

Brookside Children's Early Education Center's Parent Handbook



**“Striving for Excellence in
Early Childhood Education”**

www.BrooksideEarlyEducation.com

Locations

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&

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Dear Parents,

Thank you for choosing Brookside Children's Early Education Center as the center for you and your child. We are here to work with your family as a team to build a lifetime of love and learning experiences with you and your child. Enrollment at BCEECE is open to children from 6 weeks old through 12 years old. Enrollment shall be granted without regard to a child's race, color, creed, religion, national origin, gender, or disability, and without regard to a parent or guardian's race, color, creed, religion, age, national origin, gender, pregnancy or disability.

Mission Statement

Brookside Children's Early Education Center's mission is "Striving for Excellence in Early Childhood Education" by providing a safe, fun, and stimulating environment for all children. While providing a foundation for social & emotional development to lead children to a purposeful, fulfilling life to *Be Respectful, *Be Safe, *Be a Friend and to *Be Responsible. Teaching children truth and respect at an early age will enrich children with morals that will last a lifetime.

Philosophy and Goals

Here at Brookside Children's Early Education Center our number one goal is "Striving for Excellence in Early Childhood Education" by providing quality childcare. Quality childcare has a direct impact on your child's ability to learn and build healthy relationships. Our quality center will offer your child a stimulating environment, which will help prepare them for elementary school. BCEECE's quality care environment exceeds minimum standards set forth by the state, by being a proud participant of Keystone Stars. BCEECE provides a safe, loving atmosphere in which your child will thrive mentally, socially, emotionally, and physically.

About Our Teachers

Our quality teachers share the same passion about Early Childhood Education. That passion is to provide a safe, loving and learning environment for your child. I am proud to say that each teacher is highly qualified to be in his or her position. With continuing annual Early Childhood training courses our staff has the up to date knowledge for their classrooms to grow. All of the teachers here at Brookside have their criminal history, FBI fingerprinting, National sex offender's registry, mandated reporter and child abuse background checks. On top of that, they also have training in CPR, first aid, and fire safety and in evacuation situations. The teachers at BCEECE are here to work with families as a team to provide the best care possible for your child.

About our Curriculum

Our quality curriculum will meet the needs of each child in the classroom. Our curriculum is centered around Pennsylvania's Learning Standards. Curriculum is Age Appropriate as per each classroom. All weekly curriculum and schedules are posted in the classrooms so families can share in the learning experiences.

Curriculum is based on children's interests. Studies have shown when interest is involved, so is learning.

Most of the learning experiences start around 9:30 am after snack. This learning time is called "Centers." This is a time when children are involved in learning experiences

related to the weekly theme. During this time creative art, reading, writing, science and mathematics skills are worked on through our posted curriculum. In some classes show-N-tell is encouraged. This is a good tool for children to foster their social skills and become familiar and comfortable communicating to other classmates.

One thing that is especially important to us as teachers is observations. Through observations we record important developmental stages we feel are met as well as stages that are still developing. We do three Evaluations a school year and offer 2 parent conferences and encourage families to sign-up for a conference. In some cases, teachers may ask for a conference if they feel there is a need to communicate some developmental stages or behavioral concerns to a family. Remember we are here to work with the family and want the best for you and your child. Your child's assessments are done 45 days after his/her transition into a new classroom. They are also done each Fall, Winter and Spring.

BCEEC Offers

Infant Care & Education 6 weeks through 12 months

Toddler Care & Education 12 months through 36 months

Pre-School Care & Education 36 months through 48 months

Pre-Kindergarten Care & Education 48 months up until Kindergarten

Kindergarten- School-Age: K through 5th grade Before and After School

Summer Full Day Camp: Kindergarten through 5th grade (must have already attended Kindergarten)

What Do I need when my child starts at BCEEC?

1. Completed Registration Application, Registration fee & two-week security deposit.
 2. All on-line paperwork completed through the parent portal. (at least 1 week prior to starting) * **See instructions on page 5**
 3. Child Health Report. All children are required to have a complete up to date immunization record on file at BCEEC. All children are required to have a physical examination form filled out by a licensed medical professional, in order to attend BCEEC. The Physical Examination Form, indicating the child's fitness to attend BCEEC, must be completed by a licensed healthcare professional and returned to the Center Director within the first 30 days of enrollment. Each time your child is scheduled for a physical or immunization appointment, a CHILD HEALTH REPORT must be handed in to the office. If your child is not up to date on their immunizations, or you opt to not have your child receive the flu vaccine BCEEC is required to have the parent write, date and sign a statement as to why you have chosen this decision.
 4. Labeled crib sheet & blanket
 5. Labeled lunch (all items MUST have child's name on)
 6. Labeled extra clothing appropriate for weather
 7. Labeled diapers, wipes & diaper cream (depending on age & stage of child)
 8. **Labeled** pre-made bottles ready to serve (depending on age & stage of child)
 9. Labeled Sunscreen (depending on when they start)
- *****Everything that comes into the center (i.e. jackets, lunch boxes, etc.) **MUST BE LABELED!** *****
10. "Getting to know you and your child" visit. We want to make this transition a great experience for you and your child. About 1 week prior to your child's start date we invite you to meet the teachers, hand in paperwork & ask any questions prior to starting. Please call to schedule this appointment with the Director prior to the visit.

*** Instructions for Parents/Legal Guardians to create an Account for On-line paperwork**

1. Go to www.BrooksideEarlyEducation.com
2. Click into the CORRECT center location your child attends. This is extremely important!
3. Click on Parent Portal
4. Create a username and password to use for all children in your family. (So ONLY 1 Password per Family, if separated or divorced please share with child's parent.)
5. Complete and read all fields.
6. This form is a legal document. Enter your full name in the electronic signature field at the bottom. This is a legal signature. Enter the current date.
7. Click the Save Progress button at the bottom if you have partially completed the form to save all information entered and return later.
8. After entering all information appropriate for your child, you MUST click the Submit button for the document to be legal.
9. If you want to register another child, sign in again with the family username and password and click the Start New button. Follow the instructions above.
10. If you want to update any information sign in again and click the Edit button on the row with the child's name. Make any changes required. Update the date field next to the signature field. Click the Submit button. Updates are still due every 6 months. You will receive an email once updates are needed.

Clothing and Supplies

Children are engaged in various activities during the course of the day; some of these activities can be messy, and/or athletic in nature. Additionally, children are engaged in outdoor play daily, weather permitting. Due to these activities, children are required to be dressed in seasonably appropriate, comfortable, clothing. During the winter months we take the children out every day if the temperature is 25° or above. In the summer, the children go out daily if the temperature is 90° or below. Weather permitting. This is all standards required by DPW and Keystone Stars.

Parents are prohibited from dressing children in overalls, or clothing with difficult closures. These types of clothing present particular challenges for children in relation to toileting.

Coats, hats, gloves, scarves, and winter boots must be provided in the winter months. It is not necessary for the children to wear their winter boots to school. Teachers will change the children into their winter boots when they go outdoors.

Children are not permitted to wear open toed, and/or open backed shoes. The most appropriate type of shoes for participation in school activities are rubber-soled, sneakers/tennis shoes.

Children ages 3 through 5 are required to have one seasonably and size appropriate complete change of clothing at the center at all times. Children under 3 years of age are required to have two seasonably and size appropriate, complete changes of clothing at the center at all times. A complete change of clothing includes, shirt, pants, underwear, socks, and shoes. Teachers will post reminders for parents to update changes of clothing as the weather begins to change.

Meals

- BCEECE provides a morning snack and an afternoon snack.

- Whole milk is provided at lunch (Pre-T) & 2% milk for Toddlers on up. If your child has an allergy to any of our snack products or milk, these items will then need to be provided by parent/ guardian. (No milk is provided for our Summer Camp due to field trips. Parents must provide a drink.)
- Parents provide lunch. We have a refrigerator and microwave in each room, so heat-ups are welcomed. Food must be cut up into appropriate pieces for your child to eat. We encourage children to feed themselves, so please send food in that would encourage self-feeding.
- Breakfast items are served up until 7:00am. No FOOD or DRINK should be brought in after 7:00am. (Breakfast items are provided by parents.)
- ****NO PEANUT or TREE NUT PRODUCTS ARE ALLOWED****

Transitioning to a new Classroom

Transitioning to a new classroom takes place each September. If your child's birthday is before the September transition period and there is availability in the next classroom, transitions will be made during the school year. In September we have an Open House for parents to learn more about their child's new classroom and what they are learning in their new environment. Individual transition meetings are offered as well.

Accident/ Incident Reporting

Brookside Children's Early Education Center will inform parent of any accidents occurring during the day. Accident forms are filled out, signed, and filed into child's history folder. Parents receive a copy of the report. Our goal is safety and parents realize that accidents and incidents do occur. In the case of a minor injury a certified staff person will administer care and contact the family if necessary. In the event of an emergency, 911 and the parents will be called. A staff person will accompany the child to the hospital and stay until the parent/ guardian arrives. By signing the handbook, you understand that Brookside Children's Early Education Center is not liable for any injuries that occur while in our care.

Lead Teachers: Incident & Accident Reporting

If there is a concern about an incident or accident that occurred during your child's school day, you will be getting a call from your child's Lead Teacher regarding the situation that occurred. Most Lead Teachers are not available during pick-up times. Assistant Teachers & Floaters are not always aware of things that occur during the day. So, if you have any concerns or questions, please make sure you talk with your child's Lead Teacher about these concerns, not the Assistants or Floaters.

Payments

- A \$50.00 Initial Registration Fee is due upon registration (all ages) & a September Registration fee is due for each year in the amount of \$50.00 per child, ages Infants thru Pre-K. \$25.00 for K thru 5th. This fee applies towards child evaluations, all updated paperwork & a portion goes towards art supplies for the year. If you enrolled May 1st or

after this fee does not apply.

- Payments can be made in the form of check made payable to BCEEC, cash, money order or ACH withdrawal.
- Tuition is paid prior to the performance of childcare services. Tuition is due on a Monday. If a holiday falls on a Monday tuition is due the prior Friday. Tuition is due whether or not the child attends the program. The tuition represents the child's place in the program. There is no credit given for emergency closure days and holidays. A Late Tuition fee of **\$20.00** will be assessed if tuition is not received on or before the tuition due date and childcare services will be suspended until the tuition and any assessed late fees are paid in full. A service charge of **\$35.00** will be charged for each check returned for insufficient funds. If two checks are returned, all subsequent payments must be made in cash, money order, or certified bank check.

Tuition Hours/Days

Opening time for Child Care is 6:30 a.m. and pickup time is no later than 6 p.m.

- All tuition rates include a 10-hour day or under. Anything over 10 hours a day will be charged \$5.00 an hour, \$2.50 for 1/2 hour.
- Parents will be charged for the full week whether the child comes for one, zero day(s) or all five. Holidays that fall during the week will be paid for even though we are unavailable for care. You may not change days if the scheduled day falls on a holiday. If the center needs to close for any reason tuition is still due. (Snow/ Ice storm, utility outage, Pandemic Policy, etc.)

Vacation Credit Policy:

Families receive 1 vacation credit week per year with-in a one-year period, with a two-week **written** notice form filled out and submitted. The Vacation credit week is only for **full time** children and is not transferred over to the following year if not used. Vacation credits renew one year after initial vacation credit. Families must be enrolled for 3 months to be eligible.

- If your child is full time during the school year, but then part time for the summer, you do not receive a vacation credit week. Your child may not attend BCEEC at all during the vacation credit week. If your child is sick a whole week, you may not use that as their vacation week.
- Our center closes at 6:00pm. All families MUST be out of the center by 6:00pm. If you are late picking up your child, you will be charged a late pick-up fee of \$10.00 every 15 minutes past closing time. At the time of pick up a staff member will give a late pick-up form that will need to be signed by parent/guardian, that form is then handed into the director. Families only have 3 times before termination would come into play.
- Annual Tuition increases occur each June. Increases help apply towards the rising costs of Health Insurance and increase in Annual Teacher Salaries.

Summer Policy for Families going Part Time

- Families at a minimum MUST have their child enrolled 2 or 3 days a week during the summer months when school is not in session, even if your child would attend or not. (This DOES NOT apply towards School-Age children.) You may also keep your child's schedule the same with fulltime enrollment. All schedules will need to go back to full time status when school is back in session. You Do Not receive a Vacation Credit Week.
- If a parent is on a maternity leave the child enrolled in the program may go Part Time for a maximum of 8 weeks. The director will determine days of attendance. NO vacation Credit week will be given for that year.

Holidays

The following days are paid holidays for the Child Care provider. On these days, the Child Care Center is closed, and substitute care is not provided.

If a holiday falls on a Saturday, we observe on a Friday /If a holiday falls on a Sunday we observe on a Monday. Additional holidays may be added to the calendar, but families will be notified through Newsletters and email.

*Thanksgiving Day	*Black Friday
*Good Friday	*Christmas Eve
*Memorial Day	*Christmas Day
*Labor Day	*New Year's Eve
*Independence Day	*New Year's Day

Absences

If your child is absent for any reason, you will still be charged the normal daily rate.

1. Parents must call before scheduled time of arrival if they are late or not coming that day. 610-481-9955 or e-mail bceekids@gmail.com (Brookside Rd. location)
610-841-9996 or bceec100@gmail.com (Route 100 location)

Policies for Public Health Emergency Child Care Services/Fee Agreement

- I understand that during this COVID-19 Public Health Emergency I will NOT be permitted to enter the facility beyond the designated drop-off and pick-up area. I understand that during drop-off and pick-up I MUST always wear a mask. I understand that this procedure change is for the safety of all persons present in the facility and to limit to the extent possible everyone's risk of exposure. I understand that it is my responsibility to inform any Emergency Contact persons of the information contained herein.
- I understand that to enter upon the facility premises my child must be free from COVID-19 symptoms. At entry into the building my child's temperature will be taken. My child will not be able to stay at BCEEC if his/her temperature is 100.4 degrees Fahrenheit or higher. If, during the day, any of the following symptoms appear my child will be separated from the rest of the people in the center, I will be contacted, and my child MUST be picked up from the

facility within 30 minutes of being notified. If this child has a sibling(s) they too must leave the center. If my child, or a member of our household is experiencing any of the following symptoms, my child/ and sibling(s) will not be able to attend BCEEC.

Symptoms include,

- fever of 100.4 degrees Fahrenheit or higher
- dry cough
- Shortness of Breath
- Chills
- Loss of taste or smell
- Sore Throat
- Muscle aches
- Nausea, Vomiting or Diarrhea

While we understand that many of these symptoms can also be related to non-COVID-19 related issues we must proceed with an abundance of caution during this Public Health Emergency. These symptoms typically appear 2-7 days after being infected so please take them seriously. Your child will need to be symptom free without any medications for 24 hours and have a doctor's note before returning to the facility.

- I understand that my child will always be encouraged to wear a mask while in the facility and on facility premises. Parents must provide 2 masks for their child to wear, in accordance with the Department of Health Order Requiring Face Coverings. Children 2 years of age and up MUST wear a mask. Children are not required to wear a mask while eating or napping. Children may remove their masks while six feet apart on the playground.
- I understand that my child will be required to wash their hands using CDC recommended handwashing procedures throughout the day using warm running water and rubbing with soap for at least 20 seconds.
- I understand that to limit the risk of exposure for everyone in the center my child will be excluded from the program for 14 days upon return if my child travels to any country, state, county or city that is considered to be a "high risk" for COVID-19 infections as per health.pa.gov. I further acknowledge that tuition will be due in full during any 14-day period the child is not permitted to attend BCEEC as the child is still enrolled in the center.
- I will immediately notify BCEEC management if I become aware of any person with whom my child or I have had contact exhibits any of the symptoms listed in Number 2 above, is advised to self-isolate, quarantine, has tested positive, or is presumed positive for COVID-19. *This is not a HIPPA/Privacy violation as we are not requiring you to disclose the identity of the person.
- I understand that while present in the facility each day my child will be in contact with children, families and other employees who are also at risk of community exposure. I understand that no list of restrictions, guidelines or practices will remove 100% of the risk of exposure to COVID-19 as the virus can be transmitted by persons who are asymptomatic and before some people show signs of infection. I understand that my family and I play a crucial role in keeping everyone in the facility safe and reducing the risk of exposure by following the practices outlined herein. I understand that these guidelines can and will be updated and

changed related to developments and updates to the Public Health Emergency on the national, state, and local level and based on best practices, CDC guidance and licensing recommendations and/or requirements. Further, I acknowledge that the center administrators have the right and responsibility to enact and enforce policies and procedures to keep all employees, children, and their families as safe as possible.

- In the event that Brookside is mandated to close due to a Public Health Emergency, I understand that I am responsible to pay full tuition for the first two weeks of closure. Thereafter, I am responsible to pay 25% of my tuition for any additional time that Brookside is mandated to remain closed. This allows Brookside to pay their staff for the first two weeks of closure, as required by law, and maintain the school property during closure to reopen as soon as possible when allowed.
- I understand that I may cancel the Contract for Child Care Services/Fee Agreement by giving two weeks' notice in writing, and I am responsible to pay for those two weeks whether my child attends or not. Written notice must be submitted by email on a Monday at least two weeks prior to the last day of care. This policy remains in effect in the event that BCEEC closes due to a Mandated Closure for Public Health Emergency, or if the CDC, Department of Human Services or any local governing agency requires policies that I may not agree with. Any security deposit held in my account will be applied to my unpaid account balance. Any remaining unused tuition that was paid will be refunded to me within 30 days of cancellation.

Children with Severe Allergies

For the safety of your child, parents are required to provide a signed copy of the "Authorization For Emergency Care for Children with Severe Allergies" form, detailing any allergies, food or otherwise, from which their child suffers, at the time of enrollment or when the allergy is discovered. This form must be completely filled out by the child's physician and parent(s) or legal guardian(s) and must be updated at a minimum once per year, or more frequently, as needed. In addition to this form, parents must provide a copy of any additional physician's orders and procedural guidelines relating to the prevention and treatment of the child's allergy. This form can be obtained by request from the Center Director.

Parents must also execute a "Release and Waiver of Liability for Administering Emergency Treatment to Children with Severe Allergies" form. This form releases BCEEC from liability for administering treatment to children with severe allergies and taking other necessary actions set forth in the "Authorization for Emergency Care for Children with Severe Allergies" form, provided BCEEC exercises reasonable care in taking such actions.

Any medication required to treat an allergic reaction must be provided in accordance with the Medication Policy detailed herein.

Communicable Diseases

BCEEC follows all health/communicable disease policies as outlined in the American Academy of Pediatrics Model Health Policies and Procedures Manual. A copy of this manual is on file with the Center Director and is available upon request for review. Additionally, copies can be purchased, for a nominal fee, from the National Association for the Education of the Young Child (NAEYC).

Parents are required to pick up an ill child within 45 minutes of notification by phone. If a parent is reached, but can not pick their child up within 45 minutes, it becomes the parent's

responsibility to arrange for alternate pick up with someone listed on the child's emergency contact form. The staff will not continue to call those listed on the emergency contact list once a parent is reached. If a parent can not be reached, the staff will begin to call the people listed on the emergency contact form, until arrangements can be made for the child to be picked up.

Children will be excluded from participation in the program if they exhibit symptoms of any communicable disease. They will not be permitted to return to the program until they are no longer contagious. Guidelines for determining the contagious period for a specific illness are based on the recommendations by the American Academy of Pediatrics. Children must present a doctor's note stating they are no longer contagious and can return to the program. BCEEC reserves the right to refuse to allow a child to return if the center director or designee believes the child to be too ill to participate in the program.

Children excluded from the program due to a fever may not return to the program until they are fever free, without fever reducing medication, for 24 hours. If your child is sent home due to a fever, he/she is not permitted to return to the program the following day at a minimum. A fever is defined as a temperature reading on a thermometer of at least 100.4 degrees Fahrenheit.

Children are required to be excluded from the program for loose bowels or diarrhea which occur 2 or more times in a 24-hour period of time. Children may return to the program when normal bowel movements resume.

If your child will be absent due to illness, we request that you notify the center director. This enables our faculty to keep track of any illnesses, which may occur at our center. This information will only be shared with faculty on a "need to know" basis. If your child has a communicable disease, we ask that you share the diagnosis with the center director, so that the parents of the children in the center maybe notified that a communicable disease is present. Once again, only the communicable disease information will be shared. BCEEC will take all measures necessary to protect your child's confidentiality. You are not required to disclose this information by law, and your continued enrollment will not be based whatsoever on your decision to share, (or not) the reason for your child's absence from our center.

These are common symptoms that a child has a contagious condition:

- ✓ Active sneezing or coughing.
- ✓ Colored discharge from nose.
- ✓ A sore throat (with fever or swollen glands).
- ✓ Discharge from eyes or ears.
- ✓ Diarrhea (two or more watery stools in 24 hours).
- ✓ Vomiting (two or more times in 24 hours).
- ✓ A fever (a temperature of 101° degrees Fahrenheit or more).
- ✓ An eye infection. Red or oozing eyes.
- ✓ Rash (especially with a fever or itching).
- ✓ Lice (If your child is thought to have lice, a written note from the Doctor needs to be submitted before returning to the center)

Biting

BCEEC recognizes that biting is a developmentally appropriate behavior for children in the infant through 2 ½ year old classrooms. Parents with children in these classrooms should expect that their children may be bit or will bite another child. The staff understands that parents are concerned and can be upset when their child is involved in a biting incident. We ask that you remember this is a developmentally appropriate behavior, and that the staff is working to identify situations which, provoke, or elicit this behavior so it can be prevented in

the future. The staff will not punish, or harshly discipline children in the younger classrooms for biting behavior; they will simply redirect the children to different activities in separate areas of the classroom. Parents are expected to work with staff to identify methods and strategies to curb this behavior. Uncooperative parents will have their child's services terminated.

Children older than 3 years of age, may occasionally be involved in a biting incident. For children in this age group who bite, the staff will use the discipline procedures outlined in the PBIS section of this handbook, as well as observe the child to determine what provokes or elicits this inappropriate behavior. Parents are expected to cooperate with staff to help their child control this behavior. Uncooperative parents will have their child's service terminated.

Parents will be notified by incident/accident report that a biting incident occurred during the course of the day. The staff may not discuss with either parent the identity of the other child involved in the incident. This information is considered to be confidential and can not be disclosed. The staff of BCEEC can not discuss the medical history of any child involved in a biting incident with the other party. It is recommended that any child involved in a biting incident be seen by their family physician if the parents are concerned about communicable diseases possibly resulting from the biting incident.

Dispensing Medication

BCEEC will only dispense over-the-counter and/or prescription medication that is in original, labeled containers, and is accompanied by a doctor's note with explicit dosage and administration instructions. BCEEC will only give medication to the child for whom the doctor's note is written and for whom the medication container is labeled. One doctor's note per course of treatment is required. If a child, for example, is to be given a course of antibiotics for 10 days, the doctor's note must identify the dates that the medication is to be given.

Parents are required to complete a Medication Form each day that medication is to be dispensed. Medication Forms can be found in the director's office. Medication Forms, doctor's notes and medication are to be turned into the office to the center director.

BCEEC will dispense over-the-counter, fever reducing/pain medication (ex. Children's Tylenol, Children's Motrin) on an as needed basis, ONLY with a doctor's note detailing the recommended reasons for administration and appropriate dosage. Parents are required to supply an unopened bottle of the fever reducing/pain medication clearly labeled with their child's name. (One note and bottle of fever reducing/pain medication is required per child.) The medication must be taken home at the end of each day and returned in the next day if needed.

Parents are responsible for ensuring that all prescription medication is properly labeled by a pharmacist and replaced prior to the expiration date.

Fire/Emergency Drills

BCEEC conducts fire and emergency/evacuation drills. Parents, staff and children will not be made aware of drill dates or times, as this is the most effective way to assess the effectiveness of fire and emergency/evacuation plans.

During a fire/emergency drill or real fire/emergency situation, parents may not sign children into or out of the program. Parents must wait until the drill is complete and children have returned to the building to sign their child into the program. Parents may feel free to wait with the child's class in the designated safe-zone outside of the building until the drill is complete.

In the event of a real fire/emergency situation, the director or designate will inform each classroom teacher that the school will be closing. At this time, any parents waiting to sign their child in will have to leave the premises with their child. All other parents or emergency contact

persons will be notified by telephone of the situation. As with the sick child pick up policy, children must be picked up within 45 minutes of the telephone call.

Parents wishing to sign their child out of the program during a fire/emergency drill or real fire/emergency situation are expected to have patience with the staff as they are trying to maintain order during an often hectic and dangerous situation. If the center is in the midst of a fire/emergency drill, parents will be required to wait until the drill is completed and the staff and children are returned to the building to sign their child out of the program. If the center is having a real fire/emergency situation, parents will be asked to wait until the director or designee has accounted for all staff and children and gives the staff permission to release children. Once again, it is important for parents and staff to work together, remain calm, and cooperate with the fire/emergency personnel and center administration during these important and critical situations.

Our Emergency Plan

Provides for response to all types of emergencies. Depending on the circumstance of the emergency, we will use one of the following protective actions:

- *Immediate evacuation:* Students are evacuated to a safe area on the grounds of the facility in the event of a fire, etc.
- *In-place sheltering:* Sudden occurrences, weather or hazardous materials related, may dictate that taking cover inside the building is the best immediate response.
- *Evacuation:* Total evacuation of the facility may become necessary if there is a danger in the area. In this case, children will be taken to a relocation facility at Metro Beauty Academy, 4977 Medical Center Circle, Allentown, PA 18106- phone # 610-398-6227. In this type of situation parents/ guardians/ emergency contact pick-ups need to pick up at Metro Beauty Academy, (Brookside Rd. location) Homewood Suites Hotel 7686 Industrial Blvd/Route 100, Allentown, Pennsylvania, 18106 1-610-336-4860 (Route 100 location)
- *Modified Operation:* May include cancellation/postponement or rescheduling of normal activities. These actions are normally taken in case of a winter storm or building problems (such as utility disruptions) that make it unsafe for children but may be necessary in a variety of situations.

Please listen to Channel 69 News for announcements relating any of the emergency actions listed above or go to wfmz.com under closings. We ask that you not call during the emergency. This will keep the main telephone line free to make emergency calls and relay information. Children and staff at Brookside do participate in monthly drills to best prepare them for any of the situations above.

Is the Center Closed?

If the weather is inclement Brookside may be closed, have a delay, or even dismiss early. To find this out, please listen to Channel 69 News, we are under Brookside CEEC at the lower portion of the screen. Visit wfmz.com and go under school closings. You can also sign-up for delays & closings, and a message will be text to your phone, visit wfmz.com for more info. If Brookside would have an early dismissal, a staff member would call parent/guardian as well. A mass e-mail would be sent only to the e-mail addresses you have provided for us. Decisions are made around 5:30am, so please check all this info prior to leaving your home.

Pickup/ Drop off Procedures

Parents will pick up and drop off their child/children in their classroom. **CARS NEED TO BE TURNED OFF IN THE PARKING LOT!!!**

- Only designated persons will be allowed to pick up your child. A child shall be released to either parent unless a court order has been provided to the facility and states otherwise.
- A Key Code combination will be given to each parent/ guardian. The codes are not to be given to any other emergency pick up person for they will need to ring the doorbell and have with them a photo ID. ***PLEASE DO NOT SHARE THE CODE WITH YOUR CHILD***
- Parents need to sign their child in and out every day with the time and initials.
- Children always need to be with parents in the parking lot for their safety! When your child is released to the parent or authorized pick-up it is always your full responsibility to have your child with you. This includes drop off as well.
- Children should not be coming into the classroom without their parent. Parents must walk their child into their room and make sure the teacher is aware of their arrival.
- We ask that parents help assist their child with hand washing each morning upon arrival.

Positive Discipline Procedures

- At Brookside we promote Positive Behavior Implementation Support. With Positive behavior we are teaching and modeling to the children how we expect them to act by *Being a Friend *Being Respectful * Being Responsible & *Being Safe. We use these expectations with the children, center wide, from Infancy through School Age. The children are encouraged to make positive behaviors in all situations. The teachers talk to the children about the choices they have chosen and what choices they will need to make to help them fix the situation. This teaches the children problem solving skills and encourages the children to reflect for themselves on how to make that situation turn into a positive one.
- If in the case we are having disciplinary problems, parents will be notified so we can take a course of action together to rectify the problem. Care can end immediately if we feel that a child may be a threat to the other children and staff at Brookside.

Center Concerns

If for any reason your child's Lead Teacher has any concerns about behaviors or developmental delays your child's Lead Teacher will contact you first to present observations, secondly to seek help from your child's pediatrician and in some cases help from the IU. We work closely with the IU and therapists to provide wonderful opportunities for children and parents to work through any concerns that may arise. We encourage therapists in the classroom environment so your child can thrive to their maximum potential. If your child has an IEP, Brookside would like to be included in all the meetings so we can work together in the best interest for your child. Remember we are here to work as a team. If parents choose not to follow through with our concerns, Brookside may not be the appropriate environment for your child, without the proper tools to help them succeed in our environment.

Educational Services

If you feel you are having difficulty or need advice about a problem, BCEEC has lots of resources and contacts available for families so we can refer you to appropriate social, mental health, educational, wellness, and medical services. Just ask the Director and she will try to lead you in the right direction.

Nap/ Rest Time

Every day from 1:00 pm to 3:00 pm BCEEC is required by DPW to have nap/rest time. Please provide your child with a labeled crib sheet & blanket. We encourage families to bring in a blanket on Mondays. On Friday's blankets need are to be taken home, cleaned, and then returned for the following week.

Infant Sleep Position

Infants shall be placed in the sleeping position recommended by the American Academy of Pediatrics (on their back), unless there is a medical reason, why a particular infant should not sleep in this position. The medical reason shall be documented in a statement signed by a physician and will be placed into your child's file. Please read the Practice on keeping our Infant Safe about our Policies.

Suspected Child Abuse or Neglect

Under the Child Protective Services Act, mandated reporters are required to report any suspicion of abuse or neglect to the appropriate authorities. The employees of BCEEC are considered mandated reporters, under this law. The employees of BCEEC are not required to discuss their suspicions with parents prior to reporting the matter to the appropriate authorities, nor are they required to investigate the cause of any suspicious marks, behavior, or condition prior to making a report. Under the Act, mandated reporters can be held criminally responsible if they fail to report suspected abuse or neglect. We at BCEEC take this responsibility very seriously and will make all warranted reports to the appropriate authorities. The Child Protective Services Act is designed to protect the welfare and best interest of all children.

As mandated reporters, the staff of BCEEC cannot be held liable for reports made to Child Protective Services which are determined to be unfounded, provided the report was made in "good faith."

Causes for reporting suspected child abuse or neglect include, but are not limited to:

- Unusual bruising, marks, or cuts on the child's body
- Severe verbal reprimands
- Improper clothing relating to size, cleanliness, season
- Transporting a child without appropriate child restraints (e.g. car seats, seat belts, etc.)
- Dropping off or picking up a child while under the influence of illegal drugs or alcohol
- Not providing appropriate meals including a drink for your child
- Leaving a child unattended for any amount of time
- Failure to attend to the special needs of a disabled child
- Sending a sick child to school over medicated to hide symptoms, which would typically require the child to be kept at home until symptoms subside.
- Children who exhibit behavior consistent with an abusive situation

Confidentiality

Within BCEEC, confidential and sensitive information will only be shared with employees of BCEEC who have a "need to know" in order to most appropriately and safely care for your child. Confidential and sensitive information about faculty, other parents and/or children will not be shared with parents, as BCEEC strives to protect everyone's right of privacy. Confidential information includes, but is not limited to: names, addresses, phone numbers, disability information, or other health related information of anyone associated with BCEEC.

Outside of BCEEC, confidential and sensitive information about a child will only be shared when the parent of the child has given express written consent, except where otherwise provided for by law. Parents will be provided with a document detailing the information that is to be shared outside of BCEEC, persons with whom the information will be shared, and the reason(s) for sharing the information.

Any parent who violates the Confidentiality policy will not be permitted on agency property thereafter. Refer to the policy regarding Parents Right to Immediate Access for additional information regarding dis-enrollment of a child when a parent is prohibited from accessing agency property.

You may observe children at our center who are disabled or who exhibit behavior that may appear inappropriate (i.e. biting, hitting, and spitting). You may be curious or concerned about the other child. Our Confidentiality Policy protects every child's privacy. Employees of BCEEC are strictly prohibited from discussing anything about another child with you.

Parent Code of Conduct

BCEEC requires the parents of enrolled children at all times, to behave in a manner consistent with decency, courtesy, and respect. One of the goals of BCEEC is to provide the most appropriate environment in which a child can grow, learn and develop. Achieving this ideal environment is not only the responsibility of the employees of BCEEC but, is the responsibility of each and every parent or adult who enters the center. Parents are required to behave in a manner that fosters this ideal environment. **Parents who violate the Parent Code of Conduct will not be permitted on agency property thereafter.** Please refer to the Policy on Parent's Right to Immediate Access for additional information regarding dis-enrollment of the child when a parent is prohibited from accessing agency property.

1. SWEARING/CURSING:

No parent or adult is permitted to curse or use other inappropriate language on agency property at any time, whether in the presence of a child or not. Such language is considered offensive by many people and will not be tolerated. If a parent or adult feels frustrated or angry, it is more appropriate to verbally express the frustration or anger using non-offensive language. At NO time shall inappropriate language be directed toward members of the staff.

2. THREATENING OF EMPLOYEES, CHILDREN OTHER PARENTS OR ADUTLS ASSOCIATED WITH BCEEC:

Threats of any kind will not be tolerated. In today's society BCEEC can not afford to sit by idly while threats are made. In addition, all threats will be reported to the appropriate authorities and will be prosecuted to the fullest extent of the law. While apologies for such behavior are appreciated, the agency will not assume the risk of a second chance. **PARENTS MUST BE RESPONSIBLE FOR AND IN CONTROL OF THEIR BEHAVIOR AT ALL TIMES.**

3. PHYSICAL/VERBAL PUNISHMENT OF YOUR CHILD OR OTHER CHILDREN AT BCEEC:

While BCEEC does not necessarily support nor condone corporal punishment of children, such acts are not permitted in the child care facility. While verbal reprimands may be appropriate it is not appropriate for parents to verbally abuse their child. Doing so may cause undue embarrassment or emotional distress. Parents are always welcome to discuss a behavior issue with the teacher and to seek advice and guidance regarding appropriate and effective disciplinary procedures.

Parents are prohibited from addressing, for the purpose of correction or discipline, a child that is not their own. Of course, no parent or other adult may physically punish another parent's child. If a parent should witness another parent's child behaving in an inappropriate manner, or is concerned about behavior reported to them by their own child, it is most appropriate for the parent to direct their concern to the classroom teacher and/or Center Director.

Furthermore, it is wholly inappropriate for one parent to seek out another parent to discuss their child's inappropriate behavior. All behavior concerns should be brought to the classroom teacher or director's attention. At that point, the teacher and/or director will address the issue with the other parent. Although you may be curious as to the outcome of such a discussion, teachers and/or the Center Director are strictly prohibited from discussing anything about another child with you. All children enrolled in our center have privacy rights and are further protected by our Confidentiality Policy. You may be assured that we will not discuss anything about your child with another parent or adult visiting the center.

4. SMOKING:

For the health of all BCEEC employees, children and associates, smoking is prohibited anywhere on agency property. Parents are prohibited from smoking in the building, on the grounds, and in the parking lot of BCEEC. Parents who are smoking in their cars must dispose of the cigarette prior to entering the parking lot.

5. VIOLATIONS OF THE SAFETY POLICY:

Parents are required to follow all safety procedures at all times. These procedures are designed not as mere inconveniences, but to protect the welfare and best interest of the employees, children and associates of BCEEC. Please be particularly mindful of BCEEC entrance procedures. We all like to be polite. However, we need to be careful to not allow unauthorized individuals into the center. Holding the door open for the person following you may, in fact, be polite, however that person may not be authorized to enter the premises. Security procedures are only as strong as the weakest person in our organizational chain. Be alert and mindful. Immediately report any breaches to the Center Director.

6. CONFRONTATIONAL INTERACTIONS WITH EMPLOYEES, OTHER PARENTS OR ASSOCIATES OF BCEEC:

While it is understood that parents will not always agree with the employees of BCEEC or the parents of the other children, it is expected that all disagreements be handled in a calm and respectful manner. Confrontational interactions are not an appropriate means by which to communicate a point and are strictly prohibited.

7. VIOLATIONS OF THE CONFIDENTIALITY POLICY:

BCEEC takes very seriously the responsibility of maintaining the confidentiality of all persons associated with the center. Parents must understand the implications of this responsibility. Parents need to recognize that the Confidentiality Policy not only applies to their child or family, but all children, families and employees associated with BCEEC. Any parent who shares any information considered to be confidential, pressures employees or other parents for information, which is not necessary for them to know, will be considered to be in violation of the Confidentiality Policy.

Stakeholders List for Child's Future Education

Brookside Children's Early Education Center (Brookside Rd. location) is in the East Penn School District. First Student transports to Wescosville and Willow Lane Elementary Schools Grades K thru 5th.

Brookside Children's Early Education Center (Route 100) is in the Parkland School District. The schools include Fogelsville, Jaindl, Veteran's Memorial Parkway Manor and Cetronia Elementary schools.

COMMUNITY RESOURCE Guide and Stakeholders List

Our program is committed to supporting access to outside resources that may be of benefit to families. If you have questions or need assistance to access these resources contact Devon Raad, Deb Hogan or Lara Egan. If you would like to add a resource to our list, please e-mail your resource to *Devon Raad by e-mail* missdevon.brookside@gmail.com

Career Link: This agency can help you to develop a resume and match your skills and background with job openings in your area. **Allentown Location:**

PA CareerLink® Lehigh Valley
P.O. Box 20490
1601 Union Boulevard
Lehigh Valley, PA 18002-0490
610-437-5627

Car Seat Clinics or Free or Reduced Cost Car Seats: Pennsylvania state law requires that children under age four ride in a federally approved car seat or booster that is appropriate for the child's age, height, and weight. Children ages 4 to 8 must use a booster seat if they are no longer in a car seat. These resources can assist you in obtaining a car seat and/or help you to install your car seat properly. **Lehigh Valley Health Network offers free car seat safety checks. You must register in advance by calling 610-402-CARE.**

Child Care Information Services (CCIS): Child Care Information Services (CCIS) agencies are the hub of childcare information in your local area. CCIS agencies provide you and your family with information on quality childcare and personalized childcare referrals to childcare providers based on your specific needs or preferences. CCIS agencies also administer the Child Care Works subsidized childcare program.

1520 Hanover Avenue • Allentown, PA 18109 Phone:

610-437-6000

<http://www.cscinc.org>

Children, Youth and Family Services:

Children and Youth

Government Center
17 South Seventh Street
Allentown Pennsylvania 18101
Phone: 610-782-3064

Fax: 610-871-2774

CHIP: CHIP is short for the Children's Health Insurance Program- Pennsylvania's program to provide health insurance to all uninsured children and teens who are not eligible for or enrolled in Medical Assistance. Regardless of the reasons your children might not have health insurance, CHIP may be able to help you. **1-800-986-KIDS.**

Lehigh County Assistance Office (CAO): Cash Assistance, Medical Assistance (MA, which is also called Medicaid), Supplemental Nutrition Assistance Program (SNAP) benefits (the new name for the Food Stamp Program) and home heating assistance through the Low Income Home Energy Assistance Program (LIHEAP) are all public assistance programs available to eligible low-income individuals and families.

101 S 7th St

Allentown, PA 18101-2295

Phone Numbers

(610) 821-6509

LIHEAP

(610) 821-6702

LIHEAP Hotline

(866) 857-7095

Web Site <https://www.humanservices.state.pa.us/compass/CMHOM.aspx>

Domestic Violence Hotline: Domestic Violence Hotlines can provide a variety of services and supports to individuals who are experiencing abuse. Lehigh County Victim Assistance Programs

Crime Victims Council of the Lehigh Valley

801 Hamilton Street, Suite 300

Allentown, PA 18101

Daytime:610-437-6610

Hotline:610-437-6611

Website: www.cvclv.org

Early Intervention Program: Provides supports and services to infant/toddlers and young children with developmental delays and disabilities and their families/caregivers so that they may help the child grow and develop.

Infant/Toddler Program:

Preschool Program:

Parents who have questions about their child's development may contact the CONNECT Helpline at 1-800-692-7288. The CONNECT Helpline assists families in locating resources and providing information regarding child development for children ages birth to age 5. In addition, CONNECT can assist parents by making a direct link to their local Early Intervention program or local preschool Early Intervention program

CONNECT Information Services: Assists families and professionals in locating state, local and national resources and information for children birth through 5; provides referrals to Early Intervention Services

800-692-7288

GED Resources: Lehigh Carbon Community College

4525 Education Park, Schnecksville, PA 18078

610-799-2121

GED preparation classes, official GED test center, ABE classes (improving basic reading and math skills), ESL classes, non-credit courses focusing on personal enrichment, personal skill building, and other areas of interest.

Head Start: Head Start programs promote school readiness by enhancing the social and cognitive development of children through the provision of educational, health, nutritional, social and other services to enrolled children and families. They engage families in their children's learning and help them in making progress toward their educational, literacy and employment goals.

Please call for more information: 610-437-6000, 2354.

Housing Assistance: Programs that offer assistance regarding housing can help you to locate housing provide information on resources for first time home buyers and help answer questions if you are fearful of losing your home. **Allentown Housing Authority**

1339 W. Allen Street
Allentown, PA 18102
(610) 439-8678

Family Center: Family Centers help families:

1650 Broadway
Bethlehem, PA 18015
Phone Number
(610) 435-2608 Web Site www.kidspeace.org

- Learn about their children's development.
- Engage in education and child development activities.
- Access health care information as well as assistance regarding health care services and insurance.
- Access education, training, and employment information.
- Receive information and assistance on other community resources, such as well baby care, immunizations, and early intervention services.

Food Bank:

Second Harvest Food Bank of Lehigh Valley and Northeast Pennsylvania
2045 Harvest Way
Allentown, PA 18104

Phone: 610.434.0875

Fax: 484.397.6901

Email: shfb-info@caclv.org

Hours of Operation

Monday through Friday: 7am - 4pm (Donations accepted 7am - 2:30pm)

Saturday & Sunday: Closed

Immunization Assistance (free or low cost): www.lehighcounty.org

LEARN Groups: The purpose of the CEG is to develop and implement a community outreach plan to educate and foster relationships with families, government, businesses, schools and the early learning community about issues in early learning such as Pennsylvania's Promise for 'Children, Pennsylvania Pre-K Counts, Keystone STARS and Child Care Works. To facilitate linkages between school districts, early learning

practitioners, and other community stakeholders for the purpose of developing a community action plan to support successful kindergarten transitions.
www.lehighcounty.org

Legal Aide: If you are a resident of Pennsylvania and need help with a legal matter and cannot afford an attorney, these organizations may be able to assist you.

Lawyer Referral Service of the Bar Association of Lehigh County

1114 Walnut Street
Allentown, PA 18102
610-433-7094

Provides referrals to lawyers that specialize in a particular field for a 30-minute consultation. Initial consultation should cost approximately \$25.

Library: 3450 Brookside Rd. | Macungie, PA 18062 M:
10:00am - 9:00pm. | T-Th: 10:00am - 8:00pm.
F-S: 9:00am - 5:00pm | Sunday: Closed 610-966-6864

Mental Health/Mental Retardation Services: County Mental Health/Mental Retardation Services offices administer a variety of supports and services for individuals with mental health and mental retardation.

Pa Pre K Counts: Pennsylvania Pre-K Counts, established by the Pennsylvania Department of Education, is brings quality half-day and full-day pre-kindergarten to 3 and 4-year old in Pennsylvania.

PA Pre-K Counts is designed for children who

- Are between age 3 and until the entry age for kindergarten.
- Are at risk of school failure, either because of income (300% of the federal 2009 poverty level, or a family of four earning \$66,150), language (English is not your first language), cultural or special needs issues.

Parenting Classes:

Project Child
531 Main Street,
Bethlehem, PA 18018

Phone:

(610) 954-9561 x40

Parent to Parent of PA: Parent to Parent of PA matches parents and family members of individuals with disabilities and special needs on a one to one basis for the purpose of support and to share information and resources.

www.parenttoparent.org

1-888-727-2706

Regional Key: The Pennsylvania Early Learning Keys to Quality, sponsored by the Department of Public Welfare's Office of Child Development and Early Learning, is a quality improvement program in which all early learning programs and practitioners are encouraged and supported to improve child outcomes.

COMMUNITY SERVICES FOR CHILDREN, INC.

1520 Hanover Avenue
Allentown, PA 18109

610-437-6000 (local), 800-528-7222 (toll free), 610-432-5700 (fax)

School District Registration Contacts:

East Penn Schools that BCEE, Brookside Rd. transports to and from with transportation:

Wescosville Elementary 610-395-5851 District Transportation

Willow Lane Elementary 484-519-3300 District Transportation

Parkland School District Schools that Brookside Route 100 transports to and from:

Fogelsville Elementary 610-351-5800 District Transportation

Jaindl Elementary 610-351-5880

Parkway Manor 610-351-5850

Cetronia Elementary 610-351-5860

Veteran's Memorial 610-351-5910 District Transportation

Women, Infant and Children Program (WIC): WIC provides supplemental foods, health care referrals and nutrition education for low-income pregnant, breastfeeding and no breastfeeding postpartum women, and to infants and children up to age five who are found to be at nutritional risk.

Websites for Families:

PENNSYLVANIA RESOURCES:

Better Kid Care <http://www.betterkidcare.psu.edu/page01.html>

COMPASS: Early Childhood Provider Search:

Online search for Pennsylvania Early Childhood Programs.

<https://www.humanservices.state.pa.us/Compass.Web/ProviderSearch/pgm/PSWEL.aspx>

Pa Department of Education (Office of Child Development and Early Learning-OCDEL)

http://www.pde.state.pa.us/early_childhood/cwp/view.asp?A=179&Q=124393

Pa Department of Public Welfare (Office of Child Development and Early LearningOCDEL)

<http://www.dpw.state.pa.us/ServicesPrograms/ChildCareEarlyEd/>

Pennsylvania Health and Human Services Online Search Help In Pa:

Find health and human services in Pennsylvania through this Health and Human Services Portal:

<https://www.helpinpa.state.pa.us/Default.aspx>

Pa Promise for Children

Pennsylvania's Promise for Children is a coordinated statewide campaign to raise awareness about the value of quality early learning for all of our young children and build responsibility among every Pennsylvanian for the early learning of the young children in their lives.

www.papromiseforchildren.com

OCDEL-SAS PORTAL –

Pennsylvania's Standards Aligned System (SAS) portal contains varied resources that support teachers' classroom instruction and their work with families. Within the OCDELSAS website, there are pages on transition, partnering with families and resources for families including information that can be downloaded and shared with families or used in the classroom setting. <http://websites.pdesas.org/ocdel/default.aspx>

NATIONAL WEBSITES:

American Academy of Pediatrics: Parent Corner Provides a variety of resources for families.
<http://www.aap.org/parents.html>

The Center for Early Literacy Learning

The goal of the Center for Early Literacy Learning (CELL) is to promote the adoption and sustained use of evidence-based early literacy learning practices. This site has resources for early childhood intervention practitioners, parents, and other caregivers of children, birth to five years of age, with identified disabilities, developmental delays, and those at risk for poor outcomes. <http://www.earlyliteracylearning.org/pgparents.php>

The **Center on the Social and Emotional Foundations for Early Learning (CSEFEL)** is focused on promoting the social emotional development and school readiness of young children birth to age 5. CSEFEL is a national resource center funded by the Office of Head Start and Child Care Bureau for disseminating research and evidence-based practices to early childhood programs across the country.
<http://csefel.vanderbilt.edu/resources/family.html>

Let's Move

Combining comprehensive strategies with common sense, *Let's Move!* is about putting children on the path to a healthy future during their earliest months and years. Giving parents helpful information and fostering environments that support healthy choices. Providing healthier foods in our schools. Ensuring that every family has access to healthy, affordable food. And helping kids become more physically active.
<http://www.letsmove.gov/parents>

Reach Out and Read

Reach Out and Read's early childhood experts and medical champions create several wonderful literacy materials that Reach Out and Read providers distribute to the millions of families we serve every year. Reach Out and Read is proud to share some of those materials with all parents and educators who have an interest in promoting early literacy and school readiness for all. <http://www.reachoutandread.org/parents/>

Terrific Transitions:

This website is a collaborative effort of the SERVE Regional Educational Laboratory and the National Head Start Association. Our goal is to provide a wide variety of transition information and resources for families, professionals, and community partnerships to use as they address children's transitions into kindergarten.
http://center.serve.org/TT/fam_par.html

Zero to Three:

ZERO TO THREE's approach to family education is based on the belief that families are the true experts on their children, and that there is no "one-size-fits-all" approach to raising children. The information and tools we offer are designed to support families in developing their own ways to promote their children's growth and development.
http://www.zerotothree.org/site/PageServer?pagename=par_parents

Inclusion Policy

Here at BCEEC we believe every child must be included. Inclusion means children of all abilities have equal access to participate meaningfully in our program. When children are together as part of the group, their development is enhanced, and positive social attitudes are fostered. Opportunities are provided for all children to learn through play with their peers, supported by our knowledgeable staff. All children need support to reduce or eliminate barriers so they can learn and fully engage in experiences with their peers. Adaptations and strategies are specific to each child and Brookside will adapt to any of our children's needs.

Support of English Language Learners

The growth of the population of English Language Learners (ELLs) in the United States over the last decade is unmatched in our history. More than one half of states have experienced a growth rate of over 100% in their ELLs numbers. Here at BCEEC we believe that creating a strong school culture is important for the social and emotional development for all children. We will make any adaptations necessary to meet the needs of all children and parents.

Process to Change Child's Schedule

Parents who wish to change their child's days or times of enrollment at BCEEC must submit a request to do so two weeks in advance of the proposed change. Schedule changes are subject to a change in fees and will reflect current BCEEC tuition rates. The Center Director will notify the parents in writing if the new schedule is available. A schedule change will not be considered final until a new fee agreement is signed on the parent portal. If the schedule change requires an additional deposit and/or registration fee, the change will also be contingent upon payment of these monies. If the requested schedule is not available parents may choose to continue with the current schedule until such time as the requested schedule becomes available or may choose to withdraw their child from the program.

Process to Termination/ Withdraw Care

Brookside Children's Early Education Center reserves the right to terminate this agreement at any time for any sufficient reason, including but not limited to late payment, misbehavior or unruliness of the child or parent.

Families have the right to withdraw their child from BCEEC at any time, for any reason. However, you must give BCEEC a two-week written notice and or payment when canceling service. Written notice must be submitted by email on a Monday at least two weeks prior to the last day of care. This policy remains in effect in the event that BCEEC closes due to a Mandated Closure for Public Health Emergency, or if the CDC, Department of Human Services or any local governing agency requires policies that I may not agree with.

Any security deposit held in my account will be applied to my unpaid account balance. Any remaining unused tuition that was paid will be refunded to me within 30 days of cancellation.

The parents and child, following their last day of enrollment, are not permitted to re-enter center property without prior permission of the Center Director. A withdrawn child and his/her parents are required to call and request an appointment with the Center Director if they wish to return to center property following the last day of enrollment at BCEEC. Appointments are made at the discretion of the Center Director and are not a right of the withdrawn child or parent.

Any paperwork from your child's file will be copied, if requested by the parent.

Note from the Founder/Owner

We hope you and your child enjoy attending Brookside Children's Early Education Center and as always, we are here to help you with any concerns that you may have. We are constantly striving for excellence for your child to succeed now, so they can succeed in the future. With a good start and a quality Early Education environment your child will thrive with many milestones along the way. It takes a village to raise a child. So as a team Brookside, parents, guardians, grandparents, pediatricians, community & therapists will be committed with helping you raise a happy, confident & well-rounded child. I hope this Handbook is a good tool that can answer any questions. Thank you for entrusting us with your most precious gift, "your child."

Sincerely,

Devon Raad

Founder/ Owner of Brookside Children's Early Education Center's



Forms to Return..... Page 27 Acknowledgement of Receipt of Parent Handbook
..... Page 29 & 30 Policies for Public Health Emergency Child Care Services/Fee Agreement



ONLY IF YOUR CHILD HAS AN ALLERGY.... Page 31, 32 & 33 Authorization for Emergency Care of Children with Severe Allergies & Release/ waiver of Liability for Administering Emergency Care



Acknowledgement of Receipt of Parent Handbook

This is to acknowledge I have received a copy of the Brookside Children's Early Education Center's Parent Handbook at pre-registration and have access to the Handbook at all time on our website at www.BrooksideEarlyEducation.com. I understand that this handbook is intended to serve as a guide of the Brookside Children's Early Education Center's policies and procedures.

Please initial on each line.

_____ I acknowledge that I have read the information and understand that it describes the responsibilities of both the parents/ guardians and Brookside Children's Early Education Center. I viewed either the Hard Copy of the Handbook or on-line at www.brooksideearlyeducation.com

_____ I understand that policies and procedures are reviewed periodically and are subject to revision. BCEEC reserves the right to alter, amend, or otherwise modify these guidelines, in its sole discretion, without prior notice.

_____ I will not hold Brookside Children's Early Education Center responsible for injuries incurred while at the center or on the property.

_____ I am aware that Brookside Children's Early Education Center will call 911 in an emergency, and I hereby give permission for Brookside Children's Early Education Center to do so.

_____ I am aware that if Brookside Children's Early Education Center requests extra support in the classroom to help support my child with day to day activities, BCEEC will address the parent/guardian for Early Intervention or Behavioral Health services. If I as the parent/guardian will not help in the process or feels it is not necessary for my child, BCEEC has the right to terminate your childcare agreement and no care will be provided for my child.

_____ I/we the parents/guardians of the enrolled child(ren) hereby acknowledge that I/we have read the COVID/ Pandemic Policies for Child Care Services/Fee Agreement completely, BCEEC reserves the right to alter, amend, or otherwise modify these guidelines, in its sole discretion, without prior notice.

Photo Release

Throughout the year, individual and small group photographs and video recordings may be taken of students as they participate in various academic and non-academic activities. Video recordings will be also used to help with training purposes for staff. These may be used to publicize and promote center activities in local newspapers, center website, social media, commercial advertisements, art projects & for classroom photos to hang throughout the center. Please initial below if you give Brookside permission or do not give permission.

_____ I **GIVE** permission for my child to be photographed and videoed in individual and small group settings with possible identification by name.

_____ I **DO NOT** give permission for my child to be photographed and videoed in individual and small group settings with possible identification by name.

_____ I **GIVE** permission for my child to be photographed and be put of BCEEC's social media pages.

_____ I **DO NOT** give permission for my child to be photographed and be put of BCEEC's social media pages.

Transportation (For Kindergarten & School-Age Students ONLY)

_____ I **GIVE** Brookside Children's Early Education Center permission to transport my child on the school bus or van either to and from school or to and from field trips.

_____ I **DO NOT** give Brookside Children's Early Education Center permission to transport my child.

_____ **DOES NOT APPLY** (Infants through Pre-K)

Vacation Credit Week Choose One Option & Initial

_____ We **ARE** requesting to go Part time during the summer months (Dates determined by BCEEC) I DO NOT receive a Vacation Credit Week.

_____ We **ARE NOT** requesting to go Part time during the summer months. My child is FULL TIME we receive 1 vacation credit week within a one-year period (credits renew one year after initial vacation credit). Families must be enrolled for 3 months to be eligible.

_____ This **DOES NOT** apply to our family. We are enrolled Part Time.

The e-mails listed below are where I would like info sent to.

e-mail: _____

e-mail: _____

Parent/ Guardian Signature

Date

Parent/ Guardian Signature

Date

Child(ren's) Name(s)



Brookside Children's Early Education Centers (BCEEC)
Policies for Public Health Emergency Child Care Services/Fee Agreement
Initial at each line

Child(rens) Name: _____

Parents Name: _____

_____ I understand that during this COVID-19 Public Health Emergency I will NOT be permitted to enter the facility beyond the designated drop-off and pick-up area. I understand that during drop-off and pick-up I MUST always wear a mask. I understand that this procedure change is for the safety of all persons present in the facility and to limit to the extent possible everyone's risk of exposure. I understand that it is my responsibility to inform any Emergency Contact persons of the information contained herein.

_____ I understand that to enter upon the facility premises my child must be free from COVID-19 symptoms. At entry into the building my child's temperature will be taken. My child will not be able to stay at BCEEC if his/her temperature is 100.4 degrees Fahrenheit or higher. If, during the day, any of the following symptoms appear my child will be separated from the rest of the people in the center, I will be contacted, and my child MUST be picked up from the facility within 30 minutes of being notified. If this child has a sibling(s) they too must leave the center. If my child, or a member of our household is experiencing any of the following symptoms, my child/ and sibling(s) will not be able to attend BCEEC.

Symptoms include,

- fever of 100.4 degrees Fahrenheit or higher
- dry cough
- Shortness of Breath
- Chills
- Loss of taste or smell
- Sore Throat
- Muscle aches
- Nausea, Vomiting or Diarrhea

While we understand that many of these symptoms can also be related to non-COVID-19 related issues we must proceed with an abundance of caution during this Public Health Emergency. These symptoms typically appear 2-7 days after being infected so please take them seriously. Your child will need to be symptom free without any medications for 24 hours and have a doctor's note before returning to the facility.

_____ I understand that my child will always be encouraged to wear a mask while in the facility and on facility premises. Parents must provide 2 masks for their child to wear, in accordance with the Department of Health Order Requiring Face Coverings. Children 2 years of age and up MUST wear a mask. Children are not required to wear a mask while eating or napping. Children may remove their masks while six feet apart on the playground.

_____ I understand that my child will be required to wash their hands using CDC recommended handwashing procedures throughout the day using warm running water and rubbing with soap for at least 20 seconds.

_____ I understand that to limit the risk of exposure for everyone in the center my child will be excluded from the program for 14 days upon return if my child travels to any country, state, county or city that is considered to be a "high risk" for COVID-19 infections as per health.pa.gov. I further acknowledge that tuition will be due in full during any 14-day period the child is not permitted to attend BCEEC as the child is still enrolled in the center.

_____ I will immediately notify BCEEC management if I become aware of any person with whom my child or I have had contact exhibits any of the symptoms listed in Number 2 above, is advised to self-isolate, quarantine, has tested positive, or is presumed positive for COVID-19. *This is not a HIPPA/Privacy violation as we are not requiring you to disclose the identity of the person.

_____ I understand that while present in the facility each day my child will be in contact with children, families and other employees who are also at risk of community exposure. I understand that no list of restrictions, guidelines or practices will remove 100% of the risk of exposure to COVID-19 as the virus can be transmitted by persons who are

asymptomatic and before some people show signs of infection. I understand that my family and I play a crucial role in keeping everyone in the facility safe and reducing the risk of exposure by following the practices outlined herein. I understand that these guidelines can and will be updated and changed related to developments and updates to the Public Health Emergency on the national, state, and local level and based on best practices, CDC guidance and licensing recommendations and/or requirements. Further, I acknowledge that the center administrators have the right and responsibility to enact and enforce policies and procedures to keep all employees, children, and their families as safe as possible.

_____ In the event that Brookside is mandated to close due to a Public Health Emergency, I understand that I am responsible to pay full tuition for the first two weeks of closure. Thereafter, I am responsible to pay 25% of my tuition for any additional time that Brookside is mandated to remain closed. This allows Brookside to pay their staff for the first two weeks of closure, as required by law, and maintain the school property during closure to reopen as soon as possible when allowed.

_____ I understand that I may cancel the Contract for Child Care Services/Fee Agreement by giving two weeks' notice in writing, and I am responsible to pay for those two weeks whether my child attends or not. Written notice must be submitted by email on a Monday at least two weeks prior to the last day of care. This policy remains in effect in the event that BCEEC closes due to a Mandated Closure for Public Health Emergency, or if the CDC, Department of Human Services or any local governing agency requires policies that I may not agree with. Any security deposit held in my account will be applied to my unpaid account balance. Any remaining unused tuition that was paid will be refunded to me within 30 days of cancellation.

_____ I/we the parents/guardians of the enrolled child(ren) hereby acknowledge that I/we have read the above COVID/ Pandemic Policies for Child Care Services/Fee Agreement completely, BCEEC reserves the right to alter, amend, or otherwise modify these guidelines, in its sole discretion, without prior notice.

Parent/ Guardian Signature: _____ Date: _____

Parent/ Guardian Signature: _____ Date: _____

**AUTHORIZATION FOR EMERGENCY CARE OF
CHILDREN WITH SEVERE ALLERGIES**

Date:

Dear Health Care Provider,

Your patient, _____ is enrolled in Brookside Children's Early Education Center and we have been requested to provide certain emergency care for the prevention of anaphylaxis in the event the child comes into contact with a certain allergen(s), as described below. Please complete Part I of this instruction record. This record will remain in the child's file at Brookside Children's Early Education Center so we may assist with the allergy care and needs of the child. If you need to provide further instructions or clarifications, please do so on a separate sheet of paper, which will become a part of this record and will be kept with this form in the child's file at Brookside Children's Early Education Center.

PART I (to be completed by a Licensed Health Care Provider)

Child's Name: _____ Child's Birth Date: _____

Known Allergens: (Please provide a complete list of all events and/or substances that may trigger a severe allergic reaction (i.e. Anaphylactic shock) in the child.)

___ Bee Sting

___ Other Insect Bite(s): (identify): _____

___ Animal(s): (identify): _____

___ Food Allergy: (identify all foods or groups of foods that must be avoided): _____

___ Other: (identify): _____

SYMPTOMS: (Please provide a complete list of all symptoms that indicate the child has come into contact with an allergen and requires emergency treatment.)

___ Shortness of Breath

___ Swelling of the Face or Lips

___ Hives

___ Vomiting

___ Diarrhea

___ Other: (explain): _____

PROCEDURES: (Please indicate all steps necessary and the order in which they should be taken.)

_____ Administer the following Medication: (provide name, dosage, and method of administration): _____

_____ Administer EPI-PEN: (provide instructions for administration)

_____ Call Emergency Medical Services (911)

_____ Call the child's parent or guardian

_____ Other (explain): _____

_____ DO NOT administer medication in the absence of KNOWN exposure to allergen

RECREATIONAL ACTIVITIES:

1. The child may participate in recreational activities. [] yes [] no

2. Recreational Activity Restrictions: [] none [] some restrictions
(explain recreational activity restrictions): _____

HEALTH CARE PROVIDER INFORMATION:

Office: _____
Name: _____
Address: _____
Phone #: _____ Fax #: _____
Signature: _____ Date: _____

PART II: (to be completed by the child's Parent(s) and/or Legal Guardian)

By Signing this form, I/We authorize Brookside Children's Early Education Center to follow the instructions contained in this Authorization for Emergency Care of Children with Severe Allergies Form. I/We agree to update this form once per year, or sooner if my/our child's needs change.

PARENT(S)/LEGAL GUARDIAN(S):

Name: _____ Relationship: _____
Address: _____
Phone #: _____ Cell Phone #: _____
Emergency Contact #: _____
Signature: _____ Date: _____

Name: _____ Relationship: _____
Address: _____
Phone #: _____ Cell Phone #: _____
Emergency Contact #: _____
Signature: _____ Date: _____

This completed Authorization for Emergency Care for Children with Severe Allergies Form was received by BCEEC on (date) _____. This Form must be updated by (date) _____.

Received By: (Print Name) _____
Signature: _____
Title: _____

**RELEASE AND WAIVER OF LIABILITY FOR ADMINISTERING
EMERGENCY CARE TO CHILDREN WITH SEVERE ALLERGIES**

This is a RELEASE AND WAIVER OF LIABILITY FOR ADMINISTERING EMERGENCY TREATMENT TO CHILDREN WITH SEVERE ALLERGIES (hereinafter, referred to as the "Release") Made this _____ day of _____, 20____, by and between Brookside Children's Early Education Center (BCEEC) and _____ (Parent(s)/Legal Guardians) who are the Parent(s) and/or Legal Guardian(s) of _____ (child's name). WHEREAS BCEEC provides child care services and the Parent(s)/Legal Guardian(s) have engaged BCEEC to provide child care services for _____ (child's name); WHEREAS, BCEEC has been requested by the Parent(s)/Legal Guardian(s) to administer emergency treatment (including the administration of epinephrine) to the child during certain emergency situations when the child has come in contact with an allergen and is in danger of anaphylaxis, as prescribed in writing on the child's "Authorization for Emergency Care of Children with Severe Allergies Form" all in accordance with and subject to BCEEC's policy for administering emergency treatment to children with severe allergies.

NOW THEREFORE, in consideration of the agreements and covenants contained herein and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties hereto hereby agree as follows:

1. Parent(s)/Legal Guardian(s) hereby release and forever discharge BCEEC and its employees or center from any liability arising in law or equity as a result of BCEEC's employees or center administering epinephrine and providing other emergency care in conformance with the child's "Authorization for Emergency Care of Children with Severe Allergies From" (hereinafter referred to as the "Authorization"), provided that BCEEC has used reasonable care in administering epinephrine and in providing other authorized care in accordance with the Authorization.
2. This Release shall be governed by the laws of the State of Pennsylvania which is the location of the BCEEC facility in which the child is enrolled, excluding its choice of law Provisions.
3. This Release supersedes and replaces all prior negotiations and all agreements proposed or otherwise, whether written or oral, concerning all subject matters covered herein. This instrument, along with the Authorization (including any additional health care provider's instructions or clarifications), that is hereby incorporated by reference, constitutes the entire agreement among the parties with respect to the subject matters discussed herein.
4. The reference in this Release to the term BCEEC shall include BCEEC its affiliates, successors, directors, officers, employees, and representatives. The terms Parent(s)/Legal Guardian(s) shall include the dependents, heirs, executors, administrators, assigns, and successors or each.
5. If one or more of the provisions of this Release shall for any reason be held invalid, illegal or unenforceable in any respect, such invalidity, illegality, or unenforceability shall not affect or impair any other provision of the Release. This Release shall be construed as if such invalid, illegal, or unenforceable provisions had not been contained herein.

Brookside Children's Early Education Center

Center Address:

675 N. Brookside Rd. & 357 S. Route 100 Allentown, PA 18106

Name: (print) _____

Signature: _____

Title: _____

Date: _____

PARENT(S)/LEGAL GUARDIAN(S):

Name: (print) _____

Signature: _____

Relationship: _____

Date: _____

Name: (print) _____

Signature: _____

Relationship: _____

Date: _____