



## **WEBSITE**

[www.creativelearningcentereaston.com](http://www.creativelearningcentereaston.com)

[Facebook.com/CLCLV](https://www.facebook.com/CLCLV)

610-438-4172 (Palmer Location)

Fax # 610-438-1489 (Palmer Location)

610-438-3022 (Forks Location)

Email ([www.creativelearningcenter@rcn.com](mailto:www.creativelearningcenter@rcn.com))

## **\*\*STAR 4 CENTER\*\***

**Tamara L. Hammer**

**Director/Owner of Creative Learning Center.**

I have cherished my work in this industry. My journey in Early Childhood began in 1997 when I started a Family Child Care Center in my home along with my two children, and my husband Michael, (Tamara's Tiny Tots). After many requests to grow, we expanded to a Group Child Care Center in our home. Our Home Center was very successful. In 2003, my children were getting older than daycare age, so we decided it was time to move our Center out of our home. My husband Michael and I opened Creative Learning Center in September 2003 until September 2013.

In 2013 we expanded our Palmer Facility to where it is today. In May 2015 we opened our second Center in Forks Twp. My dream is to guide and educate all the children in my care. We have many different programs going on during the day.

We offer Tech Stars, a computer program that teaches appropriate activities and guides each child to gain knowledge on a computer and other devices. Each child enrolled at our center will receive this class with no extra charge to families. We have also partnered with many agencies in the Early Intervention Field which will

help us help your child reach their highest potential in early childhood development and learning. Please take a few moments to read this parent handbook. Thank you for your interest in my Center.

## **ENROLLMENT IS OPEN TO CHILDREN AGES 6 WEEKS THROUGH 8**

**(classroom ages could change based on enrollment)**

Infant Care/Y Toddler...	Childcare ages 6 weeks possibly through 18 months
Toddler Care...	Childcare age 18 months- 2 ½ year old
Pre-School I...	Childcare age year old's 2 ½ -3 ½ year old
Pre-School II...	Childcare ages 3 ½- 4 ½ years old
Pre-School III	Childcare ages 4 ½ - 5 years old
School Age 1 <sup>st</sup> – 5 <sup>th</sup>	Kindergarten/Before & After School/ Summer

### **WELCOME**

We at Creative Learning Center understand anxiety about leaving your children in the care of others while trying to work. CLCLV is compassionate to your feelings and will provide a caring, loving, safe, enriched environment for your child. Your child will be in a program that emphasizes creative arts and crafts, along with a kindergarten readiness program with age appropriate activities to promote healthy child development.

We strive to develop the whole child in an atmosphere rich in experience and varied in activities. We offer opportunities for your child to grow and learn in a safe, happy, nurturing and stimulating environment. We work individually and in group settings to meet the needs of all children. Our desire is that your child feels confident to explore his or her world, to develop a positive self-esteem and to respect one-self and others.

CLCLV is a non-smoking tobacco free facility including the outdoor areas. Please adhere to this policy.

**CLCLV Palmer** is a STAR 4 Center (3421 Nightingale Drive Easton, PA 18045)

**CLCLV Forks** is a STAR 4 Center (1700 Sullivan Trail Suite #2 Easton, PA 18040)

# Table of Contents

About the Owner  
Welcome  
Table of Contents  
Contract (signature required)  
Frequently Asked Question  
Getting to Know Your Child  
Mission & Philosophy  
Vision Statement  
Curriculum Statement  
Daily Schedule  
Rates  
Holiday's Closed  
General Requirements  
Fire Regulations  
CACFP  
Child Abuse Policy  
Illness Policy  
Allergy Policy  
Medication Policy  
Vacation Policy  
Absences Policy  
Fundraiser  
School Age Homework Policy  
Under the Influence  
Discipline Policy  
Birthdays  
Biting Policy  
Suspension/Expulsion  
Computer Services  
Communication with Parents  
Parent Teacher Conferences  
Transition Policy  
Policy to Transfer Records  
Language Policy  
Public, Social and Referral Policy  
Permission Slip Ages & Stages  
Inclusion Policy  
Inclusion/IEP, IFSP Information Sheet  
Stakeholder List  
Evacuation Plan  
Permission Slip

# Contract

**Payment Due Date:** Monday by 6:30 pm as per Parent Agreement Form. Payment option selected.

**Absences/Holidays:** Parent/Guardian is responsible for paying the required tuition amount no credit will be given for day/days not in attendance.

**Late Payment Fee:** \$10 per day fee will be charged for payment that has not been received by Monday at 6:30pm. Consistent late payments will result in a mandatory credit card charge for balances.

**Outstanding Balances:** If your child has an outstanding balance your child will be declined the ability to maintain an active status, transition to a new classroom, transfer records, or obtain end of year tax statements until the account balance is current or paid in full.

**Returned Band Draft:** a \$30 fee per NSF bank draft will be charged; future payments may be required in the form of cash.

**Declined Credit Card:** A \$10 fee will be applied to each time a credit card is declined for any reason.

**Late Pick Up Fee:** \$20 for the first 15 minutes past program hours selected (your agreed time within your 10 hours) and \$1.00 each minute thereafter. *Example (your hours are 8:00-5:00, you pick up at 5:45 your late fee will be \$20 for first 15 minutes and \$30 for the additional 30 minutes totaling \$50).*

**Refunds/Credit Policy:** The first and last week's tuition due at the time of registration is nonrefundable.

**Vacation Policy:** A two-week prior written notice is required for a vacation credit. Vacation credits are earned after enrollment for 6 consecutive months. This vacation credit may be used for 5 consecutive business days and renew annually according to the calendar year from January-December.

## **Payment Option Form**

\*Registration Application will not be processed without 1<sup>st</sup> and last week's tuition payment.

\*A 2.5% convenience fee will be added to each credit card transaction.

## **Payment Plan**

Weekly Tuition Payment

Monthly Tuition Payments (Credit Card/Bank Draft/On Line)

## **Method of Payment**

Cash

Credit Card

Check

Parent On-Line Payment

**Bank Draft On Line:** On Line Banking through your bank, please set CLCLV up as a bill and use your child's name as the account number.

## **Credit Card:**

Master Card     Visa     Discover

Credit Card Number \_\_\_\_\_ Exp..Date: \_\_\_\_\_

3-digit code on back of Bank Debit Card \_\_\_\_\_ Zip Code \_\_\_\_\_

Signature \_\_\_\_\_ Date: \_\_\_\_\_

I, the parent/guardian have reviewed and approved this registration information. I have read, understand and agree to comply with the CLCLV's payment procedures and policies. I understand that my child will become ineligible for participation in the child care program if payment has not been received by CLCV weekly on Monday by 6:30pm or in advance Bi-weekly/Monthly (**this guarantees your spot in our center**). I agree to update the emergency contact parent consent form, agreement form, health appraisal forms and any information whenever changes occur or every six months at a minimum (DHS Standards 3270.124, 3280.124, 3290.124) I agree to a two-week written notice to the Child Care Director prior to my child's last day in the program. CLCLV will not provide care on holiday/in-services days listed on our Holiday Page.

Parent/Guardian Signature \_\_\_\_\_ Date: \_\_\_\_\_  
Parent/Guardian Signature \_\_\_\_\_ Date: \_\_\_\_\_ (6month review)  
Enrollment Date: \_\_\_\_\_

**Parent/Guardian Signature for permission to put photos on Facebook and our website:** \_\_\_\_\_ **Yes No (please circle)**

**Parent EMAIL: (Please Print Clearly)**

\_\_\_\_\_  
Mother Father

**How Did You Hear About Us So We Can Thank, \_\_\_\_\_?**

Provider Signature \_\_\_\_\_ Date: \_\_\_\_\_

**Confidentiality Policy between Staff and Families  
Parents please read and initial**

CLCLV Staff are not permitted to babysit any child enrolled in either center. Parents please initial stating that you understand this policy. \_\_\_\_\_

CLCLV Staff and families are not permitted to be friends on Facebook, Instagram, or any other social media outlet. Parents please initial that you understand this policy. \_\_\_\_\_

## CLCLV Getting to Know You Form

Child's name: \_\_\_\_\_ DOB: \_\_\_\_\_

Thank you for choosing the CLCLV Education Center. We are happy to have you and your child with us. In order for us to serve your child's needs, we ask that you please complete the following form with information regarding your child's preferences.

Has your child ever been in Child Care before? \_\_\_\_ Yes \_\_\_\_ No  
If yes, which child care program? \_\_\_\_\_

Does your child have any known allergies? \_\_\_\_\_

Does your child have a nick name? \_\_\_\_\_

Is your child toilet trained or in the process of? \_\_\_\_ Yes \_\_\_\_ No

Are there any needs or fears we should know about?  
\_\_\_\_\_

Does your child receive services from Early Intervention or a Private Service?  
If so, please list names of Therapists \_\_\_\_\_

Is there any other information that we should know that will help your child transition into our Center? \_\_\_\_\_

Do you have an IEP, IFSP, special needs assessment or other documentation? If so, please attach it to this form for our records. \_\_\_\_ Yes \_\_\_\_ No

Are there any behaviors you are aware of that your child may need assistance from the staff in, if yes, please list? \_\_\_\_\_  
\_\_\_\_\_

Does your child have any parents that don't live in the home? \_\_\_\_ Yes \_\_\_\_ No

Are there people who you would like us to contact who have worked previously with your child? \_\_\_\_ Yes \_\_\_\_ No

Name \_\_\_\_\_ Phone# \_\_\_\_\_ Relationship \_\_\_\_\_  
Name \_\_\_\_\_ Phone# \_\_\_\_\_ Relationship \_\_\_\_\_

Would you like a meeting with your child's teacher prior to him/her starting?  
\_\_\_\_ Yes \_\_\_\_ No

Is there any other information you would like to share about your child?

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Permission for Release of Information: CLCLV has my permission to obtain records and discuss information pertaining to my child with agencies involved in the care and development of my child.

Director Signature \_\_\_\_\_

Parent Signature \_\_\_\_\_

Parent Decline \_\_\_\_\_

Meeting Date with Teacher \_\_\_\_\_

## Frequently Asked Questions

### **Do I have to pay for care when my child is sick, holiday or inclement weather?**

Yes, you pay the same amount every week that was agreed upon at enrollment.

### **What if a holiday falls on a day my child is enrolled?**

We will try to reschedule a missed day because of a holiday however we cannot promise we will be able to do this based on ratio and enrollment in the class that day.

### **Do I receive a vacation week for my child that I do not have to pay?**

Yes, after 6 months of continuous care you receive one week non-paid vacation yearly, unless your child does not attend in summer months.

### **If I am a teacher must I pay for summer months when I am off?**

As long as you put this in writing when you sign up your child, Leave a deposit in June for your first week back to school in August and you pay every week of care from start of school to end of school, (August-June), even if you keep your child home on holidays. You will not have to pay through the summer if your child is not in attendance. We do offer and prefer if you use Part Time Care so your child will stay in a routine.

### **When is payment due?**

Monday the week of service. You must pay ahead. \$10 a day late fee will be applied if balance isn't paid every Monday. Title 20 co-pays are due every Monday. If not paid I must report to Title 20.

### **Is my Deposit refundable?     Deposits are NON-REFUNDABLE.**

### **How do I pay, Check-Cash-Credit Card?**

Some parents write checks every Monday, please write your child's name on your check..

Some parents use on line banking and schedule a check to be sent every week.

Some parents pay cash.

Credit Card Payments are accepted.

We use the CASH APP, if you download the APP ask for my information you can transfer funds.

If payment is cash please put cash in sealed envelope with your child's name on it, and place in my mailbox by my office. I will put a receipt in your child's mailbox by the end of the day. Or give the cash directly to me.

### **Is there a late fee for not paying on Friday/Monday before the week of service?**

Yes, \$10 each day after Monday. If there is a problem paying, please speak to the Center Director and or Tamara/Mike to make arrangements and avoid late fees.

### **Is there a late fee if I pick up after 6:30 PM?**

Yes, \$20 the first 15 minutes then \$1.00 per minute thereafter. If my staff must stay after 6:30PM they are on overtime.

**Do you serve meals?** Yes, hot breakfast, hot lunch, snacks, drinks daily. Baby Formula and Baby Food. We are part of PA Food Program and we are a **PEANUT Free Center**. **There is no charge for food.**



## **MISSION & PHILOSOPHY STATEMENT**

The responsibility of this facility is to educate and develop each student's potential for creative, intellectual, social and emotion growth. It is the purpose of our facility and its faculty to provide each child with the ability to identify the necessary tools required to establish relationships, conquer obstacles, accomplish goals, and solve problems. Our responsibility to these children is to foster an understanding and appreciation of our multicultural, multiethnic and economically diverse population which is an important factor in developing peer respect with each individual child.

The **Montessori Method** focuses on the development of the total child where each child's unique personality is encouraged; each is respected as an important member of the community. Each child has the opportunity to work at his or her own pace to indulge in the innate willingness to learn. The Montessori approach offers a broad vision of education as an aid to life. It succeeds because it is based on the natural development of the total child.

## **VISION STATEMENT**

Our lifelong commitment to all children we serve parents, teammates & our community neighbors and partners. We are dedicated to providing a creative self-directed childhood program, through which each child will gain self-confidence and grow to become a productive confident citizen in our society.

## **CURRICULUM STATEMENT**

The Creative Curriculum grows and changes along with the early childhood field as we learn from current research and gain new insights about what teachers need to know in order to teach effectivity.

The Creative Curriculum resources are designed to support teachers at all levels of experience in planning and implementing a high-quality developmentally appropriate program. It's effectiveness in helping children acquire social competence are implemented as intended. Like a blueprint, they exist only on paper until they are interpreted and used to build our program.

The Creative Curriculum is based on five fundamental principles. They guild practice and help us understand the reasons for intentionally setting up and operating early childhood programs in particular ways. These are the principles:

- Positive interactions and relationships with adults providing a critical foundation for successful learning.
- Social-Emotional competence is a significant factor in school success.
- Constructive, Purposeful play supports essential learning.
- The physical environment affects the type and quality of learning interactions.
- Teacher- Family partnership promote development and learning.

We partner with EASD, NASD and surrounding schools, we utilize PA Early Learning Standards to establish appropriate curriculum to prepare each child for higher education. We utilize child observations along with the child's interest to help plan and guide the development of each child. Assessment tools used are Teaching Strategies Gold and or Ages and Stages which is used for our 45-day assessment. Educators will conduct assessments throughout the school year to determine the needs of each child. We connect with parents in Curriculum by HIMAMMA App; we post Lesson Plans and Parent Teacher Conferences throughout the school year.

Our Classrooms are set up in learning centers based on the key learning areas where children can be guided to work independently resulting in successful discovery which begins to develop positive self-image.

Our Environment is center based which allows the children to independently work and develop skills; based on the Montessori Method each child is encouraged to work at his/her own pace and will build self-esteem by conquering the challenges of the work that is presented in each learning center.

Educators at CLCLV with a background in Early Childhood Education or a related field use their education and expertise to teach young children. Each educator is trained annually based on DHS and Keystone Stars guidelines.

**Staff Education Trainings & Certifications:**

FBI Criminal History Clearance, PA Child Abuse Clearance, PA State Criminal History Clearance, Infant Child CPR, First Aid, Fire Safety, Water Safety, Child Abuse Prevention, Keystone Stars New Staff Orientation, Common Illness, Health and Safety, Classrooms Observation.

Parent involvement is encouraged and respected by the educators and child in order to display co-responsibility for the students' many areas of development, behavior and basic needs. Educators will assist families with adjustment of transition from pre-kindergarten to kindergarten.

## Daily Schedule

6:30- 8:00	Center Opens-Small Group Play
8:00- 9:00	Breakfast
8:30-9:30	Free Play
9:30-11:00	Circle Time/Arts and Crafts/Centers/Gross Motor
11:00- 11:30	Lunch
11:30	Quiet Time
2:30-3:00	Children wake up/Clean up from nap/Snack
3:00-6:30	Physical Education Activity/Center Play/Free Play
6:30	Center Closed

### **\*\*Parents Please Supply:**

- \*Blanket/Pillow/Crib Sheet
- \*Diapers/Wipes/Formula/Baby Food
- \*Summer: Suntan lotion/Bug Spray
- \*Winter: Gloves, hat, coat, boots
- \*NO Flip Flops
- \*Change of Clothes, extra underwear, socks

### **Center Provides\*\***

CACFP PA Food Program  
includes: Baby Formula, Baby  
Food, Hot Breakfast, Lunch,  
Snacks, Drinks, Mat

### **Center Hours**

- \*The center will be open Monday through Friday.
- \*Our hours of business are 6:30 am until 6:30 pm. (Palmer Location)
- \*Our hours of business are 6:30 am until 6:30 pm. (Forks Location)

### **Inclement Weather Information (Sign up for WFMZ App Closing Alerts to your Phone)**

CLCLV's policy is too remained opened even when public schools are closed. If there are extremely hazardous driving conditions, announcements for late openings, early dismissals or the possibility of closing the Center, will be made on **WFMZ Channel 69 News** ([www.wfmz.com](http://www.wfmz.com)) and **FACEBOOK**.

You are still responsible for tuition when we are closed for inclement weather.

## Rates

**Rates increase each January unless notified otherwise.**

**UPDATED FOR January 2018**

**Payment due Monday! Each day late add late fee \$10**

**All Fees' include Breakfast, Lunch, Snacks, and Drinks. CACFP  
(PA Food Program) approved meals.**

	<b>Full Time up to 10 hrs per day</b>	<b>Part Time up to 5 hrs 8-1 or 1-6</b>	<b>Part Time 3 days a week</b>	<b>Part Time 2 days a week</b>
Infants	222.00	N/A	N/A	N/A
Young Toddler (1)	217.00	175.00	171.00	\$134
Older Toddler (2)	212.00	170.00	165.00	\$134
Preschool 1 (3)	202.00	165.00	155.00	\$131
Preschool 2 (4)	192.00	160.00	150.00	\$131
Preschool 3 (5)	187.00	155.00	145.00	\$124
School Age Summer 1 <sup>st</sup> grade- 5 <sup>th</sup>	154.00	129.00	119.00	106

### **SCHOOL YEAR 1<sup>st</sup> – 5<sup>th</sup> Grade**

AM or PM 6:30-8:30 Tracy/Forks 84.00 Includes Breakfast or Snack

AM & PM Tracy/Forks 110.00 Breakfast and Snack

AM or PM Shafer/LNaz/Palmer/Shawnee 88.00 Breakfast or Snack

AM & PM Shafer/LNaz/Palmer/Shawnee/ 113.00 Breakfast and Snack

**School closed 1<sup>st</sup> – 4<sup>th</sup> grade extra \$30.00 a day**

**Extended care:** More than 10 hours a day add **\$30.00** toward your weekly fee.

**Registration Fee:** 40.00 at time of enrollment (one time only fee)

10% discount for each additional sibling FT care

**Title 20 Families must pay their COPAY every MONDAY per  
CCIS. You must give this center a 2-week written notice before you  
withdraw your children.**

**\*\*\*\*\*Holidays the Center is closed\*\*\*\*\***  
**These are Paid Holidays**

New Year's Eve possible close or early dismissal at 1:00

New Year's Day

Day after New Year's if holiday falls on a Thursday

Presidents Day (In-service Training Day)

Good Friday

Memorial Day

Independence Day

Labor Day

Columbus Day (In-service training Day)

Thanksgiving (Thursday & Friday)

Christmas Eve possible close or early dismissal at 1:00

Christmas Day

Day after Christmas if Holiday falls on Thursday

**\*\*\*\*\*Please check current year calendar\*\*\*\*\***

## General Requirements

### PARENTS RESPONSIBILITIES:

#### -Completed Food Program Registration and Paper Work

- Read all Literature posted on website, Face book, Papers sent home with child.
- Completed registration forms and providing emergency contact information twice a year.
- Completed Health Forms within 30 days of enrollment and updated Yearly.
- Notifying Center when information changes.
- Updating medical records with scheduled visits to the child's doctor.
- Phoning Center when child will not be attending.
- Sneakers or shoes, **no flip flops**.
- Extra set of clothes with your child's name marked clearly on clothing.
- Diapers and wipes if needed.
- Bottles, formula, and baby food if needed marked with your child's name.
- Crib Sheet for mat or crib, Blanket and pillow that fits in a draw string bag.
- Medicine... if needed, prescription or non-prescription medicine, parents should send a written notice to the center from your doctor describing the time and amount that the medication must be administered to your child, **original bottle only**. Fill out Medical Log provided in your child's classroom.

## Fire Regulation Policy

As required by the State of Pennsylvania, Creative Learning Center must document at least six fire drills per year. The Center will have fire evacuation plans posted within the structure. This will enable all personnel and children to be aware if a real situation would occur.

## CACFP (Food Program)

**“All Meals served to children under the Child and Adult Care Food Program are served at no separate charge regardless of race, color, national origin, sex, age, or disability. There is no discrimination in admission policy, meal service, or the use of facilities.” The compliant procedures: Any complaints of discrimination should be submitted in writing within 180 days of the incident to the USDA, Director, Office of Civil Rights, Washington, D.C. 20250**

## Child Abuse Policy

CLCLV has a Standard Code of Ethics – Child Abuse Policy, which outlines procedures to be followed in the event of suspected child abuse. All staff are trained on these standards. Each staff is a mandated reporter for the State of PA. By law they must call if they suspect abuse.

## Illness Policy

Parents/Guardian must agree to notify the Center and to make other arrangements if your child shows signs of the following:

-**Fever higher than 101.5**

-**Vomiting must be vomit free for a FULL 24 HOURS!**

-**Diarrhea after 3 diarrhea diapers, child must be removed for a full 24 hours per CLCLV. The American Academy of Pediatrics and The Department of Health requires a full 7 days free of diarrhea (if you have any questions please call #1800-243-2357) however we know it is important that you go to work, so we will only require a 24-hour separation. Please understand we are trying to stop the spread of illness even though this may create a hardship, your child should come first when they are sick!**

-**Any contagious disease (Chicken pox, Pink Eye, Lice)**

-**Sever pain or discomfort** in any area of the body.

**-PRESCRIPTION MEDICATION: we are required by DHS to have the original prescription label along with a note from your child's doctor including name of medication, reason for the medication, time and amount of dosage for us to administer the medication.**

**-OVER THE COUNTER MEDICATION: we are required by DHS to have a note from the parent on file stating the name of the medication, the reason for it and the time and dosage of the medication.**

-If your child receives an antibiotic from your physician, your child will not be permitted back into the Center until he or she has had the antibiotic in their system for a full **24 hours**. **A note will be required** from your physician stating when the 24-hour period is up and that your child is allowed back into the Center. Once the antibiotic is in your child's system for 24 hours, which is usually 3 or 4 doses, your child will not be contagious to the other children.

-Your child will not be permitted into the Center with a fever of 101.5 degrees or higher. If your child has a fever, he or she is contagious. Your child will infect the other children. Your child must not re-enter the Center until the fever is below 100 degrees for a full 24 hours. **This will alleviate the need to administer Tylenol/Ibuprofen to any child.** You will be phoned of symptoms during the day, a parent/guardian will be notified to pick up **\*\*\*\*-Parent/Guardian must have a physician's release before the child is allowed back into the Center.** If your child develops any symptoms, you must pick up your child as soon as possible. **\*\*\*Payment is required regardless of Child's illness.**

-In the event that an emergency occurs, the child's parent/guardian will be called first. An ambulance will then be called. If the parent is not reached, the director will be in charge of all decisions concerning the child. A release form must be signed. Parents need to list specific medical doctors if they have a preference. If a parent also wishes to designate a particular facility over another, he or she must list them in order of preference. Parents will be responsible for payment of emergency medical treatment for illness or injury which may occur while your child is in attendance of the Center.

## Allergy Policy

We are a PEANUT FREE Center because of Peanut Allergies. We ask all parents with a child with a specific food allergy to go through our Monthly Menu and circle what your child can not have. Our Cook will make sure to make an alternative meal.

## Medication Policy

Parents must sign the Medication Log located in each room prior to the Teacher's administering medication to your child. Please see classroom Teacher for instructions of Medical Log and Medicine Box. Medication should be in original prescription box. We do not administer over the counter medicine without a Doctor's written prescription and instructions and Doctor's signature.

**-PRESCRIPTION MEDICATION:** we are required by DHS to have the original prescription label along with a note from your child's doctor including name of medication, reason for the medication, time and amount of dosage for us to administer the medication.

**-OVER THE COUNTER MEDICATION:** we are required by DHS to have a note from your child's doctor on file stating the name of the medication, the reason for it and the time and dosage of the medication.

**-ASTHMA/DIABETES:** When a child requires specific medications such as an inhaler for Asthma or Insulin for Diabetes. The Teachers and Parent/Guardian will have a meeting and possibly a training will be provided to staff, so everyone has knowledge to care for this specific child. Medications will be in place and all forms signed with notes from the doctors will be in the child's file.

## Vacation Policy

Children must be enrolled for **six months** before you are allowed **5** vacation days (One Week) per contracted year taken consecutively Monday through Friday, for full time children, yearly thereafter. **No Payment is required** for those **5** days. **\*\*Please give the Center a minimum of three weeks** written notice when taking your child out of the Center for vacation. If you do not work during the summer months, you do not receive a vacation September through June.

## Absences Policy

Parent/Guardian is responsible for payment of tuition each. No reductions are given for illnesses shorter than 10 consecutive business days. Illnesses must be accompanied by a doctor's note stating the length of 10 business days of illness or longer for a credit to be approved.



## ANNUAL FUNDRAISER

Every school year we do two (2) fundraisers per year for a specific project. We ask that all parents participate. We also pick a specialty product to do an additional Fundraiser, which is optional.

## School Age Homework Policy

CLCLV will assist with homework for school age children however parents are responsible for checking homework, studying spelling words or studying for tests and signing homework. Please make sure folders are checked every night by parents.

## Termination Procedure Policy

This contract may be terminated by either parent/guardian or provider by giving a **2-week written notice** in advance of the ending date. Payment by parent/guardian is due for the notice period, whether or not the child is brought to the provider for care. The provider may terminate the contract without giving any notice if the parent/guardian does not make payments when due. Failure by the provider to enforce one or more terms of the contract does not waive the right of the provider to enforce any other terms of the contract.

## Parents who are Teachers

Teachers that sign a contract for the school year must pay for every week between the months of September and June. There will be no vacations for teacher families because of summers off. You must leave a deposit in June to hold your spot for August.

## Security Policy

You will decide on a code when you sign your child up in order to get in the front door, this code will sign your child in and out of our center. You must put your code in twice a day. **Do Not allow anyone to enter the Center with you.** Each parent must clock their child in and out daily. If you allow someone in after you signed in it is very possible they may not belong in this center. This could result in a security breach in our center. We are not armed in this center. We need to work together to keep our center as safe as possible. We need your help to do this. If your child needs to be picked up by someone other than the parent/guardian, they must be listed on the child information form and he or she will be required to show a form of photo identification to be approved by the Teacher in the room. It is the Parents responsibility to phone the center to advise your teacher someone other than the approved people will be picking up. We will not release a child without a phone call if the person is not listed on your emergency contact form.

## **Under the Influence Policy**

In the event that a parent/guardian attempts to pick up a child while under the influence of alcohol, prescription, or illegal substance, CLCLV staff and administration will take the following steps:

Parent/Guardian will be notified we are not releasing the child.

Parent/Guardian will have the option of finding alternate pick up arrangements.

If the Parent/Guardian does not agree with decision the local authorities will be notified.

## **Birthday Policy**

Birthdays are a special time for your child. You may send a special snack of individual treats such as cupcakes, brownies, cookies, etc. Please make arrangements with me in advance so we can plan this for a snack time and so we can talk about any food allergies that may be present by another student. We are a peanut free center.

## **Discipline Policy**

Creative Learning Center believes that discipline is to be a learning experience, not a punishment or shameful experience.

-First unacceptable behavior, the child will be given a warning by the director.

-Second unacceptable behavior, the director will ask the child to take a break from the group until the child is able to cooperate with the rest of the group.

-Third unacceptable behavior, the director will speak to the child's parent/ guardian.

-Fourth unacceptable behavior, the director will have a conference with the child and parent/guardian. During this conference, hopefully we can decide how to handle this situation in the best interest of the child. If parent/guardian and director cannot come to an agreement with the behavior of the child, the director may terminate the agreement with the parent/guardian for child care without any notice if this is in the best interest of the daycare and all the other children.

## **Biting Policy**

**BITING IS NOT A FORM OF VIOLENCE. IF A CHILD IS BITING IN THE INFANT, 1-YEAR-OLD, 2-YEAR-OLD OR 3-YEAR-OLD CLASS ROOMS IT IS BECAUSE OF FRUSTRATION BASED ON LACK OF LANGUAGE SKILLS. WE DO NOT DISMISS CHILDREN WHO BITE. WE ASK PARENTS OF THE CHILD WHO IS BITING TO CONTACT EARLY INTERVENTION. THERE MAY BE A SPEECH DELAY.**

## **Suspension/Expulsion Policy**

In the event we discover challenging behavior/developmental needs with a specific child, there needs to be an understanding that a Parent/Caregiver will be in agreement in seeking help for your child.

### 1. Challenging Behavior

A meeting with the Family will occur to discuss:

Unconditional Child care can be called for an evaluation and possibly a mentor to help the teachers in the classroom.

Early Child Childhood Mental Health can be called for an evaluation to determine if the Classroom could be changed to help with specific triggers.

Independent Evaluation may be needed to determine if a TSS or Behavior Specialists are Needed to provide support for this specific child.

### 2. Developmental Needs

Assessments are completed 3 times per year. If during an assessment of a specific child shows there is a developmental need, Parent/guardian will be contacted by staff, Director, Owner to discuss options.

- Depending on the age of the child Early Intervention or Colonial IU will need to be called to schedule an observation and evaluation on you child.
- This will begin the process of meetings with parents/guardian and Center Director/Teacher to determine what will happen next.
- If a Parent/Guardian is not in agreement with the Center's policy on Challenging Behavior, and the teachers can't control the child in the classroom because of violent tendencies, the family could be asked to leave the center permanently.
- If a Parent/Guardian is not in agreement with the Center's policy on Developmental Needs and the teachers feel this child is not benefiting from our services in our classroom, the family could be asked to leave the center permanently.

## Communication Policy

Each month there will be designated, thematic unit of learning. Each week in that month we will be focusing on elements of that month's theme. Holidays will also be covered with each particular month. \*\*\*If holidays are a problem with any parent/guardian please discuss with the director, and a solution will be discussed. At the beginning of each month parents are asked to visit our website [creativelearningcentereaston.com](http://creativelearningcentereaston.com) to print the current newsletter expressing the goals of that month and the goals of the next month. Each parent should download the HiMamma App to their phones to obtain daily notes, goals, lesson plans, etc. All objectives in general for each child are as follows:

- To make choices knowing consequences.
- To work independently and cooperatively.
- To share with other children.
- To develop self-motivation skills.
- To improve listening skills.
- To maintain feelings of security.
- To provide "meaningful play".
- To have consideration for others.
- To show kindness.
- To show respect to self, others and the earth.

## Parent/Teacher Conferences Policy

There will be (2) **Parent/Teacher Conferences held annually**, each **November** and **April**, as well as a 45-day evaluation done on the 45<sup>th</sup> day of enrollment in each classroom your child enters. You will have time to sit down with your child's Teacher and discuss observation, development, etc. You will see signup sheets in your child's room on your child's **Parent Board** to do a face to face conference or phone conference during your lunch break for parents who cannot make it in.

### **During your conference:**

You will receive an evaluation on your child's progress. This form you will sign and take home.

There may be discussion regarding any behavioral issues that have developed in the classroom as well as any development delays discovered during assessment.

The Director/Assistant Director may be in attendance if such discussion occurs. CLCLV believes in Early Intervention. If we feel your child has a delay in any area of development we are hoping for full cooperation with parents/guardians to have a discussion regarding outside help through Early Intervention, Colonial IU or any other outside service.

## **Transition Policy**

The Director or Assistant Director will continue to monitor all Lead Teachers preparing children for transition to the next classroom. On the Parent Board in each room you will find posted Transition Activities each room is using to prepare children for transition into the next room. A letter will be sent to each parent/caregiver instructing them when and how their child will be transitioned. Each child will receive 2 to 3 weeks of transition time to adjust in their new routine with the help of a familiar teacher from their room for the first week. Parents will be offered a group meeting regarding Transition to another classroom or higher education setting.

## **Policy for Transferring Records**

Children's records are collected through a written request via a letter or signed form from the parents. When the parent withdraws his/her child from and requests information from a child's file, the following procedure will be followed:

- Parent requests desired information from the child's file.
- Parent signs Permission for Release of Information Form provided by the Center Director.
- Center Director makes a copy of requested information and gives it to parent.
- Release of information form is placed in child's file.

Director will Release the following information:

- Child's Developmental summaries and continuums.
- Child's Health Appraisals.
- Child's Immunization Record.
- Tuition Fee Agreements.
- Application for Child Care.

## **Language Policy**

At least one member of the staff should be able to communicate with the Parent/Guardian and children in the family's native language (sign or spoken) or the facility will work with a translator to communicate with Parent/Guardian. Efforts will be made to support a child's and family's native language while providing resources and opportunities for learning English. Teachers will work with families to learn key words in their native language to communicate with the child or children in care. Props will be used such as picture schedules, translating tools etc. to help teachers communicate with the non-English child. Early Intervention could be called for an evaluation of the child to help support this child successfully function in the classroom.

## Referral Policy

**Any parents needing to contact Public, Social, Educational, Wellness Medical, Mental Health and Community Services see numbers below.**

### Subsidized Child Care

Child Care Information Services	Northampton County	610-419-4500
	Lehigh County	610-437-6000

Unconditional Child Care		610-419-4500
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Early Child Mental Health		484-955-8264
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Title 20 – assistance in child care costs.		610-419-4500
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Colonial Intermediate Unit		610-252-5550
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Speech Therapy

Developmental Evaluations

Autistic Determination

Behavioral Counseling

The Special Kids Network		1-800-986-4550
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Chip		1-800-549-7101
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Community Services for Children		610-437-6000
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Northampton County Assistance Office		610-250-1745
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Caring Foundations Blue Chip of PA		1-800-KIDS-101 (5437)
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Aetna US Health Care CHIP of PA		1-800-822-2447
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WIC (Women Infant and Children)		610-435-5673 Allentown
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WIC		610-691-6491 Bethlehem
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Creative Learning Center  
of the Lehigh Valley  
ALL LOCATIONS  
Forks/ Palmer  
EVALUATION/ASSESSMENT

To Parents/Guardian:

The first 5 years of life are very important to your child because this time sets the stage for success in school and later life. During infancy and early childhood many experiences should be gained, and many skills learned. It is important to ensure that each child's development is proceeding without problem during this period; therefore, we are interested in helping you follow your child's growth and development. You can help us by providing us with permission to complete evaluations on your child's progress. There may be questions we need to ask you from time to time regarding areas of development that you observe at home, but for the most part this evaluation can be done here at school. This is part of Quality Child Care through Keystone Stars and we need to begin this program for every student enrolled. These evaluations will be done and will follow your child through this Center and then into Elementary School.

If there are concerns about your child we will contact, you directly and we can discuss any issue we observe. All information regarding your child will be kept completely confidential.

Sincerely,

Tamara L. Hammer  
Owner/Executive Director

## **Inclusion of Children with Special Needs in the Child Care Setting Policy**

All children should be included in all activities possible unless a specific medical contraindication exists. The goal is to provide fully integrated care to the extent feasible given each child's limitation. Federal and state laws do not permit discrimination based on the disability (i.e. Americans with Disabilities Act).

Studies have found the following benefits of inclusive child care: Children with special needs develop increased social skills and self-esteem; families of children with special needs gain social support and develop more positive attitudes about their child; children and families without special needs become more understanding and accepting of differences and disabilities; caregivers/teachers learn from working with children, families and service providers and develop skills in individualizing care for all children.

Teachers may need to seek professional guidance and obtain appropriate training in order to include children with special needs, such as children with severe disabilities and children with special health care needs such as chronic illnesses, into child care settings. These may include technology-dependent children and children with serious and severe chronic medical problems. The child care health consultant should be involved in the transition and enrollment process in order to support individual accommodations and the care of children with special health care needs. Every attempt should be made, however, to achieve inclusion if the parent/guardian so wishes.

### **Process Prior to Enrolling at a Facility**

Children with disabilities and children with special health care needs and their families and teachers should have access to and be encouraged to receive a multidisciplinary, interdisciplinary, or transdisciplinary assessment by qualified health providers before the child starts in the facility. This information needs to be shared with the parents/guardian's consent and agreement to disclose information if it is relevant to the health and safety concerns in the child care setting. If all are consenting:

- A medical care plan developed by the child's primary care provider.
- Results of medical and developmental examinations.
- Assessments of the child's behavior, cognitive functioning or current overall adaptive functioning.
- Evaluations of the family's needs, cultural and linguistic differences, concerns and priorities.
- Other evaluations as needed.

### **Developing a service plan for a child with a disability or a child with Special Health Care Needs**

The parents/guardians of a child with a disability or a child with special health care needs, the child's primary care provider, any authorized service coordinator, any provider of intervention



services, and the teacher should discuss and determine the type of frequency of the services to be provided within the child care facility.

To serve children with varying forms and severities of disabilities or special health care needs, teachers should take a flexible approach to combine and deliver services. Parents/guardians must be involved to assure that the plan is compatible with their care and expectations for the child.

## **INDIVIDUALIZED EDUCATION PLANS (IEP) & INDIVIDUALIZED FAMILY SERVICE PLANS (IFSP) INFORMATION SHEET**

Because of the diverse set of needs of the children in your program, it is important to gather as much information about the best ways to educate each child. IEP's and IFSP's are created by service providers working with children with special needs and include this information. The Keystone STARS Performance Standards therefore require each early learning provider to request copies of IEP's and IFSP's for the children in their care. This request should be made as early as possible. There are many ways to make this request, and the "sign off sheet" sample below is one example. Other possibilities include asking during the enrollment meeting and including the request with the Parent Handbook. Because of the importance of the IEP/IFSP to a child's learning, the program should have a copy before the child begins to attend, if possible.

The information found on an IEP/IFSP is protected by privacy laws including the Health Insurance Portability and Accountability Act (HIPAA). Releases of information may also be required to speak to members of a child's treatment team. Professional development regarding privacy issues, and HIPAA in particular, is highly recommended.

### **Parent Sign-off Sheet**

**Child's Name:** \_\_\_\_\_

Your child's growth and development is measured with developmental assessments. If your child currently has an IEP/IFSP, it would be beneficial to share a copy of this plan with us so we can work together to ensure that the guidelines are put into practice. You do not have to provide this information if you do not wish to do so.

- I am providing a copy of my child's IEP or IFSP.
- I am not providing a copy of my child's IEP or IFSP
- Not Applicable

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Printed Name:** \_\_\_\_\_

## Stakeholder List

Child Care Information Services (Northampton County) Unconditional Child Care Title 20 – assistance in child care costs.	610-419-4500
Colonial Intermediate Unit Speech Therapy Developmental Evaluations Autistic Determination Behavioral Counseling	610-252-5550
Community Services for Children (Lehigh County) Tot Information Services Title 20 Unconditional Childcare	610-437-6000
Northampton County Assistance Office	610-250-1745
Easter Seals of Eastern PA Development issues for children under 3	610-866-8092
Tracey Elementary School	610-250-2556
Early Childhood Mental Health Consultation Social Emotional/behavioral issues children under 3	1-800-528-7222

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Parents,

If you have any ideas of community based programs or services that can be helpful to this center or fellow families of this center please fill out the form below so we can add them to our list:

Name of Company \_\_\_\_\_

Service they provide \_\_\_\_\_

Phone number \_\_\_\_\_

Parents,

Like us on FACEBOOK  
FACEBOOK.COM/CLCLV  
You will receive reminders  
About Events, Parties, etc.

Also

[www.creativelearningcentereaston.com](http://www.creativelearningcentereaston.com)

Our WEB SITE

You will find monthly newsletter  
And monthly menu

Please print both each month and go over with your child.

This is a great activity to share with your child and a great way to stay involved in your child's activities and special events!

Download HIMAMMA App for daily communication from your teachers regarding your child's day, goals, plans, general care.

## **In the Event of an Emergency**

To the Parent / Guardian:

This letter is to assure you of our concern for the safety and welfare of children attending **Creative Learning Center of the Lehigh Valley**. Our Emergency Plan provides for response to all types of emergencies. Depending on the circumstance of the emergency, we will use one of the following protective actions:

- *Immediate evacuation:* Students are evacuated to a safe area on the grounds of the facility in the event of a fire, etc.
- *In-place sheltering:* Sudden occurrences, weather or hazardous materials related, may dictate that taking cover inside the building is the best immediate response.
- *Evacuation:* Total evacuation of the facility may become necessary if there is a danger in the area. In this case, children will be taken to re-location facility at **Tracy Elementary School 1243 Tatamy Road Easton, PA 18045. (Palmer Location)**
- *Evacuation:* Total evacuation of the facility may become necessary if there is danger in the area. In this case, children will be taken to re-location facility at **Forks Elementary School 1709 Richmond Road Easton, Pa 18045. (Forks Location)**
- *Modified Operation:* May include cancellation/postponement or rescheduling of normal activities. These actions are normally taken in case of a winter storm or building problems (such as utility disruptions) that make it unsafe for children but may be necessary in a variety of situations.

Please listen to **WFMZ** for announcements relating any of the emergency actions listed above.

We ask that you not call during the emergency. This will keep the main telephone line free to make emergency calls and relay information.

*The facility director may provide an alternate phone number (610-390-2287) to call in an emergency event.*

The form designating persons to pick up your child is included with this letter for you to complete and have returned to the day care facility no later than **one week after enrollment**. This form will be used every time your child is released. Please ensure that only those persons you list on the form attempt to pick up your child.

I specifically urge you **not** to attempt to make different arrangements during an emergency. This will only create additional confusion and divert staff from their assigned emergency duties.

In order to assure the safety of your children and our staff, I ask your understanding and cooperation. Should you have additional questions regarding our emergency operating procedures contact **Tamara L. Hammer 610-438-4172 creativelearningcenter@ren.com**.

Sincerely,

Tamara L. Hammer Director/Owner

**Creative Learning Center of the Lehigh Valley  
Parental Consent Form**

Child's Name: \_\_\_\_\_ DOB: \_\_\_\_\_

**Parent Please initial for written consent:**

- \_\_\_\_\_ Transportation by facility.
- \_\_\_\_\_ Homework Supervision for Kindergarten and School Age Families. Parents must check work.
- \_\_\_\_\_ Sunscreen/Lotion/Bug Spray / Hand Sanitizer
- \_\_\_\_\_ In napping classrooms children need to rest for 30 minutes before they get a quiet activity.
- \_\_\_\_\_ Post Allergies.
- \_\_\_\_\_ Permission for Evaluation/Assessment of your child.
- \_\_\_\_\_ Parents will be opened to Early Intervention (Free through State of PA) if assessments show any delay.
- \_\_\_\_\_ I have read the Suspension/Expulsion Policy in the Parent Handbook, I will agree to services.
- \_\_\_\_\_ Payment is due weekly on Monday by 6:30pm, the week of service.
- \_\_\_\_\_ Update Emergency Contact Form and Agreement every 6 months. Health Forms every well visit.
- \_\_\_\_\_ Field Trips/walks/summer activities.
- \_\_\_\_\_ I have read and understand an agree to follow all procedures stated in the CLCLV Parent Handbook including giving **a 2 week written notice for disenrollment.**
- \_\_\_\_\_ Pictures of your child on bulletin boards or displays in the classroom or hallways.
- \_\_\_\_\_ Pictures of your child for social media to include our website and Facebook.
- \_\_\_\_\_ Pictures of your child taken during CLCLV events for publication or display.
- \_\_\_\_\_ I have read and understand the CLCLV **Emergency Operation Plan** in the event of an emergency evacuation.
- \_\_\_\_\_ Emergency Medical Care / Minor First Aid

**CLCLV Authorization for Medical Treatment:**

**In the event of emergency due to illness or accident, when it is thought advisable to have immediate medical attention for my child, I hereby authorize CLCLV to send my child to the nearest hospital or a hospital of my choice: \_\_\_\_\_, Parent's Signature \_\_\_\_\_.**

Name of Hospital