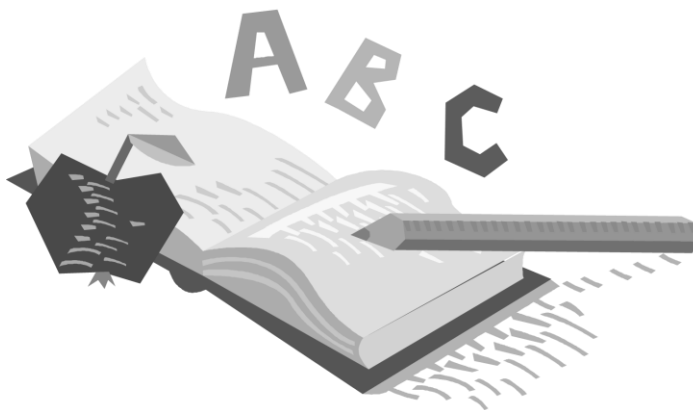


**STAY AND PLAY BEFORE AND AFTER SCHOOL PROGRAM
2023-2024 FAMILY HANDBOOK**



REFORMATION SCHOOLS, INC.
102 W. Rose Tree Road Media, PA 19063
Phone (610) 566-4540
Email: stayandplay@relcmedia.org
Website: www.relcmedia.org/stayandplay

TABLE OF CONTENTS (page #)

History and Mission Statement	1	Non-Discrimination &	
Statement of Philosophy	1	Inclusion Policy	7
Curriculum	1	Updated Coronavirus Procedures	8
Information, Staff Names	1	Shaken Baby Syndrome & Abusive	
Federal ID Number	1	Head Trauma	8 - 10
Schedule of Days Open/Closed	2	Waiting List	10
Program Activity Schedule	3	Individualized Education Plan IEP	10
Tuition	3	Breakfast/Snack/Lunches	
Adding an Additional Day	3	on Ext. Days	10
Tuition Assistance & Scholarships	4	Suspected Child Abuse	10
Income Tax Credits	4	Phone Use	11
Late Pick Up & Fee Schedule	4	Electronic Device Use	11
Drop off & Pick Up Procedure	4	Photo Consent	11
Door Entrance Code	4	Staff Will Not Pick Up Children	11
Right to Refuse Child Release	5	Medicine	11
Program Policies-Behavior	5	Flu Shots & Coronavirus	
Challenging Behavior	5	Vaccinations	11
Suspension and Expulsion Policy	5	General Health Policies	
Attendance Tracking of Children	5	Medical Emergencies	11
Parent Conferences	6	Chip Health Insurance Program	12
Referral to Outside Resources	6	Divorce & Custody Arrangements	12
Access to Records of Children	6	Fire Evacuation Procedure	12
Emergency Form	6	Power Failure/Tornado Threat	12
Absences	6	Emergency Operations Plan	12
Snow Days, Early Dismissals &		Parking Lot Safety	12
Closings	7	Playground Safety	13
Communication & Family		Personal Property	13
Partnership	7	Helmet Policy	13
Outdoor Policy & Extreme		Withdrawing Your Child	13
Weather	7	United Way Campaign Donation	13

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 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) 566-4540

Email: stayandplay@relcmedia.org

Website: www.relcmedia.org/stayandplay

DIRECTOR:

Marion Boas

ASSISTANT DIRECTOR:

Kate Kelley

TEACHING STAFF

Nancy Converse

Sara Dolan

Nicole Glover

Lisa Goodman

Ximena Honorato

Danielle Novino

Sherry Voorhees

HOURS

6:30 AM-9:00 AM

2:30 PM- 6:00 PM

FEDERAL TAX NUMBER

REFORMATION SCHOOLS,
INC.

#51-0391957

SCHEDULE 2023-2024

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

September 25, 2023	6:30am - 6:00 pm
October 13, 2023	6:30 am - 9:00 am AND 11:30 am – 6:00 pm
November 6, 2023	6:30 am - 9:00 am AND 11:30 am – 6:00 pm (<i>Early Dismissal 11:30 SLMS</i>) (<i>Early Dismissal 12:20 Elementary</i>)
November 21, 2023	6:30am - 6:00 pm
December 22, 2023	6:30 am - 9:00 am AND 11:30 am – 6:00 pm (<i>Early Dismissal 11:30 SLMS</i>) (<i>Early Dismissal 12:20 Elementary</i>)
January 12, 2024	6:30 am-9:00 am AND 11:30 am – 6:00 pm (<i>Early Dismissal @12:20 Elementary only</i>)
January 26, 2024	6:30 am-9:00 am AND 11:30 am – 6:00 pm (<i>Early Dismissal SLMS only @11:50</i>)
February 16, 2024	6:30 am - 9:00 am AND 11:30 am – 6:00 pm (<i>Early Dismissal 12:20 Elementary only</i>)
March 6, 2024	6:30 am - 9:00 am AND 11:30 am – 6:00 pm (<i>Early Dismissal 12:20 Elementary only</i>)
March 7, 2024	6:30am - 6:00 pm
March 8, 2024	6:30am - 6:00 pm
May 8, 2024	6:30am - 6:00 pm
June 7, 2024	6:30am - 6:00 pm
June 12, 2024	6:30 am - 9:00 am AND 11:30 am – 6:00 pm (<i>Early Dismissal 11:00 SLMS</i>) (<i>Early Dismissal 12:00 Elementary</i>)
June 13, 2024	6:30am - 6:00 pm
June 14, 2024	6:30am - 6:00 pm

Stay and Play will be closed on the following dates:

November 7, 2023	Election Day
November 22-24, 2023	Thanksgiving Holiday
Dec 25- Jan. 2, 2024	Winter Break
January 15, 2024	Martin Luther King Holiday
February 19, 2024	President’s Day Holiday
March 25-29, 2024	Spring Break
April 23, 2024	Election Day
May 27, 2024	Memorial Day Holiday

PROGRAM ACTIVITY SCHEDULE

AM Program:

6:30-8:10AM 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).

3:00-3:30 PM Arrival of After K students, Benchmark, Springton Lake buses- wash hands & eat snack.

3:30-4:00 PM After K Students and Benchmark students may start activity in Community Room.

3:45-4:15 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.

4:20-4:25 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 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. **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: \$9.50 per hour or partial hour past 10 minutes, \$228.00 minimum tuition fee per month, per child

- A 10% discount is given on the 2nd child's lowest tuition. Hours are calculated daily. 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 1st 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 \$77.00/day** per child on extended days. This is for more than 8 hours.
- Starting 2023/2024 school year, we are now allowing a reduced tuition rate during the month of **June ONLY**. Families will be required to pay half the monthly tuition rate rather than the full rate. Which means a reduction from \$228 monthly minimum to \$114.00 (**this if for JUNE ONLY**).

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 69th Street, 4th 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 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. 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.

DOOR ENTRANCE CODE

The code to enter 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

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.

PARENT CONFERENCES

Staff is available upon request for conferences to discuss any child concerns. As part of our participation in Keystone Stars, **we are no longer required to observe students in the school age setting.** Regarding being a licensed facility (Section 3270.121); when a school age child attends the facility 15 hours or less per week, we are not required to complete information about child's growth and development. Therefore, you will only receive an individual observation of your child if they attend our program more than 15 hours a week. We will continue to 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. We will also still offer conferences for any family that feels a conference is needed.

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.

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 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

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 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

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 isolate 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 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 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.***

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 child care 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

Communication-Staff

- Within 30 days of adopting this policy, the child care 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 child care 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 child care 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 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.

BREAKFAST, SNACKS, LUNCHESES 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, 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 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.

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 \$114.00.

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
Keystone STAR 3 Program**



**Reaching higher for
quality early learning**