

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



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

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

## Locations

675 N. Brookside Rd.  
Wescosville, PA 18106  
Acting Director: Deb Hogan  
610-481-9955 e-mail:  
[bceekids@gmail.com](mailto:bceekids@gmail.com)

&

357 S. Route 100  
Allentown, PA 18106  
Director: Lara Egan  
610-841-9996 e-mail:  
[bceec100@gmail.com](mailto:bceec100@gmail.com)

**Owner of Both Locations: Devon Raad**  
e-mail: [missdevon.brookside@gmail.com](mailto:missdevon.brookside@gmail.com)

Last page is the “**Acknowledgement of Receipt of Parent Handbook.**”  
Sign & initial where indicated & return. The office will make a copy and return the original for your files. Policies  
and procedures are reviewed periodically and are subject to revision.

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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.

## **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 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. Brookside'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'm 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 have the up to date knowledge for their classrooms to grow. All of the teachers here at Brookside have their criminal history; FBI fingerprinting and child abuse background checks. On top of that, they also have training in CPR, first aid, and fire safety and in evacuation situations. They also need a yearly physical. The teachers at Brookside are here to work with families as a team to provide the best care possible for your child.

## **About our Curriculum**

Our quality curriculum will meet the needs of each child in the classroom. Our curriculum is centered around Pennsylvania's Learning Standards. Curriculum is Age Appropriate as per their classroom. All weekly curriculum and schedules are posted in the classrooms and e-mailed to your accounts on file, so families can share in the learning experiences.

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

Most of the learning experiences start around 9:30 am after snack. This learning time is called "Centers." This is a time when children are involved in learning experiences related to the weekly theme. During this time creative art, reading, writing, science and mathematics skills are worked on through our posted curriculum. In some classes show-N-

tell is encouraged. This is a good tool for children to foster their social skills and become familiar and comfortable communicating to other classmates.

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

### **Brookside 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:** Before and After School Kindergarten with a Continuum of their ½ day at the public school. Must attend AM KINDERGARTEN

**School-Age:** 1<sup>st</sup> 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 Brookside?**

1. Completed application, registration fee & security deposit (applies towards a last week of tuition, not first)
  2. All paperwork in Enrollment Packet (at least 1 week prior to starting)
  3. Labeled crib sheet & blanket
  4. Labeled lunch (all items MUST have child's name on)
  5. Labeled extra clothing appropriate for weather
  6. Labeled diapers, wipes & diaper cream (depending on age & stage of child)
  7. **Labeled** pre-made bottles ready to serve (depending on age & stage of child)
  8. Labeled Sunscreen (depending on when they start)
- \*\*\*\*\*Everything that comes into the center (i.e. jackets, lunch boxes, etc.) **MUST BE LABELED!** \*\*\*\*\*
9. "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.

### **Clothing and Supplies**

Children's belongings must have their name written on it somewhere. We cannot be responsible for lost items. Please send your children in appropriate clothing for the weather. 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 urged to bring a blanket for the children to use for naptime.
- Parents must supply a change of clothes each day, even if their child is fully potty trained. Clothes are stored in your child's classroom.

- Sunscreen needs to be applied to your child before arrival. A supply of sunscreen needs to be kept here for re-application for afternoon outings.
- During the Potty Training process we are here to help work together as a team to conquer this first milestone. If both the teacher and parent feel that it is in the best interest of the child to start potty training we may work together towards this goal for your child. Pull-ups are permitted during the potty training transition here at BCEEC. ONLY if they have Velcro sides. We encourage underwear, so the children learn the cause and effects of the potty training process.
- No flip-flops or opened toed shoes are allowed. Sandals must have straps on them to secure child's feet.

### **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.

### **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. In order 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, 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.

### **Brookside's Policies**

The following rules pertain to Brookside Children's Early Education Center's business policies. These policies are non-negotiable and are legally binding.

### **Enrollment Information and Policies**

1. All information, medical, and activity forms must be completely filled out and returned 1 week before beginning BCEEC. The registration fee and deposit of tuition is paid at time of enrollment. This fee is non-refundable after 3 business days if parent decides not to bring child. A re-registration fee of \$50.00 is due each September for children Infant thru Kindergarten & \$25.00 for School-Agers 1st thru 5th grade. All fees go towards updated paperwork, Work Sampling & Ounce Scale Evaluations and art supplies for the year.
2. Paper Work for Child's File
  - You will be given a yearly contract to sign.
  - Every six months we will need an updated financial agreement and an updated emergency card signed. If anything changes before then, it is your responsibility to make those changes.
  - Updated Health Assessment Form
  - If your child has an IEP/IFSP a copy is asked to be submitted and kept in your child's file before his/her start date. This will help BCEEC to best support your child's care in our program.
3. Parent agrees to submit (on or before the first day of care), a copy of each child's immunization record. (Health Assessment Form)
  - **\*Children 6 weeks through 18 months** need to have a Health Assessment form filled out and signed by a pediatrician every 3 months.
  - **Children 1 year through Kindergarten** need to have a yearly Health Assessment form filled out and signed by a pediatrician.
  - **School-Age Children** need to have a Health Assessment form filled out and signed by a pediatrician every 2 years.
  - All Health Assessment forms are hanging in the foyer area for parents to take when needed.

### **Accident/ Incident Reporting**

Brookside Children's Early Education Center is/are responsible for informing 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 was 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 in regards to 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**

Payment for the week is due on Mondays. If your child does not attend on Mondays, payments should be made the last day they attend care for the prior week. You have the option of paying in cash, ACH withdrawals or by check.

1. If a payment is not made on the due date, you will be charged a \$20.00 late fee.
2. We will not accept post-dated checks for childcare. Check must be dated for the day services are being paid.
3. Returned checks will be assessed fees payable in cash or money order for:
  1. The full amount of the check, and
  2. A \$35.00 service fee
  3. If two checks are returned, you must pay in cash or money order thereafter.

### **Tuition Hours/Days**

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

- The price for full time tuition includes 10 hours a day, five a week. 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, etc.)
- Families receive 1 vacation credit week per year, with a two week **written** notice form filled out and submitted. The Vacation credit week is for **full time** children, and is not transferred over to the following year if not used. 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 that week. If your child is sick a whole week, you may not use that as their vacation week.

- If you are late picking up your child, you will be charged a late pick-up fee of \$10.00 every 15 minutes past closing time. At the time of pick up a staff member will give a late pick-up form that will need to be signed by parent/guardian, that form is then handed into the director. Families only have 3 times before termination would come into play.
- Tuition increases occur in June. Tuition increases help apply towards the rising costs of Health Insurance and annual teacher reviews.

### **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, 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.

*Thanksgiving Day	*Thanksgiving Eve close @ 5:00 pm	*Black Friday
*Good Friday	*Christmas Eve	
*Memorial Day	*Christmas Day	
*Labor Day	*New Year's Day	
*Independence Day		

### **Meals**

- BCEEC 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 in order for



your child to eat it. We encourage children to feed themselves, so please send food in that would encourage this.

- Breakfast items are served up until 7:00am. No FOOD or DRINK should be brought in after 7:00am. (Breakfast items are provided by parents.)
- \*\*\*\*NO PEANUT PRODUCTS ARE ALLOWED\*\*\*\*

### Absences

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

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

### Illness

If your child is contagiously sick, you may not bring your child into BCEEC. If your child is ill, you must find alternative arrangements for childcare. When the child is no longer contagious and is healthy enough to actively play with other children, including going outside, he or she may come back to BCEEC, in some cases a doctor's note is required. This helps protect the health and wellbeing of all the children here at BCEEC, and enables us to provide the best possible environment for the children.

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

- ✓ Active sneezing or coughing.
  - ✓ Colored discharge from nose.
  - ✓ A sore throat (with fever or swollen glands).
  - ✓ Discharge from eyes or ears.
  - ✓ Diarrhea (two or more watery stools in 24 hours).
  - ✓ Vomiting (two or more times in 24 hours).
  - ✓ A fever (a temperature of 101° degrees Fahrenheit or more).
  - ✓ An eye infection. Red or oozing eyes.
  - ✓ Rash (especially with a fever or itching).
  - ✓ Lice (If your child is thought to have lice, a written note from the Doctor needs to be submitted before returning to the center)
- If your child is sent home with these symptoms, they need to be symptom free for **24 hours** before returning back to BCEEC, without any fever reducer medication. This also includes that your child is back to normal behavior and eating habits. Your child's teacher will give you a notification form to sign at the time of pick up; a doctor's note may be needed in order to return back to the center.
  - First, we call the parent/ guardian if your child is sick. If we are unable to get in contact will the parent/ guardian within 30 minutes, the next person on the emergency contact list would be contacted. Parent/ guardian/ emergency contact needs to pick up the child within the hour.
  - Medication **MUST** be administered at HOME. Only in the cases that Medication needs to be administered at the center the following must occur:

- Medication MUST be in original container, labeled with the child's first and last name.
  - Medication must be filled out and signed in on our medication log, which is in your child's classroom.
  - Prescription medication will only be administered with a doctor's note.
  - All refrigerated medication is put into the teacher's fridge, not the classroom fridge.
  - Non-refrigerated medication is put directly into the medication box.
  - Teachers need to be informed at drop off about the medication.
- If your child is on any medication that was administered at home, please inform teacher at drop-off. This simple procedure will help us if your child is acting differently through his/her day.

### **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 at the facility 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 need to be with parents at all times in the parking lot for their safety! When your child is released to the parent or authorized pick-up it is your full responsibility to have your child with you at all times. 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**

1. 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.

2. 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 their pediatrician and in some cases help from the IU. We work closely with the IU and they 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. Remember we are here to work as a team & if the 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.

## **Educational Services**

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

## **Nap/ Rest Time**

Every day from 1:00 pm to 3:00 pm BCEEC is required by DPW to have nap/rest time. Please provide your child with a crib sheet & blanket. We encourage families to bring in a blanket on Mondays. On Friday's blankets need are to be taken home, cleaned and then returned for the following week. Kindergarten has a 45-minute rest period each day.

## **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, an infant should not sleep in this position. The medical reason shall be documented in the statement signed by a physician and placed into your child's file. Please read the Practice on keeping our Infant Safe about our Policies.

## **Suspected Child Abuse or Neglect**

All staff is required by the State to be a "Mandated Reporter". If there are observations or suspicions of child abuse or neglect, a report will immediately be reported to the child protective services agency, no matter where the abuse may have occurred. Once reported to the child protective services agency, BCEEC will comply with the agencies written reports. If the parent/guardian is suspected of abuse, BCEEC will follow the guidance of the child protective agency regarding notification of the parent or legal guardian.

## **Stakeholders List For Child's Future Education**

Brookside Children's Early Education Center (Brookside Rd. location) is located 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, Parkway Manor and Cetronia Elementary schools.

Brookside only accepts AM Kindergarten Students. Parents must request in writing to the school district requesting AM Kindergarten & that they are attending Brookside Children's Early Education Center.

### **COMMUNITY RESOURCE Guide and Stakeholders List**

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

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

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

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

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

**1520 Hanover Avenue • Allentown, PA 18109 Phone:**

**610-437-6000**

**<http://www.cscinc.org>**

### **Children, Youth and Family Services:**

#### **Children and Youth**

Government Center  
17 South Seventh Street  
Allentown Pennsylvania 18101  
Phone: 610-782-3064  
Fax: 610-871-2774

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

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

101 S 7th St

Allentown, PA 18101-2295

Phone Numbers

(610) 821-6509

LIHEAP

(610) 821-6702

LIHEAP Hotline

(866) 857-7095

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

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

**Crime Victims Council of the Lehigh Valley**      **Daytime:**610-437-6610  
801 Hamilton Street, Suite 300                      **Hotline:**610-437-6611

Allentown, PA 18101

**Website:** [www.cvclv.org](http://www.cvclv.org)

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

**Infant/Toddler Program:**

**Preschool Program:**

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

**CONNECT Information Services:** Assists families and professionals in locating state, local and national resources and information for children birth through 5; provides referrals to Early Intervention Services  
800-692-7288

**GED Resources:** Lehigh Carbon Community College

4525 Education Park, Schnecksville, PA 18078

610-799-2121

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

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

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

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

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

**Family Center:** Family Centers help families:

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

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

**Food Bank:**

Second Harvest Food Bank of Lehigh Valley and Northeast Pennsylvania

2045 Harvest Way  
Allentown, PA 18104

**Phone:** 610.434.0875

**Fax:** 484.397.6901

**Email:** [shfb-info@caclv.org](mailto:shfb-info@caclv.org)

Hours of Operation

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

**Saturday & Sunday:** Closed

**Immunization Assistance (free or low cost):** [www.lehighcounty.org](http://www.lehighcounty.org)

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

[www.lehighcounty.org](http://www.lehighcounty.org)

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

Lawyer Referral Service of the Bar Association of Lehigh County

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

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

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

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

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

PA Pre-K Counts is designed for children who

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

**Parenting Classes:**

Project Child  
531 Main Street,  
Bethlehem, PA 18018

**Phone:**

(610) 954-9561 x40

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

[www.parenttoparent.org](http://www.parenttoparent.org)

1-888-727-2706

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

COMMUNITY SERVICES FOR CHILDREN, INC.

1520 Hanover Avenue

Allentown, PA 18109

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

**School District Registration Contacts:**

East Penn Schools that Brookside, Brookside Rd. transports to and from with transportation provides by First Student:

**Wescosville Elementary** 610-395-5851

**Willow Lane Elementary** 484-519-3300

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

**Fogelsville Elementary** 610-351-5800

**Jaindl Elementary** 610-351-5880

**Parkway Manor** 610-351-5850

**Cetronia Elementary** 610-351-5860

**Women, Infant and Children Program (WIC):** WIC provides supplemental foods, health care referrals and nutrition education for low-income pregnant, breastfeeding and nonbreastfeeding postpartum women, and to infants and children up to age five who are found to be at nutritional risk.

**Websites for Families:**

**PENNSYLVANIA RESOURCES:**

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

**COMPASS: Early Childhood Provider Search:**

Online search for Pennsylvania Early Childhood Programs.

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

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

[http://www.pde.state.pa.us/early\\_childhood/cwp/view.asp?A=179&Q=124393](http://www.pde.state.pa.us/early_childhood/cwp/view.asp?A=179&Q=124393)

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

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

**Pennsylvania Health and Human Services Online Search Help In Pa:**

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

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

**Pa Promise for Children**

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

[www.papromiseforchildren.com](http://www.papromiseforchildren.com)

**OCDEL-SAS PORTAL –**

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

**NATIONAL WEBSITES:**

**American Academy of Pediatrics: Parent Corner** Provides a variety of resources for families.



<http://www.aap.org/parents.html>

### **The Center for Early Literacy Learning**

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

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

<http://csefel.vanderbilt.edu/resources/family.html>

### **Let's Move**

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

<http://www.letsmove.gov/parents>

### **Reach Out and Read**

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

### **Terrific Transitions:**

This website is a collaborative effort of the [SERVE Regional Educational Laboratory](#) and the [National Head Start Association](#). Our goal is to provide a wide variety of transition information and resources for families, professionals, and community partnerships to use as they address children's transitions into kindergarten.

[http://center.serve.org/TT/fam\\_par.html](http://center.serve.org/TT/fam_par.html)

### **Zero to Three:**

ZERO TO THREE's approach to family education is based on the belief that families are the true experts on their children, and that there is no "one-size-fits-all" approach to raising children. The information and tools we offer are designed to support families in developing their own ways to promote their children's growth and development.

[http://www.zerotothree.org/site/PageServer?pagename=par\\_parents](http://www.zerotothree.org/site/PageServer?pagename=par_parents)

## **Process to Termination 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 Child Care at any time, for any reason. However, you must give the Child Care a two-week written notice and or payment when canceling service. A two-week notice or two-week's pay must be given if parent decides to terminate their contract. The deposit will apply towards the second week of notice. A two-week notice MUST be given on a Monday in writing with their child's end date.

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

### **Note from the Owner/ Director**

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*

Owner of Brookside Children's Early Education Center's

Attached is the "Acknowledgement of Receipt of Parent Handbook." Please sign and return. Policies and procedures are reviewed periodically and are subject to revision

**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. 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 the Handbook on-line at [www.brooksideearlyeducation.com](http://www.brooksideearlyeducation.com) )

\_\_\_\_\_ I understand that policies and procedures are reviewed periodically and are subject to revision.

\_\_\_\_\_ 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 situation.

\_\_\_\_\_ I am aware that if Brookside Early Education Center requests extra support in the classroom to help support your child with day to day activities, Brookside will address the parent/guardian in letter format for Early Intervention or Behavioral Health services. If the parent/guardian will not help in the process or feels it is not necessary for their child, Brookside has the right to terminate your child care agreement and no care will be provided for your child.

**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 and commercial advertisings, 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)

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

e-mail: \_\_\_\_\_ e-mail: \_\_\_\_\_

\_\_\_\_\_ Yes, I would like a receipt of payment e-mailed to me \_\_\_\_\_ Monthly or \_\_\_\_\_ Weekly.

\_\_\_\_\_ No, just a YEAR END receipt is all we would like for our taxes.

\_\_\_\_\_  
Parent/ Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/ Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Child(ren's) Name(s)