

WELCOME TO CRAYON KIDS



FAMILY HANDBOOK 2026-2027

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No signature page on website	

ABOUT CRAYON KIDS

Our Mission Statement

It is the mission of Crayon Kids Preschool to provide the children of the Norristown area the opportunity to develop academically, physically, emotionally and socially in a cheerful, stimulating, and safe environment. Through kind and caring guidance, our professional staff will teach your child to develop to his or her potential with self-esteem and the necessary skills for their future growth.

Non Discrimination Statement

Admissions, the provisions of services and referrals of clients shall be made without regard to race, color, religious creed, disability, ancestry, national origin including limited English proficiency, age or gender. Our program shall be accessible to eligible persons with disabilities through the most practical and economically feasible methods available.

Best Practices

Crayon Kids strives to operate with best practices and techniques. We use many tools to guide us in these practices to ensure the highest quality of care for your family. We use guidance from the “Caring for Our Children” reference book and seek assistance and training from Keystone Stars. Crayon Kids also has resources from Early Head Start, OCDEL (Office of Child Development and Early Learning), CCIU (Chester County Intermediate Unit), MCC (Maternity Care Coalition), MCIU (Montgomery County Intermediate Unit), and the ECLKC by Head Start (Early Childhood Learning & Knowledge Center) web sites.

Health and Safety Checks Daily

Parents or drop off persons are responsible to speak with their child’s morning teacher to review the child’s health and safety. These checks are required to “accept” the child into the center without illness or injury. Children must be awake to be observed in order for them to participate in the program. Children who appear ill will be excluded from entering the center until a review is done with administration. This is the time to share concerns and information about the child’s health.

Crayon Kids Staff

Our staff consists of a team of certified, degreed, and trained professionals with many years experience in child development. They have proven their patience, love, and understanding of children. Staff members are also certified in First Aid and CPR, as well as yearly training in the education of young children.

Continuity of Care

Research has shown that children have better educational and developmental outcomes when they have continuity in their child-care center. Safe, stable environments allow children the opportunity to develop the relationships and trust necessary to comfortably explore and learn from their surroundings. Crayon Kids tries to ensure that all children remain with their same teachers in our 0-3 classrooms (EHS) as well as in our Preschool/Pre-K classrooms. We systematically introduce all children to all staff which we have found makes transitions easier for children.

Keystone Stars

The Keystone Stars program is a *voluntary* continuous quality improvement program in the state of Pennsylvania. Crayon Kids is proud to have achieved a star 4 level in this program and promises to continue to provide quality care for your family.

Early Head Start

Crayon Kids is proud to be part of the federally funded Early Head Start (EHS) program. All families of children ages 0 to 3 years of age can apply. The program also supplies diapers, wipes, formula, and food (CBS program) for your child. If you prefer certain diapers, wipes, or formula you **MUST** have a doctor's note stating that your child has an allergy to our provided products. Crayon Kids expects families to support EHS with parent volunteer time. It is also required for parents to have 2 home visits by our EHS teachers and EHS parent engagement personnel per year; this is in addition to parent teacher conferences. In addition, no child can refuse the food program when participating in Early Head Start.

Early Head Start programs require a home visit within the first 45 days of care to go over the initial screening. After that you will receive 2 developmental reports per year, 2 social emotional screenings per year, and a second home visit 6 months following the first home visit.

Families are expected to spend time with their child during drop off and pick up at the center. During drop off please sign in with your child, communicate with your child's teacher and assist your child in washing their hands, hanging up their jacket and belongings and discussing any information necessary to the A.M. teacher. During pick up, please communicate with the

teacher that you are present and sign out your child from care. Help your child gather their belongings and review any information with the teacher.

Pre-K Counts

Crayon Kids has partnered with Chester County Intermediate Unit (CCIU) to provide 30 Pre-K Counts slots in our center. Enrolling your child in quality pre-kindergarten means your child has a better chance of being ready for kindergarten. With a strong early start in pre-kindergarten, they have a better chance of doing well in school, going to college or career training, and getting a good job. All of this can start by enrolling your child in PA Pre-K Counts! Our Pre-K Counts program is from 8:30 am to 2:30 pm Monday through Friday. You may participate in before and after care by applying for subsidy for assistance or paying privately for the additional hours.

Pre-K Counts is designed for children who:

- are between age 3 (by September 1) and younger than the entry age for kindergarten;
- live in a family earning up to 300% of poverty; and
- may also have a disability or developmental delay, English as a second language, or other issues that make them at risk for failing in school.

Families are expected to spend time with their child during drop off and pick up at the center. During drop off please sign in with your child, communicate with your child's teacher and assist your child in washing their hands, hanging up their jacket and belongings and discussing any information necessary to the A.M. teacher. During pick up, please communicate with the teacher that you are present and sign out your child from care. Help your child gather their belongings and review any information with the teacher.

ENROLLMENT POLICY & PROCEDURE

Crayon Kids Admission Procedure

Admission to Crayon Kids is accepted to all children without regard to ethnicity, religion, creed, gender, age (2 months to 7 years), and disability within safety limits. Openings to our classrooms will depend on age, staff-to-child ratio, and amount of children permitted by state codes. Crayon Kids policy provides only 1 part time position in all classrooms. Your enrollment

may be jeopardized if your child/children go from full time to part time status. Please see the Director for concerns.

Enrollment Procedure

Child File

All children must have a personal file *completed* upon their first day of attendance. This file consists of the following forms:

1. Application
2. Emergency contact form *
3. Child Health Assessment **
4. Password Form
5. Parent Consent
6. Rules and Regulations
7. Civil Rights Compliance ***
8. CBS/food forms
9. Medical plan (if needed)

If any of the above is not completed/returned/updated on the date requested, your child may be dismissed from school until it is received. While filling out these forms, if something doesn't apply, please write N/A or none-**do not leave it blank**. Please contact the director if you need to change any information in your child's file.

Updates Needed for the Child's File

* Emergency contact forms must be updated every 6 months. The director will inform you when it is time to update your form. If information changes throughout the year, please inform the teacher or director immediately. If the director is unable to contact a parent with supplied information, care will be suspended until working contact numbers are provided. If numbers are consistently out of date care may be terminated.

** Please see Immunization Policy

***Please see Civil Rights Compliance

IEP/IFSP Request

In order for Crayon Kids staff to provide the appropriate learning and developmental experience for your child, we ask that if your child has an IEP (Individualized Education Plan) or IFSP (Individual Family Service Plan) that you make it known to the Director. A copy of such a plan should be given to Crayon Kids, Inc.

The IEP or IFSP will be kept strictly confidential. A form addressing this will be contained in your admission packet. We are committed to working in partnership with families whose children have Individualized Family Service Plans (IFSP) or Individualized Education Plans (IEP). We will attend IFSP or IEP meetings when requested by parents. Teachers refer to the child's plan to support the goals and objectives within the classroom through their lesson plans and environment individualizing their needs.

Additionally, we will collaborate with all professionals providing services for children with IFSPs or IEPs. We will support parents in the services they request for their child and will make reasonable accommodations to support their services within the center.

All fees charged by any consultants or professionals are the responsibility of the family. Due to confidentiality, guardians must provide an IEP to the school or give permission for release.

Crayon Kids strives to provide best practices to all children. Programs must ensure staffing is sufficient to ensure safe, nurturing environments and individualized teaching and learning for all children. Settings need to be inclusive. If the classroom is predominantly composed of children with disabilities, it may be a de facto special education classroom rather than a classroom inclusive of children with and without disabilities (Inclusion of Children with Disabilities ACF-IM-HS-20-01). Our staff is NOT qualified for early intervention or special education. Crayon Kids reserves the right to accept 20% in each classroom with children with IFSP's, 504's or IEP's. If the classroom has met this percentage, your child may be placed on a waitlist to ensure that staff can safely and effectively provide best practices to all children in each classroom.

*Ex. of IEP Request of Release form available in Appendix A

CHILD DEVELOPMENT

Classroom Ratios

Early Head Start (0-36 months)

Ratio: **1 staff member** to every **4 children** with no more than 8 children to a classroom

Pre-school/Pre-K (36 months +)

Ratios: **1 staff member** to every **10 children** (over the age of 3 years/36 months)

Curriculum

We pride ourselves on small groups and personal attention.

Our programs are based on the development of each individual child. We proudly use the Creative Curriculum and Funnydaffer for Infants, Toddlers, Pre-school, and Pre-K. Pre-school and Pre-K also use Handwriting Without Tears Social emotional programs, ESL, Clifford readers and other popular national education programs which have been approved by OCDEL (Office of Child Development and Early Learning).

Our curriculum consists of:

Infant/Toddler (0-3): Language and Literacy, STEM, Creative & Experimental Art, Social Emotional, Fine Motor & Gross Motor, and Health and Safety.

Pre-school (3-4): Language & Literacy, STEM, Creative & Experimental Art, Social Emotional, Independence Skills, Fine Motor & Gross Motor, and Health & Safety.

Pre-Kindergarten (4-5): Language and Literacy, STEM, Creative & Experimental Art, Social Emotional, Independence Skills, Kindergarten Readiness, Fine Motor & Gross Motor, and Health and Safety.

The children also participate in the weekly Mighty Tots fitness and exercise program, weekly music program, interactive story time, field trips, in-house visitors, pizza Fridays and various special events throughout the year. Parents are always welcome and encouraged to attend these events.

Child Observation and Developmental Reports

Primary teachers are required to perform a child observation within the first 45 days of enrollment regardless of age (Mandatory Keystone Star Requirement). We use *Ages and Stages Questionnaire* for our initial assessment. This assessment will help you and our staff to determine where your child is developmentally as well as identify any concerns for additional support in their development.

A parent conference will be offered following review of assessment by the lead teacher. Families are encouraged to participate and discuss goals for the child with the teacher so that they may incorporate such activities in their lesson plans and classroom environment. (EHS students will have a mandatory home visit at this time to review observations and create goals. See Early Head Start section for more details)

Parent /Teacher conferences: Developmental reports through Teaching Strategies Gold, Creative Curriculum, and O.W.L. are done two times a year in the fall and spring with parent conferences held after each assessment. Attending conferences is not mandatory unless your child is in Pre K Counts or Early Head Start programs. Attending conferences is highly suggested to help parents/teachers work on goals for the child together. Additional conferences may be requested at any time by parents or teachers. Copies of your child's assessment will be provided when completed. Copies of assessments are available if you cannot attend, and phone or Zoom conferences are offered.

Process for Referring a Child for Intervention Support & Procedure for Referring Families to Appropriate Mental Health Services & Early Interventions

If at any time a staff member finds evidence that a child may be eligible for intervention services, such as through the ASQ, ASQ-SE, or observations, the staff member will contact the director. The director and lead teacher will establish a plan to gather additional evidence. When the evidence is compiled the director will contact the child's parent/guardian for a meeting. The director and lead teacher will then present the information gathered and supply the parent(s)/guardian(s) with the appropriate contact information for the particular issue being addressed. The family then will make the appropriate contacts if they believe these services are necessary. Crayon Kids will support the family in all aspects of their child's intervention and developmental plan.

Parents/legal guardians of students who consistently disrupt teaching, learning, or rest times will be required to supply additional staffing to assist your child and teachers IF parent/legal guardian refuses support from intermediary support teams. Crayon kids will not provide financial compensation to support staff other than those hired by Crayon Kids. All support personnel supplied by parent/legal guardians will adhere to all Crayon Kids, Keystone Star, and State standards.

Inclusion Policy Statement

Crayon Kids welcomes children of all abilities at our center. We support full access and participation for all children with developmentally appropriate practices in childhood experiences and environment. We believe that each child is unique and with family partnership and professionals we can collaborate and provide the best support so that every child succeeds to their fullest potential.

Inclusive Admission

Children of all abilities have equal opportunity to enroll at our center. A waiting list may be obtained and children are admitted on a first come first served basis.

Inclusive Environment and Collaboration

Crayon Kids staff use developmentally appropriate practices and curriculums approved by OCDEL (Office of Child Development and Learning). Lesson plans are individualized for the unique needs of each child. Crayon Kids will attempt to make special modifications or adaptations to our environments to support all children and incorporate them with their peers. Crayon Kids also collaborated with multiple early intervention programs such as Montgomery County Intermediate Unit (MCIU) and Chester County Intermediate Unit (CCIU), Carson Valley and more. All staff promise to work with therapists, special educators and other professionals to support children's needs to assure their success. Crayon Kids staff will support and participate in IEP (Individualized Education Plans) and IFSP (Individualized Family Service Plans) to safeguard strategies that are in plans to promote each child's potential for full development.

Inclusive Professional Development

Crayon Kids will support teachers with education/training to ensure that staff are comfortable, confident and competent to meet the developmental needs of all children. All staff persons are required to take an orientation class/training on inclusion practices within 90 days of employment unless they have completed such training within the last 3 years. Crayon Kids administration will provide additional support and resources as appropriate. Crayon Kids typically has a special education teacher on site. We also close each month @ 3pm for mandatory staff meetings and training hours. The dates will be posted in your parent newsletter on Playground.

Dual Language Learners

For families whose first language is not English, Crayon Kids has multiple teachers who speak Spanish and will help families in our enrollment process. If a family speaks another language besides Spanish, Crayon Kids will do their best to reach out for translators through our local ELRC. It is important that families feel welcome at our center. Crayon Kids will provide enrollment forms, daily communication, newsletters, resources and other information in Spanish or family's home language. Crayon Kids will provide screenings in Spanish and other languages if needed. The program will intentionally incorporate professional development opportunities related to supporting DLLs and cultural responsiveness.

We will provide bilingual activities in all classrooms regardless of DLL students. Crayon Kids will continue to employ a diverse staff with some being bilingual who speak the language of the majority of DLL's in our community. Crayon Kids will provide the classroom environment with many opportunities for the DLL child to learn. We label items in Spanish and English and

other languages when needed. Materials will be in dual languages, as well as circle time songs and chants, as well as using sign language to help support DLL learners. Crayon Kids will have family engagement activities that invite all families to participate.

Confidentiality

No information will be released about a child or family during enrollment or transition without first receiving written permission from the legal parent or guardian. All staff sign a confidentiality clause as part of their employee handbook and will be expected to fulfill their obligation about privacy. All records on children and families are stored in a safe location with access only to administration and teachers. The only time information will be shared without consent is through a court subpoena or as mandated reporters of child abuse/neglect.

Suspension/Expulsion Policy

Crayon Kids believes that children should not be suspended or expelled. We strive to work with families with children who show signs of behavioral challenges. Our first goal is to meet with parents and create a plan for support for the child. We will work together with families to plan an evaluation for the child through their child's pediatrician, local mental health consultants, intermediate units or other community resources. If the child is currently receiving services, Crayon Kids will work with the IEP/IFSP team to develop and share strategies in supporting the child with his or her challenges. Suspension or expulsion can be used in such cases where families refuse or deny support for the child and/or the child creates dangerous or extremely disruptive situations for others. Safety of students and staff are our top priority. Children can use a "safety break" or "Reset" and be removed from the classroom to the office until they are ready to regroup. Crayon Kids will work with staff in training and teaching positive redirection/ positive behavioral support for children in place of suspension/expulsion.

TRANSITION PROCEDURE

Transition Procedure to Crayon Kids

Helping Children Transition To The Center:

Every child is assigned to a full time teacher at the center. This primary teacher has the responsibility of helping new children become familiar with the routines of the center. The teacher will learn your child's unique ways of communicating and will narrate the day for him or her until he or she is completely comfortable.

Children respond in a variety of ways to new settings. Some settle in quickly, as if they have always been at the center. Others may have a more difficult time adjusting. Children

experience a variety of feelings (sadness, anger, and delight) as they learn to trust new teachers and know that parents do come back at the end of the day. Please be assured that your child will be supported during this transition time.

Parents can help their children by:

- Talking positively about the center, teachers, and children
- Acknowledging and validating all feelings (I know that you are angry, sad, excited, etc.)
- Communicating a matter-of-fact confidence in the center
- Assuring your child that you love them, that you will miss them, and that you will be back
- Saying goodbye when you're ready to leave and then leaving. (It's confusing to children and teachers when parents say good-bye and then stay around for a while.)
- Letting your child know when you are leaving the center. It is critical to your relationship that your child trusts that you will not sneak out to avoid upsetting him or her. It is much better for a child to experience momentary sadness than to have to deal with the possibility that a parent may disappear at any moment.

Helping Parents Transition To The Center:

This is usually the more difficult of the transitions! Parents may have mixed feelings about leaving their young children in group care. These are normal reactions to trusting your child with people who are initially strangers. You may experience new feelings as children form attachments with teachers. These attachments are essential for a child's emotional development and school success. In order to help yourself feel comfortable, you are welcome to spend time in the center. Site directors or teachers can always make time to answer your questions or hear your concerns about your child.

Classroom Transition Procedure

Toddler transition to Pre-school:

All infants and toddlers are in our Early Head Start (EHS) program. The EHS children remain in their classrooms until age 3. As your child approaches the age of 3 (by September 1st) he or she will be ready to transition from our toddler room to our Pre-school room. Families will be notified of their child's transition 2 weeks prior to transition practices. Toddlers will visit the preschool classroom with his or her primary teacher for short time frames until the primary teacher feels the child is ready to transition without the primary teacher. The child then will visit for short periods without the primary teacher until the pre-school teacher and toddler's primary teacher feel they are ready for a full day transition. Please note that if the teachers feel that your

child is not ready to handle the transition, he or she will remain in the toddler room until the teachers feel he or she is developmentally ready. Parents will be informed of this decision and a meeting will be arranged to discuss strategies to assist the child in transitioning. Teachers will be training toddlers to use cups in place of sippy cups, work on potty training if ready, vocabulary to express oneself, self-help skills, and attention span. An individual transition meeting will be available at your convenience at any time.

Pre-school transition to Pre-K:

As your child approaches the age of 4 they will join our Pre-K group if space is available. If space is not available your child will begin transition as soon as space in the Pre-K room becomes available. Pre-K is for children who will enter kindergarten by the following September. Your child must turn 4 before September 1st to be enrolled in our Pre-K group. Parents will be offered a transition meeting prior to transition or at any time during transitioning. The child's primary preschool teacher will accompany the child to the Pre-K classroom for short transition times until the child is ready to transition without their primary teacher. Once both teachers feel the child is ready, a full day transition will commence. Depending on the developmental level of your child the teachers will determine if your child is ready for the Pre-K class. An individual transition meeting will be available at your convenience to discuss strategies for a smooth transition. Teachers will be working on vocabulary to express oneself, use of "I" messages to handle conflicts with peers, self-help skills such as dressing, potty training if ready, and recognition of name and other cognitive concepts to prepare for Pre-K.

Pre-K transition to Kindergarten:

As your child approaches the age of 5 and is ready to enter a Kindergarten program, parents will be asked to attend an individual transition meeting to help with any concerns or questions you may have. Teachers will be teaching children self-help skills, prosocial behaviors such as "I" messages for conflict resolution, cognitive skills for preparation to kindergarten, and potty training if necessary. All Pre-K students are invited to attend a morning in a kindergarten classroom. This event usually takes place in May or June of the child's Pre-K year at Marshall Street School. Crayon Kids will also provide yearly an Information/Enrollment to Kindergarten meeting with support staff from Norristown Area School District (NASD). Pre-K students receive additional transition activities in the form of books and activities. Visits from and to additional elementary schools will be conducted if available. We will also mail a duplicate copy of your child's last development report, IEP, IFSP, and any other important documentation to your child's new school with your written consent using our permission to release the form.

Child Record Transfer

Upon completion of your child's care at Crayon Kids we will be more than happy to transfer or forward your child's records to the school of your choice. In order to do so you must sign a "permission to release" form as well as provide information of the recipient (name, address, etc.) Copies of your child's record can be made for you with a 48 hour notice.

DAILY ADMISSION, ATTENDANCE, & ARRIVAL/DEPARTURE POLICY

Daily Admission

Children will be permitted to attend on the days originally scheduled on the parent agreement (during enrollment) or as designated by ELRC. ELRC students may attend additional days at the rate listed on our website www.crayonkidsinc.com (subject to change)

- Days may be switched only through approval of the Director & Lead Teacher.
- Children will not be permitted to attend school if in violation of health and safety rules and or tuition discrepancies.
- Families are expected to spend time with their child during drop off and pick up at the center. During drop off please sign in with your child, communicate with your child's teacher and assist your child in washing their hands, hanging up their jacket and belongings and discussing any information necessary to the A.M. teacher. During pick up, please communicate with the teacher that you are present and sign out your child from care. Help your child gather their belongings and review any information with the teacher.
- Attendance will be done daily.
- Children may be turned away if the child can not participate comfortably in activities due to excessive: crying, sleeping, lethargy or unable to participate.

** Please be advised that if you are on ELRC (Early Learning Resource Center) you are permitted 40 absent days per year. If you use your 40 days within one year (effective July 1st), you will be required to pay directly out of pocket for ANY MISSED DAYS after the 40th absence.

Late Policy

Children may **NOT** be dropped off any later than **9:00 am**. Children dropped off after this time disrupt the learning process and/or napping children. We ask that if you know you will be late that you call to inform us of the situation. **Habitual lateness may compromise your child's care slot.**

*See Late Drop Off / Pick Up Fee Policy for details.

Arrival and Departure

- **Our school hours are 7:00am – 5:30pm.** All children must be present no later than **9:00 am**. Children are permitted at the center for no more than 10 hours per day. Please adhere to our program hours. Do not drop your children off prior to the program's start time, even if staff is in the building. Pick up time is no later than **5:30pm**. School doors close promptly at 5:30pm. A courtesy call may be given at 5:15 pm. (Please See Late Drop Off/Pick Up Fee Policy)
- ELRC and County Assistance (Welfare) parents are given an (1) hour for travel to and from work, school or program. Children should be dropped off within 1 hour prior to parents arrival at work, school or program and child(ren) must be picked up within 1 hour after work, school or program has ended. Information is given to Crayon Kids by an individual's case worker. If in a work ready or similar program hours will be adjusted to opening and closing times of the program. **Please do not abuse the policy set forth by ELRC or the County assistance (Welfare) office. Parents that abuse this policy will be reported to ELRC.**
- All guardians or adults (16 years old or older) must escort the children to and from their classrooms.
- Do not leave your child in a classroom unless a staff member is present and acknowledges your child.
- Parents/guardians **must** accompany the child/children to the bathroom for hand washing upon arrival. Families are expected to spend time with their child during drop off and pick up at the center. During drop off please sign in with your child, communicate with your child's teacher and assist your child in washing their hands, hanging up their jacket and belongings and discussing any information necessary to the A.M. teacher. During pick up, please communicate with the teacher that you are present and sign out your child from care. Help your child gather their belongings and review any information with the teacher.
- Your child will only be released to persons that appear on the emergency form with proper identification and password, unless the parent provides written notice. All new pick-up persons must show a valid photo ID and the password.
- Parents must provide written notice when a person, other than who appears on the emergency contact form, is scheduled to pick up their child. The pick up person must provide proper identification as well as the password.

- In the instance when a natural parent is not permitted to pick up a child, we will make every attempt to honor your request. Be aware that without a **court order**, we can not forcibly prevent a natural parent from picking up the child. We will attempt to contact the primary custodian to make them aware of the situation, before releasing the child.
- No child shall be released to any adult who appears to be under the influence at the discretion of the center and its employees. Police may be called.
- Crayon Kids Preschool will close early between 3:00pm-5:00pm one time per month for staff training purposes. Please check your monthly newsletter for specific dates.

Late Drop Off / Pick Up Fee Policy

Drop offs after 9:00 am are subject to late fees. Parents/Guardians are expected to pick up their child/children by 5:30 pm. If their child is not picked up by 5:30 pm, they will be charged a \$1.00 per minute late fee. Continued lateness in picking up your child/children may result in dismissal from our school. ****If a parent does not contact the school by 6:00 pm with pick up arrangements, we will notify the Department of Children and Youth.****

Attendance Policy

Early Head Start/ Pre-K Counts: There are strict policies with these programs. Attendance rates are to be 85% or better each month the child is enrolled. This is typically **no more than 3 absences per month.**

Excessive absences: If a child accumulates excessive unexcused absences, late arrivals or pick-ups, a meeting will be scheduled with the family, crayon kids staff and family service workers to develop an attendance contract. Failure to adhere to the contract may result in termination to the program. *5 days of absences with no communication will automatically result in termination of the child's slot.

Excused absences: When a child is unable to attend due to physical, mental, illness, family emergencies, death in the family, medical appointments, natural disasters, or other extenuating circumstances approved of by the center.

Unexcused absences: Any absence that is not included above and your child will be marked unexcused if no communication is sent to the center.

ELRC's policy that all subsidized child care students are allowed 40 absences a year (July 1-June 30). If the child exceeds 40 absences ELRC will stop payment for that child. The parent will be required to pay our private rate for that child's particular classroom. This rate must be paid according to the aforementioned payment policy. If payment is not made, the child's care will be terminated.

Attendance Procedure

Crayon Kids believes that attendance in all our programs is essential for a child's development. Communication with our staff is essential and families should notify staff every day that a child will not be in attendance.

Day #1. When a child is absent without a parent notifying us staff will reach out to the family to inquire about the absence by phone and email as well as our Procare app. If no communication is exchanged the child will have an unexcused absence.

Day #2. If a child is absent the following day without communication, the teacher/admin will reach out to the family again to verify the safety of the child.

Day #3 On the third day of absence the center administration will reach out to family and emergency contacts if necessary to locate the child. Phone calls and emails/Procare app messages will be sent to the family. We will also reach out to the specific program family coordinator for additional assistance and to notify the program of extended unexcused absences. This will continue until day 5.

Day#5 On day five, in addition to the above communication avenues, a letter will be sent to the family reviewing the attendance policy and subsidy policy if needed. The family will be informed that if the child does not return to the program on day 10 they will be removed from the program. Different programs have specific rules and will be followed.

If a child is missing school due to transportation or extenuating circumstances, Crayon Kids will work with the family and program coordinator to assist the family in returning to the program.

TUITION POLICIES

Registration for Private Paying Families Only:

There is a non-refundable registration fee of \$25.00 that will be charged for the first child and \$15.00 for each additional child at time of enrollment. Registration fee is due regardless of private or subsidized care payment plans.

1. Tuition / Payment Methods

You may choose to pay weekly or biweekly. Once you have decided upon your method of payment, you must continue to pay in that manner for the remainder of the school year unless

discussed with the Director. Payments should be made on the PLAYGROUND app. we do accept cash, check, money order. **Please do not leave without a receipt if you pay with cash.** We will not be held responsible for a missing payment. (Please put your child's last name on your check or envelope if it is different from yours). If your payments become delinquent and your child is withdrawn from the school, a payment plan will be arranged. However, if it is defaulted, we will turn the collection process over to our collection agency\ Parents are required to provide their social security number upon application or must pay tuition fees in advance.

2. Weekly Payers

Payment is due by 9:00 am on Mondays. If your payment is late and we do not receive it by Wednesday, your child will be withdrawn until the tuition is paid in full. If the tuition is 2 weeks late, your child will lose his or her placement in our school. Parents/Guardians are responsible for paying every week.

3. Bi-Weekly Payers

Payment is due by 9:00am every other Monday, and you must be at least one week ahead. If your payment is late and we do not receive it by Wednesday, your child will be withdrawn until the tuition is paid in full. If the tuition is 2 weeks late, your child will lose his or her placement in our school. Parents/Guardians are responsible for paying every week.

4. Split Tuition Payments

Regardless of arranged payment plans made by separated or divorced parents, if the child's tuition payment is late by either parent, our late payment policy will still be in effect and the child will be withdrawn until tuition is paid in full.

5. Late Payment Fees

If your tuition payment is one week late, you will be charged \$5.00, as well as every week thereafter, until paid in full. The tuition including the late charge must be paid prior to the child returning to school.

6. Insufficient Funds

If we receive a returned check from our bank, you will be charged a \$15.00 returned check fee plus any fee from our bank and restitution must be made immediately. If more than one check is returned, you will be required to pay by cash for the remainder of the year.

7. Subsidy / ELRC / CAO

All parents who receive financial aid from the state or the county are required to pay their portion weekly, as per county or state codes. We are required to contact the caseworkers when parents are late. **Parents must make their payments by 9 am on Mondays.** Any balances will be reported. You will receive an Adverse Action and may lose your subsidized care if not paid.

8. Absence: Vacation/Sick

Please call or send a message in Remind by 8:00 am if your child will be absent from school. **Tuition/Copays are due regardless of your child's absence. There will be no**

reductions for long vacations or short absences. (For cases of long term absence due to sickness, please contact the director). Please be advised that you have 40 days yearly of absenteeism if you are a client of ELRC. Information is provided in the admission packet. ELRC's year term is June 30th to July 1st the following year. 5 days with no show or no call may result in termination and a two week tuition fee.

Termination Policy

A two week written notice is required to withdraw your child from our program. You are responsible for the last 2 weeks tuition and/or copayments. Please be informed that per ELRC regulations, if your copayment is not paid, Crayon Kids will report your delinquency and you will not be able to transfer care until co-payments are made.

DAILY POLICIES, PROCEDURES, & SCHEDULES

Family Communication

Open communication between parents and staff is essential. We use the PLAYGROUND app to communicate with parents. Parents will receive an academic school year calendar in September with all major dates. Newsletters will be sent seasonally for upcoming events and date reminders. Important memos will be sent on PLAYGROUND..

Please refer to the website www.crayonkidsinc.com for links to other important information such as the Parent Handbook. These can be found on the Resources page.

Daily Communications

It is required that all children under the age of 3 years receive a daily report from PLAYGROUND from their primary teacher. Children ages 3-5 will also receive a daily report from PLYGROUND. The information will include: diaper changes, meals, naps, medication information, activities the child was involved in, and any special notes or concerns about the child.

Parents/Guardians and teachers can share information on PLAYGROUND. Please feel free to write/send a note to a teacher or teachers; all notes are checked each morning and evening. You may also call the center at any time if you need to relay information. Please kindly give 48 hours for a response. If it is urgent, please use the PLAYGROUND app for a quicker response.

Have an issue? We encourage families with concerns about the center or resources needed to follow the below protocol

1. Speak to your child's teacher	2. Speak to the lead teacher	3. Contact administration Dana Nickens
4. Contact Office manager : Rochelle Scurry	5. Contact Director Patricia Klemp	Thank you for following our protocol. We hope we can always resolve any issues you may have.

Required Daily Items

****All children must have at least 1 but preferably 2 sets of clothes (weather appropriate) including underwear and socks in case of accidents, spills, etc. ****

Infants: 2-12 months

Crib sheets, bibs, burp cloths, bottles, food, formula, diapers, & wipes are provided. Please inform the director if your child requires a specific type of anything mentioned above. If your child uses a pacifier, please provide the pacifier you would like them to use. Please do not bring blankets since we are not allowed to use them for children under 12 months.

Toddlers: 12-36 months

Toddlers sleep on either sleeping mats or cots depending on the classroom. Blankets are provided; however, you may bring in your own blanket for your child to use during nap time, but you will be required to take it home every Friday to wash and return on Monday. The cots have sheets provided, but the mats do not so you may provide sheets for the mats if you desire, but it is not required.

Since your child is currently potty training, we ask that you please bring in multiple sets of clothes since accidents happen the most often during the potty training stage. There are no extra clothes available and we do not borrow other children's clothing even if they are related.

Please provide pull-ups if your child is potty training!
Velcro sided pull ups are MANDATORY

Pre-School/Pre-K: 3-5 years

The students sleep on sleeping mats, and blankets are provided; however, you may bring in your own blanket for your child to use during nap time, but you will be required to take it home every Friday to wash and return on Monday. You may provide sheets for the mats if you desire, but it is not required.

If your child is potty training, we ask that you please bring in multiple sets of clothes since accidents happen the most often during the potty training stage. There are no extra clothes available and we do not borrow other children's clothing even if they are related. **Please provide pull-ups if your child is potty training! Velcro sided pull ups are MANDATORY!** You may also bring in pull-ups for nap time use only if your child is potty trained but tends to have accidents while sleeping.

Breakfast / Lunch / Snack Policy

****Crayon Kids is on a CACFP program. No food may be brought in unless you decline the food program. EHS and Pre K counts students may not decline.****

WE WILL NOT FEED YOUR CHILD ANYTHING THAT IS NOT APPROVED NUTRITIONALLY

1. Breakfast hours are from 7:00am–8:30am. Please do **not** bring in breakfast for your child if you will arrive after 8:30 am. PLEASE FEED YOUR CHILD AT HOME. Breakfast ends at 8:30 am sharp. **No outside food is permitted.**
2. Crayon Kids will provide Breakfast, AM snack, Lunch, and PM snack every day supplied by a food service. However, if you choose to feed your child, parents must provide an appropriate lunch for their child/children every day. Please send a balanced meal with a minimum amount of “snack foods”. We have noticed a definite correlation between an abundance of sweets and very active behavior. Your cooperation is greatly appreciated. No “junk” food will be given to your child.
3. All lunches must have enough food to satisfy their child's appetite, such as meal, juice and snack.

4. Please note that we believe in a healthy diet. If you bring food from home, we will give the child their meal and milk first, fruit second, and snack last.
5. If your child's lunch is not brought to school with your child, a lunch must be brought in by 11:30am.
6. We cannot accept any glass or tin containers that may harm the children.
7. Please do not pack a meal that needs to be "cooked". We do not heat any meals.
8. All containers that are brought to school must be labeled with the child's name with a permanent marker. We are not responsible for lost containers.
9. Please do not bring in food that needs to be "stored" in our refrigerator, freezer or cabinets. Our refrigerator needs to hold food program lunches every day. Please make sure your child's lunch fits in a "standard" lunch bag.
10. We will not accept any beverages that are labeled "non-alcoholic", resemble an adult beverage, or are high in caffeine such as Jolt or Red Bull beverages; as well as soda of any kind.
11. Every Friday is Pizza Day! If you would like your child to participate, please let us know..... it is free. If you don't want your child to have pizza, we will make them a sandwich as a replacement (if you're on the food program).
12. If your child has allergies, please notify us upon enrollment with a doctor's note. We will make all reasonable accommodations for your child.
13. Family style meals:

Crayon Kids supports the research that children establish eating habits as early as age 2. It is important for Head Start programs and quality child care centers, along with families, to build healthy eating habits early. One way to do this is to serve meals family-style. Crayon Kids serves meals family-style to introduce healthy foods, model healthy behaviors, and provide opportunities for nutrition education.

Serving family-style meals means the staff serves food in containers and the children use utensils to scoop their own food and pass it along to the child next to them. Our staff helps students to serve their own food and pour their own drinks until they are able to do it themselves.

Family-style eating not only helps the children develop their fine motor skills but also teaches them about patience, sharing, and portions. It is also an opportunity for children to have meaningful conversations with adults and develop social relationships. Best Practices

and Head Start standards require all toddlers, preschool-age children, and assigned classroom staff, including volunteers, to eat together family-style for each meal and to share the same menu if possible.

Suitable Dress Attire

Please dress your child in comfortable play clothes. **Please label all clothing.** Please keep “good clothes” for special days and family activities. We are NOT responsible for lost clothing or dirty clothing. We prefer for safety reasons that your child wears sneakers and avoids open toe shoes and shoes with slippery soles. Sandals are acceptable in warmer weather but they must have a back to them. No flip-flops or slide-on sandals! Please refrain from having your child wear jewelry that can be caught and pulled such as hoop earrings and long necklaces. Small rings and bracelets are considered choking hazards.

It is required by the Department of Public Welfare that children play outside everyday, weather permitting. Please have your child prepared daily.

Fall / Winter

Coats, hats, gloves or mittens, & boots

Spring/Summer

Light jacket, shorts must be worn under dresses & skirts, bathing suit and towel for water play, sunscreen, water shoes (optional)

Nap Time Guidelines

All children, except Pre-K, are required to rest for 2.5 hours. If a child has difficulty sleeping, he/she will not be scolded or placed in time out. The teacher will place the child away from others and give quiet activities to help pass the time (books, stuffed animals, or coloring). Children will nap 3 feet apart.

Blankets will be washed at the center every Friday unless it is a parent provided blanket which will be sent home to be washed and returned the following Monday.

Children who are disruptive during nap time may be required for early pick up or additional support supplied by the parent /guardians. ** See “Process for Referring a Child for Intervention Support & Procedure for Referring Families to Appropriate Mental Health Services & Early Interventions”

Potty Training

We follow standards given by the American Academy of Pediatrics in potty training readiness. There are certain signs when a child is ready for potty training.

We ask that you provide us with a letter from your pediatrician indicating that your child is ready. Once this is received we will go over the potty training procedures. We will only accept **Velcro** pull-up if this is your choice in potty training. If you choose to use underwear, please have plenty of spare clothes. If your child is unsuccessful in underwear we will prefer pull ups for sanitary reasons.

HEALTH & SAFETY POLICIES

Health Policy

Crayon Kids staff members will notify parents/guardians if children develop new signs or symptoms of illness. Parent/guardian notification will be immediate for emergency or urgent issues. Staff will notify parents/guardians of children who have symptoms that require exclusion, and parents/guardians should remove children from the school as soon as possible. For children whose symptoms do not require exclusion, verbal or written notification to the parent/guardian at the end of the day is acceptable. Most conditions that require exclusion do not require a primary health care provider visit before re-entering care.

When a child becomes ill but does not require immediate medical help, a determination should be made regarding whether the child should be sent home. The caregiver/teacher should determine if the illness:

- a) Prevents the child from participating comfortably in activities: excessive crying, sleeping, lethargic or unwilling to participate.
- b) Results in a need for care that is greater than the staff can provide without compromising the health and safety of other children
- c) Poses a risk of spreading harmful diseases to others
- d) Causes a fever and behavior change or other signs and symptoms (ex: sore throat, rash, vomiting, and diarrhea). An unexplained temperature above 100.4 °F (armpit) in a child younger than 6 months should be medically evaluated. Any infant younger than 2 months of age with fever should get immediate medical attention.

If any of the above criteria are met, the child should be removed from direct contact with other children and monitored and supervised by a staff member known to the child until dismissed to the care of a parent/guardian, primary health care provider, or other person designated by the parent. The local or state health department will be able to provide specific guidelines for exclusion.

- ❖ Parents will be notified if fever is detected above 100.4 degrees. Parents are required to pick up their child immediately. Your child may not return until 24 hours after the fever has passed without medication. ***Therefore, your child may not return to school the next day***. If the fever returns in a few days, your child will need a doctor's note before attending school.
- ❖ Persistent cough or thick discharge from the eyes or nose requires a doctor's note (visit) before the child is allowed to return to school.
- ❖ Any contagious illness detected or suspected requires 24 hours of medication administered before returning to school. Your child's return to school must be accompanied by a doctor's note in cases of known contagious illnesses.
- ❖ Vomiting or Diarrhea will require parent notification and pickup depending on the circumstances.
- ❖ Any unidentified rashes will require a doctor's note before returning to school.
- ❖ No medication will be given to the child unless it is written on the medication log and signed by the parent with a doctor's note.
- ❖ Parents will be notified if there are any known contagious illnesses in the school. Please be sure to promptly inform us if your child is diagnosed with any contagious illness.

A Doctor's note consists of a diagnosis of illness, method of treatment, and confirmation that the child is allowed to return to school.

****PARENTS:** Please be considerate of other children and families if your child is not feeling well. Even if you do have a doctor's appointment scheduled for later in the day, please do not send them to school if they are ill. Also, if your child is diagnosed with a communicable illness at the doctor's visit, **DO NOT** send them back to school the next day. They should be kept out of school for 1–2 full days (so that medication can begin to work). We know it is hard to take off work or leave early, but we would like to avoid spreading illnesses.

Immunization Policy

All parents will be given a child health assessment form (called the Child Health Report in your enrollment file) upon enrollment. This form must be completed and returned to school immediately. Parents are responsible to have this form updated as follows:

0-36 months:

An updated health assessment will be required for your child when they turn:
3 months old, 6 months old, 9 months old, 12 months old, 18 months old, 24 months old, 30 months old, and 36 months old

36 months and older:

An updated health assessment will be required annually.

***All vaccines must be current according to the American Academy of Pediatrics.** The AAP guidelines are located on the back of our health assessment forms. **If a parent does not have their child's health form updated as needed, we must dismiss your child until the form is current,** pursuant to the Commonwealth of Pennsylvania Department of Public Welfare.

Medication Policy

Parents must fill out and sign a medication log for their child before any medications can be given. Please note that children UNDER the age of 2 may NOT be given Tylenol, Advil, teething gel, oral vitamins, etc. WITHOUT a doctor's note. We will give your child medications only if the medication is in its original bottle/container and **accompanied by a physician's note,** (Prescription or Medication over the counter) and is handed directly to a Crayon Kids staff member. **It is very important that all medication is handed directly to a staff member and not placed within any child's belongings (bags, backpacks, lunch boxes, etc) All medication must always be out of the reach of any child.**

Care Plans/Special Circumstances

Children with special health care needs are defined as “. . . those who have or are at increased risk for a chronic physical, developmental, behavioral, or emotional condition and who also require health and related services of a type or amount beyond that required by children generally” (McPherson, 1998).

Any child who meets these criteria in an early care and education setting should have an up-to-date Routine and Emergent Care Plan, completed by their primary health care provider with input from parents/guardians, included in their on-site health record and readily accessible to the center staff.

Injury Policy

If your child is injured at Crayon Kids, our staff will take the necessary steps to obtain emergency medical care for your child. We will make every attempt to contact you or an emergency contact person. If we can not make contact, we will transport your child to the closest emergency room; accompanied by a staff member and your child's complete file (please make

sure we have accurate health insurance information). We will use Einstein Hospital. If you prefer the next closest hospital, please put your request in writing.

In the instance that your child is injured, you will receive an incident report from your child's teacher. This report will describe how the injury occurred, where the injury is located and how we treated the injury. Please read this report and sign. We will make a copy for your records.

Child Abuse Policy

All of the Crayons Kids staff members are required by state regulations to obtain FBI Fingerprint, State Police record check, and Child Abuse Clearances. If an employee is suspected of abuse, Crayon Kids reserves the right to terminate said employee.

All staff members are considered mandated child abuse reporters and are required to report suspected child abuse or neglect directly to Childline.

Under the Child Protective Services Act, mandated reporters are required to report any suspicion of abuse or neglect to the appropriate authorities.

ALL EMPLOYEES of CRAYON KIDS INC are considered mandated reporters, under this law.

Discipline Policy

It is the policy of Crayon Kids to keep disciplinary issues minimized and help the children monitor their own behavior. The staff of Crayon Kids present and model age appropriate behavioral guidelines and use reflective communication to encourage children to express their emotions. The staff encourages self-control, self-direction, responsibility, and cooperation. When practical and safe, the children are allowed to find their own solutions to conflicts or problems as they arise.

Crayon Kids staff are trained in the theory of positive discipline. Positive Discipline instructs children what they should do, not what they shouldn't do. For example, "We walk inside the building" vs. "No Running". This philosophy of discipline is in accordance with the belief that children learn best in an environment where love, guidance, and encouragement promote the development of self-esteem. Crayon Kids staff believes that negative discipline serves no purpose except to stifle the children's natural curiosity and hinder their personal growth.

“Safety Break” may be used selectively with children over 18 months of age **who are at risk of harming themselves or others**. The period of “safety break” will be just long enough to enable the child to regain control of him/herself, and will be no longer than 1–2 minutes per year of age. During “safety break” a staff member will visually observe the child. After the “safety break” is over, staff will discuss the situation and plan solutions to avoid future inappropriate behaviors with the child.

Aggressive physical behavior (fighting, hitting, biting, etc) and foul or threatening language (curse words or violent threats) by a child toward other children or staff members is unacceptable. Staff members will intervene immediately should this type of situation occur in order to protect the well-being of the other children and staff, and the child will be removed from the situation. In the case of physical behavior, physical restraint (teacher holding a child) will not be used except as a necessity to ensure a child’s safety or that of others and only for as long as is necessary for control of the situation. Positive alternative behaviors will be discussed with the child rather than just being told “no”.

Open communication between home and school is considered the key to effective discipline. Parents will be informed if such an incident occurs, and a conference may be requested at any time to discuss an acceptable behavior plan. If an acceptable behavior plan is not agreed upon or carried through by the parent and/or behavior does not change in a one month period, the child may need additional services. Failure to seek and or provide services may cause termination of your child from the school. *See “Process for Referring a Child for Intervention Support & Procedure for Referring Families to Appropriate Mental Health Services & Early Interventions” for more details.

At no time at Crayon Kids will a child be subjected to physical corporal punishment (shaking, spanking, biting, pinching, etc), humiliation, or being threatened or verbally abused by staff. Children are not disciplined for sleep habits, toileting accidents, food consumption, or lack of participation in scheduled activities. At all times, a child’s age, emotional state, and past experience will be considered in discipline matters. Any violation of the school’s discipline policy should be brought to the director’s attention.

School Age: If a child (K-4th grade) attends Crayon Kids for before/after school or virtual services and is suspended or expelled from their primary school, they may NOT attend Crayon Kids during their suspension period. This policy is also an ELRC and a DHS policy.

§ 3270.241. Requirements specific to school-age programs.

(a) If a child is required to be enrolled in public or private school under the Public School Code of 1949 (24 P. S. § § 1-101—27-2702) and if the child is not enrolled and if the child is not exempted from enrollment under the Public School Code, a child day care facility may not admit

the child for care during the hours when the child is required by law to attend public or private school.

****EMERGENCY INFORMATION****

Required by the Department of Public welfare, all parents must be made aware of our emergency procedures. I would like to take this opportunity to inform you now in case of any county or local emergency. Emergency information is posted in each classroom.

1. **Emergencies within the daycare facility**, such as water flooding or lack of, loss of heat, electricity problems etc. Parents will be notified immediately for pick up.
2. **Dangerous weather conditions/Intruders** such as storms and wind endangerment, our ***shelter in place*** will be the basement of the Haws Avenue United Methodist Church. Only the Governor of Pennsylvania can issue a "shelter in place" or evacuation orders.
3. **Evacuate the building**: If we need to evacuate the building we will relocate across the street at Calvary Baptist Child care center (801 Haws Avenue) in the church area.
4. **Township Evacuation**: If all areas are being evacuated we are to report to the Hancock firehouse on Airy street. For emergencies within the borough or county, if evacuation is necessary Crayon Kids Inc. will be relocated by bus provided by the borough to an area designated by the township and will not be disclosed to us until that time.

It is imperative that emergency contact information is current at all times. Our only means to contact you by phone via the emergency contact forms; however, we will attempt to use our Remind app and our Tadpoles app to reach families. Updates to our emergency plan will be sent to families by Remind app/Tadpoles or flyers as they occur.

Snow Days/Emergency Closings

REMIND app and TADPOLES is our 1st way of communicating with families. We will report closings no later than 6:00 am to the REMIND app and on NBC 10 News. "Crayon Kids" will appear scrolled across the bottom of the television screen, not a number on the TV. *Tuition/copays will **not** be reimbursed for snow or emergency closings.* Programs that require an allotment of school days such as PRE-K COUNTS will have make-up days past the June closing date. Families will be informed when this occurs.

Crayon Kids Inc

POLICY: **EMERGENCY PLANS**POLICY NO.: **3.7**

APPROVED BY: _____

EFFECTIVE DATE: _____

BOARD OF DIRECTORS: _____

DATE: _____

POLICY COUNCIL: _____

DATE: _____

In case of an emergency with a child, the following procedures **MUST** be followed.

- 1) Any phone calls should be made by the owner, director or head teacher.
- 2) If there is blood in the injury, the Child's parent(s) must be notified immediately by phone or REMIND app.
- 3) An ambulance should be called if there is a severe injury to the neck, back, head, or eye; severe bleeding, seizure or trouble breathing. A Crayon Kids employee, preferably owner, director or head teacher, should accompany the child to the hospital. Parent must be called immediately.
 - A) **The Child's complete folder must be taken to the hospital. This folder contains critical information as well as parental permission for treatment.**
- 4) If an injury does not require transportation by ambulance, such as a broken finger or sprained ankle, the parent should be called immediately and the parent should be given the option of picking up the child at Crayon Kids or meeting the Child and Staff Member at the hospital.
 - A) **The Child's complete folder must be taken to the hospital if Staff transports the Child to the hospital. This folder contains critical information as well as parental permission for treatment.**
- 5) If the Parent cannot be reached by phone or REMIND app, all efforts to reach Emergency Contacts should be made. Crayon Kids Staff must remain at the hospital with the Child until Parent's or Emergency Contacts arrive.
- 6) Minor cuts and scrapes should be cleaned with soap and water only. A Band-Aid or gauze may be used if needed. Parent should be called by phone once first aid is completed.
- 7) A written report of all injuries ("Accident/Incident Report") must be completed and signed by the staff person who witnessed the accident. Report should be reviewed by Patti or the administrative assistant. Avoid mentioning another child's name in the Report.
 - A) A copy of the report must be given to Parents.
 - B) Two copies of the report must be given to Patti for placement in the Child's folder & in the School classroom accident binder.
- 8) If a Staff Member is uncertain of the extent of the injuries, and after further consultation with the Director, Owner or Head Teacher proves inconclusive, it is always best to call for an ambulance.
- 9) All employees shall know the locations of emergency forms and children's files, as well as emergency numbers of police, fire, hospital and poison control.
- 10) Following these procedures, Patti should be notified if they are not present at the time of the incident.

Emergency Procedures

PROCEDURES FOR FIRE DRILLS

All schools must have a plan for evacuating the facility in case of fire. These procedures shall meet state codes, safety rules, etc. Unless otherwise required, Crayon Kids will have monthly fire drills. Fire drill procedures should be posted in each classroom. It is your responsibility to make sure that it is maintained in the classroom. Children should practice alternate routes in case an exit becomes blocked.

The following guidelines must be followed:

- 1) Have children line up quickly and quietly.
- 2) Count Heads and gather class Emergency Information and Emergency Bag to be taken out of the building.
- 3) Exit according to instructions posted in the classroom.
- 4) Several infants may be placed in an emergency crib or wagon and wheeled to safety. Infants and very young children should be passed from adult to adult in an assembly line fashion to waiting staff members outdoors.
- 5) Children with disabilities and/or major medical issues will be escorted by the lead teacher of each classroom. If the lead teacher is not present, the director or assistant director will assist in evacuation of these children.
- 6) Take any medications necessary for children with medical conditions. These include Epi pens, inhalers for asthma, insulin for diabetics etc.
- 7) Count heads again after you have assembled outside in your designated area. (Front steps main entrance)
- 8) Show RED/GREEN CARD: Red= student missing / green= all students accounted for.

Alternate Safe Location

CRAYON KIDS INC has designated ACLAMO, 801 Marshall Street, Norristown. This location will be used to house the employees and children in cases where the physical site is uninhabitable. Such scenarios include but are not limited to: fire, flood, toxic spill, and/or fumes. Patricia Klemp will make the determination to evacuate the center and proceed by walking to the alternate safe location and will advise the employees as such. Employees are required in all emergency situations to have the sign in/out sheet and/or attendance record and emergency contact forms and Emergency bag for their classroom when exiting the center.

Parents will be contacted via phone/ PLAYGROUND app immediately upon shelter away event and at the end of event.

Shelter In Place Location

In the event of an emergency and the school needs to shelter inside, all staff and children will gather in the Haws avenue church basement. Staff must take their emergency bags/emergency contact information and attendance sheets. Parents will be notified via phone/PLAYGROUND app of the shelter in place situation once all children and staff are secure and again when the event is over.

Lock Down Procedure

If there is a dangerous person inside or immediately outside the facility, staff/classrooms must lock all interior doors to protect the staff and children in their rooms. This requires immediate action on the part of staff and should be done quietly and in an orderly fashion.

- a) The coded signal word (“LOCKDOWN”)on the walkie talkies will be said to staff to tell them that there is a danger, and that all rooms should be locked. ALL STAFF SHOULD TRY TO CONTACT 911.
- b) Children should be kept inside the rooms, away from doors or windows where they can be seen. Turn lights out and try to keep children quiet.
- c) The director or next in charge on-site person should summon police assistance as well, then try to get the dangerous person(s) to leave the facility.
- d) d) Staff should only unlock the doors to their rooms if they hear a previously agreed-upon “all-clear” signal.

Plan shall be reviewed every 6 months for changes and yearly with Emergency Training

SCHOOL CLOSINGS / HOLIDAYS

Tuition is due regardless of holidays/days are subject to change

- a. Labor Day
- b. Teacher’s professional development: monthly closing @ 3pm or 5pm
- c. Thanksgiving Break – Thursday and Friday
- d. Christmas Break – usually through New Years
- e. New Year’s Break
- f. President’s Day
- g. Good Friday
- h. Easter Monday

- i. Memorial Day
- j. July 4th
- k. TBD Professional Development conferences (FirstUp)

If a holiday falls on a Saturday, we may be closed the Friday prior to the holiday. If the holiday falls on a Sunday, We may be closed the Monday after the holiday. Please see the rules and regulations and the academic school year calendar on our website under the Resources page for exact dates. Holidays/Closed days may change at any time. **As a reminder Crayon Kids closes early one time a month for teacher training sessions, please see monthly newsletter or calendar.**

FAMILY PARTICIPATION

ALL volunteers and helpers are required to sign a code of conduct/confidentiality form for the protection of staff and children at the center. All information concerning children, parents, staff or volunteers shall be confidential and shall not be disclosed to or discussed with anyone other than those authorized to receive such information, unless disclosure is authorized by law. Failure to abide by this agreement could result in termination/legal action.

Family Volunteers

Crayon Kids Preschool has many opportunities for parents or guardians interested in providing volunteer services to our school. Some activities include:

Vision Screening Helper	Lead screening Helper
Cultural Awareness	In-House Entertainment Helper
Classroom Reader	Summer Camp Helper
Beautification of Building/Playground	Family Committee

**Pennsylvania State clearances may be required for certain volunteer activities.*

Family Committee

A family committee is initiated each year. This group of parents, community stakeholders, and family members may choose to serve on this panel to assist in activities held at the school. The purpose of this committee is to start working with parents and the community to improve the quality and experiences for the children of Crayon Kids. This committee will collaborate on ideas and policies, create events for the center and our neighborhood. We will also work on improving the facility practices and procedures with consideration of the culture of our center (within our financial means).

All are welcome at any time. These activities include fund raisers, Scholastic book orders and distribution, seasonal decorating, and any other activities that may arise (see activities listed in the parent volunteer category for examples). This group may also make suggestions in order to improve the school in any area. A suggestion box is located by the parent information area, and parent surveys go out each December.

Family Workshops/Education

Family workshops/education on multiple topics such as: early literacy, positive family/child interactions, health and safety, and other topics that interest and support families in raising successful learners are provided throughout the year. Teacher training/workshops are extended to families at least 3 times per year. We also have family seasonal workshops such as Bike Safety, Car Seat Safety, Swim/Summer safety and Halloween Safety tips. Seasonal workshops are done right before the season/holiday for family guidance.

FAQs

Lost and Found

ALL PERSONAL ITEMS MUST BE LABELED! WE WILL NOT BE RESPONSIBLE FOR LOST OR STOLEN ITEMS.

All items found with no name will be placed in our lost and found bucket located in the foyer. All items will be donated at the end of each month to the Daisy shop located in the church basement. Crayon Kids will not pay or replace lost or stolen items.

Student Photos

Photographs are taken monthly for display purposes inside the classroom. Photographs may also be taken for advertisements and press releases. Please be sure to fill out our photo release form in your child's enrollment packet for either permission or lack of to use your child's photo.

Transportation

Crayon Kids Preschool currently does not provide transportation. Arrangements for bus transportation can be made by calling Norristown School District Transportation office (610)-630-5020.

Parking

PLEASE park in the lot located on Haws Avenue next to the playground and twin homes. Please do not leave children unattended in vehicles while dropping off siblings. Please use

sidewalks when going to and from the parking lot. There are public street parking spaces for child care drop off in front of the building. PLEASE DO NOT DOUBLE PARK.

Community Resources

Crayon Kids has compiled a community resource book that is accessible to families upon enrollment. An additional copy of community resources is available in the main entrance of the center. Copies of this resource book can be copied or emailed to families upon request. Please see the director or administrator for details. The Montgomery County Community Resource list is located on our Resources page on our website www.crayonkidsinc.com

Social Media Policy for Parents & Guardians

At Crayon Kids Inc. we respect the privacy, safety, and dignity of all children, families, and staff. To protect our community, we ask all parents and guardians to follow the guidelines below when using social media:

1. Protecting Children's Privacy

- Please do not post photos, videos, or identifying information of other children enrolled in our program without written permission from their parent/guardian.
- If you wish to share photos of your own child taken during daycare events, please ensure that no other children are visible unless their parents have provided consent.

2. Respecting Staff & Families

- Do not post negative or defamatory comments about staff, children, or other families online. Concerns should be addressed directly with administration in person, by phone, or by email.
Please refrain from "tagging" staff in posts or sending personal friend requests on social media platforms unless staff have indicated they are comfortable.

3. Use of Daycare Name & Logo

- The daycare's name, logo, or branding should not be used online without prior approval from administration.
Posts that may appear to represent the daycare (such as creating a page or group) must be authorized by the director.

4. Sharing Daycare Events

- We encourage you to celebrate your child's achievements online, but please be mindful when posting about daycare activities.
If posting photos of classroom parties, trips, or events, be sure only your child is visible

or that you have permission from other families.

5. Confidentiality & Safety

- Do not share classroom schedules, lesson plans, addresses, or personal contact details of staff or families online.

Please avoid posting the daycare's exact location in public forums for security reasons.

6. Consequences of Policy Violations

- Any violation of this policy may result in a request to remove the post. Serious or repeated violations may affect your child's continued enrollment.

- **Acknowledgment**

By enrolling your child at Crayon Kids Inc., you agree to follow this Social Media Policy to help us protect all children, families, and staff.

Parent Handbook Confirmation

I have received a copy of the Crayon Kids parent handbook. I understand that it is my/our responsibility to read its contents, and if I have any questions or concerns I will seek clarification from the Director or staff. Periodically Crayon Kids may provide me with addendums that are my responsibility to add to my handbook.

Signature of Parent/Guardian _____ Date_____

Signature of Parent/Guardian _____ Date_____