



Carlisle Early Education Center

“A happy childhood last forever.”

Parent Handbook 2024

- Keystone STAR 4 Program**
- Serving Infants, Toddlers, and Preschooler**
- Summer Camp Program**
- Before and After School Programs**
- Meals and Snack Provided**
- Quality Teachers and Professional Staff**

Our Mission: Providing a nurturing environment that promotes learning and quality childcare to all families.

**Day Care and Preschool: Monday – Friday 7:00a.m.-5:00p.m.
100 East Pomfret Street
Carlisle, PA 17013**

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www.carlisleearlyeducation.com

A Member Agency of the Carlisle Area United Way

History

The Carlisle Early Education Center (CEEC) was opened in 1964 by the YWCA as the Carlisle Day Care Center. Due to the limited availability of quality childcare, women from the YWCA organized, chartered, solicited funds, and began the program for the sole purpose of meeting the needs of the Carlisle community. Since its inception, CEEC has been committed to providing quality care as well as a pleasant and stimulating learning experience for children of working families.

Objectives and Goals

CEEC believes our mission is more than caring for children. Each moment that a child is in our care is an opportunity for education and growth. This belief sets our program apart from other programs in the area. Our objectives are to encourage learning and development by developing a positive self-image; develop qualities of independence, initiative, and motivation; encourage children to develop self-control and self-discipline appropriate to their ages; and provide an enriching environment in which children are exposed to the creative arts and a range of experiences in their community. Fulfilling these objectives prepares children for the challenges they will face in elementary school, and in life.

Organization and Staff

CEEC is a local, private, non-profit agency. The Center is managed by a Board of Directors made up of community-minded citizens of the Carlisle area. The day-to-day operations are supervised by an administrative team including an Executive Director, Chief Operating Officer, Executive Assistant and Bookkeeper. There is one Lead Teacher and one Assistant Teacher assigned to each room, and professional part-time staff that assists throughout the Center.

The quality of the program at CEEC is a result of the strength and compassion of the staff. To provide a higher level of care, we continually seek ways to improve our care strategies and provide experiences that leverage internal and external capacity. We pride ourselves on the dedication of our staff and are proud of the fact that many of our staff have over 5 years' experience in both childcare and education fields. Longevity and dedication of staff are perhaps the most important factors that support CEEC's position of excellence among childcare programs in the area.

Programs

The Center has day care programs for children ages six weeks to four years of age, a pre-K program for children a year prior to kindergarten, and a summer camp program for children who have completed kindergarten through 6th grade. And a before and after-school program for school aged children.

The CEEC infant program focuses on meeting the daily needs of infants. The teachers also work on building trust and emotional security that comes when infants learn that these needs will be met through daily interaction with responsive and affectionate adults.

The toddler program at CEEC is focused on guided instruction as well as exploration that assists toddlers in learning appropriate ways to assert themselves. We do this by supporting their individuality and by giving them a choice in matters that concern them, whenever possible. Teachers help toddlers learn to cooperate and begin to introduce social guidelines.

The preschool program strives to prepare each child for entry into kindergarten. The instructional philosophy is to ensure preparation for kindergarten by instilling a positive self-image, developing a sense

of independence and motivation while exploring creative outlets for their emotions. Teachers encourage students to develop a sense of community based on personal and social responsibility while exhibiting self-control and awareness. The product of our preschool program is a child that is “Kindergarten Ready.”

Summer Camp is geared toward children too young to care for themselves at home during the summer break from school, and for the parent(s)/ guardian(s) who want to curb the loss of learning by enrolling their child in an experiential learning program. The curriculum is a combination of structured projects and outdoor activities based on weekly themes. There are numerous walking trips to businesses, industries, and community events.

Mandarin and Spanish classes are offered twice a week and costs \$25.00 per child. Our language programs provide an opportunity for children to participate in interactive learning and to build culture awareness.

- **Interactive Learning:** Your little ones will engage in hands-on experiences, writing, singing, and dancing, ensuring an interactive and entertaining Mandarin education.
- **Culture Awareness:** Beyond language, our program fosters cultural awareness, providing a well-rounded learning experience that goes beyond the basics.

A key aspect to all of our programs is retaining and hiring highly qualified staff who are motivated to pursue professional development opportunities as well as higher levels of education. We are dedicated to providing stability in all of our classrooms as we recognize the need for consistent care and familiarity and the importance it plays in a child’s development.

Meals

CEEC provides breakfast, lunch, and an afternoon snack to our day care and preschool children. All meals are prepared daily in our kitchen by our staff chef and other food service staff. Monthly, well-balanced menus are planned with the nutritional needs of our children in mind and are posted in each classroom and on our website. Additional copies are available from the front office. Once a month, CEEC provides a special birthday snack in honor of all of the children celebrating birthdays during that month. Due to the large number of food allergies, we discourage parents from bringing birthday snacks from home.

The program shall ensure the following:

- a) Children in care for eight and fewer hours shall be offered at least one meal and two snacks or two meals and one snack;
- b) A nutritious snack shall be offered to all children mid-afternoon.
- c) Children shall be offered food at intervals at least 2 hours apart and not more than 3 hours apart unless the child is asleep. Some very young infants may need to be fed at shorter intervals than every 2 hours to meet their nutritional needs.
- d) Daily notes for infants and toddlers document the quantity of food the child consumed. In addition to this, daily notes for infants will document the type of food consumed. Daily notes will be provided to parents/guardians daily.
- e) For any child with special feeding needs, documentation of the type and quantity of food consumed daily is recorded and provided to parents/guardians.

The time span between meals and snacks is measured from the ending time of the previous meal or snack and the beginning time of the next meal or snack.

Children who arrive after the end of a meal shall be fed a meal if they indicate hunger, or if the parent communicates that the child has not eaten.

Facilities shall develop, at least one month in advance, written menus showing all foods to be served during that month and shall make them available to parents and post them on a parent board. If parents choose to send food items from home, staff will work with families to ensure that foods meet USDA's CACFP guidelines. All foods and beverages brought from home are labeled with the child's name and the date. Staff will remind families that food items sent from home will not be heated in a microwave and storage for cold items is limited. If food from home is brought to be shared among the children, it must either be whole fruits or commercially prepared packaged foods in factory-sealed containers. The facility shall date and retain these menus; amended to reflect any changes in the food served. Any substitutions shall be of equal nutrient value. Menus shall be kept on file for review by the health consultant, and for a period of five years for CACFP monitoring. To avoid problems of food sensitivity in very young children less than 18 months of age, caregivers/teachers should obtain from the child's parents/guardians a list of foods that have already been introduced without reaction and then serve some of these foods to the child. As new foods are considered for serving, caregivers/teachers should share and discuss these foods with parents/guardians prior to their introduction.

INFANTS: Parents of infants have the choice of whether they would like to provide food for their babies from home or utilize the meals provided by the Center. The Center provides formula, infant cereals, and baby food.

Babies are always held when given bottles. Nursing mothers should leave enough bottles of expressed milk for the day or make arrangements to visit the Center for feeding throughout the day. Self-feeding (having infants hold their own bottles and eat with a spoon) will be encouraged at an appropriate age. Medications, cereal, or other baby foods should not be added to bottles.

All meals served to children under the Childcare Food Program are served at no additional charge, regardless of race, color, creed, sex, ethnicity, age, disability, sexual orientation, or national origin. Any complaints of discrimination should be submitted in writing 180 days after the incident to the Secretary of Agriculture, Washington, DC 20250.

Caregivers shall feed infants on the infant's cue unless the parent and the child's health care provider give written instructions otherwise. Whenever possible, the same caregiver shall feed a specific infant for most of that infant's feedings. When the same caregiver regularly works with a child, that caregiver is more likely to understand that child's cues and to respond appropriately.

Caregivers shall be gentle, patient, sensitive, and reassuring by responding appropriately to the infant's feeding cues. Cues such as opening the mouth, making suckling sounds, and moving the hands at random all send.

When bottle feeding, caregivers shall either hold infants or support infants over 6 months of age who can sit to hold their own bottle while sitting up. Infants who are unable to sit shall always be held for bottle feeding, regardless of age. A caregiver shall not bottle feed more than one infant at a time. Infants shall not eat from propped bottles at any time. Program staff shall not permit infants to have bottles in the crib, while sleeping, or to carry bottles with them either during the day. Program staff should help parents

understand the relationship between dental caries and using the bottle as a pacifier in the crib or during other activities.

The program supports breastfeeding by accepting, storing and serving expressed human milk for feedings. All filled containers of human milk shall be of the ready-to-feed type, identified with a label which won't come off in water or handling, bearing the date of collection, the date of arrival at the facility, and the child's full name. Ready-to-feed containers include a sealed collection bag or bottle with cap that fits tightly to prevent spilling during transport to the facility.

The milk shall arrive at the facility in a chilled cooler bag. The bottle shall immediately be stored in the refrigerator on arrival for no more than 48 hours (or 24 hours if the breast milk was previously frozen), or in a freezer at 0 degrees Fahrenheit or below for no longer than three months. The program shall not accept breast milk that is provided to the facility more than three days after the collection date.

Expressed human milk shall be discarded if it presents a threat to a baby such as:

- a) Human milk is in an unsanitary bottle.
- b) Human milk that has been unrefrigerated for an hour or more.

Program staff shall ensure that children who do not require highchairs are comfortably seated at tables that are between waist and mid-chest level and allow the child's feet to rest on a firm surface while seated for eating. Proper seating while eating reduces the risk of food aspiration and improves comfort in eating. All utensils provided to a child for their use shall enable children to eat at their best skill level and to increase their eating skill.

Tableware and feeding utensils shall meet the following requirements:

- a) Dishes shall have smooth, hard, glazed surfaces and shall be free from cracks or chips. Sharp-edged plastic utensils intended for use in the mouth or dishes that have sharp or jagged edges shall not be used.
- b) Disposable tableware (such as plates, cups, utensils) shall be permitted for single service use. Styrofoam tableware shall not be used for children under 4 years of age.
- c) Single-service articles (such as napkins, paper plates, and disposable utensils) shall be discarded after one use.
- d) Washable bibs shall be laundered or washed, rinsed, and sanitized after each meal. Fabric articles shall be sanitized by being machine-washed and dried after each use.
- e) Highchair trays, plates, and all items used in food service that are not disposable shall be washed, rinsed, and sanitized. Tables and highchair trays that are used for eating shall be washed, rinsed, and sanitized just before and right after they are used for eating. Children who eat at tables shall have disposable or washed and sanitized plates for their food.
- f) All surfaces in contact with food shall be lead-free. Imported dishes and imported ceramic dishware or pottery shall be certified by the regulatory health authority to meet U.S. standards and to be safe from lead or other heavy metals before they can be used.
- g) Food shall not be put directly on the table. Highchair trays function as plates for seated children. The tray should be washed and sanitized in the same way as plates and other food service utensils.

Program staff shall ensure that children do not eat when walking, running, playing, lying down, or riding in vehicles. Children should not be allowed to continue feeding themselves if they begin to fall asleep while eating. Caregivers/teachers should check that no food is left in the child's mouth before lying a child down to sleep.

All foods stored, prepared, or served should be safe for human consumption by observation and smell (1-2). The following precautions should be observed for a safe food supply:

- a. Home-canned food; food from dented, rusted, bulging, or leaking cans, and food from cans without labels should not be used.
- b. Foods should be inspected daily for spoilage or signs of mold, and foods that are spoiled or moldy should be promptly and appropriately discarded.
- c. Staff check and rotate food based on expiration dates and discard any expired food.
- d. Meat should be from government-inspected sources or otherwise approved by the governing health authority.
- e. All dairy products should be pasteurized and Grade A where applicable.
- f. Raw, unpasteurized milk, milk products, unpasteurized fruit juices; and raw or undercooked eggs should not be used. Freshly squeezed fruit or vegetable juice prepared just prior to serving in the childcare facility is permissible.
- g. Unless a child's health care professional documents a different milk product, children from twelve months to two years of age should be served only human milk, formula, whole milk or 2% milk. Note: For children between twelve months and two years of age for whom overweight, or obesity is a concern or who have a family history of obesity, dyslipidemia, or CVD, the use of reduced-fat milk is appropriate only with written documentation from the child's primary health care professional. Children two years of age and older should be served skim or 1% milk. If cost saving is required to accommodate a tight budget, dry milk and milk products may be reconstituted in the facility for cooking purposes only, provided that they are prepared, refrigerated, and stored in a sanitary manner, labeled with the date of preparation, and used or discarded within twenty-four hours of preparation.
- h. Meat, fish, poultry, milk, and egg products should be refrigerated or frozen until immediately before use.
- i. Frozen foods should be defrosted in one of four ways: In the refrigerator; under cold running water; as part of the cooking process, or by removing food from packaging and using the defrost setting of a microwave oven.

Special Dietary Needs

CEEC is not a peanut free center. If your child requires a special diet, you must provide a doctor's note detailing the diet and its restrictions as well as acceptable substitutions (for example, a child with lactose intolerance may be given juice instead of milk).

Special care plans are requested for children with special needs. Asthma, medicinal needs, food allergies and medication administering.

Attendance Policy

Carlisle Early Education Centers hours of operations are 6:30am to 5:30pm. At the time of enrollment, parents will need to provide a half hour time span within which their child(ren) will arrive each morning and be picked up. Parents should drop off and pick up their child(ren) within this time span. ANY

CHANGES TO THIS SCHEDULE SHOULD BE PREARRANGED DUE TO ROOM STAFFING AVAILABILITY.

If your child is unable to attend on scheduled days, you are responsible for notifying the Center by 9:30am. Failure to do so will be considered an unexcused absence. The Center should be notified 24 hours in advance for planned absences. If you are unable to arrive by the agreed upon departure time, you should notify the Center as soon as possible. Excessive failure (more than three times) to notify the Center in either of these situations could result in termination of service. If a child accumulates three consecutive unexcused absences, a termination notice may be sent to the child's parent(s) or legal guardian(s).

All children should arrive no later than 9:30am. Timely arrival and communication with the Center is necessary so that the proper amount of food may be prepared for lunch and snack. The classrooms also go for walks in the community and need to depart by 9:30am in order to return in time for lunch. If your child will be arriving after 9:30am, you MUST call the Center prior to 9:30am to inform us of your arrival time. Not notifying CEEC prior to 9:30 may result in your child not being able to receive care that day. If you intend to drop off your child after 10:45am, you must make sure that your child has been provided lunch. The Center will not be able to serve lunch to children arriving after 10:45am.

The Center closes childcare operations at 5:00pm, no exceptions. Parents picking up their child after 5:00pm will be charged \$3.00 per minute, per child. This charge is payable to the office within two days of the occurrence. Failure to pay will result in a denial of service until the bill is paid in full. Excessive lateness or failure to pick up on time (3 or more times) will result in termination of service.

Inclement Weather

Any delay or closing will be called in to the radio and television stations no later than 6:00am. We will be listed separately from the Carlisle Area School District. **DO NOT FOLLOW THEIR INSTRUCTIONS!** Make sure the Center has correct contact information in case we need to close early.

Pick-Up/ Drop-Off Policy

- **ALL PARENT(S)/ GUARDIAN(S) DROPPING OFF OR PICKING UP THEIR CHILDREN MUST HAVE APPROPRIATE CAR SEATS IN THEIR CAR FOR ALL CHILDREN AT THE TIME OF DROP OFF AND PICK UP. OBSERVED VIOLATION OF THE LAW WILL RESULT IN THE CONTACTING OF POLICE.**
- **DO NOT LEAVE YOUR CARS RUNNING IN THE PARKING LOT. Center staff will turn off cars that are left running in the parking lot. Children of any age must not be left unattended in your vehicle while you are inside the building.**
- Children must be escorted to their room by their parent(s)/ guardian(s). Visual contact needs to be made between the parent/guardian and one of the child's teachers. Children must be signed in and out each day.
- When exiting the building, children need to be escorted by a parent/guardian or someone listed on the approved pick-up list. Again, visual contact needs to be made with your child's teacher before leaving the classroom or playground. Teachers or office staff reserve the right to request identification prior to allowing a child to be picked up. You may only exit through the front doors. Exiting through any other door of the building will activate the alarm.
- Entrance to the Center is through the front doors only. All other entrances are locked at all times. Parents should not allow their children to jump or climb over the playground fence. Parents should not pick up their children over the playground fence.
- No smoking is permitted in the building or on the Center's grounds at any time.

- A child will only be released to persons listed on the Emergency Contact/ Parental Consent form which is completed at the time of enrollment.
- Children will not be released to siblings or other children under the age of 14.
- Do not share the secure door code with anyone not on the pick-up list or under the age of 14.

Emergency Weather Procedure

In emergency weather conditions we relocate all classes to the downstairs hallway. This is done with the help of all staff members including office staff and floaters. Each member has a responsibility that the children be relocated in a safe timely manner. If deemed necessary by the administrative staff, 911 will be called for further assistance. At the time of the weather lock down no one will be able to exit or enter the building. An office staff member will remain in the office to answer phones. If you have any concerns, you may call about the safety of your child/children.

Emergency Relocation Procedure

In the event of an emergency relocation, administration would gain the appropriate information to either relocate to location #1 or location #2. In the event that we would need to relocate to location #1 we would safely relocate the children the St. Patrick's school, 152 E Pomfret St, Carlisle. This would be necessary in an instance that our school is no longer deemed safe for the children and staff. In the event that we would need to relocate to a more distant location we would relocate to location #2, Lamberton Middle School, 777 S. Hanover St, Carlisle. When relocating to either location we would call all families to assure their child's safety and to inform them in which location to pick up children. In this event signs will also be posted at our schools in each class to which location the children will be located.

Information will also be on Facebook, Himama, television and radio stations.

Emergency Lock Down Procedure

In the event of an emergency lock down, the roles of every facility and staff member are critical in providing the safest environment possible. During this time no one is to enter or exit the building, the classes follow the same procedure with no one entering or exiting classrooms. The children and staff are moved to their safe zones within their class. Each class has been designated to a specific location. Administration staff will call 911 to receive any emergency help necessary.

Assessments

Ages and Stages Questionnaire (ASQ)

Each child will be assessed twice per year using the Ages and Stages Questionnaire (ASQ). The first assessment is administered within the first 45 days of the child's enrollment. The assessment is designed to be used with children between birth and six years of age and is administered by assessing a child's performance on various age-appropriate tasks. The ASQ is not an IQ test, nor is it a definitive predictor of future intellectual ability. The results of the Ages and Stages Questionnaire will be placed in each child's file along with their developmental goals, and it is the responsibility of the teacher to offer the parent/guardian a meeting to discuss the results of the ASQ. The meeting will include the Teacher and any support staff involved. These meetings are designed to be solution-based and to answer questions that you may have. If you choose to decline a meeting or conference, you will be asked to sign a form declining that meeting. All Lead Teachers and Assistant Teachers will be trained yearly in assessment protocols and procedures.

Work Sampling

The Work Sampling System is an instructional assessment that is used in preschool through sixth grade. Its purpose is to document and assess children's skills, knowledge, behavior and accomplishment across a wide variety of curriculum areas on multiple occasions in order to enhance teaching and learning.

The Work Sampling System consists of 3 complementary elements:

- Developmental Guidelines and Checklist
- Portfolios
- Summary Reports

Work Sampling calls for ongoing assessment that is summarized 3 times per year. By reflecting classroom goals and objectives, it helps teachers monitor children's continuous progress and places children's work within a broad developmental perspective. Through documenting and evaluating individual performance of classroom-based tasks, Work Sampling strengthens student motivation, assists teachers in instructional decision-making, and serves as an effective means for reporting children's progress to families, educators, and community. Children are assessed on 7 areas of development.

- Personal and social development assesses the child's self-concept, self-control, approach to learning, interactions with others and social problem solving.
- Language and literacy assess children's skills in listening, speaking, reading and writing.
- Mathematical thinking assesses mathematical processes, number and operations, pattern, relationships, and functions, geometry, and spatial relations, as well as measurement.
- Scientific thinking assesses the child's use of senses to observe and explore the classroom, the ability to use tools for investigation and ability to make comparisons.
- Social studies encompass history, economics, citizenship, and geography.
- The arts assess the child's engagement with the arts rather than ability with techniques.
- Physical development and health assess gross motor development, fine motor development and personal health and safety.

The results of the Work Sampling will be placed in each child's file along with their developmental goals, and it is the responsibility of the teacher to offer the parent/guardian a meeting to discuss the results of the Work Sampling. The meeting will include the Teacher and any support staff involved. These meetings are designed to be solution-based and to answer questions that you may have. If you choose to decline a meeting or conference, you will be asked to sign a form declining that meeting. All Lead Teachers and Assistant Teachers will be trained yearly in assessment protocols and procedures.

OUNCES

The Ounce Scale is an assessment system for use with infants and toddlers from birth to 3-1/2 years old. It has three parts:

The Observation Record is used to record observations of children's behavior and keep track of their development. LifeSpan teachers record these observations in two ways. One method of observation record is through daily reflections on the teachers' lesson plans. Teachers reflect on their plans for the day, what worked and didn't work, what skills need work and more focus, as well as what skills are learned and can be enhanced. The second method of observation is bi-weekly reflections. The bi-weekly

reflections are based on each individual child and help the teacher to understand what they need to help the child with as their learning continues.

The Family Album is used by families with teacher guidance to collect their observations, photos and mementos of their child's growth and development.

The Developmental Profiles and Standards are a rating scale used to evaluate children's growth and development at the end of each of the 8 age levels contained in The Ounce Scale. Each item on the Developmental Profiles is described in the accompanying standards.

The Ounce Scale focuses on 6 areas of development. In each area, the scale poses 2 or 3 questions. The 6 areas of development are:

- Personal Connections – It's About Trust
- Feelings About Self – Learning About Me
- Relationships With Other Children – Child to Child
- Understanding and Communicating – Baby, Toddler and Preschooler Discoveries
- Exploration and Problem Solving – Baby, Toddler and Preschooler Discoveries
- Movement and Coordination – Babies, Toddlers and Preschoolers in Motion

The Ounce Scale is divided into the following 8 age levels: birth to 4 months, 4 to 8 months, 8 to 12 months, 12 to 18 months, 18 to 24 months, 24 to 30 months, 30 to 36 months and 36 to 42 months. The results of the OUNCE will be placed in each child's file along with their developmental goals, and it is the responsibility of the teacher to offer the parent/guardian a meeting to discuss the results of the OUNCE. The meeting will include the Teacher and any support staff involved. These meetings are designed to be solution-based and to answer questions that you may have. If you choose to decline a meeting or conference, you will be asked to sign a form declining that meeting. All Lead Teachers and Assistant Teachers will be trained yearly in assessment protocols and procedures.

Physicals/Immunizations

A doctor's examination is required for every child within 60 days of admission and at regular intervals thereafter. The Department Human Services (DHS) follows the guidelines set forth by the American Academy of Pediatrics which recommends that a child have a physical examination at two months, four months, six months, nine months, twelve months, fifteen months, eighteen months, two years and once a year every year after two years. We are required by DHS to have a written examination form on file for each of the examination visits. These forms will be supplied to the parents by the Center. Failure to have completed physical examination forms may result in termination of service. If you are unable to schedule an appointment prior to your child's birthday, written proof of appointment must be submitted within one week of your child's birthday. Failure to submit proof of appointment will result in a "do not accept."

In addition, the facility shall comply with the annual immunization reporting requirements in accordance with the Department of Health Services. The health report includes a review of the child's immunized status according to recommendations of the Advisory Committee on Immunization Practices (ACIP). The facility may not accept or retain an infant 2 months of age or older, a toddler or a preschool child at the facility for more than 60 days following the first day of attendance at the facility unless the parent provides written verification from a physician, physician's assistant, CRNP, the Department of Health or a local health department of the dates (month, day and year) the child was administered immunizations in accordance with the recommendations of the ACIP. The facility shall require the parent to provide updated written verification from a physician, physician's assistant, CRNP, the Department of Health or a local health department of ongoing vaccines administered to an infant, toddler, or preschool child in accordance with the schedule recommended by the ACIP. The facility shall require the parent to provide updated written verification from a physician, CRNP, the Department of Health or a local health

department of ongoing vaccines administered to an infant, toddler, or preschool child in accordance with the schedule recommended by the ACIP. If you are unable to maintain the necessary vaccine schedule or schedule a vaccine appointment prior to your child's birthday, written proof of appointment must be submitted within one week of your child's birthday. Failure to submit proof of appointment/maintenance will result in a "do not accept."

All accidents or illnesses occurring at the Center will be documented in an Accident and Illness Report, which will be presented to the parent for signature when the child is picked up.

Illness Policy

Children must be kept at home when there is suspicion of illness (vomiting, diarrhea, fever). If an illness arises or is discovered at the Center, the parents will be contacted to take the child home. The child should be picked up within an hour of the initial telephone call unless there is an immediate emergency.

Children will not be allowed to attend care if:

1. The child's illness prevents the child from participating comfortably in activities that the facility routinely offers for well children.
2. Illness requires more care than the childcare staff is able to provide without compromising the needs of the other children in the group.
3. Keeping the child in care poses an increased risk to the child, other children, and adults with whom the child will come in contact.
4. Any child with a measured temperature over 101.4° will be sent home and may not return for 24 hours.

The decision to send a child home for any medically related issue is at the complete discretion of CEEC and its administrative staff. Please see our illness and sickness policy handbook for more details.

Caring for you Child

In an effort to keep children and staff as healthy as possible have developed the following child health policy using guidance from the Caring for Our Children Health and Safety Standards, A joint collaborative project of the American Academy of Pediatrics, American Public Health Association and the National Resource Center of Health and Safety in Childcare.

If a child displays signs and/or symptoms of an illness that prevents them from participating in daily activities, the parents or guardians will be required to pick up their child.

Conditions and/or symptoms that would require the parents or guardians to pick their child up and keep their child out of the center are:

<https://nrckids.org/CFOC>: Link for Caring for Our Children

Medication Policy

Prescription Medications: Prescription medications will be administered under the following conditions:

1. The original prescription bottle must be supplied. The bottle must be childproof. The bottle must state the name of the medication (generic ok), the physician's name, child's name and have a current date.

2. A doctor's note is not required unless special instructions for administering the medications are needed.
3. Medication will only be administered at 11:30 a.m. unless it is a medication that they need in order to function.

Parents are encouraged to ask their child's doctor for prescriptions that can be administered twice a day. This will allow the parents to guarantee administration while at home in the morning and evening.

Non-Prescription Medications: **Non-Prescription Medications will not be administered.**

An exception will be made for the following medications, which only require a parent(s)/ guardian(s) signature in the medication log:

1. Medicated topical ointments (first aid cream, anti-fungal cream, Orajel, etc.).
2. Diaper rash cream, sunscreen, petroleum jelly, etc.
3. With a current doctor's note, Tylenol may be administered for teething purposes only.

NOTE: The parent is responsible for signing in the medication log each morning of the day that medication is to be administered. Administration of medication will only occur at lunch time (approximately 11:30am) each day. An exception will be made for acute care medications. Parents are permitted to come into the Center to administer medication to their child as long as it is not a fever reducing medication.

Parent Responsibilities

- Parents should sign their children in and out daily.
- Children should not bring toys in from home unless they are requested by the teacher. All toys brought to the Center, when requested, should not be of a violent nature. **WE ARE NOT RESPONSIBLE FOR LOST OR BROKEN TOYS.**
- Children should be dressed appropriately in practical and comfortable clothing. Clothing should never contain pins or have pins affixed to them. Closed-toe footwear is required each day. No flip-flops or sandals with exposed toes are permitted. Children in diapers should wear clothing that allows for easy access. Children who are being potty trained should wear clothing that is easy for them to pull up or down with teacher assistance. One-piece outfits are not appropriate.
- Each child must have a complete change of clothing. Children go outside every day, weather permitting, so please dress your child appropriately.
- Parents should notify the Center of any change in residence, employment, phone numbers, pick up list, insurance numbers, etc.
- Candy, chewing gum and food from home, outside of breakfast foods, are not permitted in the building.
- When enrolling please inform us of any IEP/IFSP that your child may have or is in process. Please sign the release form regarding the IEP/ IFSP.

Parent-Caregiver/Teacher Communication

Daily communication between teachers and parents/caregivers is essential to providing high quality care for your child(ren). Each classroom has a process in place to make sure that parents/caregivers get information about their child's day (daily reports, whit boards, etc.). We recommend that parents or guardians speak directly to teachers at drop-off and pick-up. In addition, we highly recommend utilizing the Lillio (formerly Himama) app for more constant communication with teachers and staff.

As regulated by the Department of Public Welfare, bumps, bruises, and other minor injuries not requiring medical attention, such as scrapes, etc. will be reported to the parents in the Accident/Sickness Report. The teacher and parent/guardian will sign this form and one copy will be given to the parent/ guardian, and the other will be logged in the Center's incident log and placed in the office.

Curriculum

CEEC uses The Creative Curriculum. The Creative Curriculum balances both teacher-directed and child-initiated learning, with an emphasis on responding to children's learning styles and building on their strengths and interests. This leading, research-based curriculum applies the latest theory and research on best practices in teaching. The curriculum clearly defines the teacher's vital role in connecting content, teaching, and learning for children. It features goals and objectives linked directly to our reliable assessment instruments. The curriculum is also integrated with the Pennsylvania Early Learning Standards.

Language Policy

Language policies are put in place to support language development and academic achievement of all children including those who are culturally and linguistically diverse. Children whose first language is not English are supported in using home language, gestures, communication devices, sign language, etc. when needed.

A Typical Day at the Center

Toddlers & Preschoolers

- 7:00 a.m.: Admission and free play
- 7:45 a.m.: Wash hands, bathroom
- 8:00 am: Breakfast
- 8:20 am: Circle, Learning Centers, Creative Activities, Outdoor Play, Fieldtrips,
Special visitors
- 10:45 a.m.: Wash hands, bathroom
- 11:00 a.m.: Lunch
- 11:30 a.m.: Bathroom, wash hands
- 11:45 a.m.: Story Time
- 12:00 p.m.: Nap
- 2:00 p.m.: Wake-up, bathroom, wash hands
- 2:15 p.m.: Afternoon snack
- 2:30 p.m.: Circle activities
- 3:00-5:00 pm: Various activities –indoors or outdoors

Infants Daily Schedule: Because of the age range and developmental differences in infants, daily activities are highly individualized. Activities are a balance of rest and play. Even the smallest infants will have time with age-appropriate toys, books, songs, and safe play activities. Our daily schedule is a flexible framework which allows for the individual needs of each infant to be met.

Outdoor Play

We believe that in order for children to be healthy, they need fresh air and exercise. The Department of Public Welfare requires us to provide outdoor time for children every day, weather permitting. Parents are advised to be aware of daily weather conditions so appropriate outdoor wear and sunscreen is sent to the

Center with your child. If the forecast calls for snow, please send in boots and snow pants. If your child has frequent ear infections, please be sure to send adequate covering for the ears. Children will be taken outdoors in hot and cold weather and teachers will monitor the conditions and limit the time children are outside to assure children are neither too hot nor too cold. Refer to the following chart for weather condition restrictions:

Weather Condition

Action required.

Temperature below 25F (with wind chill)

No outside activities

Temperature between 25F-90F (with wind chill/ heat index)

No Restrictions

Temperature above 90F (with heat index)

No outside activities

Both on-site weather measurements and www.weather.com are utilized to make weather-related decisions.

Children shall play outdoors daily when weather and air quality conditions do not pose a significant health risk, there is no active precipitation during the scheduled outdoor play time, and conditions are not icy. Outdoor play for infants may include riding in a carriage or stroller; however, infants shall be offered opportunities for gross motor play outdoors, as well. According to Caring for Our Children, weather that poses a significant health risk shall include wind chill. At or below 25 degrees F and heat index at or above 90 degrees F, as identified by the National Weather Service. However, the PA Position Statement states that children are to go outside when the forecast. Temperature/wind chill are above 25 degrees, the forecast temperature/heat index is less than 90 degrees, there is no precipitation falling, and there is no current air quality alert. CEEC will follow the guidelines set forth in the above-mentioned PA Position Statement. Air quality conditions that pose a significant health risk shall be identified by announcements from local health authorities. Children with respiratory health problems such as asthma shall not play outdoors when local health authorities announce that the air quality is approaching unhealthy levels.

Sunny Weather:

Special precautions shall be taken between 10:00 a.m. and 4:00 p.m. during the summer months or in warm weather (generally, late May to early September) to protect children from the sun. Sun protection shall include shade, sun-protective clothing, and sunscreen with UVB-ray and UVA-ray protection of SPF-15 or higher, with permission.

We will not permit children to wear anything with strings- Decorative/ sweatshirts, etc. These can be a strangling issue if caught on something such as playground equipment.

Caregivers/teachers will promote children’s active games at times when they can safely do so.

Caregivers/teachers will:

- a) Lead structured activities to promote children’s activities two or more times per Day.
- b) Wear clothing and footwear that permits easy and safe movement.
- c) Not sitting during active play.
- d) Provide prompts for the children to be active, e.g. “good throw.’

- e) Encourage children’s physical activities that are appropriate and safe in the setting, e.g., do not prohibit running on the playground when it is safe to run.
- f) Have orientation and annual training opportunities to learn about age-appropriate gross motor activities and games that promote children’s physical activity.

Caregivers/teachers will implement the following procedures to ensure sun safety for themselves and the children under their supervision:

- a) Keep infants younger than six months out of direct sunlight. Find shade under a tree umbrella or the stroller canopy.
- b) Wear a hat or cap with a brim that faces forward to shield the face.
- c) Limit sun exposure between 10:00 a.m. and 2:00 p.m., when UV rays are strongest.
- d) Wear child safe shatter resistant sunglasses with at least 99% UV protection.
- e) Apply sunscreen

Written parent/guardian permissions are required before applying any insect repellent to children.

In places where ticks are likely to be found, caregivers’ teachers should take the following steps to protect children in their care from ticks:

- Wear light colored clothing, long sleeves and pants, tuck pants into socks.
- Conduct tick checks when returning indoors

Cold Weather:

Children’s clothing shall be layered and dry. Infants and toddlers often require one additional layer than what an adult finds comfortable. Provide a firm approach to wearing proper clothing for the weather. Caregivers shall check children’s extremities for maintenance of normal color and warmth at least every 15 minutes when children are outdoors in cold weather.

Warm Weather:

Children shall be well-hydrated and shall be encouraged to drink water during the activity. In warm weather, children’s clothing shall be light-colored, lightweight, and limited to one layer of absorbent material to facilitate the evaporation of sweat.

Rates For Service

School Year 2024-2025 Service Rate Schedule

Infant	Birth-12 Months	\$296.15 weekly
	Sibling Discounted Rate	\$251.73 weekly
Early Toddler	13 mos. – 24 mos.	\$277.15 weekly
	Sibling Discounted Rate	\$235.58 weekly
Older Toddler	25 mos. – 36 mos.	\$264.97 weekly
	Sibling Discounted Rate	\$225.23 weekly
Preschool	37 mos. – 5 years	\$245.70 weekly
	Sibling Discounted Rate	\$208.84 weekly
School Age	Kindergarten through 12 yrs.	\$90.93 weekly B or A

Summer School	No Sibling Discount	\$142.38 Weekly B and A
	Kindergarten through 12 yrs.	\$220.00 weekly
	Sibling Discount Only Summer Camp	\$187.00 weekly

Registration Fee (nonrefundable)

\$75.00 per child for enrollment.

Private Pay

All private pay families are eligible for a 15% discount on the oldest child’s weekly rate. All year-round private pay enrollments are entitled to one free vacation week. To redeem this benefit, please pick up the form at the front office. **The completed form is due 2 weeks prior to vacation and the vacation must be 5 consecutive days.**

United Way

United Way Scholarships are available on a limited basis to qualified people. Applications are available in the front office as funds become available. Please check with the office regarding availability of applications. Families receiving United Way funding do not receive the sibling discount or free vacation week.

Annual Rate Increase:

Rates are subject to a 3% (or more) increase each year to reflect the increase inflation.

Credit Card Processing Fee:

If you choose to continue to use a credit card as your form of payment, that is okay, however you will be charged the processing fee of \$5.00 per transaction.

Tuition Rules

- Tuition is charged for enrollment. Tuition will be paid for all of the weeks and days that the child is enrolled.
- Tuition must be paid no later than 3:00 p.m., Monday, at closing for that week of service.
- A late charge of \$10.00 will be added if the weekly fee is not paid on time.
- You are required to give at least two weeks’ notice when withdrawing your child. You are financially responsible for full payment for the two weeks following your notice to withdraw.
- Receipts are given for cash, checks and upon request.
- There is a \$50.00 fee for all returned checks. After two returned checks, cash or money order will be required for payment.
- We encourage all families to register with Tuition Express (www.tuitionexpress.com) which allows you to pay online or set up automatic payments, saving you and CEEC time and money.

Guidance Techniques

The CEEC staff uses a variety of positive guidance techniques to encourage behavior and instill self-control. We understand some days are more challenging than others and although children are busy and well supervised in our programs, there are occasions when problems arise.

All staff is well trained in guidance techniques and strive to be consistent, positive, and understanding of individual needs. Every effort will be made to ensure patterns of misbehavior are not established. We use the following guidance techniques:

1. Role modeling
2. Redirection
3. Praise for positive behavior
4. Teaching alternate and acceptable ways of expressing anger.
5. Explanations of why certain behaviors are not allowed.
6. Short term restriction from play materials or equipment
7. "Cool-down time" is used to allow a child time to relax and relieve stress before returning to the group. (This time will not exceed five minutes and will take place within sight of staff and other program participants).

These positive guidance techniques help children learn self-control while contributing to positive self-esteem. Punishments, either physical or verbal, do not contribute to these goals and are not used in our programs. Regulations prohibit any corporal punishment. We encourage parents to examine our guidance techniques and gather information on the many benefits of positive guidance. Consistency in guidance between home and school promotes stability and emotional maturity in children.

Guidance

Chronic incidents of behaviors which endanger children and staff, such as biting, kicking, scratching, hitting, spitting, bullying or excessive use of foul language are disruptive to our programs.

Parents will be informed when these behaviors occur. If behavior is repetitive, a conference will be scheduled with administrative staff to enlist parent cooperation and gather information regarding the child's individual needs. While we consistently strive to meet these needs, our focus must remain on the safety and wellbeing of all children in the program. If harmful behavior is repeated, parents may be contacted to remove the child from the program for the rest of the day. If no change in the negative behavior becomes evident with time, the parent will need to seek alternative care. CEEC reserves the right to end services for any reason at any time.

CEEC continually reevaluates its programs to ensure consistent, developmentally appropriate care. Additionally, community resources are available to assist families. CEEC is committed to helping families access these resources.

Child Abuse

We are required by law to report inappropriate behavior, lack of cleanliness, or suspicious bruises, abrasions, burns and other physical marks to authorities for investigation.

If you suspect any inappropriate behavior has occurred at CEEC, report it immediately to the administrative staff who will take immediate action.

Admissions Policy

Rev: 02/27/24

Admissions, the provisions of services, and referrals of clients shall be made without regard to race, color, religious creed, disability, ancestry, national origin, age, or sex.

Program services shall be made accessible to eligible persons with disabilities through the most practical and economically feasible methods available. These methods include, but are not limited to, equipment redesign, the provision of aid, and the use of alternative service delivery locations. Structural modifications shall be considered only as a last resort among available methods.

Inclusion

CEEC believes that children of all ability levels are entitled to the same opportunities for participation, acceptance and belonging in childcare. We will make every reasonable accommodation to encourage full and active participation of all children in our program based on their individual capabilities and needs.

Discrimination

There is no discrimination in admissions policy, meal service, or the use of the facility. Carlisle Early Education Center does not discriminate against anyone, regardless of race, color, creed, sex, ethnicity, age, disability, sexual orientation, or national origin.

Parent Involvement

The Center believes in fostering clear lines of communication between the parents and the Center. Parents are encouraged to talk to the administrative staff directly or use the suggestion box located in the front of the building. Your ideas are important to us, and all suggestions are taken seriously. Please feel free to make anonymous suggestions if you feel it is necessary, however we would like the opportunity to follow up with all of those that make suggestions.

Record Information

Parents are requested to submit all relevant academic, medical, and special need records at the time of enrollment. Any parent of a child with an IEP, IFSP, or 504 Modification Plan must submit two copies of these plans as soon as possible as they are critical to the function of our programs. Failure to submit records and plans are terms for disenrollment.

Parents may obtain their child's records by contacting the front office. If parents would like to have the child's records sent to another school, please contact the front office with the address and name where the records should be sent.

Transferring of Records

At the request of a parent, a copy of their child's record will be available for the parent to take to another facility, or the Center can mail them. Children's records may also be shared with kindergarten teachers at the written request of a parent or guardian.

Records Security

Children’s records are kept under double lock and key procedures at CEEC. All digital files are stored on the secure Pro Care server. The Center does not store Children’s information on portable drives or individual computers.

Referral Process

Resource information is available at the front office if a teacher or parent needs reference material for resources that may assist them in addressing needs. At the time of enrollment, a resource reference document is provided to the parent/guardian that contains contact information of local agencies and providers that may assist parent(s)/ guardian(s) and children. If a teacher feels that a child may need additional help, or if the result of the Ages and Stages Questionnaire indicates that the child is experiencing developmental challenges, the teacher will document all observations and then request a meeting with the parent(s)/guardian(s). Once the initial meeting has been held with the parent(s)/ guardian(s), the parent(s)/ guardian(s) are informed that they are the ones to request services. If services are provided through outside resources, CEEC will work with the family and provider(s) to coordinate those resources and any additional support needed.

There are many support systems for children and families in our community. If an enrolled child needs to be referred for social, mental health, educational, wellness, or medical services there are many support agencies that can be contacted. As a center, we refer you to these support services or assist you in the process. In co-operation with everyone involved, we can help the child with growing and learning. All would be invited to provide guidance, support and insight for the child involved. Please reach out to us if you have any concerns. Please see below a list of local agencies that can be used in making referrals.

Statement of Understanding

I hereby have read and understand the parent handbook and all that is included within. By signing below, I am acknowledging that I will comply with the policies and procedures that are stated and am aware that failure to do so may result in the disenrollment of my child or children.

Parent Signature

Date

Executive Director

Date