

# **Brookside Children's Early Education Center's Parent Handbook**



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

**[www.BrooksideEarlyEducation.com](http://www.BrooksideEarlyEducation.com)**

## **Locations**

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Director: Deb Hogan  
610-481-9955 e-mail:  
[bceekids@gmail.com](mailto:bceekids@gmail.com)**

**&**

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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 BCEEC 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. BCEEC's quality care environment exceeds minimum standards set forth by the state, by being a proud participant of Keystone Stars. BCEEC 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 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 BCEEC are here to work with families as a team to provide the best care possible for your child.

### **About our Curriculum, Assessments, and Ages and Stages Questionnaire**

Our quality curriculum, Gee Whiz 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.

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 bi-weekly theme. During this time creative art, reading, writing, science, and mathematics skills are worked on through our posted curriculum.

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 Assessments a school year and offer 2 parent conferences and encourage families to sign-up for a conference. Birth through 36 months your child will receive an Assessment through Ounce Scale, and 36 months to up until kindergarten your child will receive an Assessment through Work Sampling System. Through our assessment process teachers use this information to develop curriculum, individual child planning, or possible referral to local community resources. 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.

45 days after his/her transition into a new classroom both parents and teachers will do 2 Ages and Stages questionnaires, ASQ-3 and ASQ:SE-2. The questionnaires include questions about your child's communication, gross motor, fine motor, problem solving, personal and social/ emotional skill.

### **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 5<sup>th</sup> grade Before and After School

**Summer Full Day Camp:** Kindergarten through 5<sup>th</sup> 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 Online paperwork**

1. Go to [www.BrooksideEarlyEducation.com](http://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 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 always have one seasonably and size appropriate complete change of clothing at the center. Children under 3 years of age are required to have two seasonably and size appropriate, complete changes of clothing at the center always. 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.
- \*\*\*\*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 1<sup>st</sup> 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 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 am for Parkland and 6:45am for East Penn. Pickup time is no later than 5:30 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.)
- Our center closes at 5:30pm. All families MUST be out of the center by 5:30pm. If you are late picking up your child, you will be charged a late pick-up fee of \$10.00 that will be charged beginning at 5:31pm. After that, an additional \$10.00 will be charged for 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 and your account will be charge. After 3 occurrences of your child being picked up late, your contract may be termination.
- Annual Tuition increases occur each June. Increases help apply towards the rising costs of Health Insurance and increase in Annual Teacher Salaries.

### **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.

### **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 (East Penn location) 610-841-9996 or bceec100@outlook.com (Parkland location)

### **Policies for Public Health Emergency Child Care Services/Fee Agreement**

I understand that to enter upon the facility premises my child must be free from symptoms. 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 MUST be picked up from the facility within 30 minutes of being notified. Symptoms include,

- 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 100.4° degrees Fahrenheit or more).
- An eye infection. Red or oozing eyes.
- Rash (especially with a fever or itching).
- Lice

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 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.

### **Care Plan for Children with Special Health Needs**

For the safety of your child, parents are required to provide a signed copy of the "Care Plan for Children with Special Health Needs" form, detailing any allergies or other needs that Brookside needs to be aware of. Our office must be notified at the time of enrollment or when the allergy/ and or need is discovered. This form must be filled out by the child's physician and parent or legal guardian 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/ and-or need. This form can be obtained by request from the Center Director.

Any medication or accommodations required to treat an allergic reaction/ and or need, must be provided by the parent or legal guardian.

### **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 cannot 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 cannot 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. BCEECC 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. 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. BCEECC 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 100.4° degrees Fahrenheit or more).
- ✓ An eye infection. Red or oozing eyes.
- ✓ Rash (especially with a fever or itching).
- ✓ Lice

### **Biting**

BCEECC 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 cannot be disclosed. The staff of BCEEC cannot 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 BCEEK 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 Fridays blankets need 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 BCEEK are considered mandated reporters, under this law. The employees of BCEEK 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 BCEEK 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 BCEEK 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 BCEEK, confidential and sensitive information will only be shared with employees of BCEEK 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 always requires the parents of enrolled children, 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 ADULTS ASSOCIATED WITH BCEEC:**

Threats of any kind will not be tolerated. In today's society BCEEC cannot 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 childcare 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 BCEECE 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 BCEECE. 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 BCEECE. Please be particularly mindful of BCEECE 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 BCEECE:

While it is understood that parents will not always agree with the employees of BCEECE 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:

BCEECE 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 BCEECE. 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 5<sup>th</sup>.

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.

### **School District Registration Contacts:**

East Penn Schools that BCEEC, 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

### **COMMUNITY RESOURCES (See attached) 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](mailto:missdevon.brookside@gmail.com)

### **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 19 Acknowledgement of Receipt of Parent Handbook



ONLY IF YOUR CHILD HAS AN ALLERGY/Medical Alert.... Page 20

# COMMUNITY RESOURCES

*For Families & Children in the Lehigh Valley*



**Lehigh Valley LICC**

Connecting Families and Providers



**Family and Early Intervention**  
Partnership of  
Lehigh & Northampton Counties

July 2022

## ***General Information***

Childline. . . . .	800-932-0313
Lehigh County	
Information & Referral . . . . .	610-782-3200
Crisis Intervention . . . . .	610-782-3127
Northampton County	
Information & Referral . . . . .	610-829-4800
Crisis Intervention. . . . .	610-252-9060 or 610-559-3270
Social Security. . . . .	1-800-772-1213
Unconditional Child Care . . . . .	610-910-8435

## ***Advocacy and Support***

Allentown City Health Bureau . . . . .	610-437-7760
The Arc . . . . .	610-849-8076
Bethlehem City Health Bureau . . . . .	610-865-7083
Center for Independent Living. . . . .	610-770-9781
Disability Rights Pennsylvania. . . . .	800-692-7443
Education Law Center. . . . .	215-238-6970
Elks Nurse . . . . .	814-475-2554
Office of Vocational Rehabilitation . . . . .	610-821-6441
PA Office for Dispute Resolution. . . . .	800-222-3353
Parent Education Network/PA ASERT. . . . .	877-231-4244
Project Child Abuse Prevention. . . . .	267-930-4625
Special Ed Consult Line . . . . .	800-879-2301

## ***Autism Support Services***

Chancelight Autism Services . . . . .	888-281-9596
Lehigh University Autism Services . . . . .	610-758-2443
Mission Autism Clinic LLC . . . . .	888-726-4774
NeurAbilities Healthcare . . . . .	856-346-0005

## ***Behavioral Health Services (Provider 50)***

Intake & Referral	
Lehigh County. . . . .	610-782-3200
Northampton County. . . . .	610-829-4800
ABA Support Services. . . . .	610-365-8373
Access Services . . . . .	610-866-6667
Backyard Treehouse . . . . .	610-365-8989
Carbon-Lehigh IU#21 . . . . .	610-769-4111
Colonial IU#20. . . . .	610-252-5550
Concern. . . . .	610-691-8401
Glenn R. Koch & Associates . . . . .	610-266-0610
Holcomb Behavioral Health. . . . .	610-435-4151
KidsPeace . . . . .	800-257-3223
Malvern Community Health Service . . . . .	610-266-2656
MeraKey . . . . .	610-866-8331 or 610-814-4850
Omni Health Services . . . . .	484-221-8296
PA Mentor . . . . .	610-867-3173
Passionate Thoughts . . . . .	908-310-9450 or 272-200-2583
Behavioral Counseling	
RedCo/Pathways . . . . .	484-821-0035

## ***Behavioral Health Services (Provider 50) (cont.)***

Team Counseling Concepts . . . . .	570-460-0050
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## ***Child Care Resource and Referral***

Early Learning . . . . .	610-437-6000 or 800-528-7222
Resource Center (ELRC)	
Child Care Provider Search. . . . .	www.dhs.pa.gov
	www.compass.state.pa.us

## ***Child Health***

Allentown City Health Bureau . . . . .	610-437-7760
AmeriHealth Caritas . . . . .	1-888-991-7200
Aveanna Agency . . . . .	610-432-7403
Bayada Home Health Care . . . . .	610-776-7000
Bethlehem City Health Bureau . . . . .	610-865-7083
CHIP (Children's Health Insurance Program). . . . .	800-986-5437
HIPP (Health Insurance Premium Payment) . . . . .	888-819-9206
Department of Public Welfare	
Lehigh County. . . . .	610-821-6509
Northampton County. . . . .	610-250-1700
Good Shepherd Pediatrics . . . . .	610-776-3578
Good Shepherd Rehabilitation . . . . .	1-888-447-3422
Highmark Wholecare. . . . .	1-800-392-1147
Lehigh Valley Hospital. . . . .	610-402-8000
LV Reilly Children's Hospital . . . . .	610-402-9750
Magellan . . . . .	1-866-238-2312
March of Dimes. . . . .	610-814-7000
Birth Defects Foundation	
PA Department of Health	
Lehigh County. . . . .	610-821-6770
Northampton County. . . . .	610-250-1825
Shriner's Hospital (Philadelphia) . . . . .	215-430-4000
	(toll-free) 800-281-4050
Shriner's Burn Center (Boston) . . . . .	617-722-3000
St. Luke's University Health Network . . . . .	866-785-8537
Allentown. . . . .	610-628-8300
Bethlehem . . . . .	484-526-4000
Community Health. . . . .	484-526-2100
Visiting Nurse Assn. . . . .	484-526-1100
Anderson. . . . .	484-503-3000
Easton . . . . .	610-250-4000
Sacred Heart . . . . .	866-785-8537

## ***Counseling***

Bethlehem Counseling Associates . . . . .	610-865-8177
Catholic Charities . . . . .	610-435-1541
Center for Integrative Psychotherapy . . . . .	610-432-5066
Community Psychological Services . . . . .	610-434-2431
Crime Victims Council	
Lehigh County. . . . .	610-437-6610
24 Hour Hotline . . . . .	610-437-6611
Northampton County. . . . .	610-849-2446

### ***Counseling (cont.)***

Hispanic American Organization . . . . . 610-351-2292  
Olivewood Counseling . . . . . 610-417-0463  
Pinebrook Family Answers . . . . . 610-432-3919

### ***Developmental Pediatricians***

Children's Specialized Hospital, (NJ) . . 888-244-5373  
CHOP (Philadelphia) . . . . . 800-879-2467  
DuPont Hospital (Philadelphia) . . . . . 800-416-4441  
Geisinger Medical Center . . . . . 800-275-6401  
Einstein Hospital . . . . . 215-456-7890  
    Develop. Medicine  
Hunterdon Medical . . . . . 908-788-6396  
    Center-Child Devel. Ctr.  
Johns Hopkins Children's Center . . . . 410-955-5000  
Penn State Children's Hospital . . . . . 800-243-1455  
    Hershey Campus  
Dr. Boosara Ratanawongsa  
    ("Dr. Boo") . . . . . 610-398-9898  
St. Luke's Developmental Pediatrics . . 484-426-2542

### ***Education Information Services***

Child Care Program . . . . . 610-868-8501  
    Bethlehem School District  
Community Services for Children, Inc. . . 610-437-6000  
    Head Start & Early Head Start  
Connect Information Services . . . . . 800-692-7288  
Family Connections . . . . . 610-250-2542 x20018  
    Easton School District  
Mercy Special Learning Center . . . . . 610-797-8242

### ***Housing Assistance***

Allentown Housing Authority . . . . . 610-439-8678  
Bethlehem Housing Authority . . . . . 610-865-8300  
Easton Neighborhood Center . . . . . 610-253-4253  
Easton Housing Authority . . . . . 610-258-0806  
Habitat for Humanity . . . . . 610-776-7737  
Hispanic American Org. . . . . 610-435-5334 x2049  
Lehigh County Housing Authority . . . . 610-861-0121  
New Bethany Ministries . . . . . 610-691-5602  
Northampton County . . . . . 610-759-8488  
    Housing Authority  
Pathways (Conference of Churches) . . 610-439-8653  
Salvation Army Shelter . . . . . 610-432-0128  
Sixth Street Shelter . . . . . 610-435-1490  
Third Street Alliance . . . . . 610-258-6271  
    for Women & Children  
Turning Point of Lehigh Valley . . . . . 610-437-3369

### ***Legal Services***

Attorney Referral & Information Service  
    Lehigh County . . . . . 610-433-7094  
    Northampton County . . . . . 610-258-6333  
North Penn Legal Services . . . . . 610-317-8757

### ***Literacy***

Allentown Library . . . . . 610-820-2400  
Bethlehem Library . . . . . 610-867-3761  
    Southside Branch . . . . . 484-892-6267  
Easton Library . . . . . 610-258-2917  
Lehigh Valley Reads . . . . . [www.lehighvalleyreads.org](http://www.lehighvalleyreads.org)

### ***Nutrition / Food Services***

Allentown Area . . . . . 610-821-1332  
    Ecumencial Food Bank  
Assistance Office (Food Stamps SNAP)  
    Lehigh County . . . . . 610-821-6509  
    Northampton County . . . . . 610-250-1700  
Casa Jeanette . . . . . 484-860-0303  
Central Moravian Food Bank . . . . . 610-866-5661  
Nazareth Area Food Bank . . . . . 610-365-8869  
New Bethany Ministries . . . . . 610-691-5602  
Northampton Food Bank . . . . . 610-262-8030  
Northern Lehigh Food Bank . . . . . 610-767-9525  
Northeast Ministry . . . . . 610-691-3355  
Penn State Cooperative Extension  
    (Education Services) Lehigh County . . . 610-391-9840  
ProJeCt (Easton) . . . . . 610-258-4361  
Safe Harbor (Easton) . . . . . 610-258-5540  
Salvation Army  
    Allentown . . . . . 610-432-0129  
    Bethlehem . . . . . 610-867-4681  
    Easton . . . . . 610-258-9531  
Trinity Episcopal Church . . . . . 610-867-4741  
    Soup Kitchen  
WIC (Women, Infant & Children) . . . . . 800-367-6347  
    Allentown . . . . . 610-432-3455  
    Bethlehem . . . . . 610-691-6491

### ***Recreation / Therapeutic Activities***

Camelot for Children . . . . . 610-791-5683  
Easterseals Eastern PA . . . . . 610-289-0114  
Equi-Librium: Healing Through Horses 610-365-2266  
Imagi Nation . . . . . 610-841-5919  
Music Therapy Associates . . . . . 610-740-9890  
Recreation & Leisure Line . . . . . 1-800-986-4550  
The Miracle League . . . . . 610-769-2096  
Theraplay . . . . . 215-804-1002  
Top Soccer . . . . . [www.lvtopsoccer.org](http://www.lvtopsoccer.org)  
VIA of the Lehigh Valley . . . . . 610-317-8000

### ***Support Groups / Hotlines***

Aids Hotline . . . . . 1-800-662-6080  
Angel 34 (Childhood Cancer) . . . . . 610-533-1923  
Lehigh Valley Autism Society . . . . . 610-751-6532  
National Autism Society of America . . 800-3 AUTISM  
Bereavement Support Group . . . . . 610-969-0330  
Compassionate Friends of LV . . . . . 484-891-0823  
(for Parents who have suffered the death of a child)  
Eastern PA Down Syndrome Center . . 610-402-0184  
Epilepsy Assoc. of SE PA . . . . . 610-737-0613  
Guide by Your Side . . . . . www.handsandvoices.org  
(supporting families of children who are deaf or hard of hearing)  
Healthy Baby Line . . . . . 800-986-BABY  
(for pregnant women)  
Healthy Kids Line . . . . . 800-986-KIDS  
Lead Poisoning . . . . . 800-440-LEAD  
Lauren's Hope . . . . . www.laurenshopefoundation.com  
Foundation  
(Supports Children with Brain Injuries and Their Families)  
Lehigh Valley Apraxia Support Group . . 215-850-7485  
Lilly's Hope Foundation . . . . . 267-776-4673  
(Premature Birth)

### ***Support Group / Hotlines (cont.)***

Macaroni Kids . . . . . www.macaronikid.com  
(things to do locally)  
Moms of Multiples . . . . . www.mmlv.org  
Muscular Dystrophy Assoc. . . . . 610-391-1977  
NAMI . . . . . 610-882-2102  
PA Department of Health Line . . . 1-877-PAHEALTH  
Parent to Parent of Pennsylvania . . . 888-727-2706  
Pediatric Cancer . . . . . www.pcflv.org 484-221-9294  
Foundation of LV  
Poison Control Center . . . . . 1-800-222-1222  
Salisbury Behavioral Health (ICM) . . . 610-973-0970  
Sights for Hope . . . . . 610-433-6018  
Special Kids Network . . . . . 800-986-4550  
Warmline . . . . . 610-820-8451

### ***Transportation***

LANTA Metro Plus . . . . . 610-776-7433  
VAST . . . . . 484-560-6836



**Community Resources for Families & Children** is provided as a service to parents and professionals with an interest in Early Intervention. Lehigh Valley LICC does not endorse any provider or service. This list is not all inclusive.

#### **If you have a concern about your child's development call:**

Children birth to 3 years old: Northampton County . . . . . 610-829-4800  
Lehigh County . . . . . 610-782-3200  
Children 3 to 5 years old: Colonial Intermediate Unit . . . . . 610-849-0260  
Carbon / Lehigh Intermediate Unit . . 610-769-4111



### **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 times on our website at [www.BrooksideEarlyEducation.com](http://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](http://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)





### MEDICAL ALERT FORM

If your child has an allergy/ medical condition BCEEC needs to be aware. Please fill out the following information along with medication to be administered during reaction. Reminder ALL medications NEED to be in original container/packaging with your child's name and prescription label on it from the physician.

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

Allergy or Medical condition: \_\_\_\_\_

Has your child been tested for this allergy or medical condition? **If yes, please attach documentation from your child's physician stating his/her condition, such as Asthma Action Plan, Allergy Action Plan, or prescription letter:**

\_\_\_\_\_

How will we know if your child is having an allergic reaction or episode?

\_\_\_\_\_

What should BCEEC do in the event that your child is having a reaction? (Please give detailed step by step directions.)

\_\_\_\_\_

List all Medications given to BCEEC to administer in the event of a reaction; along with the expiration dates: (You must supply all medications)

\_\_\_\_\_

Does your child require any of the following due to their medical condition: (if YES, please complete the appropriate Care Plan)

Special accommodations in order to participate in daily activities? Yes or No

Special accommodations in the event of an emergency evacuation? Yes or No

A specialized feeding or nutrition plan? Yes or No

Specialized education plan (IEP or IFSP) or Behavior Treatment Plan? Yes or No

I hereby give Brookside Children's Early Education Center the right to administer medication without prior notice if my child is having a reaction stated above. I also allow BCEEC to inform ALL staff members and post any info in all classrooms.

Parent/ Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/ Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

(Note: All legal guardians need to sign this form.)

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

(Center use only) LOCATION OF MEDICATION IN CENTER:

\_\_\_\_\_

