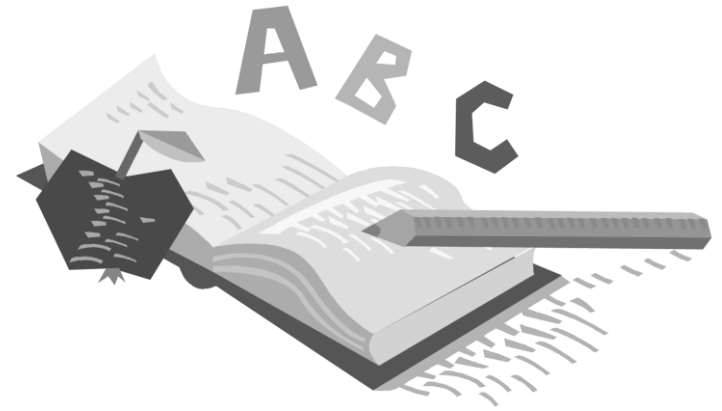


**We are proud to be a  
Keystone STAR 3 Program**



**Reaching higher for  
quality early learning**

**STAY AND PLAY BEFORE AND AFTER  
SCHOOL PROGRAM  
2022-2023 FAMILY HANDBOOK AND  
CORONA VIRUS POLICIES**



**REFORMATION SCHOOLS, INC.  
102 W. Rose Tree Road Media, PA 19063  
PH (610) 891-0600 Ext. 101 Director  
or Ext. 102 School  
Fax (610) 566-7036  
Email: [stayandplay@relcmedia.org](mailto:stayandplay@relcmedia.org)  
Website: [www.relcmedia.org/stayandplay](http://www.relcmedia.org/stayandplay)**

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## **HISTORY AND MISSION STATEMENT**

Stay and Play started in 1990 with 15 children enrolled and 2 staff. Over the years we grew to an enrollment of 90-100 and a staff of 9-10. With the support of Reformation Lutheran Church members, this program has grown and prospered, providing a much-needed service to the community. The congregation provides many hours of volunteer labor to help maintain the facility and support our program. There is a school board who helps to oversee the operations of the program. A parent representative helps give the families we serve a voice.

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 6. 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.

## **STAY AND PLAY SCHOOL**

Phone: (610)891-0600 Ext. 102 School  
Ext. 101 Director  
Fax: (610)566-7036  
Email: [stayandplay@relcmedia.org](mailto:stayandplay@relcmedia.org)  
Website: [www.relcmedia.org/stayandplay](http://www.relcmedia.org/stayandplay)

### **DIRECTOR**

Diane Bullen  
Cell (610)761-4667 \*\*Emergency Only Please

### **DIRECTOR DESIGNEE**

Marion Boas

### **ASSISTANT DIRECTOR**

Kate Kelley

### **TEACHING STAFF**

Ryan Carroll  
Nancy Converse  
Nicole Glover  
Lisa Goodman  
Danielle Novino  
Sherry Voorhees

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### **HOURS**

6:30 AM-9:00 AM  
2:30 PM- 6:00 PM

### **FEDERAL TAX NUMBER**

REFORMATION SCHOOLS, INC.  
#51-0391957

## **SCHEDULE 2022-2023**

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

September 26, 2022	6:30AM-6:00PM
October 5, 2022	6:30AM-6:00PM
October 14, 2022	6:30AM-6:00PM
November 7, 2022	11:30 AM-6:00PM
November 22, 2022	6:30AM-6:00PM
December 23, 2022	11:30AM-6:00 PM
	(Early Dismissal 11:30 SLMS and Early Dismissal 12:20 Elementary)
January 13, 2023	12:15 PM-6:00PM
	(Early Dismissal @ 12:20 Elementary)
January 27, 2023	11:45 PM-6:00 PM
	(Early Dismissal SL only @ 11:50)
February 16, 2023	12:15 PM-6:00PM
	(Early Dismissal @ 12:20 Elementary)
March 8, 2023	12:15 PM-6:00PM
	(Early Dismissal @ 12:20 Elementary)
March 9, 2023	6:30AM-6:00PM
March 10, 2023	6:30AM-6:00PM
May 16, 2023	6:30AM-6:00PM
June 16, 2023	11:00AM-6:00PM
	(SLM 11 AM & Elem. 12 PM)

### **Stay and Play will be closed on the following dates:**

November 8, 2022	Election Day
November 23-25, 2022	Thanksgiving Holiday
Dec 26- Dec 30, 2022	Winter Break
January 2, 2023	New Year's Holiday
January 16, 2023	Martin Luther King Holiday
February 17 & 20, 2023	President's Day Holiday
April 3-7, 2023	Spring Break
May 29, 2023	Memorial Day Holiday

## **PROGRAM ACTIVITY SCHEDULE**

### **AM Program:**

6:30-8:10AM	Breakfast served
6:30-8:15AM	Free Choice- Craft activity, Computer Room, Creighton Hall/outside area for group games, and many other choices
7:35 AM	Students gather for Springton Lake Bus
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)
3:00-3:30 PM	Arrival of After K students, Benchmark Springton Lake buses- wash hands & eat snack.
3:30-4:00 PM	After K Students, St. Mary's and Springton Lake students may start activity in Community Room.
3:45-4:15 PM	Arrival of Rose Tree and Media buses- wash hands and join group. Community Room and may be overpopulated at this time.
4:20-4:25 PM	Group Announcements and disperse students
4:30-5:00 PM	Rose Tree and Media 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 open if interest.
5:30-6:00 PM	Areas are closing down. Students should be in Community Room, awaiting parent arrival.

## TUITION

Stay and Play operations are supported entirely by tuition fees. **Please make tuition checks payable to: Reformation Schools, Inc.**

**A yearly registration fee of \$60.00 per child is non-refundable. If your child drops out, this fee cannot be transferred to another school year.**

**Tuition Fees: \$9.00 per hour or partial hour past 10 minutes  
\$216.00 minimum tuition fee per month, per child**

- A 10% discount is given on the 2<sup>nd</sup> child's lowest tuition. Hours are calculated on a daily basis. You may add your morning hours with your afternoon hours to get a daily hour total. **\*\*If your time goes 10 minutes into the next hour you must pay for a full hour.**
- **The entire month fees are due by the 1<sup>st</sup> of each month.** A late fee of \$15.00 is applied to any payment(s) made after the 1st of the month.
- If our center receives (2) returned checks, all other payments must be made with cash or money order only.
- **No refunds or transfers for days absent**
- There is a \$30.00 fee for any checks that are returned.
- Maximum **full day charge is \$73.00/day** per child on extended days. This is for more than 8 hours.
- In June, any family with a child who does not attend that month for any reason or comes limited days due to their school calendar ending sooner than RTM, must pay the monthly minimum (\$210.00). This is due to financial commitments that the school has to pay each month. We do not offer a discount for the month of June.

## ADDING AN ADDITIONAL DAY TO YOUR CHILD'S NORMAL SCHEDULE- AM or PM

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 Directors or Assistant Director. This would be based on enrollment for that day.**

## TUITION ASSISTANCE and SCHOLARSHIPS

Early Learning Resource Center Region 15 (formerly CCIS of Delaware County) is the point of contact for families who want to apply for subsidized childcare assistance. The program serves children birth to age thirteen years of age whose parents are employed and meet the eligibility guidelines. The Early Learning Resource Center handles the funding for subsidized care. For information contact the Early Learning Resource Office which is located at 20 South 69<sup>th</sup> Street, 4<sup>th</sup> Floor, Upper Darby, PA 19082, 610-713-2115. Stay and Play has tuition assistance based on need. See Director for details. Your request must be in writing and approved by our Reformation School Board.

## INCOME TAX CREDITS

Don't forget to keep your monthly receipts for income tax preparation. Stay and Play does not normally print year-end receipts. 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](http://www.irs.gov) or ask your tax preparer.

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

## **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 parent, 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.

## **DROP OFF AND PICK UP PROCEDURE**

**Parents must sign in the time of their arrival and initial above it. Only children in Grades 4, 5 or 6 may sign themselves in during the AM session.** They are to write time of drop off and initial above it.

**Parents must sign in or out for the child with the time of drop off or pick-up and initial above it.** Parents are to make eye contact with a staff member when picking up. Always escort your child going 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 undesigned person.

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## **DOOR ENTRANCE CODE**

The code to enter into our building is normally given to families at 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

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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. Older children may be asked to complete a conflict resolution form and discuss the behavior with staff and others involved. Parents receive a copy of the resolution form. 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 supports to staff on how to engage and support positive behavior
5. Set up a meeting with 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 child care 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.

### **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.

### **OBSERVATIONS & PARENT CONFERENCES**

Staff is available for conferences to discuss any child concerns. Staff will be conducting observations of students 3 times a year. These will be shared with parents and are a requirement for Keystone STARS quality initiative program. Conferences will be offered each time the observations are sent home.

### **REFERRAL TO OUTSIDE RESOURCES**

When a staff member determines a family is in need of outside services such as medical, dental, developmental, financial, mental health, clothing, food, shelter, etc. the staff member and director



will 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 particular 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 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 and then sign and date and bring into our office.** This will save you a lot of time when we ask you to update this form every 6 months.

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### **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 four 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 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-[stayandplay@relcmedia.org](mailto: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 6:30 AM opening, we will open at 8:30 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. The school closing code number is #542. The decision is announced

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by 6:30 AM on KYW 1060 AM Radio or on the RTM School District cable channel.

3. 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

4. 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. **The first three closure days will be paid days for Stay and Play Staff.**

### **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, special programs and end of year talent/art show.

### **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 15 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 DISEASE**

**Arrival in AM-**Upon arrival in morning parents will assure staff that their child is fever free and has not had any exposure to anyone with coronavirus or have any symptoms. When families sign in, they are confirming this. After check in, the child will be asked to wash their hands or apply hand sanitizer.

**Arrival in PM-**Staff will do a visual check upon arrival but not a temperature check. If a child is showing symptoms of illness they will be separated from the group, temperature will be taken and parents notified.

**Parents allowed in Building-** To minimize potential exposure, please stay in the Community Room. Staff will help to locate their child.

**Stay home if sick.** If you or your child has been sick, we ask that the ill person stay home until they've become symptom-free without medication for at least 72 hours. We will use the computer lab as a dedicated sick space where we can care for your child while being separated from others until a family member arrives to pick up.

**Masks-currently, 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. If this were to happen, we ask that each child have two masks daily; one worn and one kept in their backpack. The masks should be labeled with your child's name.

\*\*Masks are not required outside at this time.

Masks will not be used by anyone who has a medical reason that prevents them from wearing a face covering. This includes anyone who has trouble breathing, is unconscious, incapacitated or cannot remove a mask by themselves.

**Snack Time and Lunch on Extended Days.** Snack will be served in the Classrooms and Community Room. Staff will wash their hands prior to serving the students. Staff will directly serve the drinks to the students so there will be less handling of shared containers. Please send in things that are non-perishable for lunch or keep them cold by putting in frozen juice boxes or bottled water.

**Grouping of students.** We will not be grouping students at this time but may if case counts get high again. Staff maintain a ratio of 1 teacher to every 12 students.

**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 plan to ensure adequate supplies to support hand hygiene behaviors and routine cleaning of objects and surfaces. ***We request that each family provide 2 containers disinfectant wipes and 1 can Lysol Disinfecting Spray.***

**Personal Belongings.** Children are encouraged not to bring items from home into the center. The only items recommended are backpacks, change of clothing labeled in plastic zip-lock type sealed bag, medication required by physician and labeled water bottle. **The book bag will be hung up on the hooks in upper hallway along with any coat your child may have.**

**Hand Washing.** Hands will be washed with soap and water for at least 20 seconds. If hands are not visibly dirty, alcohol-based hand sanitizers with at least 60% alcohol will be used if soap and water are not readily available. Children will be supervised when using hand sanitizer. All staff and children and anyone entering the center will engage in hand hygiene at the following times: arrival to the center, before and after preparing food or drinks, before and after handling food, before and after handling medication, after using the toilet, after coughing, sneezing or blowing nose, after coming in contact with bodily fluid, after handling animals, after playing outdoors, before and after playing with sensory materials, after handling garbage and whenever hands are visibly dirty.

**Site cleanliness.** Toys and other high touch surfaces will be regularly disinfected throughout the day. We will not be using any materials that are difficult to clean. The center will clean objects/surfaces not ordinarily cleaned throughout the day such as doorknobs, light switches, classroom and bathroom sink handles, countertops, tables and chairs. All bathroom surfaces will be cleaned and disinfected regularly throughout the day. Disposable wipes will be used on commonly used surfaces such as keyboards, table tops, latches and remote controls. Our outdoor play equipment will be disinfected each evening. Cleaning and disinfection of wooden surfaces (picnic tables, benches, ground cover (mulch, sand) is not recommended and therefore will not be practiced. If picnic table is used for eating, the surface will be disinfected prior to eating.

**Toys.** These will be disinfected before being moved from one group to the other. Toys that need to be cleaned will be set aside and put in a container marked “soiled toys.”

**Couch and Rug in Community Room.** We have purchased a fabric cover for the couch that will be washed daily. The rug will be sprayed with Lysol Disinfectant daily or more as warranted.

**Outside areas.** We will incorporate more outside activities if the weather permits.

**Illness-** Coronavirus can infect people of all ages. Coronavirus is spread from person to person through contact that is close enough to share droplets generated by coughing, sneezing, speaking and even just breathing. Coronavirus can be spread by touching objects where contaminated droplets have landed. Because of the easy manner of transmission, an infant, child or young person who is infected with Coronavirus can spread the infection to others they come in close contact with, such as members of their household, teachers, or other caregivers. Infected persons with mild or even no symptoms can spread Coronavirus. **\*\*Parents/Guardians are required to notify Stay and Play if their child, someone in their household or someone they came in close contact with has a confirmed positive test for Coronavirus. Stay and Play will be required to report any positive cases to our licensing agency and Delaware County Department of Health.**

The following health policies are subject to change and may be updated based on recommendations and guidelines of the CDC and the PA Office of Child Development and Early Learning (OCDEL).

Ill children and staff are required to stay home. Any staff or child will be sent home if they present with any of the following new or worsening signs or symptoms of possible Coronavirus:

- **Feeling feverish or a temperature of 100.4 degrees Fahrenheit**
- **New uncontrolled cough**
- **Shortness of breath or difficulty breathing**
- **Sore throat**
- **New loss of taste or smell**
- **Diarrhea**
- **Repeated shaking with chills**
- **Muscle or body aches**
- **Headache**

- Congestion or runny nose
- Nausea or vomiting

Potential exposure means being in a household contact or having close contact within six feet of an individual with a confirmed or suspected case of Coronavirus for at least 15 minutes or more. The period for having contact with an individual includes the period of time of 48 hours before the individual became symptomatic.

**Children will also be sent home with any of the following new or worsening signs of possible Multisymptom Inflammatory Syndrome in Children (MIS-C) associated with Coronavirus:**

- Fever-prolonged and persistent
- Rash
- Conjunctivitis (redness of the white part of the eye)
- Stomachache, vomiting and/or diarrhea
- Tongue is redder than usual and looks like a strawberry
- Swollen hands and/or feet, lymph nodes
- Irritability and/or unusual sleepiness or weakness

Any child or staff with a temperature of more than 100.4 will not be permitted to return to the center until 24 hours after the fever has returned to normal without fever reducing medications.

While there are common symptoms that mirror Coronavirus, children will not be allowed into Stay and Play or will be sent home if displaying any of the symptoms listed. Children will not be permitted to return before 72 hours unless a note is obtained by a physician stating that the symptoms are not caused by Coronavirus.

**What if a child or staff member believes they had direct exposure or close contact with a confirmed case in the community-** We will work with the staff member and family to gather details and then we would work with the Delaware County health department for guidance and the child's school nurse.

20.

**If the child that is in close contact is not up to date on vaccines, the close contact will need to quarantine at least 5 days from date of last close contact.** They should get tested on day 5 and wear a mask for next 5 days. If they test positive, they should isolate.

**If the child that is in close contact is up to date on vaccines (full series of vaccine and boosters as recommended) the close contact does not need to quarantine.** They should monitor for symptoms and test on day 5 and wear a mask for full 10 days from date of last contact. If they test positive, they should isolate.

**Regardless of vaccination status, if the close contact develops symptoms,** they should isolate and get tested immediately and continue to isolate if they test positive.

**If they have had Covid-19 within the last 90 days, completed isolation and recovered, the close contact does not need to quarantine.** They should monitor for symptoms and wear a mask for the next 10 days.

**A child or staff who become sick while at the center.** They will be sent home as soon as possible. The sick child or staff will isolate from well children and staff until they can be sent home by isolating in the computer lab isolation area. A sick child will be supervised by staff. The staff member who is caring for the child must wear a mask and protective apron over their clothing. The parent or guardian will be contacted immediately and informed to contact their health care provider. The isolation area will be cleaned and disinfected after the sick individual has gone home. All areas used by the sick individual such as classrooms, office, bathrooms and shared areas will be cleaned and disinfected.

Staff or children with the new or worsening signs or symptoms listed above will not return to the center until:

**If the individual has a diagnosed confirmed Coronavirus case, they may return to the center on day 6 when all three of the following criteria are met:**

21.

\*The individual is fever-free for 24 hours without the use of fever reducing medications

\*The individual is free of symptoms or has improvement in respiratory symptoms (cough, shortness of breath)

\*At least 5 days have passed since symptoms first appeared. Upon return, child/staff must fully mask for next 5 days.

In the case of an **individual who has symptoms that could be Coronavirus and does not get evaluated by a medical professional or does not get tested for Coronavirus**, the individual is assumed to have Coronavirus, and the individual may not return to the center until the individual has completed the same three step criteria listed above.

**If the individual has symptoms that could be Coronavirus and wants to return to center before completing the above self-isolation period, the individual must obtain a medical professional's note clearing the individual for return based on an alternative diagnosis.**

A physician's note MUST state in writing, "\_\_\_\_\_ was seen and evaluated for \_\_\_\_\_. This individual does NOT have Coronavirus and is able to return to childcare without placing another individual at risk."

**Will we have to close the entire center if we have a confirmed case of Coronavirus?** If there is a confirmed (tested positive) in a child or staff member or other adult who has been present in the center, Stay and Play will:

- Call Delaware County Department of Health @ 484-276-2100 or email: DCHD@co.delaware.pa.us.
- We will not close the center unless mandated by Department of Health- normally this is due to a high number of cases. At that time, we will do a deep cleaning and disinfecting.
- Inform DHS-OCDEL SE Region Bureau of Certification, licensing representative at 215-560-5205.

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- Inform parents of enrolled children, Stay and Play Staff, Church Pastor and Church Office Staff.
- If possible, open outside doors and windows to increase air circulation in the areas.
- Follow CDC guidance on how to disinfect the Center by cleaning and disinfecting all areas used by the person whom is sick, such as classrooms, offices, bathrooms, and shared areas.
- Continue routine cleaning and disinfection.

If more than 7 days have passed since the person who is sick visited or used the facility, additional cleaning and disinfection is not necessary.

### **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 currently enrolled in the program.

### **INDIVIDUALIZED EDUCATION PLAN (IEP)**

Please provide our office 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. The Keystone STARS Standards requires that we request this information.

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## **BREAKFAST, SNACKS, LUNCHES ON EXTENDED DAYS**

Breakfast is available in the morning until 8:10 AM. Your child must arrive no later than 8:05 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, DS, etc. are only allowed to be used during specific times of the day: In the morning, after 8:10 AM while waiting for the bus and in the afternoon when buses arrive and before announcement or if needed for homework. After this time period 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/PUBLICITY**

Upon enrollment families were given a sign off form to let us know if you do or do not want your child's photo used for publicity purposes and on our website. You do not need to update this form every year unless your preferences changed.

## **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 and CORONAVIRUS VACCINATIONS**

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. We are requesting Coronavirus Vaccination records if your child was vaccinated. This is not required but requested at this time.**

## **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 on**

**line 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 Director, or person in charge in Director's absence, 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 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 going 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 building is a one way. If our gates are open, you may drop off at the door. Enter from the east parking lots and exit through the west lot. If anyone is speeding in parking lot notify the Director.

### **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.

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### **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 Director 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 \$108.00.

### **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

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### **AMAZON SMILE FOUNDATION DONATIONS**

If you shop on Amazon, please consider shopping at **smile.amazon.com** and support Stay and Play, Reformation School. Indicate that you would like to support Reformation School when you sign in. You only need to do this once. This is the direct link to support us: **<http://smile.amazon.com/ch/51-0391957>**. Amazon donates 0.5% of the purchase price to our school and you can help support us every time you shop.