



BROOKSIDE CHILDREN'S EARLY EDUCATION CENTER

“Striving for Excellence in Early Childhood Education”

Parent and Family Handbook

Locations

675 N. Brookside Rd. Wescosville, PA 18106

Director: Deb Hogan 610-481-9955 e-mail: bceekids@gmail.com

357 S. Route 100 Allentown, PA 18106

Director: Lara Egan 610-841-9996 e-mail: bceec100@gmail.com

163 Harrison Street Emmaus, PA 18049

Director: Darian Kholi e-mail: bceecemmaus@gmail.com

Founder/ Owner of Brookside: Devon Raad

e-mail: missdevon.brookside@gmail.com

www.BrooksideEarlyEducation.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.

Throughout this Handbook, Brookside Children's Early Education Center is referred to as BCEEC.

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 *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 directly impacts 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 the state's minimum standards by being a proud participant of Keystone Stars. BCEEC is passionate about providing a safe, loving atmosphere where your child will thrive mentally, socially, emotionally, and physically.

About Our Teachers

Our quality teachers share the same passion for Early Childhood Education, to provide your child with a safe, loving, learning environment. I am proud that each teacher is highly qualified to be in their position. Continuing annual Early Childhood training courses gives our staff up-to-date knowledge that will help their classrooms grow. All teachers at Brookside have their criminal history, FBI fingerprinting, national sex offender's registry, mandated reporter, and child abuse background checks. Additionally, each teacher is certified in Pediatric CPR, first aid, fire safety, and emergency situations. The teachers at BCEEC are here to work with families as partners to provide the best care possible for your child.

Non-Discrimination in Services Policy

BCEEC provides services, referrals, and admissions in a non-discriminatory manner, without regard to race (including hair type, hair texture or hair style), sex (including pregnancy status, childbirth status, breastfeeding status, sex assigned at birth), color, national origin, Limited English Proficiency, ancestry, religious creed (to include all aspects of religious observances and practice, as well as belief), disability, and age (of parents/guardians).

Brookside will provide reasonable accommodations and program accessibility to staff and clients with physical disabilities (e.g. hearing, speech, vision, mobility impairments) such that restrooms and human needs facilities are accessible to clients, parents and visitors with disabilities, and meaningful access to our programs and services is provided for non-English speaking perspective and current clients.

Concerns or complaints about our Non-discriminatory practices can be brought to the Program Director or Owner for investigation. Complaints of discrimination may also be filed with the U.S. Department of Health and Human Services' Office of Civil Rights (OCR), the DHS Bureau of Equal Opportunity (BEO) an/or the Pennsylvania Human Relations Commission (PHRC).

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 until start of Kindergarten
- ◆ School Age Before & After School Care: Kindergarten through 5th graders
- ◆ School Age Full Day Summer Camp: Completed Kindergarten through 5th graders

What do I need when my child starts at Brookside?

- ◆ Completed Enrollment Application, registration fee & two-week security deposit.
- ◆ Online registration is completed through the parent portal * See page 7
- ◆ Child Health Report completed by your pediatrician. *All children must have current record of physical examination performed by a licensed medical professional and current immunization record on file. The Child Health Report indicating medical clearance to attend child care and immunizations administered according to CDC schedule must be completed by a licensed healthcare professional and returned to the Center Director within the first 30 days of enrollment. When your child is scheduled for a physical or immunization appointment, a new Child Health Report must be submitted to the office. If your child does not receive immunizations according to the CDC schedule, a written statement must be submitted by the parent and kept in the child's file.*
- ◆ Cot sheet and blanket for nap time (Pre-Toddlers through PreK)
- ◆ Packed lunch with items labeled individually
- ◆ 2 Spare complete outfits in a labeled gallon size ziplock bag.
- ◆ Diapers, wipes, diaper cream (unless potty-trained)
- ◆ Infants: Pre-made bottles ready to serve, enough for one day
- ◆ Sunscreen and permission slip
- ◆ **Label Every Item, including bottles, jackets, blankets and supplies with your child's first and last name.**
- ◆ Schedule a Getting to Know You Visit. We want to make this transition a great experience for you and your child. About 1 week before your child's start date, we invite you to meet the teachers, hand in paperwork, bring in supplies & ask any questions before starting. Please call to schedule this appointment with the Director before the visit.

Clothing and Supplies

Children are engaged in various activities during the day; some can be messy and/or athletic. Additionally, daily outdoor play time is a requirement for licensed childcare centers in Pennsylvania. Therefore, children must be dressed in seasonably appropriate, comfortable clothing for both indoor and outdoor play. Children will play outside every day if the temperature is between 25 and 90 degrees, providing there are no other severe weather warnings.

Consider your child's independence in the bathroom when choosing their clothing.

Clothing that is difficult to pull on and off such as overalls, long dresses or tights should be

avoided to make toileting and diaper changing easier. Spills and messes are common throughout the day as well, so plan for clothing that is OK to get dirty and be sure to have at least two spare outfits. A complete change of clothing includes a shirt, pants, underwear, socks, and shoes.

The most appropriate type of shoes for school activities are rubber-soled sneakers/tennis shoes with socks. Dress shoes, boots, flip flops, sandals and crocs are not appropriate for the type of physical indoor and outdoor activities that your child will experience. If children arrive in boots, please change them into sneakers when dropping them off.

Instructions for Parents/Guardians to Create an Account for Online 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 for all children in your family. (ONLY one account per family; if separated or divorced, please share login information with both parents.)
5. Complete all fields and indicate that you agree to all policies.
6. This form is a legal document authorizing Brookside to provide care for your child. Enter your full name in the electronic signature field at the bottom. This is a legal signature. Enter the current date. 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 finalized.
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 in 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.

About our Curriculum, Assessments, and Developmental Screening

Gee Whiz Curriculum

Our quality play-based and educational curriculum, **Gee Whiz**, is designed to meet the needs of each child in the classroom. Our curriculum is aligned with Pennsylvania's Learning Standards and provides daily educational experiences in 10 developmental areas, including Language and Literacy, Science, Social Studies, Math, Social and Emotional, Creative Arts and Music, Physical Development and Approaches to Learning. The curriculum is developmentally appropriate for each of our age groups, Infants through School Age. Weekly curriculum units and activities are posted in the classrooms so families can share in their child's learning at home.

Our structured learning time begins after morning snack, around 9:30am. During your child's day at Brookside, they will participate in a variety of whole group, small group and independent learning activities offered through both teacher-directed and child-led experiences. We recognize the importance of play in a child's development and create many opportunities for children to learn through purposeful play experiences.

Ages and Stages Developmental Screening Tool

Within 45 days of your child's enrollment at Brookside, teachers and parents will complete a Developmental Screening Tool called the **Ages and Stages Questionnaire (ASQ)** and have a conference to discuss the results. This screening tool allows us to work together as a team to identify and address any developmental concerns and intervene as early as possible. If necessary, our teachers can help support parents through a referral process for further evaluation. We will repeat this screening process each time your child transitions to a new classroom.

Ounce Scale and Work Sampling System Assessment Tool

At Brookside we use observation-based assessments to evaluate a child's progress. Through observations, we record critical developmental stages as they are met, as well as skills that are still developing. Your child's teacher will complete a developmental assessment using the **Ounce Scale** (birth through 2 yrs) and **Work Sampling System** (3 yrs through 5 yrs). These assessments are completed and shared with parents 3 times per school year, in the Fall, Winter and Spring. The Ounce Scale and Work Sampling System is an Early Childhood assessment tool that allows teacher to evaluate the skills of children and make informed decisions about how to guide instruction.

Parent Conferences

At Brookside we believe that a strong partnership between parents and teachers is essential for a positive Early Childhood Education experience. Parents are encouraged to participate in Parent Teacher conferences throughout the school year. We will offer two formal Parent Teacher conference weeks per school year, as well as opportunities for a conference any time a child transitions to a new classroom or a developmental screening is completed. Parents and teachers may also request to have a conference at any time if concerns arise.

Meals

BCEEC provides a morning and afternoon snack, as well as milk served with lunch for children one year and older. We serve whole milk to our one-year-olds and two percent milk for older children. Our monthly snack menu is posted on the parent board in your child's classroom and sent to families on the Remind app. Families may choose to send a substitute snack if your child cannot have the snack provided, however, all items from home must be nut-free. *Note: In School Age Summer Camp, lunch is served with water unless parents provide a different drink.

Parents must provide a packed lunch. Each room has a refrigerator and microwave, so heat-ups are welcome. Food must be cut up into appropriate pieces for your child to eat. We encourage independence during meal times, so please send food that encourages self-feeding.

****BROOKSIDE IS A NUT-FREE CENTER**** This includes peanuts, tree nuts and all types of nuts. Please do not pack any nut products in your child's lunch, we will not be able to serve it.

Transitioning to a New Classroom / Kindergarten / Self-Care

When it is time to transition to a new classroom, parents will be notified in advance and will have an opportunity to meet with their child's new teachers and learn about the classroom. Parents will be provided information about their child's new teachers, daily routines and expectations, developmental stages, and how they can best support their child through changes. We will provide the child with the opportunity to gradually become acclimated with their new teachers and classmates through short visits over several weeks. Most of our transitions to Preschool and Pre-K happen in the fall with the start of a new school year, although mid-year transitions are possible depending on

availability and your child's needs. Younger children will transition based on their age as well as availability in the classroom.

When it is time for your child to transition to Kindergarten, parents will be provided with information about the process to register with your local school district. Depending on the policies of your district and the permissions you set during Kindergarten registration, our teachers may be able to share educational records and communicate with your child's Elementary School to support their transition.

As your child begins to transition out Elementary School and into Middle School, we will share information with parents about supporting their child's transition to self-care and fostering independence.

Family Referral Services

If you have concerns about your child's development, our staff can help you seek the proper professional services. We can refer you to educational support services including Early Intervention and Intermediate Unit, pediatric and specialty physicians, behavioral and mental health services, as well as community and family resources. Please see the Community Resources pages at the end of this handbook, or stop in the office to talk with the director.

Individualized Family Serve Plans (IFSP), Individualized Education Plans (IEP) and Behavior Treatment Plans

It is important to gather as much information as possible about the best ways to education each child because our program has many diverse needs. Individualized Family Serve Plans (IFSP), Individualized Education Plans (IEP) and Behavior Treatment Plans are created by service providers working with children who have special needs. These plans include information about the individual goals and strategies that will best meet the child's needs. Our teachers will collaborate with service providers about the best practices for success for your child. Our teachers will participate in any initial, bi-annual and annual evaluations and meetings, along with parents and service providers.

We ask that parents provide copies of your child's IFSP, IEP or Behavior Treatment plan prior to the first day of care (if applicable), along with any updates throughout their time here at Brookside. In addition, we ask to be notified in advance of collaboration meetings so our staff can attend.

Inclusion Policy

Brookside provides high-quality inclusion in our early education classrooms, meaning that children of all abilities have equal access to meaningful participation in our program. When children learn together as part of the group, their development is enhanced, and positive social attitudes are fostered for everyone.

Opportunities are provided for all children to learn through play with their peers, supported by our knowledgeable staff. Together with parents, our teachers can help identify children with additional support needs to ensure supports are in place. Adaptations and strategies are specific to each child, and BCEEC will make reasonable accommodations to meet our students needs.

Support of English Language Learners

A child's home language is considered a valuable asset, and bilingualism and multiculturalism will be actively promoted in the learning environment. At Brookside, creating a strong school culture is essential for all children's social and emotional development. Our staff supports English Language Learners by creating a language-rich environment, encouraging use of home language and providing lots of opportunities to engage in social interactions with other children, with support from teachers.

Care Plan for Children with Special Health Care Needs

If your child has health care needs, you must complete the Medical Alert Form located at the end of this Handbook, as well as provide a Medical Action Plan from your child's physician. If your child's condition requires our staff to provide specific accommodations or medical care during the day, you and your child's physician will also need to complete the "Care Plan for Children with Special Health Needs" which will be distributed to our staff. Brookside uses the resource *Caring for Our Children* to establish policies and practices regarding care plans for children with special medical needs. Our office must be notified at the time of enrollment or when the medical need is discovered/diagnosed. This form represents the plan established by the child's physician and parent or legal guardian and updated at least once per year or more frequently, as needed. The parent or legal guardian must provide any medication or assistive devices required to treat a medical need.

Accident/ Incident Reporting

In the event there is an incident or accident during your child's day at Brookside, you will receive an incident report stating the details of what happened and any first aid applied. Your child's lead teacher will communicate this information to you prior to pick up time. Parents will receive a copy of the incident report and a copy will be kept in your child's file. The Director or Assistant Director can also assist with any questions or concerns about your child's day.

Our goal is safety, however, accidents and injuries can occur during your child's day. In the case of a minor injury, a certified staff member will administer first aid care and contact the family if necessary. In an emergency, we will call 911 as well as parents. A staff member will accompany the child to the hospital and stay with them 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.

Biting and Aggressive Behaviors

Brookside recognizes that biting is a very common behavior among young children, especially from 12 - 36 months. Biting and other aggressive behaviors such as hitting, kicking, scratching are a form of communication when language has not yet fully developed. Although all of these behaviors are unwelcome, they are not uncommon for young children. At Brookside, we believe that by understanding the developmental stages of the children in our care and their individual needs, we can proactively prevent many unwanted behaviors by managing the environment which we create for the children. Our teachers practice many strategies to understand, reduce and prevent the triggers for biting and other aggressive behaviors in the classroom.

If a child bites or injures another child, an incident report will be completed for both children. **The incident report is a confidential, standardized form that staff use to notify parents of all incidents that happen at school that require first aid. In compliance with state regulations, the names of other children involved will not be shared.*

Prevention of Expulsion and Suspension Policy

At Brookside, our goal is to create a positive and safe learning environment for all children. Our expectations of **Be Respectful * Be Responsible * Be Safe * Be a Good Friend** are taught and modeled in every classroom from Infants through School Age.

Young children are still learning how to appropriately interact with each other and communicate their needs. This learning process takes time and requires a strong

partnership between teachers and parents. We encourage communication and partnerships between programs and families to support healthy development and ensure each child is receiving the support they need to be successful in the classroom.

If a child's behaviors impact the safety and/or positive learning environment of our students or staff, the Director and Teachers will partner with parents to address and reduce the behaviors using developmentally appropriate practices so that all children are able to participate in a safe and nurturing learning environment. Our staff will focus on fostering social and emotional development and respond to challenging behaviors by incorporating Positive Discipline Practices and Policies before ever considering suspension or expulsion.

In an effort to prevent suspension and expulsion of children, Brookside shall adopt the following policy and procedures that will be practiced in a consistent and nondiscriminatory manner:

- ◆ The Center Director and/or Teachers will meet with the child's parents/caregivers to review and discuss any concerns that may arise.
- ◆ The Center Director and/or Teachers will observe and document the child's behaviors using tracking forms that best guide and inform teachers in their practice.
- ◆ Teachers will use developmentally appropriate practices that provide for stimulating and interactive learning environments, age appropriate activities, small group activities, teachable moments, and knowledge of research-based evidence and best practices in the early childhood classroom.
- ◆ Teachers will provide check in/progress meetings to continue to inform parents of the child's behaviors and current classroom practices.
- ◆ Teachers will develop and implement classroom schedules that meet the needs of children and adapt the learning environment in order to promote healthy social interactions.
- ◆ Teachers will develop healthy and nurturing relationships with children and strong partnerships and relationships with families.

Prior to the expulsion of any child from our program, the Director and Teachers will follow these procedures:

- ◆ Conference with parents to discuss positive behavior interventions and development of goals.
- ◆ Document efforts to prevent and reduce expulsion.
- ◆ Provide the family with connections to outside referral resources/providers for families.

- ◆ Additional collaborations between Brookside staff and outside service providers to gain additional resources and best practices.
- ◆ Provide reasonable accommodations within Brookside's ability while taking considerations for the safety and well-being of the child, staff, and other children within the classroom.

Initial Enrollment Fees

A \$75.00 initial registration fee and security deposit equal to two weeks' tuition is due upon enrollment for all ages to secure a spot in the child care program. Without these fees and completed Enrollment Application, a spot will not be held. Your security deposit will be refunded at the end of your enrollment when you give two-weeks written notice to terminate care. Your enrollment fees will not be refunded if you withdraw your application before your start date.

Annual Registration Fees are due each year in September in the amount of \$50 per child ages Infants through Pre-K and \$25 for School Age. If you enrolled on May 1st or after, the annual registration fee does not apply until the following year. Registration fees are applied toward child evaluations, paperwork processing and the cost of materials and supplies.

Tuition Payments

Tuition is due weekly each Monday, before the performance of childcare service. Payment can be made by check payable to BCEEC, cash, money order, or ACH withdrawal. If a holiday falls on a Monday, tuition is due the prior Friday.

Tuition payment is due each week, regardless of attendance, representing your child's continued enrollment in the childcare program. No credit is given for absences due to illness, emergency closure or holiday closure.

If tuition is not received on or before the due date, a late payment fee of \$20 will be charged and childcare services will be suspended until the tuition and fees are paid in full. A service charge of \$35 will be charged for returned checks or ACH payments. If two checks or ACH payments are returned, all subsequent payments must be made in cash, money order or certified bank check.

Scheduled Hours/Days

Hours of Operation:

Parkland Location: 6:30am - 5:30pm

East Penn Location: 6:45am - 5:30pm

Emmaus Location: 6:30am - 5:30pm

All tuition rates include up to 10 hours of care per day. Additional fees will be applied if your child exceeds 10 hours of care: \$5.00 an hour and \$2.50 for 1/2 hour. Requests for additional hours must be approved in advance by the director.

Brookside closes promptly at 5:30pm, meaning that all families **MUST** be out of the building by 5:30 pm. If you are late picking up your child, you will be charged a late pickup fee of \$10.00, which will be charged beginning at 5:31 pm. After that, an additional \$10.00 will be charged every 15 minutes past closing time. When picking up, a staff member will give a late pickup form that must be signed by a parent/guardian. That form is then handed to the Director, and your account will be charged. After three occurrences of your child being picked up late, your contract may be terminated.

Annual Tuition increases occur each June. Increases help apply to the rising costs of health insurance and increase annual teacher salaries.

Vacation Credit Policy

Full-time families receive one vacation credit week per year after 3 months of full-time enrollment. To qualify for the vacation credit, your child must be enrolled full-time all year. If you change to a temporary part-time schedule over the summer or during a maternity leave, you will not receive a vacation credit that year. Your vacation credit will renew after 12 months and cannot be carried over if unused.

To receive the credit, you must submit a Vacation Credit Request Form at least two weeks prior to your vacation. Only full-week vacation credits will be approved. Your child may not attend any day during the week of your vacation credit. The credit will not be applied to a previous or unplanned week, such as an absence due to illness.

Summer Policy for Full-Time Families Going Part-Time

Brookside offers flexibility during the summer for families who are educators and do not need full-time care when school is not in session. You may choose to change your child's enrollment to part-time for the summer and return to full-time status in the fall. Schedules will return to full-time status when the school year resumes. You **MUST** keep your child

enrolled part-time (2 or 3 days a week) during the summer months in order to maintain your full-time enrollment for fall. (This DOES NOT apply to School-Age children who have a separate Summer Camp enrollment.) You may also choose to continue full-time care over the summer if you prefer. All schedules will return to full-time status when school is back in session. You Do Not receive a Vacation Credit Week if your child is enrolled part-time during the summer.

Holidays

Brookside will be closed on the following holidays. Substitute care is not provided for closed holidays. Since Brookside offers our staff paid holidays, tuition is still due when the center is closed. Holidays that fall on a Saturday will be observed on Friday and holidays that fall on Sunday will be observed on Monday. Additional holidays may be added to the calendar, but families will be notified through newsletters and email.

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

Absences

Parents must call or email the office before your scheduled arrival time if your child will be late or absent that day. Tuition will be due regardless of attendance.

East Penn Location: 610-481-9955 or e-mail bceekids@gmail.com

Parkland Location: 610-841-9996 or email bceec100@outlook.com

Emmaus Location:

Termination of Child Care

You may choose to terminate the Contract for Child Care Services/Fee Agreement at any time by providing written notice at least two weeks prior to the end of care. Families are responsible for paying for those two weeks whether or not the child attends. Written notices must be submitted by email on a Monday at least two weeks before the last day of care. Any security deposit in your account will be refunded and applied to the unpaid

balance. Any remaining unused tuition paid will be refunded within 30 days of cancellation.

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

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 their parents must 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.

Request to Change Scheduled Days

Parents wishing to change their child's scheduled days of enrollment at Brookside must submit a Schedule Change Request two weeks before the proposed change. Schedule changes are subject to a change in tuition as well as availability in the classroom. Requests to add days may be subject to a waiting period until there is availability. To reserve additional days, parents must pay the difference in tuition for their security deposit. Spots are not reserved until payment is received.

Policies for Public Health Emergency Child Care Services

In the event a Public Health Emergency is declared, additional local, state, or federal guidelines may be required for licensed child care centers. Brookside will remain in compliance with all guidelines for licensed child care centers during a public health emergency, including but not limited to modified illness policies, modified hours of operation, or mandated closures. Families will be notified immediately if our policies change due to a public health emergency.

If Brookside is mandated to close due to a Public Health Emergency, families are responsible for paying full tuition for the first two weeks of closure. Thereafter, families are responsible for paying 25% of tuition for any additional time Brookside is mandated to remain closed. This allows Brookside to pay our staff for the first two weeks of closure and maintain the school property during closure to reopen as soon as possible when allowed. The termination of care policy is still applicable if you wish to disenroll.

Communicable Diseases & Illness Policy

Brookside uses the resource *Caring for Our Children* to establish policies and practices for children with symptoms of illness and communicable disease.

Children in early care and education programs can become ill. Most illnesses are mild and do not require exclusion from the program, however, some illnesses will require a child to remain home from care temporarily. If your child becomes ill at Brookside our staff will notify parents by telephone so you can make arrangements for your child to be picked up. Children who exhibit the following symptoms of communicable disease should stay home until they are no longer contagious and safely return to group care.

Symptoms indicating your child should stay home:

Abdominal Pain with fever, dehydration or other symptoms

Diarrhea that cannot be contained in the diaper or is causing "accidents" for potty-trained children, contains blood or mucus, or causes 2 or more stools per day above normal for that child.

Fever of 100.4 degrees F or higher, combined with behavioral change or other symptoms, such as rash, sore throat, vomiting, diarrhea. Young infants with a fever of 100.4 or higher should stay home even if no other symptoms are present.

Head Lice/Nits until medically approved treatment is applied.

Mouth Sores with uncontrolled drooling or if unable to eat or drink.

Rash with fever or behavior change.

Vomiting 2 or more times in a 24 hour period, unless it is known to be due to a non-contagious illness and the child is able to remain hydrated.

Any symptom causing the child to be unable to participate in program activities or need additional care that cannot be accommodated in the child care setting.

Returning to Care After Illness

Children should remain home until they are no longer contagious, can participate in all program activities, and no longer require the individual care that cannot be accommodated in a group child care setting. Most of the time this means they have been symptom-free for 24 hours without fever reducing medication, and are eating/drinking/sleeping/playing normally at home. Depending on the illness, your child may need to remain home longer or require a doctor's note with a return date. Please notify Brookside if your child is diagnosed with a specific illness so that we can advise you of the specific requirements to return to care. Brookside 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.

Dispensing Medication

Brookside staff will only dispense prescription and non-prescription medication that is provided in the original, labeled containers accompanied by a doctor's note with explicit dosage and administration instructions. Medication can only be given to the child it is prescribed to. Parents must complete a Medication Log stating the date(s) and time(s) for administration. Staff will complete the log each time medication is administered. We cannot administer medication against the labeled instructions or if it is expired. Additional documentation may be required depending on the medication or medical condition.

Parents are responsible for ensuring that all prescription medication is appropriately labeled by a pharmacist and replaced before expiration.

Fire/Emergency Drills

Brookside 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.

Parents may not sign children into or out of the program during a fire/emergency drill or actual fire/emergency. If we are having an emergency drill, a sign will be posted on the front door asking parents to remain in their vehicle with their child until the drill is over, then continue with drop off or pick up procedures.

In the event of an emergency (not a drill), the Director or designee will inform families by email of the emergency and the procedures being followed. If an emergency requires Brookside to evacuate or close parents will be notified by email and messaging app of the time and location to pick up their child.

Brookside's Emergency Plan

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:

Evacuation on premises: Students are evacuated to a safe area on the facility's grounds in case 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 Off-Premises: 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. Parents, guardians, and emergency contact pickups must be picked 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: This may include cancellation/postponement or rescheduling of everyday activities, or modified hours of operation. These actions are usually taken in case of a winter storm or building problems (such as utility disruptions) that make it unsafe for children. Modified hours will be announced on WFMZ.com and via email/messaging app.

Is the Center Closed?

Brookside may be closed or have modified hours if the weather is inclement. Families will be notified through WFMZ alerts as well as email, Remind App and Facebook. You can get immediate updates about Brookside's closures and delays sent via text to your phone by signing up for WFMZ Stormcenter Text Alerts on the WFMZ website. Brookside is listed under section 4 as Brookside CEEC.

Pickup/ Drop off Procedures

- ◆ Parents must accompany their child during drop off and pick up time. No child may be left unattended anywhere in the building. Parents should sign their child in and out on the classroom clipboard.
- ◆ Ensure your vehicle is turned OFF in the parking lot.
- ◆ Only designated people 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. If someone other than the parent is picking up, you must notify the office in advance and list the person on your Parent Portal Registration. That person must ring the doorbell and present photo ID. Brookside will NOT release a child to anyone not listed as an Authorized Pick Up Person on your registration, or without photo ID.
- ◆ A Key Code combination will be given to each parent/ guardian. Do not share this code with anyone, including Authorized Pick Up Persons. Do not share the code with your child or allow your child to use they keypad. This is an important safety precaution.
- ◆ Once you pick up your child from their classroom they are released into your care. Parents are responsible for children after pick up and must remain with them at all times, including in the parking lot.

- ◆ For safety reasons we teach children of every age that only adults open the doors. Please do not allow your child to open the building or classroom doors during drop off and pick up.
- ◆ We ask parents to assist their child with hand washing each morning upon arrival as well as putting away their belongings. This not only encourages healthy habits, but also establishes a routine that helps your child transition into their day.

Nap/ Rest Time

Sleep supports many body functions such as the immune system, brain development, and physical and emotional wellness. Having regular nap/rest periods for young children can improve attention, behavior, learning and emotional regulation. Every classroom at Brookside (with the exception of School Age) provides a nap/rest period from 12:30pm - 2:30pm. Please provide your child with a fitted crib sheet & blanket to use during nap time that will be sent home each weekend to be washed.

Safe Infant Sleep Practices

Brookside follows the Safe Infant Sleep Practices outlined by the American Academy of Pediatrics. All infants are placed to sleep in their crib, on their back, with nothing else in the crib besides an optional pacifier. Please read the Practice on Keeping our Infant Safe for detailed information about Safe Infant Sleep.

Suspected Child Abuse or Neglect

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

As mandated reporters, the staff of Brookside 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 unique needs of a disabled child
- ◆ Sending a sick child to school overmedicated to hide symptoms that would typically require the child to be kept at home until symptoms subside.
- ◆ Children who exhibit behavior consistent with an abusive situation

Confidentiality

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

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

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

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 our expectations of *Be Respectful * Be Responsible * Be Safe * Be a Good Friend*. When adults model these expectations for children we can provide the most appropriate environment in which a child can grow, learn, and develop. Achieving this ideal environment is the responsibility of the employees of Brookside and every parent or adult who enters the center. Parents who violate the Parent Code of Conduct will not be permitted on Brookside's property thereafter and care will be immediately terminated.

Inappropriate Language: Swearing, cursing, or threatening language will not be permitted at Brookside at any time, whether in the presence of a child or not. This includes clothing with inappropriate language or images.

Verbal or Non-Verbal Threats: Threatening of employees, children, other parents or adults in our center will not be tolerated. Threats of any kind will be reported to the appropriate authorities and prosecuted to the fullest extent of the law.

Supervise Your Child During Drop Off & Pick Up: Parents must supervise children in the parking lot, hallway, stairwell, and all areas during drop off and pick up time. No child may be unattended or unsupervised in any part of our property. Parents are responsible for their child's behavior while they are in your care. If you need help please stop in the office, we are glad to assist!

Parking Lot Safety: Never leave a child unattended in the car. Please turn off your vehicle in the parking lot. Use the ramp and walkway to avoid walking behind cars that are reversing out of the lot. Be Patient! We have a small, often busy parking lot. Always be aware of your surroundings and keep close to your child.

Physical or Verbal Punishment: Brookside is a NO HIT and NO YELL environment. Any physical or verbal abuse of any child or adult will not be tolerated. Abuse of any form will be reported to the appropriate authorities and prosecuted to the full extent of the law. 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 correction or discipline, a child that is not their own. Furthermore, it is wholly inappropriate for one parent to seek out another parent to discuss their child's inappropriate behavior. All behavioral concerns should be brought to the classroom teacher or Director.

Smoking/Vaping: Smoking or vaping is prohibited anywhere on Brookside property for the health of all employees, children, and associates. Parents are prohibited from smoking in

the building, on the grounds, and in the parking lot. Parents who are smoking in their cars must dispose of the cigarette prior to entering the parking lot.

Door Code Security: Never share your personal door code with anyone, including your child. Please do not allow children to push the buttons on the code box. The door code is a vital part of our security measures to monitor who is coming into our building. Although it may feel awkward, please do not hold the door open or enter your code for another person coming in the door who doesn't have a code. Instead, have them ring the doorbell so our staff can ID them and determine if they can be allowed to enter.

Photos and Videos: Parents may never take or post photos or videos of children other than your own. Parents are not permitted to have video - recording devices in the classroom, including face-time calls or phone cameras. Photos shared by teachers through the remind app may not be posted on social media if they contain images of children other than your own.

Phone Calls: Please end all phone calls before entering our building. Pick up and drop off times are important moments for teachers and parents to communicate and for parents to connect with your child. Please finish your phone call and put your phone away before coming into the building.

Confidentiality: Parents may not share confidential information about anyone associated with our center. Any parent who shares information that is considered confidential or pressures our staff or other parents for information that is considered confidential will be in violation of the policy.

Confrontational Interactions: While it is understood that parents may not always agree with Brookside's staff or the parents of other children, it is expected that all disagreements will be handled calmly and respectfully. Confrontational interactions are not an appropriate method of communication and are strictly prohibited.

School District Transportation

Brookside Children's Early Education Center (Brookside Rd. location) is in the East Penn School District. EP School District transports students to and from Wescosville and Willow Lane Elementary Schools Grades K through 5th. Brookside Children's Early Education Center (Route 100) is in the Parkland School District. The school district transports students to and from Fogelsville, and Veteran's Memorial Elementary Schools.

Note from the Founder/Owner

We hope you and your child enjoy attending Brookside Children's Early Education Center. As always, we are here to help you with any concerns that you may have. We are constantly striving for excellence so your child can succeed now, so they can succeed in the future. Your child will thrive and reach many milestones with a good start and a quality early education environment. It takes a village to raise a child. So, as a team, Brookside, parents, guardians, grandparents, pediatricians, community partners, and therapists will be committed to helping you raise a happy, confident & well-rounded child. 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 Centers

Please sign and return the following pages:

-Enrollment Application

-Acknowledgement of Receipt of Parent Handbook.... Pages 25 & 26

Acknowledgment of Receipt of Parent Handbook

Child's Name _____

Parent's Name _____

I acknowledge that 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. I understand that this Handbook is intended to inform families of Brookside Children's Early Education Center's policies and procedures.

Please initial on each line.

_____ I acknowledge that I have received and read the Parent Handbook including all Policies and Procedures stated within. I understand that failure to follow these policies will result in termination of child care services at Brookside Children's Early Education Center.

_____ I understand that policies and procedures are reviewed periodically and are subject to revision. Brookside 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 hereby give permission for Brookside Children's Early Education Center to call 911 emergency service for my child in the even of an emergency.

_____ I am aware that if my child requires extra support in the classroom to be successful and safe in the group child care environment, it is the parent's responsibility to request and arrange for any outside educational and behavioral services to be provided. If behavioral support services are required for the safety of my child, staff or other children, my child may not be able to attend without the support staff present.

_____ I/we, the parents/guardians of the enrolled child(ren), hereby acknowledge that I/we have read the Public Health Emergency Child Care Services/Fee Agreement. BCEEC reserves the right to alter, amend, or otherwise modify these guidelines, in its sole discretion, without prior notice, in accordance with local, state and federal temporary guidelines during a Public Health Emergency.

Parent Signature _____ Date _____

Photo Release

Throughout the year, individual and group photographs and/or video recordings may be taken of students as they participate in various academic and non-academic activities. Video recordings will also be used to help staff with training. Often parents enjoy seeing the activities their child participates in during their time here at Brookside, and sharing photos can be a great way for parents to feel a part of the classroom. Photos may also be used to publicize and promote center activities in local newspapers, the center website, social media, commercial advertising, art projects & classroom photos to hang throughout the center. Please initial below to authorize your photography permissions:

- YES NO I give permission for Brookside staff to take photographs/videos of my child for use in the classroom.
- YES NO I give permission for Brookside staff to take photographs/videos of my child to share on the REMIND APP which can be seen by other families of the classroom.
- YES NO I give permission for Brookside staff to take photographs/videos of my child to use on Brookside social media pages or for promotional purposes (no names of children will be shared)
- ___check I DO NOT give permission for Brookside staff to take photographs/videos of my child for any purpose.

Transportation (For School-Age Students ONLY)

- _____ I GIVE Brookside Children's Early Education Center permission to transport my child on the school bus, commercial bus or Brookside 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.

Vacation Credit Week: Choose One Option & Initial

- _____ This DOES NOT apply to our family. We are enrolled part-time.
- _____ We ARE requesting to go Part-time during the summer months . I DO NOT receive a Vacation Credit Week.
- _____ We will remain enrolled full time all year, and we will be eligible for a vacation credit week after 3 months of full time enrollment.

The emails listed below are where I would like to receive information from BCEEC.

e-mail: _____ e-mail: _____

Parent Signature _____ Date _____

MEDICAL ALERT FORM

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

Child's Name: _____

Medical condition or Allergy: _____

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

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

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

List all Medications given to BCEECE 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 BCEECE 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: _____