruit/veggies, pretzels, goldfish, graham crackers, animal crackers, etc. Please read labels – healthy snacks can be found in all supermarkets.

BIRTHDAY SNACKS

You may send in special treats for your child's birthday. Please make arrangements with your child's teacher in advance.

Treats **MUST** be store bought. Some suggestions are: cut fruit, munchkins, small cookies, brownies, mini cupcakes.. You must provide enough for the children in your child's classroom.

ALLERGIES

If your child has severe food allergies, you **must** provide the Program Coordinator a copy of the Allergy Action Plan. It is safer to give the teacher a box of appropriate snacks for your child. Please make sure the snack is labeled with your child's name

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.

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.

PARENT VOLUNTEERS

We will have a sign-up sheet for various volunteer opportunities throughout the year. We appreciate the parent volunteers who do so much for our school!

NURSERY SCHOOL PARENT REPRESENTATIVE

The Parent Rep is available to discuss any issues or concerns that you may not feel comfortable bringing to the attention of the Nursery School staff. The Parent Rep is the

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spokesperson for all Nursery School parents. Our Parent Rep is Kelly Lake:
kbush174@gmail.com

HOLIDAY PARTIES

The monthly newsletters & calendars will reflect when we are having holiday parties. We will have sign-up sheets posted asking volunteers for specific donations.

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 the 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 child care 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 100F
- *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 the Program Coordinator 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 close proximity. A staff member will stay

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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. If your child has a minor injury in school, we will inform you of the incident when you pick up your child. If there is the possibility that your child may need doctor's care, we will call you immediately.

It is important to keep your emergency numbers as accurate as possible.

***SHAKEN BABY SYNDROME AND ABUSIVE HEAD TRAUMA POLICY**

While we do not serve infants, Reformation Nursery School 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.

Shaken Baby Syndrome and Abusive Head Trauma-Prevention strategies (Continued)

- 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

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) and 504

Please provide our office with a copy of your child's 504 Plan, IEP or GIEP. You may need to request this from your child's case manager if you do not currently have a copy. This information will help our staff better meet your child's needs.

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.

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DIVORCE AND CUSTODY ARRANGEMENTS

For the safety and welfare of the child, the school needs to be aware of the court's custody determination. Reformation Nursery School **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

Reformation Nursery School 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.

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 supervise your children at all times. We want you to enjoy the play equipment, but in a safe manner. Close the gate when exiting the playground area.

Snow and Emergency School Closing Policy

- We will be closed when Rose Tree Media School District is closed
- We will post an announcement on the Nursery School Facebook page and send a message via email.

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Modified Weather Related Schedule

- If RTMSD has a 2 hour delay due to weather issues, Nursery School will open with the following modified schedule: **11:00 a.m. -12:30 p.m.** (If your child is signed up for Extended Lunch Day, the lunch will be offered from 12:30 p.m. - 2:00 p.m.)

Our school does not discriminate on the basis of race, color, religion, national or ethnic origin.