

LCP/TYL Childcare



Staff Handbook

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For further details, please refer to the policy and procedure manual.

History

TYL II opened its doors in April of 1994 at the 5124 Walnut St. location. The center was developed in response to the increasing need for family services in the area. The center serves children 2 months to 12 years of age and their families.

Learning Central Preschool opened its doors at the 5727 Walnut st. location. The center was developed in response to the increasing need for family services in the area. The center serves children 3 to 5 years of age and their families.

Mission Statement

Our philosophy is to provide quality individualized childcare services. We provide before, during, and after-school aged programs with an emphasis on academic enrichment. The program works with parents during their children's formative years. We believe Parents are the first teacher. The center offers workshops, materials and support services to families in conjunction with family service agencies. With this assistance, the parents can become an integral partner in their child's education. TYL II is an independent childcare center that believes that "TOTS DO YEARN TO LEARN" and they do so at an accelerated pace that begins at birth. We take advantage of their quest for learning and work to enhance their skills and knowledge. Our program is structured and organized, but not rigid. The children learn in a loving, stimulating, and safe environment. Our goal is to help children develop self-discipline, self-knowledge, independence, enthusiasm for learning and an organized approach to problem solving and academic skills.



At-Will Employee Statement

All persons employed by TYL II/LCP are **At-Will Employees**. There are no TYL II/LCP contracts provisions or policies that state otherwise.

Under Pennsylvania law, all employment is presumed to be at-will, which means that the employee may be discharged with or without cause and at pleasure unless restrained by some contract, or where the employee's discharge would threaten clear mandates of public policy.

An at-will employment exists when either the employer or the employee can terminate the employment relationship for any reason, at any time and without any requirement of advance notice to the other party. The Pennsylvania Supreme Court has determined that "an at-will employee has no cause of action against his employer for termination of the at-will relationship except where that termination threatens clear mandates of public policy." *Pipken v. Pennsylvania State Police*, 548 Pa, 1, 5, 693 A.2d. 190, 191 (1997)

Age Levels

Infants: Birth through 12 months.

Young Toddler: 13 months through 24 months.

Older Toddler: 25 months through 36 months.

Preschool: 3 years old by September 1st through 5 years, on the date the child enters Kindergarten.

Young School-Aged Child: A child in Kindergarten through the third grade.

Older School-Age Child: A child in the 4th grade through 12 years of age.

Parent Access and Participation

A parent of a child in care shall be permitted free access after signing in, without prior notice, throughout the center whenever children are in care, unless a court of competent jurisdiction has limited the parental right of access to the child and a copy of the order is on file at the facility. We ask that you please sign in and speak to your child's teacher first, so as not to disrupt the class. Opportunity shall be provided for parents to participate in the facility's program. The operator shall maintain a yearly file which documents general announcements to promote parent participation. The file shall be updated annually.

Policies and Procedures have been modified to address the Covid –19 Pandemic. Therefore all policies that entail in person interactions have been changed to virtual mechanism such as Zoom, tele conferences, email, etc,...

Curriculum Statement

TYL II/LCP's curriculum will be based on the PA Learning Standards

Pennsylvania Standards were developed as a joint project of the Department of Education and Welfare. They are meant to guide the development of kindergarten programs throughout the state. They are meant to maximize student learning by guiding teachers deliberate and intentional instructional practice, supporting effective classroom environments, and frame teacher's age-appropriate expectations for their students.

Pennsylvania Learning Standards for Early Childhood

- Approaches to Learning Through Play
- Constructing, Organizing and Applying Knowledge

- Creative Thinking and Expression
- Communicating Through the Arts
- Cognitive Thinking and General Knowledge
- Mathematical Thinking and Expression
- Exploring, Processing and Problem Solving
- Scientific Thinking and Technology
- Exploring, Inquiry and Discovery
- Social Studies Thinking
- Connecting to Communities
- Health, Wellness and Physical Development
- Learning About My Body
- Language and Literacy Development
- Early Literacy Foundations, Reading, Writing, Speaking and Listening
- Partnerships for Learning
- Families, Learning Environments and Communities
- Social and Emotional Development
- Learning About Myself and Others

Customer Service

Be Proactive. Take the extra step!

- The customer's perception is ALWAYS reality.
- Quality service equals satisfied parents.
- Empathy, **not** sympathy bridges a way towards a solution.
- The goal is to bring about positive solutions.
- You are the customer's primary point of contact.
- Be mindful of your actions as they are a direct reflection of TYL.

Voice and Communication

- Make people feel welcome!
- Reach out to say “Hello, Good Bye, Thank You, Your Welcome” etc. to all on TYL property.
- When someone enters the building, ask them if they need assistance.
- Be confident, enthusiastic and keep your energy up.
- 93% of communication is non-verbal.
- Company policy should be understood and practiced daily.
- Work to maintain a positive self-image.
- It is difficult to maintain anger if you are positive.

Teamwork

This is a story about four people names Everybody, Somebody, Anybody and Nobody. There was an important job to be done and Everybody thought Somebody would do it. Anybody could have done it, but Nobody did it. Somebody got angry about that because it was Everybody’s job. Everybody thought Anybody could do it, but Nobody realized that Everybody wouldn’t do it. It ended up that Everybody blamed Somebody when Nobody did what Anybody could have done.

Job Responsibilities

Children’s Hygiene and Safety

- Washing and wiping hands and faces
- Diapering infants and toddlers
- Assisting children in the bathroom

- Properly wiping the children's noses
- Cleaning a minor cut
- Following proper procedure during an emergency situation
- Following proper procedure during a fire and emergency drill
- Washing and drying items for infant use
- Clean and sanitize classrooms

Serving Meals

- Meal/Snack preparation, clean and sanitize tables
- Serving food to toddlers and preschoolers
- Feeding infants liquids and solid foods
- Assisting children during meals/snacks

Classroom Maintenance and Care

- Assisting children in the bathroom to ensure upkeep of facility
- Watch for small items placed in toilet
- Watch for running water
- Teachers are required to unclog toilets using plungers if necessary
- Notifying office if there are any bathroom malfunctions that you are not able to solve immediately
- Meal clean-up tasks/ Clean and sanitize meal serving areas
- No liquids are allowed in trash cans/ Please dump out in sinks
- Do not remove equipment from your classroom without approval from administration
- Do not put equipment in other teachers classrooms without approval from administration
- Do not take equipment and supplies from other areas of the building without approval from administration
- Operating a microwave
- Washing dishes, bibs, toys and art materials
- Washes, dries and folds laundry
- Sweeping the floor/ Cleaning cubbies weekly
- Removing any food from children book bags or cubbies before the close of each day
- No storing food and juices in classroom cabinets

- Reorganizing food area after use
- Take all food and juice items to the kitchen or dispose of it accordingly
- All snacks and meal must be eaten in the lunchroom/ Children are prohibited from eating anywhere else in the building
- Pulls mats/cots and blankets for naptime
- Clean classrooms/ Prep them for morning use
- Stack chairs at the end of the day, unstack in the morning

Speaking Positively with Children

- Using a pleasant speaking voice, tone and manner
- Praising the accomplishments of children
- Giving clear directions to a child
- Using positive body language
- Negative forms of speech are prohibited by TYL staff; Yelling, screaming or threatening tone

Assisting Children with Play

- Talking with a child about his/her play
- Helping a child take turns
- Helping the teacher direct a child in a play activity
- Directing simple art activities
- E. Reading to the children

Problem Solving with Children (check employee manual for more detail)

- Knowing when a child is not following classroom rules
- Reporting unsafe behaviors to the office
- Acting immediately in an unsafe situation to prevent injury
- Redirecting children to appropriate activities
- Completing Behavioral Reports when necessary

Professionalism

- Prompt for training and returning from breaks

- Takes the initiative to assist when needed throughout the center
- Neatly groomed
- Maintains a positive attitude
- Completes tasks in a timely fashion
- Works together with co-workers
- Asks questions when in doubt
- Follows directions from all staff
- keeps matters concerning children, parents and staff confidential
- Positive communication with staff, children and parents
- Wear coveralls (check wearable options in employee manual)

Required Skills

- Ability to follow a job schedule
- Adaptability to changes in tasks and schedules
- Ability to complete tasks without continued supervision
- Good judgment
- Adequate reaction response in potentially unsafe situations
- Ability to interact with co-workers and supervisors in a professional manner

Rules, Regulations & Information

Read, Review and Follow [NAEYC Code of Ethical Conduct for Young Children](#)

Professionalism

Show your love and dedication to children in the way you handle yourself and your duties on a daily basis.

As a member of our staff, you are expected to conduct yourself in a professional manner at all times. We want you to establish open communication with parents and co-workers in a friendly, cooperative manner, while keeping a professional relationship. Also remember that you are an example that others look to for guidance.

Follow the organizations dress policy. You are expected to be punctual, dependable, tactful and helpful at all times.

Get to know families through observation and conversation. The goal is to help with the development of the child. All information gathered is confidential.

Gossiping among staff is frowned upon and will result in a disciplinary write up. You are expected to treat all information regarding members of the school community, including children, parents, staff and volunteers with strict confidence.

Never give a parent a negative view of their child. All comments to families about their child should be communicated in a constructive, non-judgmental manner. For example, (i.e. DO NOT say "Your child was bad today", etc.) Parents will always take these comments negatively and become defensive as a result.

HAVE FUN! Being professional in your attitude does not imply the need to be stiff and formal. Don't forget to have fun with the children. These are little kids that we are working with so don't be afraid to let them know you share in their laughter just as easily as you can share in their feelings when they have been hurt and are crying. Let them know that you can enjoy their view of the world.

Review [Child Abuse, Mandated Reporter & Child Behavior Policy Guidelines](#)

What is the Child Protective Services Law (CPSL)? The PA Child Protective Services Law (CPSL) was signed into law in 1975. It was enacted to protect children from abuse, allow the opportunity for healthy growth and development, and, whenever possible, preserve and stabilize the family. What is child abuse? Child abuse, according to the CPSL, means to intentionally, knowingly or recklessly do any of the following: • Cause bodily injury to a child through any recent act or failure to act; • Fabricate, feign, or intentionally exaggerate or induce a medical symptom or disease which results in a potentially harmful medical evaluation or treatment to the child through any recent act; • Cause or substantially contribute to serious mental injury to a child through any act or failure to act or a series of such acts or failures to act; •

Cause sexual abuse or exploitation of a child through any act or failure to act; • Create a reasonable likelihood of bodily injury to a child through any recent act or failure to act; • Create a likelihood of sexual abuse or exploitation of a child through any recent act or failure to act; • Cause serious physical neglect of a child; • Cause the death of the child through any act or failure to act; or • Engage a child in a severe form of trafficking in persons or sex trafficking, as those terms are defined under section 103 of the Trafficking Victims Protection Act of 2000 (114 Stat. 1466, 22 U.S.C. § 7102). Child abuse also includes certain acts in which the act itself constitutes abuse without any resulting injury or condition. These recent acts include any of the following: • Kicking, biting, throwing, burning, stabbing, or cutting a child in a manner that endangers the child; • Unreasonably restraining or confining a child, based on consideration of the method, location or the duration of the restraint or confinement; • Forcefully shaking a child under one year of age; • Forcefully slapping or otherwise striking a child under one year of age; • Interfering with the breathing of a child; • Causing a child to be present during the operation of a methamphetamine laboratory, provided that the violation is being investigated by law enforcement; and/or • Leaving a child unsupervised with an individual, other than the child's parent, who the parent knows or reasonably should have known was required to register as a Tier II or III sexual offender or has been determined to be a sexually violent predator or violent delinquent. As pertaining to the CPSL, "recent" is defined as an abusive act within two years from the date the report is made to ChildLine. Sexual abuse, serious mental injury, serious physical neglect, and deaths have no time limit. MANDATED REPORTERS FR

Who can be a perpetrator? A perpetrator of child abuse can be a: • Child's parent; • Spouse or former spouse of the parent; • Paramour or former paramour of the parent; • Person 14 years of age or older responsible for the welfare of a child or having direct contact with children as an employee of child care services, a school, or through a program, activity or service, such as a baby sitter or day care staff person; • Person 14 years of age or older residing in the same home as the child; • Relative who is 18 years of age or older who does not reside in the same home as the child, but is related within the third degree of consanguinity or affinity by birth or adoption to the child; or • An individual 18 years of age or older who engages a child in severe forms of trafficking in persons or sex trafficking, as those terms are defined under section 103 of the Trafficking Victims Protection Act of 2000 (114 Stat. 1466, 22 U.S.C. § 7102). A perpetrator of child abuse for failure to act can be a: • Child's parent; • Spouse or former spouse of the parent; • Paramour or former paramour of the parent; or • Person 18 years of age or older who is responsible for the child's welfare or who resides in the same home as the child. Mandated reporters do not have to determine whether or not the person meets the definition of perpetrator in order to make the report. Who is a mandated reporter? The following adults are considered mandated reporters and are required to report suspected child abuse if they have reasonable cause to suspect that a child is a victim of child abuse: • Individuals licensed or certified to practice in any health-related field under the jurisdiction of the Department of State • Medical examiner, coroner, or funeral director • Employees of a health care facility or providers licensed by the Department of Health who are engaged in the admission, examination, care, or treatment of individuals. • School employees • Employees of child care services who have direct contact with children in the course of employment. • Clergymen, priests, rabbis, ministers, Christian Science practitioners, religious healers, or spiritual leaders of any regularly established church or other religious organization. • Individuals — paid or unpaid — who, on the basis of the individuals' role as an integral part of a regularly scheduled program, activity, or service, are responsible for the child's

welfare or has direct contact with children • Employees of a social services agency who has direct contact with children in the course of employment • Peace officers or law enforcement officials • Emergency medical services providers certified by the Department of Health • Employees of a public library who have direct contact with children in the course of employment • Individuals supervised or managed by a person listed above, who have direct contact with children in the course of employment • Independent contractors who has direct contact with children • Attorneys affiliated with an agency, institution, organization or other entity, including a school or regularly established religious organization that are responsible for the care, supervision, guidance, or control of children • Foster parents • Adult family members who are responsible for the child's welfare and provide services to a child in a family living home, community home for individuals with an intellectual disability or host home for children which are subject to supervision or licensure by the department under Articles IX and X of the Human Services Code. When must mandated reporters make a report? Mandated reporters are required to make a report of suspected child abuse if they have reasonable cause to suspect that a child is a victim of child abuse under any of the following circumstances: • They come into contact with the child in the course of employment, occupation, and practice of a profession or through a regularly scheduled program, activity or service; • They are directly responsible for the care, supervision, guidance, or training of the child, or are affiliated with an agency, institution, organization, school, regularly established church, or religious organization or other entity that is directly responsible for the care, supervision, guidance, or training of the child; • A person makes a specific disclosure to the mandated reporter that an identifiable child is the victim of child abuse; or • An individual 14 years of age or older makes a specific disclosure to the mandated reporter that the individual has committed child abuse. It is not required that the child come before the mandated reporter in order to make a report of suspected child abuse nor are they required to identify the person responsible for the child abuse to make a report of suspected child abuse. What if a mandated reporter has general concerns about a child, but does not suspect abuse? Concerns related to the safety of children including, but not limited to inadequate housing, clothing, and supervision, can be referred to ChildLine or the county children and youth agency for assessment as general protective services cases. How do mandated reporters report suspected child abuse? Mandated reporters must make an immediate and direct report of suspected child abuse to ChildLine either electronically at www.compass.state.pa.us/cwis or by calling 1-800-932-0313. Does anyone within my institution, school, facility, or agency need to be notified after a report is made? After making the report to ChildLine, mandated reporters are required to immediately thereafter notify the person in charge of the institution, school, facility, or agency or the designated agent of the person in charge. What else must be done after making a report to ChildLine? If an oral report was made to ChildLine, a report of suspected child abuse (CY 47) must also be completed and forwarded to the county children and youth agency within 48 hours after making the report. This form can be obtained at www.KeepKidsSafe.pa.gov or from the children and youth agency. If a report is made electronically, no CY-47 is required to be completed. Does a mandated reporter have to know for sure that the child was abused? A mandated reporter is responsible to make the report when they suspect a child is a victim of abuse. Are mandated reporters required to report when they learn of the abuse from someone other than the child who was allegedly abused? Nothing requires a child to come before the mandated reporter in order to make a report. Does a mandated reporter have to give their name? The law requires that the mandated reporter identify themselves and where they can be reached. This information is helpful so that if clarification on the situation or additional information is needed, the Children & Youth caseworker can

contact the reporter. Will the name of the mandated reporter be released? The identity of the person making the report is kept confidential with the exception of being released to the law enforcement officials or the district attorney's office. What if a mandated reporter fails to follow the law? The penalties for a mandated reporter who willfully fails to report child abuse range from a misdemeanor of the second degree to a felony of the second degree. Will a mandated reporter have to testify in court? Mandated reporters may be required to testify in civil or criminal court cases, including juvenile or criminal court proceedings. What happens after a report is made? • ChildLine forwards the report of suspected child abuse to the local county Children & Youth agency, which investigates the report to determine if the allegations can be substantiated as child abuse/neglect. The necessary services are also arranged for or provided to prevent the further maltreatment of the child and to preserve the family unit. • The county Children & Youth agency must begin an investigation within 24 hours. A thorough inquiry is conducted to determine if the child was abused and what services are appropriate for the child and family. This investigation must be completed within 30 days unless the agency provides justification as to why the investigation cannot be completed, including attempts being made to obtain medical records or interview subjects of the report. • If the alleged perpetrator named in the report does not meet the definition of perpetrator under the CPSL, but does suggest the need for investigation, ChildLine will forward the information to the district attorney's office in the respective county. How does a mandated reporter learn what happened on the report they have made and what the agency is doing to protect the child from further abuse? Mandated reporters will receive information from the department regarding the final status of the report — whether it was unfounded, indicated or founded, as well as the services planned or provided to protect the child. What will be done for the child? Pennsylvania is committed to advancing child-protection policies and practices that, when possible, keep children safely in their own homes connected to nurturing and protective adults. Under Pennsylvania law, it is the responsibility of the county Children & Youth agency to investigate reports of child abuse and neglect or assess a family for General Protective Services. County Children & Youth agencies, in partnership with families and community-based agencies, strive to provide services to prevent any further abuse of the child and to ensure the child's well-being and healthy development. The county agency and its partners work to strengthen the child's family toward breaking the cycle of abuse and to preserve the family, whenever possible. Should the child be found to be in danger of continued harm, the county agency may petition the court to have the child removed from the home and ongoing court monitoring to determine if the child can safely be reunited with his/her family.

For In-Appropriate Physical Conduct by Staff and Children

Staff members must only have conduct with children that is appropriate. Hugs are appropriate when letting the child know he/she is a very important person to you.

Touching in private area is prohibited. Unless the child is being potty trained or wears diapers DO NOT clean private areas, unless the child is incapable of doing it themselves. Please notify front desk and family if the child has soiled him or herself. Have parents help staff teach the children the proper way to clean themselves. Always clean children in presence of co-teacher for children age two and up.

DO NOT assist children when they go to the bathroom, unless they have trouble with their clothing or are being taught proper handwashing procedures.

If any child complains of discomfort in their private area, DO NOT examine the child. Notify administration immediately.

Babies may be cuddled in your lap. Discourage hitting and fighting among the children.

If a child physically injures another child, you must document the incident on an Incident Report Form and notify administration.

Children must be separated during nap time. According to the Department of Human Services; three feet must be between each child at nap time.

All children must be supervised during nap time. A child must be in sight (their face) and hearing distance at all times. Children should not have to sleep during nap time, however you can request for the child to play quietly on his or her cot. In-appropriate conversation among staff or children is prohibited. If any such talk is heard, the child should be made aware in a calm, nonthreatening manner that such talk is unacceptable. Children's use of improper language or behavior should be redirected.

Time Clock Usage & Time Card Report

All Employees are required to use timeclock to record paid hours.

Employees with lunch hour are required to utilize the time clock to record lunch hour.

Do not utilize the time clock for break time. Break time CANNOT be added to scheduled lunch time or to extend pay hours.

Break time is a **courtesy**, it is not paid time off and not guaranteed depending on the activity in your classroom on a given day.

Employees who do not punch **IN/OUT WILL NOT BE PAID**; the only exception is off site training/meeting on a work day and must be reported to front office before attending. It is the employee responsibility to correctly utilize the time clock to get correct paid hours.

Each employee will have a schedule and will be paid hours worked within that schedule. Exceptions to additional hours worked must be pre-approved by management or in cases where substitution is necessary due to staffing deficiencies. If you work additional hours the reason must be stated on your time card and will be verified by office management.

Employees do not have the right to make their own schedules or decide to work during lunch to be paid more hours. If additional hours are approved, the time card will be "OPENED" to record additional paid hours.

Payroll is bi-weekly. The two-week timecard will end on a Friday and employees will be paid the following Friday. Timecards are generally distributed on Monday after the close of the pay period. Timecards must be returned no later than 5pm Tuesday for timely processing.

Absence & Lateness

The timecard is also used to record absence and lateness. An employee is considered late by the time clock after **1 minute** and the lateness will record on Late Report.

Each employee is expected to be in their assigned classroom and ready to work at scheduled time.

The timeclock will pay your total scheduled time up to 6 minutes late at the beginning of your scheduled day.

The time clock may deduct additional time if you clock in 1 minute late for lunch hour.

TYL does not control how the time clock measures your time except for "Open" for revised approved schedule.

Absence will be recorded on your timecard if you do not punch IN/OUT for the entire day.

When your time card is distributed, you can decide to use PAID TIME OFF when available or remain unpaid.

ABSENT AND LATENESS REPORTS will be run monthly by management. Employee will be written up for excessive lateness or absence without an excuse, Ex. Doctor's appointment etc., and will be given a warning for the first offense only. Continued poor absence and lateness will be reviewed by management for continued employment status and eligibility for bonus if available.

PAID TIME OFF is not recorded as ABSENT and is considered scheduled time off.

Breaks

All staff members are allotted one (1) for lunch, which is to be spent 1/2 hour outside of the building and 1/2 hour inside of the building. Each staff member is also allowed a fifteen (15) minute break during the school day. Before the fifteen (15) minute break will be honored the staff member must first communicate with their co-teacher to ensure proper coverage and ratio. Then they must inform the office of their intended break.

Break time CANNOT be added to scheduled lunch time or to extend pay hours. Break time is a **courtesy**, it is not paid time off and not guaranteed depending on the ratio in your classroom on a given day.

Staff curriculum planning Policies:

Addendum is including in staff application packages.

Prep Time

Nap Time is included in Prep Time and all prep time activities should be done daily when children are not present or during the hours of 12:00 pm and 3:00 pm. Prep time activities include, but are not limited to: cleaning your classroom, preparing the next days' activities, completing lesson plans, wiping down and sweeping behind your classroom cubbies, completing any other necessary paperwork, etc.

It is recommended that you organize and schedule your prep time with your co-teacher so that all work is completed smoothly and in a timely manner. Teachers from different classes should also prep together occasionally to share ideas, review curriculum activities and plan as a team.

Staff Meetings

Staff meetings will be held the first Wednesday of every month. Meeting time will be determined before the commence of the school year. Staff are expected to stay for the duration of the meeting as it is considered part of the workday.

Google Calendar & Staff Email Use

Every classroom is equipped with at least one laptop computer. If your computer malfunctions, please contact the office immediately. Staff are responsible for upkeep of all electronic equipment (whipping down laptops, no food or juice around equipment, maintaining a charged computer at all time). Negligent damage of laptop or any other facility equipment will result in a disciplinary review. You are required to check the Google Calendar and Staff Email daily.

Adult Health and Hygiene

Staff person cannot start employment without a valid health assessment. A facility person providing direct care who comes into contact with the children or who works with food preparation shall have a health assessment conducted within twelve (12) months prior to providing initial service in a child care setting and every two year thereafter. A health assessment is valid for twelve (12) months following the date of signature, if the person does not contract a communicable disease or develop a medical problem.

A health assessment shall be conducted and a report shall be written and signed by a physician or Certified Registered Nurse Practitioner (CRNP). The signature shall include the individual's professional title.

The health assessment shall include the following

- A physical examination
- Tuberculosis screening by the Mantoux method at initial employment.
 - If a person's medical record demonstrates a positive tuberculin skin test, that record shall be placed on file at the facility.
 - A record of a person with a positive tuberculin skin test shall include the results of a chest x-ray and evaluation for chemoprophylaxis.
 - A person with a positive tuberculin skin test and a negative x-ray is not required to have further testing, unless one of the following occurs:
 - The person is exposed to an active case of tuberculosis.

- The person develops a productive cough which does not respond to medical treatment within fourteen (14) days.
- Examination for communicable diseases and the results of that examination.
- Information on medical problems that might threaten the health of the children or prohibit a staff person from providing adequate care to children.
- The physician's or CRNP's assessment of the person's suitability to provide child care.

An adult individual who is employed by a facility and who provides children with social, medical, psychological or psychiatric services in addition to this chapter is required to have a current health assessment on file at the facility. An adult individual or an employee of an agency who provides those services by contract with the child's parent or the facility is not required to have a current health assessment on file at the facility.

A facility person with symptoms of a communicable disease or infection that can be transmitted directly or indirectly and which may threaten the health of children in care shall be excluded from attendance until the facility operator receives notification from a physician or CRNP that the person is no longer considered a threat to the health of others. The notification shall be retained in the facility person's file. Exclusion from the facility is required for diseases and conditions specified in 28 Pa. Code Chapter 27 (relating to communicable diseases). The Department of health will provide, upon request, a list of communicable diseases.

A facility person with a discharging or infected wound, sore or lesion on the hands, arms or an exposed portion of the body shall be excluded from childcare and food preparation activities until the operator receives written notification from a physician or CRNP that this person may return to child care or food preparation. The notification shall be retained in the person's file.

A facility person with a herpes infection may not be present with infants younger than three (3) months of age.

A facility person shall wash his/her hands before meals and snacks, after toileting, before after diapering a child and before and after wiping a child's nose.

**TYL II & LEARNING CENTRAL PRESCHOOL
CARING FOR OUR CHILDREN POLICY
STATEMENT**

TYL II & LCP follow the guidelines and standards put forth from the Manuel
"Caring for Our Children" National Health and Safety Performance Standards
Guid lines for Early Childhood and Education Programs"

Child Hygiene

A staff person shall ensure that a child's hands are washed when they first enter the class, before and after meal times, after each diapering/toileting, when they return from outside and before and after water and sand use. Use liquid soap for hand washing. Paper towels may be used as towels and washcloths.

Discard all paper cups and plates after each use.

Diapering Requirements

Use disposable diapers or pull-ups supplied by the parents.

To dispose of soiled diapers, place in a lined trash container until outdoor disposal is possible.

Clean diaper-changing surface after each use with a sanitized solution.

The diapering area may not be used for food preparation or food service.

Reporting Diseases

If there is an outbreak of a communicable disease or an outbreak of an unusual illness that represents a public health emergency in the opinion of the Department of Health each parent will be notified.

If a child becomes ill at the facility, the parents will be notified immediately.

If a child is suspected of having a communicable disease he/she will be isolated immediately and parents instructed to come for the child. After treatment, the child can return to school with the physician's permission.

All communicable diseases will be reported to the Philadelphia Department of Health.

If after admission of a child the director finds out the child has a disease that cannot be transmitted by casual contact the child cannot be discriminated against.

TYL & LCP staff will follow CDC and DHS guidelines for Covid-19.

Snacks

Each child should have a snack at least 2 1/2 hours into attendance.

Restraints

Children may not be confined by manmade restraints with the exception of approved vehicular restraints and safety straps in high chairs or other manufactured seats.

Rest Equipment

Individual, clean and age appropriate rest equipment shall be provided for infant, toddler and preschool children as agreed between the child's parents and the school. The rest equipment shall be labeled for the use of a specific child and used only by the specified child.

Seasonal Appropriate covering, such as sheets and blankets shall be provided by the parent and sent home to be washed at the end of every week. Soiled bedding is to be placed in an enclosed plastic bag and sent home that day to be washed before it is reused.

At least three (3) feet of space is required on three sides of a bed, cot, crib or other rest equipment while the equipment is in use.

Evening Activities

Evening quiet time activities such as story time, games, art and craft activities and reading shall be provided for the children.

Photo and Video Consent

TYL & LCP Staff are not allowed to share photos or videos of children, staff and families without the written consent of staff, parents and legal guardians. Photos or videos of children, staff and families taken by TYL & LCP staff on school premises are not to be shared on social media under any circumstances. All photos and videos taken by TYL & LCP staff are strictly for educational purposes.

Pets

A pet or animal present at the facility, indoors or outdoors, shall be in good health and known to be friendly to children.

Contact with pets by the children is permitted only when a staff person is physically present. Both children and staff must wash their hands before and after coming in contact with the pets.

A veterinarian's certificate of current rabies immunization is required for all pets at the facility. The certificate shall be on file when the pet is present.

Parent Involvement

Parents are required to fill out enrollment forms, including a health form and child immunization records provided by the child's doctor.

Teachers are required to have a "Getting to Know You" meeting with parents/guardians of the children in their class within 60 days of enrollment. We encourage daily communication between teachers and families.

We encourage parents to get involved through volunteerism and events. We schedule two (2) parent conferences, one in September and one in June, with the child's teacher.

Periodic conferences are scheduled with parents by administration and/or teachers to address various issues that may arise. Parent conferences are scheduled in September and May of each year. A child transition plan should be discussed during conferences.

We encourage teachers to organize activities and functions for the parents to attend. Please consult with

administration for help and support for your ideas.

Child's Attendance Policy

Our school year starts in the month of September and ends in the month of June, and our summer program runs from June through August. Check school calendar for exact dates. It is necessary that each child attends regularly in order to benefit from the program. If the child will be absent, the parents are asked to notify the office by 9:30 am. All children must be here no later than 9:30 am or they may not be admitted for the day unless prior arrangements have been made with administration. Arrangements can be made for doctor's appointments; however, the parent must bring with them a written slip from the doctor's and arrive here no later than 12:00 pm. If a child misses two (2) consecutive weeks, he/she may be dropped from the roll.

Pick Up Policy

Parents, guardians and escorts must sign their child in at drop off and out at pick up. If a different escort picks up a child and is not listed by the parent/guardian on the emergency contact form under "Persons Whom Child can be Released", we will not release the child. In emergencies, parents can call for a verbal release request.

Meals

Once parents fill out the CACFP food participation forms, free breakfast, lunch and afternoon snack will be available to their child every day. TYL II will serve breakfast no later than 8:00 am. NO EXCEPTIONS. Parents may still feel free to supply any additional food for their child, and for infant parents who supply formula or breast milk, they must supply enough for the entire day every day. Preschool mealtime varies with children age 3-5. Check your students program schedule.

Child's Belongings

Please furnish parents with a list of items their child will need. Parents should be given a supply list upon enrollment for items their child will need to have during the school year. Remind parents to label everything their child brings to school with their child's name or initials.

Birthdays and Holidays

A child's birthday can be celebrated during lunch time or the evening hours. The parents can bring in store bought goodies for the classroom. They must be sealed and in their original container. Refrigerated items

cannot be stored at the center but can be brought in when the celebration begins. No homemade food allowed. All holidays are celebrated without a focus on religion.

Transitioning

A parent meeting will be scheduled when the child is transitioning from one class to another to gain the parent's input and support. Most children will transition to a new class in September and/or January depending on their age. Teachers will also send home a notice making parents/guardians aware of the change. We also offer information from public, charter and private schools for those children entering kindergarten. All preschool teachers will be asked to plan and schedule and discuss transitioning activities for their child with parents.

Children's Code of Conduct

Separate a child from his classmates to reflect about inappropriate behavior (i.e. kicking, biting, fighting, having tantrums, etc.) until he/she feels they are ready to join the group. If they continue to display negative behavior after more than three (3) minutes continue to redirect them. Teachers are asked to inform the parent of their child's behavior that day. If the behavior continues for a week, a written notice will be given to the parent in the front office. Solicit help in managing the child's behavior in the front office. Review TYL II's behavior policy for further instruction.

Dress Code/School Uniforms

All staff members working in a classroom must wear scrubs, smocks (or similar outfit) as their uniform. All students (excluding infants) are required to wear TYL II uniforms during the school year (September-June). The children's uniform consists of burgundy or navy blue tops and khaki or tan bottoms.

Emergency Procedures

Please review our emergency procedure guidelines posted on the staff board in every classroom and in the entry hall. Each parent will receive a copy of our guidelines to review at home.

Medication Policy

TYL II does not administer medication to children, with the exception being doctor prescribed quick release rescue asthma medication or an epi pen. Long-term asthma control medication must be given at home. The parent must fill out a "Special Care Plan for a Child with Asthma" form from the office before any asthma

medication may be administered. The teachers must keep a written record of what time and how much asthma medication was given.

Children's Sick Policy

If a child becomes sick during the school day please inform the front office. Depending on the child's symptoms and condition the office will contact the child's parent or guardian. Children who are thought to have a serious or contagious illness must return to TYL II with a doctor's health concern notice completed. TYL II provides health concern notice forms.

Miscellaneous

- Snow Days: TYL follows the Philadelphia School District schedule when closing due to inclement weather.
- Late Pick-Up Children: Child that have not been picked up by their parent or an approved escort by 6:00 pm must be taken, with their belongings, to the front office where they will wait with a member of administration until their pick up arrives. Please inform administration when you have late children before you leave for the day. Do not just leave the child in the office.
- Eating in the Facility: Eating and drinking is not allowed in the hallways or throughout the building. Staff must eat in either the kitchen or the lunch area on the second floor during their break. These are the designated staff eating areas. Please do not give children food items to take home. All food must be eaten by child in the designated food area.

The Philadelphia Board of Health has certain guidelines we must follow.

Children who cannot come to school are those with:

- **Diarrhea**. It is highly contagious, and no matter how careful we are it can be spread from child to child. Must stay out for 24 hours after diarrhea starts.
- A **fever of 101** or more.
- **Hand, Foot and Mouth Disease**
- **Molluscum Contagiosum Outbreaks**
- **Ringworm** must be treated by a doctor. You will need to bring a doctor's note giving us permission to readmit your child.

- **Chickenpox** must bring a slip from the doctors before the child can be readmitted.
- **Herpes Simplex Lesions.**
- **Herpes A**
- **Impetigo**, until 24 hours after treatment has been initiated.
- **Measles**, until 4 days after onset of rash.
- **Mouth Sores** with drooling, unless a health care provider or health department official determines that the child is not infectious.
- **Mumps**, until 9 days after onset of parotid gland swelling.
- Persistent **abdominal pain** that continues more than 2 hours or intermittent pain associated with fever or other signs or symptoms.
- **Pertussis**, until 5 of the 14 days of appropriate antibiotic treatment has been completed.
- **Pink Eye** (Purulent Conjunctivitis), defined as pink or red conjunctiva with white or yellow eye discharge, until after treatment has been initiated. In epidemics of pink eye without pus, exclusion shall be required only if the health authority recommends it.
- **Rash** with fever or behavior change, until a health care provider determines that these symptoms do not indicate a communicable disease.
- **Rubella**, until after 6 days after onset of rash.
- **Salmonella**
- **Scabies**, until after treatment has been completed.
- **Shigella**
- **Shingles** (herpes zoster), if the rash cannot be covered up.
- **Strep Throat** or other streptococcal infection, until 24 hours after initial antibiotic treatment and cessation of fever.
- **Tuberculosis**, until a health care provider or health official states that the child is on appropriate therapy and can attend child care.
- **Symptoms & signs of possible severe illness**, including:
 - Sluggishness that is more than expected tiredness
 - Uncontrolled coughing
 - Inexplicable irritability or persistent crying
 - Difficult breathing
 - Severe Wheezing

- Other unusual signs for the child

Directions for the Administration of Medication

(For Staff)

TYL II/LCP does not give medication to children in our care. The only exception is medication for asthma in the form of an inhaler.

We ask that parents get two (2) prescriptions for the inhaler so that one (1) can stay at TYL II and the other can stay at home.

Parents will be given a form, "*Special Care Plan for Asthma*" to be filled out by your child's Pediatrician. The office and the class must have a copy of this in the child's file in order to give medication.

Policy if parents cannot get an inhaler for TYL II/LCP to use:

- TYL II/LCP is not responsible for medication left at school.
- The child will be sent home if medication is needed but was not given to the teacher at the beginning of the school day.

Before TYL II/LCP staff can accept an inhaler for any child, the medication (inhaler) must:

- Have the first and last name of the child.
- Have been prescribed by a licensed health professional. Check to see that the name and phone number of the health professional who ordered the medication is on the container.
- Be in the original package or container.
- Have the date the prescription was filled.
- Have an expiration date.
- Have specific instructions for giving, storing and disposing of the medication.
- Be in a child proof container or stored in that fashion.

Employment Qualifications

Every employee must have a clear and current criminal record check, child abuse clearance, FBI clearance and an updated health screening with TB test results.

Program Supervisor: Bachelor's Degree and four (4) years supervisory experience

Program Director: Bachelor's Degree, teaching certification and three (3) years equivalent experience

Teaching Coordinator: Bachelor's Degree, experience in public schools and curricula or program experience

Administrative Staff: Microsoft Word and Excel computer knowledge, secretarial skills and the ability to assist in all administrative duties

Assistant Teacher/Aide: High School diploma/GED and one (1) year experience on childcare. Applicant will be responsible for assisting in the implementation of daily programs and therefore should be able to follow a job schedule, complete tasks without continued supervision, adapt to changes in tasks and schedule and interact with co-workers and supervisors in a professional manner.

Assistant Teacher/Assistant Group Supervisor: High School diploma/GED and two (2) year's experience or CDA certification. This applicant bears the same responsibilities as listed above for the aide position in addition to being able to coordinate daily activities and supervising aides in the absence of the group supervisor.

Teacher/Group Supervisor: Associate's or Bachelor's Degree from an accredited college or university in Early Childhood Education (ECE), or a degree in any area of study with 18 credits in ECE in addition to one (1) year teaching experience in childcare. Minimum duties include planning and implementing daily activities, coordinating activities with assistant teachers and aides and assisting the director with designated activities.

Organizational Structure

Administrator

Reginald Huc II

Executive Directors

Reginald Huc, Angela Huc

Director

Management/Administrative Staff

Group Supervisors/Lead teachers

Assistant Teacher/Aids

Kitchen Staff

Staff Benefits

- Staff members are entitled to paid holidays after one (1) year of employment.
- Staff are entitled to one (1) week paid vacation after one (1) year of employment. More than one (1) week paid vacation may be granted after 3 years, and to increase after year 5.
- After one (1) year of employment, the staff member may elect to join a 401K benefit package plan. Organization will contribute 5%-7% annually to employee 401K account. Personal contribution to 401K are not required to receive this annual benefit.

Staff Wage Increase

A wage increase can occur after one (1) year in the same position. Wage increases are based on job performance, staff evaluations and meeting set goals in staff training, classroom performance, parent surveys and children's progress. Increases are determined after all factors have been evaluated and are given at the discretion of the administrator. The administrator's decision is binding, but a meeting can be arranged by the staff person and/or the administrator to discuss the factors that were reviewed in making the decision and the possibility of a wage increase in the future. Salary increases are not guaranteed and dependent on financial performance of the organization.

Staff Performance and Evaluations

Formal written staff performance evaluations are completed once a year by Management. You will first be asked to fill out a self-evaluation form and then a date will be scheduled to review yourself evaluation and management's evaluation of your job performance. Once this is done, an action plan will be completed to address the areas in which you need improvement. Management will offer recommendations for areas of improvement and a timeframe for completion. TYL II wants evaluations to be a pleasant learning experience for all involved and values staff input through the process.

Staff Grievance Procedure

If for any reason, you are having problems in the center with a co-worker, we strongly suggest that you first discuss it with that person in a professional manner. If the problem is with a parent, bring your concerns to the office and discuss it with management. If you are uncomfortable with talking with any of the parties involved or feel that your problem is not resolved, feel free to discuss it with the Director who always has time to address your problems.

Staff Bonuses

Staff bonuses are given solely on the discretion of the administrator. They are based on availability of funds, staff performance records and annual evaluation. Staff performance is based on in house Environmental Rating Scale (ERS) performed by management as well as performance and self-evaluations based on observation, child goals being met and parental feedback.

TYL II/LCP Nondiscrimination Policy Statement & Equal Employment Opportunity

An open and equitable personnel systems will be established and maintained. Personnel policies, procedures and practices will be designated to prohibit discrimination on the basis of race, religious creed, disability, ancestry, national origin, age or sex. Employment opportunities shall be provided for the applicants with disabilities and reasonable accommodations shall be made to meet the physical and mental limitations of qualified applicants and employees. Any employee who believes he or she has been discrimination against may file a complaint of discrimination with any of the following: Department of Public Welfare Bureau of Equal Opportunity, Office of Civil Rights US Department of Health and Services, Pa Human Relations Commission, or Bureau of Equal Opportunity Southeastern Regional Office.

NOTE: Refer to Nondiscrimination Form you signed upon employment.

Grounds for Dismissal

- Inappropriate, unprofessional behavior towards a child, a parent or a member of the staff.
- Frequent absences or tardiness that result in hardship to the children or the staff.
- Teaching or behavior that is inconsistent with the philosophy of TYL II and NAEYC's Code of Conduct (i.e. telling a child to sit his/her butt down, etc.) This type of language WILL NOT be tolerated here.
- Teaching or behavior that does not meet requirements included in the personnel policies.
- Does not assume designated responsibilities for the children under their care (i.e. does not change diapers frequently, does not take children to the bathroom at regular intervals, does not watch children when they are asleep, etc.)
- Too much gossiping among employees.
- Too friendly with parents while working. Everyone must act professional at all times.

- Discussing TYL II business in a negative way in person and/ or on social media is frowned upon and will not be tolerated.
- Do not post TYL II content on social media without permission from TYL II management.

Policy and Procedure for Referral of Families to Social Service Agencies

TYL II/LCP's goal are to help insure that social service information such as mental, social, medical and subsequent referrals are reaching those families in our program.

Our function is to have information available to those families through our parent board, fliers and meetings with families where administrative staff would supply families with referrals to service agencies and programs.

To Staff: If you feel that a child or a member of their family may need assistance, contact the Director and a meeting will be scheduled with the family to address the issue and help if possible. The staff member will be informed of steps taken if they are needed to assisting helping or supplying information to the referral agency about the child and or family.

Staff Education and Retention Award

During your staff orientation meeting you will be asked to fill out a Professional Development Record (PDR) which will help us get a comprehensive picture of your prior level of experience and education in the childcare field.

You will also be given information about the STARS Education and Retention Award (ERA) which is an annual financial award given to qualified directors and/or teaching staff who have attained credentials, specialized degrees and/or credits in professional development in content areas that correspond to your PDR, age and developmental needs of the children you will serve.

Eligibility requirements are as follows:

- Staff must be employed at the site for at least twelve (12) consecutive months prior to the date of ERA request.
- In order to receive the ERA award, the staff member must be a child care or school-age practitioner.
- Eligible teaching staff must be earning less than \$35, 000 per year or \$17.00 per hour including salary

and bonuses.

- Eligible directors must be earning less than \$45,000 per year or \$21.50 per hour including salary and bonuses.
- In order to be eligible, you must have CCIS children in your classroom and child care credentials.
- STARS ERA BONUS
 - Every effort will be made to qualify teachers for the STARS bonus which is dependent on the number of CCIS children you service in your classroom (including before and after care children). ERA award qualifications depend on your length of service (having a W-2 on file for previous year), your salary, number of CCIS children directly in your care, and your personal STAR Level rating dependent on your credentials.

Motor Vehicle Operation

- The use of cellphones or any mobile electronic device while driving TYL II vehicles is strictly prohibited—this includes all functions of the cellphone including, but not limited to phone calls, text messaging/SMS, email, MMS, Internet use and camera use. Use of a hands-free device is also strictly prohibited while operating TYL II vehicles. Voicemail must handle all calls while driving, and calls may only be returned when safely parked and pulled off the road.
- Regular callers must be informed that you are unavailable while driving and be notified of the best times to call based on your driving schedule.

Mandatory Trainings

All staff must maintain at least 24 PA Keys approved training hours annually. These trainings will be sought out for you by the office personnel in responsible for organizing trainings. These trainings are mandatory and are a condition of your continued employment at TYL II. ECE college courses can replace some training hours.

Trainings may be either in-house or off-site. In house trainings must be taken during your lunch time or prep time. In-house trainings can be done online. Off-site trainings are those that require staff to travel to complete the credit hours at another location. Before off-site trainings are scheduled, the staff member will be required to sign the training detail sheet indicating that they are available and will attend on the date and time of the

scheduled training. Failure to report to off-site trainings will result in a two (2) suspension and the cost of the training being deducted from the staff member's next paycheck. It will then be the staff member's responsibility to find a training to replace the one they missed. At the completion of off-site trainings and once the in-house trainings have been processed, each staff member will receive a copy of their training certificate to maintain for their personal records.

PAID TIME OFF AND PAID HOLIDAY POLICY

PAID TIME OFF AND HOLIDAY SCHEDULE COINCIDE WITH THE SCHOOL YEAR
JULY 1 THROUGH JUNE 30 OF THE NEXT SCHOOL YEAR.

NEW EMPLOYEES WITH LESS THAN 1 YEAR SERVICE WILL ACCRUE PAID TIME
OFF FOR THE FIRST YEAR OF SERVICE UP TO 5 DAYS OR 40 HOURS.

Paid time off is accrued 1 hour for every 40 hours worked (320 worked = 8 hrs)

and can be used in minimum 4 hour increments not to exceed 8 paid hours a day.

New employees are not eligible to use PAID time off for first 90 days of employment.

Paid Time Off is a general category for all paid absence including sick, vacation and personal time. After one full year of service, PAID time off will no longer be accrued, 5 days will be available on your anniversary date. Part time employees working less than 1000 will continue to accrue hours. Unused Paid Time Off can not be carried forward to next year without express consent by management before closing date of June 30th.

Request for consecutive days off during the active school year may not be available except for Winter and Spring Break. Requests are honored by seniority if conflict occurs. Consecutive requested days off are encouraged during the slower summer season.

Employees who resign without 2 weeks notice or terminated will forfeit any remaining Paid time off. Additional Paid Time Off will be given at 3rd year anniversary, 5th year anniversary and 10th Year anniversary up to 10 days total.

HOLIDAY PAY

Employees with more than 1 year service will be paid 15 holidays annually.

Teachers working school year only, September-June, typically have 12-13 paid holidays annually.

Paid Snow Days are considered paid Holidays and will be reserved on the Holiday Calendar to be paid dates at management discretion. Reserved Snow days not used during the winter season will be given at a date determined by management later in the year.

- STAFF WILL NOT BE PAID FOR HOLIDAY FOR **UNSCHEDULED** ABSENCE 1 DAY BEFORE OR AFTER THE HOLIDAY. PREVIOUS WRITTEN REQUEST OR DOCTOR'S NOTE MUST BE ON FILE.

Employee Code of Conduct

Professional Behavior

- Staff must review, agree with and sign the NAEYC Code of Conduct in which TYL II adheres to.
- Agreed upon employee attire must be worn at all times.
- Each staff member is allowed one (1) hour for lunch. Half hour outside the building and a half hour inside the building.
- If you are going to be absent, please call the office and email management twelve (12) hours before your scheduled work time.
- Professional attitude, work appearance and grooming are important.

Prohibited Actions During Work Hours

NO:

- Cell Phone Usage
- Smoke Breaks
- Sleeping
- Unattended Classrooms
- Inappropriate Music (classical, jazz, cultural, etc. excepted)
- Screaming or Cursing
- Eating in Classroom
- Gossiping
- Lateness

Policy for Staff Absences and Scheduled Time Off

- For Planned Absence and Scheduled Time Off: Fill out a "Request Off" form in the front office and email Mr. Regi and Mr. Renzo directly at info@tyl2.com and renzo@tyl2.com . Your request must be approved by administration before you may be absent. TYL II administration will do are best to

accommodate your needs.

- For Unplanned Absence: Call and inform the office no later than twelve hours before your scheduled work time and email Mr. Regi and Mr. Renzo directly at info@tyl2.com and renzo@tyl2.com.
- Absence due to **jury duty**. Small business employers in Pennsylvania such as TYL/LCP, are not required to compensate employees for time lost to jury duty. TYL/LCP is also not required to retain any staff's employment status if they are chosen to serve as a juror. As a result, employees of TYL/LCP may be excused from jury service upon request.
- Please be aware that frequent absences are a problem for the center and fellow staff members and will not be tolerated.

Failure to abide by these policies will result in two written warnings followed by suspension.

Emergency Operation Plan

Our Emergency Operations Plan provides for response to all types of emergencies. Depending on the circumstances of the emergency, we will use one of the following protective actions:

- Each classroom at TYL/LCP are equipped with an Emergency Plan.
- TYL/LCP have drill procedures for evacuations, lockdowns, early and emergency situations.
- We will utilize our internal intercom system throughout the building and in each classroom to keep the staff informed and our telephone hotline to keep parents/guardians informed.

1. **Immediate Sheltering:** Students are evacuated to the outside playground area and to the exit gate where they exit and line up along the pavement area away from the building.
2. **In-Place Sheltering:** Sudden occurrences, weather or hazardous materials related, may dictate that taking cover inside the building is the best immediate response. Our facility's foundation is constructed of steel and concrete so, in the event of such occurrences all children will be escorted to the designated shelter and place location on the first or second floor level classroom or first floor internal hallways as directed by the plan or the first-floor internal hallways and will stay put until the occurrence is over. Our ventilation system will be shut off if necessary to deter hazardous outside air from entering the building.

3. **Evacuation:** Total evacuation of the facility may become necessary if there is a danger in the area. In this case, children will be transported to the Relocation Facility at Learning Central Preschool 5727 Walnut Street, Philadelphia, PA 19139.
4. **Modified Operation:** May include cancellation/postponement or rescheduling of the of normal activities. These actions are normally taken in case of a winter storm or building problems that make it unsafe for students (such as utility disruptions), but may be necessary in a variety of situations. In that event, early dismissal may be warranted. Parents/emergency contacts will be telephoned and asked to pick up children from the facility. The van service may be available but is not guaranteed. Please limit calls to our normal phone line unless it is an emergency because we will be using those lines to contact parents.

We are equipped with emergency food and water supplies, first aid kits, student enrollment lists, emergency contact information, flashlights and security plans shall they be needed.

Please listen to your local radio station, KYW or news stations for announcements of emergency situations as they arise

Use of a Medication Log

1. The medication log is used to document that medication has been given to a child. Because this log is a legal document, you must initial and sign each entry in ink.
2. Each medication given in the child care facility will need to have the following information written on the log:
 - Child's Name
 - Name of Child Care Facility
 - Medication Name
 - Dosage—This must be the same as on the bottle and authorization form
 - Time the medication is to be given and the time span for the medication (i.e. days, weeks, months)
 - Name of person with Prescriptive Authority
3. Have the log with you when you are giving any medication. Remember to check the information and compare it to the medication label before you give the medication to the child. Check to see if the medication has already been given to the child for that day and at that time by any other person.
4. It is preferable to assign one person to give all medications to the child for the day to avoid double dosing or missing a dose. Identify the child by name before giving the medication to the child.

5. Immediately after giving the medication, document:
 - Name and dosage of medication
 - Day and date the medication was given
 - Time the medication was given
 - Initials of the person giving the medication
6. If the medication is dropped on the floor, the child refuses to take the medication, spits out the medication, or any other unusual occurrence happens, make note (or designate NG for not given) in the comment area and contact the parent.
7. If the child is absent from the facility, note in the comment area "A" for absent.
8. When the log is discontinued, write the date of discontinuation and arrange for the parent to pick up the medication container, or dispose of any leftover medication.

Program

Each day's schedule includes development activities which are individualized to meet the needs of each child (Children are tested for three levels of development upon enrollment). These activities focus on the specific interests of the children, their spontaneous involvement with each other and their growing awareness of how things work. The curriculum covers a wide range of areas, including language, motor skills, creative expression, social interaction, concept development and self-help.

Infants and toddlers are stimulated by being held, rocked, talked to, played with and carried. Our children are supervised at all times. No physical punishment is permitted by staff or anyone else. No staff member will ever single out a child for ridicule, threaten harm to the child or the child's family and will never degrade the child or the child's family. A facility person may never use harsh, demeaning or abusive language in the presence of the children.

Weather permitting, children are taken outdoors at least once a day. So please dress your child appropriately.

Curriculum (in part)

Learning Everyday KAPLAN & Creative Curriculum

Practical Life: Pouring, various practice folding exercises, care of the classroom, feeding animals, watering plants, self-care, dressing, washing, practice tying bows, buttons, helping others, development of concentration and physical exercises.

Language & Arts: Language work consists of reading, phonics, storytelling conversation, vocabulary enrichment, and creative drama.

Music & Rhythm: Involves dance, movement and singing.

Art Work: Individual creativity combined with vocabulary enrichment.

Sensorial Experience: Intensive exploration of the environment for the sensorial possibilities.

Geography: Continents, land and water forms, and more.

Mathematics: Eye/hand coordination with cylinder blocks, touch, boards, mathematical number rods, felt numerals, etc.

Foreign Languages: Spanish and Swahili.

Computer Learning on Site

Incorporated into all our advance learning activities are Montessori Techniques which will round off the total development of the child; social as well as academic.

Parent Conferences

Parent conferences are held twice a year in the months of December and June when report cards are given out.

A notice will be sent home and a schedule sheet will be available in the classroom for parents to schedule the date and time of their conference with the teacher.

The report cards are age appropriate and are child progress reports for the parents. Copies of the report cards will be kept in the child's file.

If you have additional questions please feel free to contact the office.

Child Observation Reports

Your child will be observed by the teaching staff and an observation report will be filled out within 45 days of enrollment to insure proper classroom placement. A copy of the observation report will be sent home with your child. If you have any questions please feel free to contact the office.

Child Records

Your child's records are confidential and are kept in a locked cabinet. The office will need written consent by the parent/guardian to transfer child's records to another facility for any purpose. You can request a form in the office.

Child/Teacher Ratios

Infants: 1 Teacher per 4 Infants;

Naptime: 1 Teacher per 4 infants

Young Toddlers (1 year olds): 1 Teacher per 5 Toddlers

Naptime: 1 Teacher per 10 Toddlers

Older Toddlers (2 year olds): 1 Teacher per 6 Toddlers

Naptime: 1 Teacher per 12 Toddlers

Preschool (3-5 year olds): 1 Teacher per 10 Preschoolers

Naptime: 1 Teacher per 20 Preschoolers

Young School Age Children (6-9 years old): 1 Teacher per 12 School Children

Statement of Commitment

- As an individual who works with young children, I commit myself to furthering the values of early childhood education as they are reflected in the ideals and principles of this handbook. To the best of my ability I will:
- Never harm children.
- Ensure that programs for young children are based on current knowledge and research of child development and early childhood education.
- Respect and support families in their task of nurturing children.
- Respect colleagues in early childhood care and education and support them in maintaining the principals illustrated in this handbook.
- Serve as an advocate for children, their families, and their teachers in community and society.
- Stay informed of and maintain high standards of professional conduct.
- Engage in an ongoing process of self-reflection, realizing that personal characteristics, biases and beliefs have an impact on children and families.
- Be open to new ideas and be willing to learn from the suggestions of others.
- Continue to learn, grow and contribute as a professional.
- Honor the ideals and principles of TYL II.

Holiday Closings

January

New Year's Day
Martin Luther King Jr. Day

February

President's Day

March/April

Good Friday
In Service Day

May

Memorial Day

July

Independence Day

September

Labor Day

October

Columbus Day

November

Thanksgiving Day
Thanksgiving Friday

December

Christmas Day
New Year's Holiday
(subject to the day of week)

Subject to changes and/ or additions