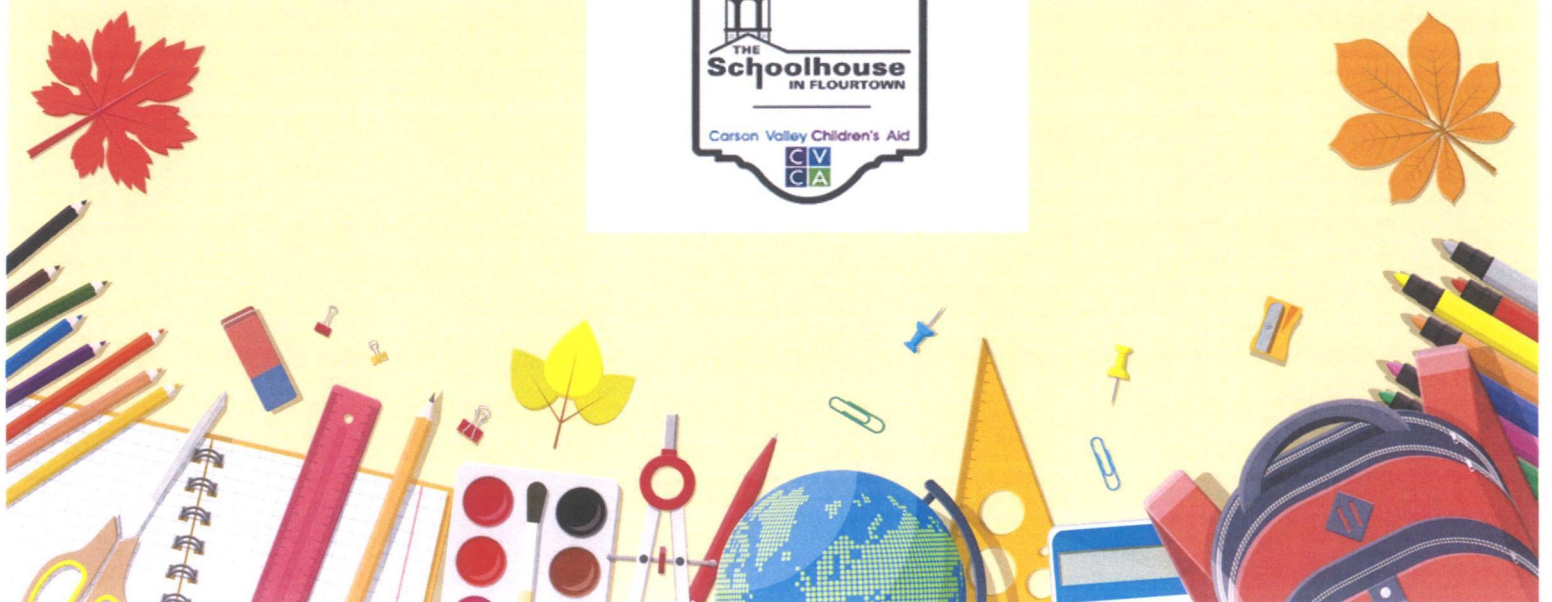
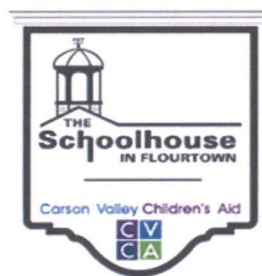




The Schoolhouse at Carson Valley Children's Aid Parent Handbook 2023-2024



Mission

Carson Valley Children's Aid is dedicated to delivering services to children, youth and families that ensure their safety, build on their strengths, honor their differences and empower them to achieve their goals for success in life.

Vision

For children, youth and families to realize their potential and thrive.

Guiding Principles

Unity

Bringing together children, youth, families, team members, board of directors and community partners to identify and achieve goals.

Optimism

Having hope and confidence in the capability of children, youth and families to be successful in life.

Trust

Believing in the reliability of team members based on an honest, transparent approach at every level of the organization.

Inclusiveness

Embracing cultural and other differences; respecting each other's views and voices.

Accountability

Compassion

Upholding commitments through Focusing on strengths and using responsible management of resources, kindness and empathy to show people delivering quality services and assuring they are valued. ethical standards of practice.

Table of Contents

Welcome Letter	4
Our Philosophy	5
Licensing/Certification.....	5
Admissions.....	6
Enrollment Policy.....	7
Redirection.....	7
Toilet Learning.....	7
Health Policies, Communicable Diseases	8-9
Storing & Administering Medication	10
Program Services, Tuition Fees, Service Contracts.....	11-14
Payment Information.....	14
Late Fees.....	15
Early Arrival/Late Pick Up.....	15
Family Personal Time.....	14
Program Withdrawal.....	15
What your Child Should Bring, Lunch & Snacks.....	15-16
Release Information.....	16
Court Orders.....	16
Birthday & Holiday Celebration.....	17
Parent Participation.....	17
Schoolhouse Calendar.....	18-19
Emergency Operation Plan.....	20
Inclement Weather.....	20
Parking & Car Line Information.....	21-22
Schoolhouse Contact Information.....	24
Schoolhouse Bulletin Board.....	24
Mandated Reporting.....	24
Parent Handbook Disclaimer Form.....	25

Welcome

2023 – 2024

Dear Schoolhouse Parents,

Welcome to The Schoolhouse at Carson Valley Children's Aid. We are very happy that you have chosen us for your Nursery School and childcare needs.

This handbook contains the rules and procedures regarding our program services. Please take time to read your handbook. There is some very important information along with some changes and updates to some of our services and policies. Most notable are the changes to our health policy.

We are committed to providing a nurturing, active, and fun-filled environment in which your child can continue to play, learn, and grow. If you ever have any questions, comments or suggestions, please feel free to contact me.

On behalf of the Schoolhouse teachers and staff, we look forward to an exciting year, and thank you for letting us be a part of your family!

Jen Wein

Director of Nursery School and Day Care

The Schoolhouse in Flouertown

Carson Valley Children's Aid

(215) 809-2496 (phone)

jwein@cvca.phmc.org (email)

OUR PHILOSOPHY

We believe children learn best through *play, exploration and discovery*. The Schoolhouse programs and curriculum reflect the *Learning through Play philosophy*, which vigorously promotes cognitive, motor and social skills development, via an active, fun-filled and safe creative learning atmosphere. Our child centered environment, classrooms, and hands-on activities, encourage self-confidence, self-discovery, socialization, and independence.

LICENSING & CERTIFICATION

The Schoolhouse is dually licensed by the PA Department of Human Services and PA Department of Education. We are also accredited by the Council on Accreditation for Children and Family Services. Our Nursery School program serves children three through five years of age and Learning Through Play program 12 months to 36 months of age.

Our preschool teachers are fully certified by the PA Department of Education and our Learning Through Play program Group Supervisors and Assistant Group Supervisors exceed PA Department of Human Services childcare personnel qualification standards. The entire Schoolhouse staff is nurturing, enthusiastic, creative and extremely passionate about early childhood education.

ADMISSIONS

The PA Department of Education and PA Department of Human Services requires the following documentation for school admission. These forms must be completed *prior* to enrollment in *any* Schoolhouse programs.

- *Agreement Contract*
- *Emergency Contact/Parental Consent Form*
- *Child Health Assessment* – this form must be completed and signed by your child's health physician. Health assessments are due annually for children 2-5 years old, and every 6 months for children under the age of 2. The Schoolhouse will begin sending notification of due dates three months in advance and another month prior to the due date.
- *Preschool Admissions Screening*
- *Ages and Stages*
- *Parent Handbook Disclaimer Page*
- *Photo Consent Form*

Please make sure to complete our Preschool Admissions Screening. This information assists us in obtaining insight on your child's customs and behaviors, as well as level of social, emotional and cognitive development.

We offer early fall registration to our current families in November. The Schoolhouse has a rolling admissions process on a first come first serve basis. A \$100.00 registration fee (per family) is required with your application. This fee is non-refundable and does not apply towards tuition fees.

The Schoolhouse admissions process operates on a first come first serve basis; therefore, it is important to sign and return your program service contract by the due date. Our classrooms tend to fill up quickly and we cannot guarantee program slots due to PA Department of Human Services student/teacher ratios.

ENROLLMENT POLICY

Classroom and group placements are based on age, maturity and compatibility, therefore, we cannot guarantee specific teacher requests. During the first two weeks of school, teacher observation focuses on your child's level of adjustment to school and appropriate class placement.

REDIRECTION

At the Schoolhouse, we treat every child with dignity and respect. We embrace *Redirection* as our disciplinary philosophy and practices. Our discipline customs are not punitive in nature. We use the following positive reinforcement methods to guide children towards constructive behaviors:

- Establish clear and consistent rules
- Communicate in a nurturing, clear and respectful manner
- Encourage and reinforce appropriate behaviors
- Guide children to resolve their own conflicts

TOILET LEARNING

Children do not need to be potty trained to attend the Nursery School. We will be happy to assist you in the transition of diapers to underpants when the time comes. If your child is using pull-ups, please make sure they have the tabs for easy removal and changing. The major push for this process, however, should begin at home. When you have had success at home, please talk with your child's teacher about sending your child to school in underpants.

MEETING SPECIFIC HEALTH NEEDS

The Schoolhouse Director, Group Supervisor, and teacher will make individualized assessments on whether Schoolhouse can meet a child's specific health needs, without fundamentally altering Schoolhouse programs. Schoolhouse staff members will meet with parents (or guardians) to discuss their child's specific health needs and obtain current health assessment reports. Schoolhouse staff will also speak with health providers and educators working with the child to determine if the Schoolhouse can satisfy their specific health needs. The Schoolhouse Director will then consult with the Business Line Leader to ascertain if the child's needs will fundamentally change the Schoolhouse programs. After a thorough evaluation, parents (or guardians) will receive written notification of the decision within 5 (five) days.

The Schoolhouse Director reserves the right not to accept or to request the withdrawal of a child from school, if the child is harmful to themselves, other children or Schoolhouse staff members. The Schoolhouse Director will advise parents of concerns prior to admission or request for withdrawal.

HEALTH POLICIES

Our Child Health Assessment form must be completed, signed, stamped and dated by a health physician and returned to the Schoolhouse **prior** to your child attending school. The Child Health Assessment form must be updated annually and children are not permitted to attend the Schoolhouse without a current health assessment form on file.

A child may not come to school for the following:

- Currently has a fever or has had a fever within the previous **full day*** - fever is defined as temperature reading of 100.4 degrees Fahrenheit or higher. A child must be fever free for at least **one full day***, without fever reducing medication, for readmittance.
- Bad cold that affects his/her ability to function in an active school environment

- Diarrhea or loose bowels – children must be free from diarrhea and/or loose bowels for at least **one full day*** and may only return to school when their bowel movements are normal.
- Contagious disease – please see communicable disease section
- Undiagnosed rash – a health physician's note required for returning to school
- Vomiting – must be clear for at least **one full day*** before readmittance
- Bronchitis/Pneumonia
- Cough that disrupts or impairs their ability to participate in an active school program
- Runny nose – that is thick and discolored

Please inform your child's teachers and staff of any health problems he or she may be experiencing. Please remember your child may not return to the Schoolhouse until he/she is free from a fever for **one full day*** (without fever reducing medication).

***One full day** - If your child is sent home sick, regardless of the time of day, they may not return the next day. They must stay home for one full day before returning. For example, if your child is sent home on Tuesday morning at 9:30 am, they may not return to school until Thursday.

COMMUNICABLE DISEASES

All Schoolhouse parents will receive a written notification, regarding their child's potential contact with a communicable disease, along with what steps to take if their child begins showing symptoms. If symptoms begin during the school day, you will be contacted via phone. The parent, guardian or designated emergency contact person **must** pick up the child from the Schoolhouse within 90 minutes of notification.

A physician health assessment stating the child is no longer ill or a risk to others is required for returning to the Schoolhouse. The Schoolhouse will also report incident of infectious disease to Montgomery County Health Department according to Pennsylvania State Regulations.

STORING AND ADMINISTERING MEDICATION

The Schoolhouse shall make reasonable accommodation to facilitate administration of medication that is prescribed by a physician, physician's assistant or CRNP as treatment related to the child's special needs. The Schoolhouse staff is not required to administer medications which are requested or required by a parent, a physician, a physician's assistant or a CRNP but are not treatment related to the child's special needs. All medication is stored in a locked area of the Schoolhouse office.

Administering medication requirements:

- A prescription or nonprescription medication may be accepted only in an original container. The medication must remain in the container in which it was received.
- A staff person shall administer a prescription medication only if written instructions are provided from the individual who prescribed the medicine. Instructions for administration contained on a container's label are acceptable.
- The label of a medication container must identify the name of the medication and the name of the child for whom the medication is intended.
- Medication shall be administered to only the child whose name appears on the container.
- Medication shall be stored in accordance with the manufacturer's or health professional's instructions on the original label.
- A parent must complete a medication log for Schoolhouse staff to administer medication to their child.

PROGRAM SERVICES & TUITION FEES

Learning Through Play Program - 12 to 36 months (age is calculated as of first day of school)

School Year: September 5, 2023 to June 13, 2024

The Schoolhouse Learning Through Play program is licensed by the PA Department of Human Services and serves toddlers from 12 to 36 months old. Our Learning Through Play curriculum is child centered and promotes exploration, self-confidence, emergent fine and gross motor coordination, language skills, and social interaction. Our Learning Through Play staff are enthusiastic and creative, with solid experience in Early Childhood Education. **Learning Through Play program contracts are based on a 10-month (school year) commitment (See rate schedule below)

Learning Through Play 12 months - 36 months	2023-24 Tuition	
7:30 AM – 5:30 PM	10 Installments	School Year
5 DAYS	\$1,394	\$13,943
4 DAYS	\$1,304	\$13,041

Learning Through Play 12 months – 36 months	2023-24 Tuition	
9:00 AM – 5:30 PM	10 Installments	School Year
5 DAYS	\$1,165	\$11,651
4 DAYS	\$1,110	\$11,109

10% discount for oldest child for families with siblings
(Full time children only)

Nursery School Program - 3 to 5 years old

School Year: September 5, 2023 to June 13, 2024

The Schoolhouse Nursery School program is licensed by the PA Department of Education and serves children three through five years of age. Our teachers are fully certified, caring and passionate about Early Childhood Education. The Nursery School program curriculum reflects our *Learning through Play philosophy*, which promotes cognitive, motor, and social skills development and generates an active, fun and creative learning environment. **Nursery School program contracts are based on a 10-month (school year) commitment (See rate schedule below)

Nursery School 3 to 5 years	2023-24 Tuition	
9:00 AM - 1:00 PM	10 Installments	School Year
5 DAYS	\$519	\$5,197
4 DAYS	\$515	\$5,152

Child Care	2023-24 Tuition	
7:30 AM - 9:00 AM	10 Installments	School Year
5 DAYS	\$229	\$2,292
4 DAYS	\$177	\$1,640

Child Care	2023-24 Tuition	
1:00 PM – 5:30 PM	10 Installments	School Year
5 DAYS	\$573	\$5,730
4 DAYS	\$531	\$5,313

10% discount for oldest child for families with siblings
(Full time children only)

PROGRAM SERVICE CONTRACTS

The Schoolhouse Learning Through Play and Nursery School programs operate on a 10-month service contract.

TUITION PAYMENTS:

Nursery School and Learning Through Play tuition are annual fees (school year) billed in 10 monthly installments. Payment is due the first of each month.

ALL CHECKS SHOULD BE MADE PAYABLE TO: **CARSON VALLEY CHILDREN'S AID (CVCA)**

**There are no refunds for absence, illness or emergency weather closings

EXTENDED DAY CARE SERVICES FOR NURSERY SCHOOL

Hours: 7:30-9:00 AM, 1:00-5:30 PM

Our Extended Day Care services are designed to accommodate families desiring before and after childcare services. Our Extended Day Care program is staffed with certified teachers and provides children with a wide variety of fun learning activities for starting and/or transitioning from their school day. We offer an early morning and late afternoon options. (See service schedules & rates)

EXTENDED CHILDCARE SERVICES CONTRACTS

Extended childcare service plans are contracted on a 10 month term. Please be mindful when choosing your days. **A \$60 change of service fee will be assessed for the reduction of contract days.** A two week notice is required for changing program days, and all changes are subject to Schoolhouse Director approval.

PAYMENT INFORMATION

Please send all paperwork and payments to the Schoolhouse Business Office. You may also send payments in your child's folder or drop payment off in the lock box located outside the director's office door. Payments can be made by check, money order, credit card/ACH via ProCare. PLEASE DO NOT SEND CASH. You may contact Laura Campion, the Schoolhouse Billing Coordinator at (215) 233-1960 ext#112 for further information.

LATE FEES FOR NON-PAYMENT

A \$50 late fee will be assessed to your tuition bill if payment is not received on the required due date. After two late payments, the late fee increases to \$100. Payment not received after five business days of the due date will be subject to program suspension.

A letter of notification, including the effective suspension date, will be sent via email after five business days. The temporary suspension of program services will stay in effect until the account is paid in full.

EARLY ARRIVAL/LATE PICK-UP

Children who arrive before or are picked up after the time stated on their program service contract/ agreement will incur a \$25 fee (per child.) If you are going to be late, please call the Schoolhouse cellphone (215) 292-1265 and let us know. **There is a \$25.00 late fee (per child) for any child who is picked up after 5:30 p.m.**

An initial late fee of \$25 will be assessed past the contracted pick up time. An additional fee of \$15 will accrue per each additional 15 minutes. All late pick-up fees must be settled before the next billing cycle.

FAMILY PERSONAL TIME

Two weeks written notice is required in order not to incur day care charges due to family personal time. Personal time is limited to five consecutive days.

PROGRAM WITHDRAWAL

If you wish to withdrawal your child from any of our programs, a formal letter of your decision is required with a 30-day notice.

WHAT YOUR CHILD SHOULD BRING

PLEASE LABEL ALL ARTICLES OF CLOTHING, INCLUDING SHOES, WITH INDELIBLE MARKING PEN OR SEWN-IN NAMETAGS.

Each child should bring:

- One complete change of clothing in a gallon size plastic Ziploc bag. Please put your child's name on the outside of the Ziploc bag. This supply of clothes should include a shirt, pants or shorts, socks, and underwear. Please be sure to switch the clothes at the start of a new season.
- In cold weather, please remember mittens, hat, sweater, snow pants, and waterproof boots.
- Please have children wear sneakers or rubber soled, closed toe shoes. For safety reasons, sandals cannot be worn.
- If your child is using diapers, please send in a box of diapers and a box of wipes. We will let you know when it is time to replenish your supply.
- Every child needs to have a backpack. The backpack should be large enough to fit his/her lunch box and large projects. Please label the bag with your child's name – his/her bag needs to be sent to school each day.
- Each child will be provided a "take home" folder. Please check this folder for pertinent Schoolhouse information.
- **Please pack a lunch!** If your child's lunch needs to be heated, please make sure it is in a microwave safe container. Teachers encourage the children to eat their "healthy growing foods" before the "sometimes foods" are consumed. Please do not send candy, soda, or food that needs further cutting, peeling, coring, etc. Unfinished portions of lunch will be returned home. We will

refrigerate all lunches. As per the PA Department of Human Services, frozen ice packs are no longer allowed.

- Water Bottle
- Children in the Learning Through Play program will need a sleeping mat to rest or sleep on. Please send all sleeping mats to school in a pillowcase (for easier transportation purposes) Sleeping mats and pillowcase will be sent home weekly for washing.

Please try to limit the number of toys brought in from home. If your child has a special “lovey”, they are welcome to bring it along with them for comfort during the first few weeks of adjustment and rest time. Favorite books are always enjoyed and encouraged. All toys brought in for use as part of the curriculum and for nap/rest time will be inspected by Nursery School staff for safety and appropriateness.

RELEASE INFORMATION

Once a child is released to a parent or authorized adult, a Schoolhouse staff member will sign them out on the Procure app. At that time, it is the parents or authorized adults responsibility for that child’s supervision. Please refrain from cell phone use during drop off and pick up times. We require written authorization to release information to anyone other than a parent or guardian.

COURT ORDERS

A copy of any court order restricting access to a child must be on file at The Schoolhouse.

SNACKS

The Schoolhouse provides daily healthy snacks for the children. We are happy to have children bring snacks from home, but **please be sure to check with your child’s teacher before sending in any snacks!**

ALLERGY INFORMATION

The Schoolhouse offers a non-restrictive lunch environment; however, our program snacks are peanut free. Please make sure your child’s

medical form indicates any allergies or food restrictions your child may have.

PARENT PARTICIPATION

Parent participation at the Schoolhouse is encouraged and welcomed! Please come and visit your child's classroom and/or participate in classroom activities. You may contact your child's teacher or Schoolhouse Director about participation and volunteering.

THE SCHOOLHOUSE PARENT COMMITTEE (PAWS)

The Schoolhouse Parent Committee (PAWS) actively engages in developing a strong partnership with Carson Valley Children's Aid Administration and fostering community between Schoolhouse families, teachers and staff. The committee hosts a variety of exciting social events and fundraisers throughout the school year. All Schoolhouse parents are welcomed and encouraged to participate in the Parent Committee. For more information about parent committee events and membership, please contact Lauren Nunez at laurehnunez@gmail.com.

CELEBRATIONS

Birthdays

Parents are encouraged to share their child's birthday celebration at the Schoolhouse. Parents are welcome to send in refreshments that will be shared with the class. **Please make prior arrangements with your child's teacher about the date and a list of suggested treats that work well in the classroom.**

We will provide a class list with names and addresses to Schoolhouse parents at the beginning of the school year.

Holiday Celebrations

The Schoolhouse celebrates all holidays and special happenings. Holidays are not the focus of our curriculum; however, we welcome any crafts, customs, or foods that you would like to share with us to enrich the holiday experience.

February

Monday, February 19th

In-Service Day – All Programs Closed

March

Tuesday, March 5th and
Wednesday March 6th

School Picture Day

April

Thursday, March 28th

Spring Conferences – All Programs
Closed

Friday, March 29th

Spring Break – All Programs Closed

Monday, April 1st

In-Service Day – All Programs Closed

May

Monday, May 27th

Memorial Day – All Programs Closed

June

Thursday, June 13th

Last Day of School – Program is Open

Friday, June 14th

All Programs Closed

EMERGENCY OPERATION PLAN

Our Emergency Operations Plan provides for responses to all types of emergencies. Our staff has been trained in all action procedures. Depending on the circumstances of the emergency, we will use the following protective actions:

- Immediate Evacuation – Students are evacuated to a safe area on the ground of The Schoolhouse in the event of a fire etc. We practice this monthly with your children at random times of the day. They become trained to exit and to go to their class meeting spot out back beyond the playground.
- In Place Sheltering – Sudden occurrences, weather or hazardous material related may dictate taking cover inside the building, a best immediate response. We have a room off the Big Room designated for such a time.
- Evacuation – Total evacuation from The Schoolhouse may become necessary if there is a danger in the area. In this case, your children will be taken to a Relocation Facility at CVCA Orchard Building, 1419 Bethlehem Pike, Flourtown, PA 19031. Their telephone is 215-233-1960.

Please listen to local news outlets. We will notify you via the Procure app that we have taken one of these protective actions. We will also notify you when we have resolved the situation and it is safe for you to pick your child up. Therefore, it is important for us to always have up-to-date contact information from you.

Should you have any questions regarding our operating procedures, please call 215-809-2496.

INCLEMENT WEATHER CLOSING

The Schoolhouse will provide notification of school closing via the Procure app. In addition, the closing information will be posted on 6 ABC News by 7:00 a.m.

If the program must be closed early (after your child has arrived for the day,) you will be notified by telephone and via Procure. If staff is unable to reach parents, emergency contact persons will be notified.

PARKING INFORMATION & CAR LINE

Our parking rules are strictly enforced for the safety of your children. Your cooperation is appreciated. All driving on the blacktop is one way *clockwise* from the entrance, behind the building, turning right to exit onto Wissahickon Avenue.

- Short Term Parking

There is room for six cars in the front of The Schoolhouse. The first cars in should pull up to, but not over, the entrance sidewalk. Please be patient if you get blocked in for a few minutes. You must enter from our one-way street entrance and drive around the building to utilize these spaces. **PLEASE DO NOT BLOCK THE DRIVEWAY. YOU MUST PULL INTO A PARKING SPACE WHEN PICKING UP OR DROPPING OFF.**

PLEASE DO NOT PARK AT ST.GENEVIEVE'S WHEN PICKING UP OR DROPPING OFF.

- Long Term Parking

You may park either on the blacktop behind the building, or along the side when you pull in. Our speed limit is 5 m.p.h. – do not drive faster than that. Please use extreme caution when turning the corner when leaving the playground.

Car Line Times

Car Line times are as follows:

8:45 am – 9:00 am (Staff will remove your child from the car. Please do not exit your vehicle.)

****Please note: We will not retrieve a child from a car who is not buckled in a proper car seat.**

If you are walking your child to the door during car line, please proceed into the building and take your child directly to his or her classroom.

12:45 pm – 1:00 pm

At 12:45 pm, please enter the Schoolhouse following the same pattern as morning car line. Your children will be ready and waiting by the side door. Please exit your car and a staff member will bring your child to you.

****It is Pennsylvania State Law that every child under the age of eight (8) must be buckled into a car seat in the *back* seat of the car.**

If you arrive past car line drop off or pick up time, please park your car and ring the bell at either the front or back door.

- **Playground Pick-Up**

We offer playground pick-up from 3:30 pm – 5:30 pm. Children in the Toddler, Sunshine, and Mother Goose classes will be on the front playground. All other classes will be on the back playground. Please enter the playground from our street entrance on Wissahickon Avenue. You must walk down and meet your child on the playground. For safety reasons, children are not permitted to run up the hill to greet you.

Never leave your car running when parked on Schoolhouse property.

Any changes in transportation must be made in writing, even if the person is on the emergency form. We will not release any child to anyone, other than parent/guardian, without proper written authorization.

SCHOOLHOUSE CONTACT INFORMATION

The Schoolhouse office telephone number is (215) 809-2496. The Schoolhouse cell phone number is (215) 292-1265. Please use the Schoolhouse cell phone number regarding child absences, illness, late pick up or drop off. For all other inquiries, please use the Schoolhouse office telephone number.

For direct contact with Schoolhouse teachers and staff please note that the best way is via the Procure app. You may also dial (215)233-1960 and choose from the following extension number:

Meadow Room Classroom – Ext.111

Adventurers Classroom - Ext. 113

Sunshine Classroom - Ext.114

Explorers Classroom - Ext. 115

Discoverers Classroom – Ext. 115

Mother Goose Classroom – Ext 116

Toddler Classroom – Ex. 117

Big Room Classroom – Ext. 118

Rainbow Classroom – Ext. 119

Business Office – Ext. 112, lcampion@cvca.phmc.org

Directors Office – Ext. 110, jwein@cvca.phmc.org

Business Line Directors Office – Ext. 372, julie.oconnor@cvca.phmc.org

Carson Valley Children's Aid values your opinion. If you have concerns about the services you are receiving, please contact CVCA's Compliance Hotline.

Compliance Hotline Line:

484-534-2989

SCHOOLHOUSE BULLETIN BOARD

Located in the Schoolhouse front door entrance way is our multi-purpose information bulletin board. This board contains certificates of compliance, school licenses, grievance procedures, and parent's bill of rights. Please feel free to stop in at any time and check it out.

MANDATED REPORTING

As childcare providers and teachers, we are mandated by the state to report suspected child abuse or negligence.

Anyone can report suspected child abuse or neglect. Reporting abuse or neglect can protect a child and get help for a family. To report suspected child abuse or neglect, call Childline at (800) 932-0213. Provide a complete, honest account of what you observed. Childline will review the information and determine if an investigation is needed.