



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

Parent Handbook 2024

- Keystone STAR 4 Program**
- Serving Infants, Toddlers, and Preschoolers**
- Summer Camp Program**
- Meals and Snack Provided**
- Quality Teachers and Professional Staff**

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

P: (717)243-1528

F: (717)243-0019

www.carlisleearlyeducation.com

A Member Agency of the Carlisle Area United Way

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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.

Philosophy

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.

Each day with us will be a chance for your child to grow socially, cognitively, emotionally, and physically. As early as infancy, your child will be provided with learning opportunities adapted to fit his or her age, developmental stage, and learning style. Full-day, year-round care and all-day preschool in one location make it possible for you to provide your child with the care and education that will help them become happy, healthy lifelong learners.

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 five 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.

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.

Hours of Operation

CEEC is open 5 days a week from 7:00-5:00.

CEEC is closed for the following holidays:

Please see additional handout (also located near office).

Plus 2 days of Professional Development Days per year

Programs

There are at least 10 programs offered at CEEC. They are:

Room	Age	Ratio	Schedule
Tiny Teddies	6 weeks-6 months	2:8 8	7:15-5:00
Big Bears	6 months-1 year	2:8 8	7:15-5:00
Playful Puppies	1 year-1.5 years	2:10 10	7:15-5:00
Hedgehog Hideaway	1.5 years-2 years	2:10 10	7:15-5:00
Alligator Alley	2 years-3 years	2:12 12	7:00-5:00
Dinosaur Drive	2 years-3 years	2:12 12	7:00-5:00
Leaping Lizards	3 years-4 years	2:20 20	7:00-5:00
Busy Bees	4 years-5 years	2:20	7:00-5:00

		20	
Pre-K Counts	3 years-5 years	2:20	8:00-4:00
		20	
Fox Hollow	3 years-5 years	2:10	7:00-5:00
		10	
Language Program	3 years-5 years	1:10	9:00-11:00
		10	

Licensing Notebook

CEEC is a public program voluntarily licensed to serve 177 children by the PA Department of Human Services. A copy of the licensing rules is available for review in the office and on the web:

[<https://carlisleearlyeducation.com>]

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 two 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 formulas, 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 should 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). If medication for an allergic reaction is provided, please have your physician sign the Food Allergy Action Plan as well.

Meals and Snacks

	Breakfast	Lunch	Snack

Infant (6wks-4months)	Varies	Varies	Varies
Infants (4 months-12 months)	8:00-8:30	11:00-11:30	2:30-3:30
Young Toddlers	8:00-8:30	11:00-11:30	2:30-3:30
Older Toddlers	8:00-8:30	11:00-11:30	2:30-3:30
Preschoolers	8:00-8:30	11:00-11:30	2:30-3:30

Food From Home

Children are welcome to bring in treats to celebrate a birthday or holiday. Due to various food allergies and dietary restrictions in our classrooms, we require supplying store-bought snacks still in the original packaging. Please check with your child’s teacher before bringing any homemade snacks. A list of healthy snack options approved by the USDA and PA Department of Education is available from the kitchen staff.

Attendance Policy

Carlisle Early Education Centers hours of operations are 7:00 A.M.-5:00 P.M.. 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 9:30a.m. 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 9:30a.m. 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 9:30a.m. in order to return in time for lunch. If your child will be arriving after 9:30a.m., you MUST call the Center prior to 9:30a.m. to inform us of your arrival time. Not notifying CEEC prior to 9:30a.m. may result in your child not being able to receive care that day. If you intend to drop off your child after 10:45a.m., you must make sure that your child has been provided lunch. The Center will not be able to serve lunch to children arriving after 10:45a.m.

The Center closes childcare operations at 5:00p.m., no exceptions. Parents picking up their child after 5:00p.m. 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.

Incident 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. Please refrain from messaging or calling into the center to ensure CEEC is able to connect to emergency services first.

Health and Safety Policies

Illness

Our first priority at CEEC is providing a healthy, safe learning environment for all children. A child will be sent home as soon as possible if any of the following is experienced: an illness prevents the child from participating comfortably in activities (as determined by the staff); an illness results in a greater need for care than the staff can reasonably provide without compromising the health or safety of other children in the classroom; or a child is experiencing any of the following conditions:

- Fever of 101 (under the arm) or greater, until 24 hours symptom-free without fever-reducing medication
- Signs/symptoms of severe illness, including: lethargy, uncontrolled coughing, inexplicable irritability or persistent crying, difficulty breathing, and/or wheezing
- Diarrhea (not associated with diet changes or medications) (Two instances) until diarrhea stops for 24 hours or the continued diarrhea is deemed not be infectious by a licensed health care professional.
- Blood in stools not explainable by dietary change, medication, or hard stools
- Vomiting (two instances) the child can return after vomiting has been resolved for 12 hours or until a health care provider determines the cause for vomiting is not contagious and the child is not in danger of dehydration.
- Persistent abdominal pain (continues more than 2 hours) or intermittent pain associated with fever or other signs/symptoms of illness
- Mouth sores with drooling, unless a health care provider determines the sores are not contagious
- Rash until a physician determines that these symptoms do not indicate a communicable disease
- Pink eye (conjunctivitis) until after treatment has been initiated for 24 hours
- Scabies, until after treatment has been completed
- Tuberculosis, until a health care provider states that the child is on appropriate therapy and can attend child care
- Impetigo, until 24 hours after treatment has been initiated

- Strep throat, until 24 hours after initial antibiotic treatment and cessation of fever
- Chickenpox, until all sores have dried and crusted (usually 6 days)
- Hand Foot and Mouth sores have dried and crusted and no fever
- Pertussis, until 5 days of appropriate antibiotic treatment has been completed
- Mumps, until 9 days after onset of symptoms
- Hepatitis A virus, until 1 week after onset of illness
- Measles, until 4 days after onset of rash
- Rubella, until 6 days after onset of rash
- Unspecified respiratory tract illness accompanied by another illness which requires exclusion
- Herpes simplex, with uncontrollable drooling

A child who becomes ill while at CEEC will be isolated in their classroom in order to limit exposure of other children to communicable disease. An ill child will be isolated to wait for his/her parent to arrive. For this reason, we ask families to make every effort to pick up a sick child as soon as possible (within 1 hour).

CEEC reserves the right to make the final determination of exclusion due to illness. Any exceptions to our illness policy will require a written note from a licensed health care professional stating that the child is not contagious.

*Parents will be notified by telephone and Lillio. Please contact CEEC via phone or Lillio at your earliest convenience whenever your child is ill.

Notice of Exposure & Reporting Disease

If your child is exposed to a communicable disease, a notice will be shared to families who are signed up for Lillio. If your child or anyone in your household becomes ill with a unusual or serious communicable disease, please notify administration immediately.

In the event a child is reported to have a communicable disease, CEEC will notify the health department.

Hand Washing

Frequent hand washing with soap and warm, running water is the most effective way to reduce and prevent the spread of illnesses commonly found in childcare such as the flu, diarrhea, and pink eye. Parents are encouraged to assist their child in the hand washing process upon arrival.

Other times your child (and staff members) will be expected to wash their hands:

- Upon arriving at the center or when changing classrooms
- After each diaper change or using the toilet
- Before and after meal times
- Before and after administering medication
- After handling bodily fluids (mucus, blood vomit)
- Before and after using the sensory table
- After coming indoors from the playground
- After handling pets and other animals

- After cleaning or handling garbage

Warm, running water (no colder than 60 degrees F) and soap must be used. Hands must be rubbed vigorously for at least 20 seconds, including the backs of hands, between fingers, under nails, and under any jewelry. A disposable paper towel should be used to dry hands and turn off the faucet. Help reinforce the importance of hand washing by encouraging frequent hand washing at home as well.

Physicals/Immunizations

A doctor's examination is required for every child within 30 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.

Medications

Prescription and over-the-counter medications must be given to a staff member in the original container, clearly labeled with the child's full name and birth date. CEEC staff will not administer any medication without a signed Medication Authorization Form. Forms can be obtained from your child's teacher or from the Director.

CEEC will not administer Tylenol for Fever. To administer Tylenol to a child under 2 years old CEEC will need a doctor's note with dosage and times.

Medications are stored in a locked box (refrigerated medications) or in a high cabinet (non-refrigerated medications) while in use at CEEC. The Medication Authorization Form must remain with the medication at all times. Unused medications must be immediately returned to the family and will not be stored at CEEC.

Medications are administered only by CEEC staff or a parent. When a medication is given, the teacher will document the type of medication administered, the dosage, and the time it was given.

Documentation of Accidents/Incidents

Staff members shall document accidents and incidents that occur at CEEC using an Accident/ Incident Report and Incident report on Lillio. The parent shall sign the report the same day as the incident. A copy may be given to the parent. All Accident/Incident Reports must be given to administration to be placed in the child's permanent file.

Documents of Health Incidents

Each time a parent is contacted regarding an ill child or symptoms of illness, a Health Check will be completed on Lillio. All parents will be notified of any communicable illnesses present in the center via a sign posted on the main entrance to the center explaining the illness as well as Lillio. In addition, parents with children in the classroom of the infected child will receive an email regarding the illness.

Documents of Allergies

A child with allergies must have an Allergy Action Plan posted in a visible location in the classroom. If the allergy is food-related, an Allergy Action Plan must also be posted in the kitchen area. All staff working in the classroom of a child with allergies must review the Allergy Action Plan to ensure understanding of emergency procedures should the child have an allergic reaction. All allergic reactions must be documented with a Health Incident Form.

Documents of Special Health Care Needs

An Emergency Care Plan will be on file for any child with special health care needs (seizures, etc). A copy of the Emergency Care Plan must be kept in the classroom emergency binder. All staff working in the classroom must familiarize themselves with this plan, should an emergency arise. If necessary, staff will receive training regarding a child's specific health care needs.

Emergency Medical/Dental Procedure

It is important that parents complete and update, as needed, an Emergency Contact and Parental Consent Form. This form contains contact information for both the parents as well as the individuals authorized to pick up the child in the event of illness or emergency. In addition, the form allows CEEC staff members to seek emergency medical or dental care from authorized care providers in the event of serious injury. It is the responsibility of the parent to complete this form and to make corrections to this information when necessary.

- If a child becomes ill or injured after arriving at the center, administration will attempt to contact the parent(s) at all available telephone numbers. If a parent cannot be reached, the individuals

listed as emergency contacts/authorized pick-up persons on the Emergency Contact & Parental Consent form will be called.

- Children who are ill or seriously injured will be sent to the office and remain under the supervision of CEEC staff until a parent arrives.
- If the child requires immediate medical attention: The staff member who witnessed the emergency situation will remain with the injured child and instruct someone else to call 911. If no one is available, first ensure the child is stable and if possible, bring the child with you to call 911.
- A staff member who witnessed the emergency situation will accompany the child to the hospital, bringing the child's physical exam, immunization records, and Emergency Contact & Parental Consent Form.
- Administration will contact the parent(s).
-

Sunscreen & Insect Repellent

All families will be required to supply sunscreen for their child/ren for outdoor activities. A permission slip must be on file before sunscreen will be applied to a child. Sunscreen must be SPF 30 or above, and will be applied by classroom teachers regularly throughout the day. Parents are encouraged to apply insect repellent to their child before arriving at CEEC for the day, as CEEC staff are not permitted to apply insect repellent.

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:

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

SIDS

Sudden Infant Death Syndrome (SIDS) is the unexpected, sudden death of a child under age 1 for which a cause of death cannot be identified. It is not known what causes SIDS; however, several sleeping practices have been linked to an increased risk for SIDS. Therefore, CEEC has a strict policy for infant sleep placement.

All infants less than one year will be placed on their back to sleep. Infants shall not be allowed to sleep in a car seat or swing at CEEC.

Once a child has been placed in his or her crib for nap, if the infant rolls from back to front - and is also able to roll from front to back - it is acceptable to leave the infant sleeping on his or her stomach. NO

heavy blankets, stuffed toys or pillows should ever be placed in a crib. A request for alternative sleeping positions must be accompanied by a signed and dated physician's note stating the reason for the request.

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 ChildLine and then the administrative staff who will take immediate action.

Tobacco Use

Cigarettes/ Vapes and smokeless tobacco products are prohibited on premises, including parking lots and outdoor play areas.

Access Policy

Any person in the center who is not an owner, staff member, substitute, or subcontracted staff or volunteer who has had a record check and approval to be involved with childcare shall not have unrestricted access to children for whom that person is not the parent, guardian or custodian, nor be counted in the staff to child ratio. Unrestricted access means that a person has contact with a child alone or is directly responsible for childcare.

Persons who do not have unrestricted access will be under the direct supervision and monitoring of a paid staff member at all times and will not be allowed to assume any childcare responsibilities. The primary responsibility of the supervision and monitoring will be assumed by the executive director unless he/she delegates it to the board of directors due to a conflict of interest with the person. CEEC Buildings are locked at all times and only staff may open doors for visitors. If staff doesn't know the visitor they shall ask for ID or get an administrator. Center staff will approach anyone who is on the property of the center without their knowledge to ask what their purpose is.

If a staff member is unsure about the reason, an administrator is to get approval for the person to be on site. If it becomes a dangerous situation, staff will follow the "Dangerous Adult" procedure. Non-agency persons who are on the property for other reasons such as maintenance, repairs, etc., will be monitored by a paid staff member and will not be allowed to interact with children on the premises.

A sex offender who has been convicted of a sex offense against a minor (even if the sex offender is the parent, guardian, or custodian) who is required to register with the PA sex offender registry:

- Shall not operate, manage, be employed by, or act as a contractor or volunteer at the childcare center.
- Shall not be on the property of the childcare center. The executive director is not obligated to provide permission and must consult with their licensing agent first.

Affidavit Policy

At times families may be dealing with difficult situations at home. When legal matters are present in the home, families may need to collect affidavits for their legal team. Due to the nature of the relationship between caregiver and child, families may choose to ask a CEEC staff member to provide such a statement. Our program's priority is providing the best possible care when children are away from home and our focus will remain on the child, making sure all their needs are met during what could be a difficult time at home. CEEC staff members will not provide written statements or affidavits of a professional nature to families.

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. The 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

Do/s and Don't's

- 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.

Infant, Toddler, and Two-Year-Old Programs

The following information is specific to the infant, toddler, and two-year-old program rooms: Parents must supply diapers, wipes, diaper cream, bottles, formula, baby food, extra clothing, pacifiers, blankets, and stuffed toys for rest time. Please label all items with the child's name. Children may use pacifiers during rest time. To reduce the likelihood of spreading illness, pacifiers must be kept in a child's cubby or diaper bag during all other times of the day. If you are breastfeeding, please discuss with your child's teacher when your child should be fed breast milk, and when you would like to come in and feed your child.

Breast milk must be brought in ready-to-use containers. For health reasons, we are not able to store bags of frozen milk for extended periods of time.

We recommend that all new foods be tried at home first since a child could have an allergic reaction to foods they have not had before. Please inform your child's teachers on the daily charts of any new foods your child has tried.

What to Provide

Clothing and Items from Home

Extra clothes, water bottle, sunscreen, small blanket for rest, travel size pillow, weather appropriate clothes.

Play Clothes

Please send your child to CEEC in comfortable play clothes and shoes. Play is usually active and often messy; comfortable, washable clothes are important if your child is to participate fully in the program. Outdoor play is scheduled every day as an essential part of our planned curriculum.

Children should be dressed appropriately for both indoor and outdoor activities. All children occasionally get their clothes wet and have toileting accidents. Whenever this occurs, it is best to change the child into an extra set of clothing provided by the family. Your child's teacher will request that you bring a complete change of clothing, including underwear, to be kept at school and replenished as needed. Please be sure to clearly label all items of clothing. Let the teacher know whenever your child's clothing or other items cannot be located.

Items from Home

CEEC allows one stuffed animal or comfort item to be brought to school for nap/rest time. We ask that all items brought to CEEC from home be placed in your child's cubby shortly after arrival by parent. Please clearly label all belongings brought from home. It is recommended that items of value, such as iPods or

handheld gaming systems be left at home, due to the risk of damage or theft. CEEC is not responsible for lost, stolen, or damaged items.

Arrival and Departure

Arrival

Parents are required to accompany their child into the center and into their child's classroom. Parents should also speak with the teacher in the classroom, if only briefly. We encourage parents to communicate with their child's teacher about their child's temperament that particular day, how he/she slept the night before, whether he/she has eaten that morning, etc. Most children go through periods of difficulty with separating from their parent(s).

This is common and developmentally appropriate.

Try these tips for a successful drop-off:

- Establish a regular, predictable routine. Whether you have a kiss and a hug and go, or help your child put his things in his cubby first, do it the same way every day. What often makes separating stressful for children is the uncertainty. If your child can predict what will happen, the separation won't be as difficult.
- Separate once. If you come back into the classroom again and again, it will increase your child's stress. Remember the moment of separation is the worst part for your child, so doing it more than once makes it more stressful for your child.
- Be reliable. Return when promised. Children who are picked up later than expected may have more difficulties separating. Phrase time in terms your child will understand. For example, you will be back after snack time or before nap time.

Departure

CEEC closes at 5:00p.m. five days a week. If you will be late picking up your child, please provide us with as much notice as possible. Please note that there is a late fee for arriving after 5:00p.m. If someone we are not familiar with is to pick up your child, it is essential that you inform your child's teacher in advance of the pick-up. This person must be listed as an authorized person on the Emergency Contact and Parent Consent form. Remind the authorized person that they may be asked for identification such as a driver's license to ensure your child's safety. Even if the individual has picked up before, he or she may still need identification if the teacher in charge has never met him or her.

Be sure to say goodbye to your child's teachers so they know you are leaving. Once you have reunited with your child and are departing, CEEC is no longer responsible for your child. For safety reasons, please do not let your child run ahead of you inside or outside of the building.

If parents do not arrive to pick up their child from the program, staff members will first try to contact the parents using all phone numbers provided on the Emergency Contact. If parents are unable to be reached, staff members will try to contact all emergency contact persons. If staff members are unable to contact emergency contact persons, the executive director will be notified and she will then notify the Department of Human Services and/or the Carlisle Police Department.

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.

Classroom Schedule and Policies

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.

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.

Weapons/Violent Play

There is a strict policy of allowing no weapons play at CEEC. Children are not permitted to play with weapons of any type or size or to pretend that other items are weapons, including their fingers, hands, or

blocks. Redirection should be used when a child is engaging in weapons or violent play. If a child brings a weapon to CEEC, the weapon should be placed out of sight and sent home the same day with a note explaining the policy about weapons.

Competitive behavior is minimized in our programs. In young children, competition often increases negative behavior and decreases acceptance of others. Bullying is not considered acceptable behavior; all efforts will be made to guide children in finding appropriate ways to interact with others.

Pets & Visiting Animals

Staff may introduce a class pet to the classroom. Please make sure you share any pet allergies with your student's teachers. Pets and visiting animals that are brought into the classroom must be carefully considered for their temperament, health risks, and appropriateness for young children. No animal may be brought into CEEC without first notifying and receiving permission from the administration. Once approved by the administration, pets and visiting animals must have documentation from a licensed veterinarian or animal shelter to show that the animal(s) is fully immunized and that the animal is suitable for contact with children.

Field Trips

CEEC offers a variety of experiences both at and away from the center. Field trips where students will be transported will require a "Field Trip Permission Form." Parents will be notified at least 2 weeks in advance of all field trips requiring a "Field Trip Permission Form." If you do not wish for your child to attend a particular field trip, please find alternative childcare arrangements for that day, as we will not have staff available to stay behind with children not participating in the field trip.

As a participant in our childcare program, your child may participate in short, unannounced field trips including but not limited to: walks as a class around the perimeter of the building and/or nearby neighborhoods; trips to local playgrounds; trips to local businesses. Teacher-child ratios are always maintained.

A "Parent/Guardian Permissions" form must be completed at the time of enrollment for this type of field trip.

Rules Related to Transportation

CEEC uses buses for away field trips. Head counts shall be taken before leaving the center, after entering the vehicle, during a field trip, after taking children to the restroom, after returning to the vehicle, and upon returning to the center. When children leave the vehicle, the vehicle shall be inspected to ensure no children are left in the vehicle.

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 ensure they are neither too hot nor too cold. Refer to the following chart for weather condition restrictions:

<i>Weather Condition</i>	<i>Action required</i>
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 chills. 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
	No Sibling Discount	\$142.38 Weekly B and A
Summer School	Kindergarten through 12 yrs.	\$220.00 weekly
	Sibling Discount Only Summer Camp	\$187.00 weekly

Registration Fee (non-refundable)

\$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 also entitled to one free vacation week. To redeem this benefit, please pick up

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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 the availability of funds per year. 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 rate of 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.

Late Pick-Up Fee

CEEC closes at 5:00p.m., five days a week. Parents will be charged \$3.00/minute for every minute a child is present after their contracted pick-up time (this will pay for the teachers' time when they have to stay past their scheduled out time). Teachers will record late fees for processing. If there is a late pick-up fee, parents will receive a written notice from the teacher or office stating the amount of the late pick-up fee. The fee will be added to your payment the following week.

If parents do not arrive to pick up their child from the program by 5:00p.m., staff members will first try to contact the parents using all phone numbers provided on the Emergency Contact and Medical Consent form. If parents are unable to be reached, staff members will try to contact all emergency contact persons. If staff members are unable to contact emergency contact persons, the Executive Director will be notified and they will then notify the Department of Human Services and/or the Carlisle Police Department.

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 \$5.00 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

Guidance Techniques

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.

Reasons for Misbehavior

Every adult who cares for children has a responsibility to guide, correct, and socialize children toward appropriate behaviors. These adult actions often are called child guidance and discipline. Positive guidance and discipline are crucial because they promote children's self-control, teach children responsibility and help children make thoughtful choices. The more effective caregivers are at encouraging appropriate child behavior, the less time and effort adults will spend correcting children's misbehavior.

Effective guidance and discipline focus on the development of the child. They also preserve the child's self-esteem and dignity. Actions that insult or belittle are likely to cause children to view their caregivers negatively, which can inhibit learning and can teach the child to be unkind to others. However, actions that acknowledge the child's efforts and progress, no matter how slow or small, are likely to encourage healthy development. Teaching children self-discipline is a demanding task. It requires patience, thoughtful attention, cooperation, and a good understanding of the child. CEEC staff will use only positive guidance techniques.

When interacting with young children, staff should ask themselves the following questions: “Am I...”

- Validating feelings?
- Asking open-ended questions?

- Encouraging problem solving?
- Respecting children's choices?
- Using praise and positive reinforcement?
- Talking with children – not at them?
- Circulating throughout the classroom?
- At the child's eye level?

Understanding Misbehavior

If caregivers understand why children misbehave, they can be more successful at reducing behavior problems.

Listed here are some of the possible reasons why children misbehave:

- Test whether caregivers will enforce rules.
- They experience different sets of expectations between school and home.
- A child does not understand the rules, or are held to expectations that are beyond their developmental levels.
- They want to assert themselves and their independence.
- They feel ill, bored, hungry or sleepy.
- They lack accurate information and prior experience.
- They have been previously "rewarded" for their misbehavior with adult attention.

Preventing Misbehavior

Intervention strategies include but are not limited to the following:

1. One-on-one relationships building activities such as the I Love You Rituals
2. Utilize mental health, social workers, and psychologists in service of the child and family. Refer to special needs programs if available.
3. Class-made books individualized for the student. Individual picture cards to support behavioral expectations.
4. Ways for the student to be of service to the school, others or his or her community.
5. Noticing and describing the child's body, face and actions, labeling of feelings, and acknowledging or true intent.
6. I Am: Feeling Chart, I Choose: Self-Control Board, and intense work with the Feeling Buddies.
7. Assessing, teaching, or scaffolding missing executive skills.

Biting Program

Before age three, biting is somewhat common. When a child repeatedly bites:

1. Identify stressors—not enough structure, too much structure, not enough rest, eating, bowel habits, connection, attunement, etc.
2. Start a stress reduction program at home and school.
 - I Love You Rituals with attuned interactions
 - More schedules and routines

While biting is an age-appropriate behavior, it is important to remember it is also an unacceptable behavior in a childcare environment.

Severe Biting Policy

The following process will be followed if a child's behavior continuously takes away from the care or safety of others.

- Meeting with parent, teacher, administration to discuss a plan of action to increase positive behavior at school and home. If necessary, an evaluation will be recommended for the child and the parent will be supplied contact information for the evaluation. If an evaluation is recommended, the parent will have two weeks to make the appropriate connection and one week for the evaluation to take place/be scheduled. All documentation must be provided to the office. Failure to respond in a timely manner may result in the child's expulsion from the program.
- Logs must be kept to seek out triggers and patterns for repeated undesired behavior. Upon written request, these logs will be made available to the parents and/or evaluator.
- If aggressive behavior/ biting occurs two times in the same day the child must be picked up from the center immediately. The child will be removed from the classroom while waiting to be picked up. If the behavior occurs a third time in the same week, the child must be picked up immediately and take the following day off.

Further 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.

Questions/Concerns

If you have a question or concern, do not hesitate to bring it to the attention of the teacher most directly involved.

If the concern is not resolved, the executive director can be reached at 717-243-1528 or amkceec@gmail.com. If you need to contact the board of directors, they can be reached at ceecboard@gmail.com

The executive director or the board of directors is available to assist parents and staff in resolving concerns.

Emergency Procedures

Fire, Tornado, Bomb, or other Emergency Situations

Fire regulations and tornado warning procedures are posted near the exits in each classroom. Fire and tornado drills are conducted every three months; all classrooms are required to participate. In the event of a fire, bomb threat, or other evacuation emergencies, the children and teachers will immediately leave the building and go to each class' designated spot. Once all children are accounted for all classes will meet at location #1 (St. Patricks Church on 152 E Pomfret St, Carlisle, PA 17013) or location #2 (Lamberton Middle School).

In case of a tornado, each classroom has a designated area to seek shelter until the emergency is over. Parents will be called as soon as safely possible following an emergency situation. For the safety of children, parents, and staff, we ask that parents do not attempt to pick up their child during an emergency situation.

Blizzard/ Severe Winter Weather

Administration will monitor the weather and local news stations throughout the day to determine when it is appropriate to close the center early or cancel care for the following day. The executive director will post on Lillio to inform parents of the situation. Routine classroom activities will continue until parents arrive.

Missing or Abducted Child

In the event of a missing child, the executive director will search for the child in the immediate area, while another staff member calls the parent/caregiver to help with the search.

- If the child cannot be located in a reasonable amount of time, the Director will notify the Carlisle Police Department and the child's parents.
- In the event of an abducted child, the executive director or administration must immediately contact the parent/caregiver and the Carlisle Police Department, and the child's parents.

Power Failure

Staff members and children should remain in the classroom and if possible, proceed with activities as usual, or may go to the outdoor playground until power resumes.

- If power cannot be restored within a reasonable amount of time, the center will close and parents contacted.
- Administration is responsible for contacting parents to inform them of the closing and of the need to immediately pick up their child.
- Activities will resume as possible until parents arrive.

Admissions Policy

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.

Special Needs Care Policy

CEEC is committed to the principle of inclusion and complies with the Americans with Disabilities Act. We are committed to every child equally, regardless of their special needs, and will commit to learning more about each child's specific needs and finding the best resources necessary to accomplish our common goal of finding the best care for each child. We believe that including children with special needs can enrich the experience of learning for all children and CEEC will make accommodations for children with special needs within the guidelines of ADA.

To assure that we are meeting the individual needs of each child enrolled with an identified special need, the following procedures and programs are followed:

- Staff receive ongoing training on inclusion and special needs as related to the specific needs of enrolled children.
- Confidentiality of children and families is respected and maintained at all times.
- Children with special needs will be included and encouraged to participate to the fullest extent of their abilities.
- Staff and families collaborate to meet the individual needs of the child.
- Communication with families is ongoing and is responsive to the needs of families.
- Physical environment is free of barriers.
- A variety of teaching strategies are used to meet the individual needs of each child.
- An individualized special needs care plan will be created with help of the parent/guardian, doctor, and [Center Name] to ensure that all parties are aware of the care practices which need to be in place.
- The special needs care plan will be completed annually or more frequently at the request of the parent/guardian or child's doctor.

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 to 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 into 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.

CEEC Handbook Agreement

You can find the CEEC Handbook agreement at the office. A handbook agreement must be signed and initialized before your child starts their first day.

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(s)/Caregiver Signature

Date

Executive Director

Date