STEEPLE KIDS CHILDCARE



PARENT HANDBOOK

Langhorne United Methodist Church
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Table of Contents

I. Overview of Steeple Kids **4**

A. Mission Statement

B. Confidentiality

C. Enrollment

D. Licensure

E. Steeple Kids Board of Directors

II. General Information **5**

A. Hours of Operation

B. Child Care Subsidies

C. Required Documentation

D. School Closings

E. Vacation Bible School Week

F. Parking Lot

G. Arrival Procedures

H. Pick Up Procedures

I. Open Door Policy

J. Notification of Absence

K. Emergency Closing and Inclement Weather Information

III. Health and Safety **8**

A. Security

B. Emergencies

C. Emergency Preparedness Plan

D. Dress Code

E. Health Appraisals
F. Contagious Illnesses/Diseases
G. Medications
H. Health Fact Sheet
I. Special Needs
J. Children with Severe Allergies
K. Potty Training
L. Biting
M. Immediate Access
N. Mandated Reporting of Suspected Child Abuse and/or Neglect
O. Sunny Weather

IV. Inclusion Policy **14**

V. Expulsion/Suspension Policy **14**

VI. About the Day **15**

A. Cubbies/Seasonal Attire
B. Diapers
C. Snack and Lunch
D. Breakfast
E. Rest Time
F. Communication
G. Transition Information
H. Curriculum/ Special Activities
I. Ages and Stages 3 Questionnaire
J. Parent/Teacher Conferences

VII. Tuition and Fees **18**

A. Registration and Advanced Security Deposit
B. Re-Registration
C. School Year Long Term Leave of Absence
D. Tuition Express
E. Tuition & Late Payment Fees
F. Vacation Policy
G. Discounts
H. Late Pick Up Fees
I. Returned Check Policy

VIII. Other Policies **20**

A. Family Code of Conduct
B. Toys from Home
C. Babysitting/Social Media
D. Discipline
E. Withdrawal or Dismissal

IX. Classroom Information and Transition **22**

Parent Handbook Acknowledgement Form **24**

I. OVERVIEW OF STEEPLE KIDS

This handbook is to be read by the parent(s)/guardian(s) of all enrolled children attending the program at the time of enrollment and should be used as a resource throughout the year.

A. MISSION STATEMENT

Steeple Kids is an outreach program of the Langhorne United Methodist Church, designed to meet the needs of families in our community. We strive to provide a safe, loving, Christian environment that encourages children to learn about themselves and the world around them. Our goal is to provide developmentally appropriate learning experiences that foster creativity and problem solving as well as cognitive, social and motor skills. We believe learning is an active process of doing and experiencing and aim to guide our children on the path toward becoming successful and independent adults.

B. CONFIDENTIALITY

The individual dignity of children, families and employees will be respected and protected at all times in accordance with the law and all information concerning them will not be shared without written consent.

C. ENROLLMENT

Enrollment at Steeple Kids is open to children from 8 weeks of age through pre-kindergarten. Enrollment shall be granted without regard to a child's race, color, creed, religion, national origin, (including limited English proficiency), gender or disability; and without regard to a parent or guardian's race, color, creed, religion, age, national origin, gender, pregnancy, sexual orientation, marital status, disability and/or military status. Steeple Kids is an EOCP. **If your child has an IEP or IFSP, we ask that we receive a copy at enrollment so that we can better serve you and your child. This information will remain confidential. **

D. LICENSURE

Steeple Kids Childcare, located in the Langhorne United Methodist Church, 301 East Maple Avenue Langhorne, Pennsylvania 19047, is a private, non-profit facility licensed by the Pennsylvania Department of Human Services to provide care for children from 8 weeks of age through 5 years.

E. STEEPLE KIDS BOARD OF DIRECTORS

The Steeple Kids Board of Directors meets once a month. The Director is in liaison between parents and the Board. Meeting with the Director can be arranged by appointment. Parental concerns may be submitted to the Board in writing, addressed to Steeple Kids Board, % Langhorne United Methodist Church. This handbook may have amendments made to it at any time by the Board of Directors. Any changes will be given to the parents in the way of an amendment form.

II. GENERAL INFORMATION

A. HOURS OF OPERATION

Steeple Kids is open from Monday through Friday, 7 a.m. to 5:30 p.m.

B. CHILD CARE SUBSIDIES

Steeple Kids accepts funding through the Early Learning Resource Center and Department of Human Services. The ELRC will determine eligibility for child care subsidy. Parents receiving subsidy must complete all required paperwork on time in order to continue to have their child enrolled at Steeple Kids. Additional information about subsidized childcare is available from the Director.

C. REQUIRED DOCUMENTATION

Parents are required to provide the following documentation for their child's file at Steeple Kids:

- Registration form
- Health Appraisal (to be updated yearly for children 2 and older and every 6 months for children under 2). Needs to be in by child's 30th day of school
- Immunization Record (to be updated with health appraisals or as new immunizations are given)
- Emergency Contact form (reviewed every 6 months)
- Civil Rights Data form
- Compliance form
- Handling and Preventing Illness sign off form
- Parent Handbook signed acknowledgement form
- Fee Agreement (updated every 6 months)
- Photo Release form
- Social Media Release form
- Sunscreen Permission form
- Copy of IFSP/IEP (if applicable)
- Copy of Custody Agreement (if applicable)

All required documentation must be turned in within two weeks prior to your child starting. Failure to do so will result in a delayed start date. Health appraisals & Immunization records are due within 30 days of your child's start date, failure to comply will result in temporarily suspending your child until they are received.

D. SCHOOL CLOSINGS

New Year's Day*
President's Day (Staff In-Service)
Good Friday
Memorial Day
Labor Day
Thanksgiving Day
Friday after Thanksgiving
Christmas Week (Half Price Week)
Staff In-Service (the last Friday prior to the new school year)

*If the holiday falls on Saturday, we will be closed on Friday. If the holiday falls on Sunday, we will be closed on Monday.

E. VACATION BIBLE SCHOOL WEEK

Steeple Kids will be closed during one week each summer during which Langhorne United Methodist Church hosts Vacation Bible School. This date will be announced to parents as soon as it becomes available. This is considered a tuition-free vacation week.

F. PARKING LOT

The entrance to Steeple Kids is behind the Langhorne United Methodist Church. Park your car in the parking lot in the designated parking spaces and walk your child to and from his/her classroom. The first five parking spots in the first two rows are designated as parent parking. ***Do not leave your car running when dropping off or picking up your child. Due to children's activities, you must drive slowly through the parking lot. No child is to be left in cars unattended.**

G. ARRIVAL PROCEDURES

Families and staff will enter and go straight to the back of the parking lot. Steeple Kids entrance is located adjacent to the smaller of the two playgrounds. Upon arrival at Steeple Kids, the adult dropping off must sign in using the electronic fingerprint at the front door. The adult must then accompany the child to his/her classroom and make sure that a teacher knows that he/she is there. Children should be dropped off in clean clothes/diapers. In order to get the most from our program and create the least disruption for our other children, **all children should be dropped off no later than 9:00 a.m.**

Parents: Please enter the building with your child/children ONLY. Do not allow others to come in with you or hold the door for anyone you don't know. This is for the safety of your child as well as the safety of everyone else in the building. Only parents should have the code to the door, everyone else dropping off or picking up children should ring the bell. **Children should NOT be given the code.** Our door code will change at least twice a year and whenever a change in staffing occurs.

Please try to use the "Drop & Go" routine each day:

- ”Drop” off your child- mornings are not a time to “meet” with the teacher. The teachers use drop-off time to greet your child and get them adjusted to their day.
- ”Go” as soon as you can. Once your child is in the room please do not linger. Children will settle down and play much quicker once a parent is gone. If your child has anxiety about you leaving, please do not worry. Our teachers are trained to help your child by comforting them and distracting them to help alleviate anxiety. You may also check in with the Director or Assistant to see how your child is doing.

H. PICK UP PROCEDURES

Parents or other authorized adults must sign the child out using the electronic fingerprint at the front door. After you sign your child out, you are then responsible for supervising your child while on facility premises. Authorized pick up persons must be at least 18 years of age.

If for any reason a person other than the parent will be picking up your child, you must provide written permission prior to release of the child. If this person is designated by you on the Emergency Contact form, the staff still needs to know you give permission for your Emergency Contact person to pick-up on a particular day. You can write or email a letter to the office to give such permission. A child may be released to a person not on the list upon written consent from the parent. At pickup, staff will check the photo ID of any person they do not personally know to ensure your child’s safety. Since staffing patterns may change from time to time, parents and all pickup people should be prepared to show photo ID to any staff upon request. Again, this is for the safety of your child.

Children will not be released to anyone who appears to be under the influence of drugs or alcohol. Steeple Kids staff will call persons on the child’s Emergency Contact list until someone is available to pick up. Late fees will be incurred if no one can pick up prior to 5:30. If no one is able to pick up, our local police department will be contacted.

I. OPEN DOOR POLICY

Parents are always welcome at Steeple Kids. Let us know if you would like to share a favorite story or hobby with your child’s class.

J. NOTIFICATION OF ABSENCE

Parents should inform the center if their child will not be in attendance on a scheduled day. Parents are to contact the school office of an absence, not the teacher.

K. EMERGENCY CLOSING AND INCLEMENT WEATHER INFORMATION

Steeple Kids will make every attempt to remain open during inclement weather. **However, in the event of an emergency closing, parents will be notified via the Remind App.** If Steeple Kids is closed due to inclement weather or other emergency closings, regular tuition is still due.

III. HEALTH AND SAFETY

A. SECURITY

Once inside the building, a code is needed to enter the Education Wing. Families receive the code when registering. Please do not give the security code to anyone, even your child. If someone other than an immediate family member will be picking your child up, please ask them to ring the bell and a staff member will allow them to enter after their ID is checked. The door code will be changed at least twice a year and when a change in staffing occurs. **Please do not allow children to put in the code.**

B. EMERGENCIES

First Aid Training/CPR is a requirement for all Steeple Kids staff members. Teachers will treat minor accidents such as playground bumps and bruises. Parents will receive written notification of all incidents that they witness.

In the event of a medical emergency or serious accident, emergency personnel will be contacted. The parent(s) will be notified by phone. The director or assistant director will accompany the child to the hospital. In the event that they are unavailable, a designated staff member will accompany the child.

C. EMERGENCY PREPAREDNESS PLAN

Purpose: To provide for the protection of children and staff in the event of a natural, technological, or human imposed emergency or disaster and to assure coordination and cooperation with local, county and state governments and emergency services.

Situation and assumptions: Steeple Kids Child Care is located at 301 East Maple Avenue, Langhorne, PA 19047 and normally has approximately 50-65 children and approximately 15 staff on the premises. Normal operating hours for the facility are 7 a.m. to 5:30 p.m. Monday through Friday. The facility assumes responsibility for the health and safety of the children attending the facility. The facility is located in Langhorne Borough whose emergency management agency will be the primary source of governmental assistance during an emergency. Assistance during emergencies will be dispatched through the Bucks County 9-1-1 and be coordinated by the Bucks County Emergency Management Agency. The facility may be subject to the following natural disasters and emergencies:

- Natural disasters
- Weather related disasters (storms, snow, flood, etc.)
- Technological disaster (power outage, gas/toxic fumes, hazmat spill, loss of utilities, etc.)
- Lockdown (wild animal on the loose, reported disputes in the neighboring area, reported assailants in, on or around the premises)

In the event of a lockdown, families are asked not to come to the facility unless they are instructed to do so. An administrator will keep you informed, families are not permitted to enter the building and staff are not permitted to exit the building with children, unless it is deemed safe to do so.

** In the event that we need to evacuate the facility, we would go to the Wood School dorms (Beechwood.) The school is located directly behind our big playground at 469 East Maple Avenue Langhorne, PA 19047.

D. DRESS CODE

Please label all sweaters, jackets, coats, school bags and backpacks with your child's name. All children should wear comfortable, practical clothing for painting or playing. Send your child each day prepared for outside play, including hat, gloves/mittens, and an appropriate jacket. We go outside each day, weather permitting, even if only for a short time. **We request that all children wear sneakers.** Sandals/flip-flops/crocs are dangerous and inappropriate for active play. Children's clothing should be uncomplicated so that they can easily use the bathroom by themselves, which gives a child a sense of accomplishment in being able to complete this task independently.

E. HEALTH APPRAISALS

State regulations require that a current health appraisal and immunization record must be submitted for every child upon enrollment or no later than 30 days after the child's first day of school. Physical examinations and shot records must be updated annually for children ages 2 and older and every 6 months for children under 2. Physical forms must be signed and dated by a doctor. Every time your child has a well visit or receives new immunizations, an updated copy of their immunizations and physical form must be turned in. **Failure to turn in physical and immunization records on time could result in temporarily suspending your child from attending.**

F. CONTAGIOUS ILLNESSES/DISEASES

The following is a list of the most common symptoms seen at Steeple Kids and the guidelines that are presented when a child is sick and in our care:

- Fever- Children who have a temperature of 100.4 degrees F or higher and/or who are unable to participate in activities. **Children may return to school when they have been fever-free for 24 hours, without the use of fever reducing medication. If a child is sent home with a fever they may not return to school the following day.**

- Diarrhea/Vomit- Families will be notified if a child has two bouts of diarrhea or vomits twice during the day or a combination of one time of each. **Child may return to school when medication free for 24 hours. If a child is sent home with diarrhea he/she may not return to school the following day.**

- Colds-Children may attend school as long as they have no accompanying fever, behavior changes or difficulty in breathing and are able to participate in all school activities.

- Conjunctivitis/Pink Eye- Red/pink eyes with itching and/or thick white or yellow discharge. Child may be excluded from school with visual symptoms or if the child is too uncomfortable to participate. **Child may return to school 24 hours after treatment and when the child feels well enough to participate in classroom activities.**

- Covid 19- Signs & Symptoms are: fever, cough that becomes productive, chest pain, new loss of taste or smell, changes in the skin, such as discolored areas on the feet and hands, sore throat, nausea, vomiting, belly pain or diarrhea, chills. **Steeple Kids reserves the right to ask for a negative COVID test prior to returning to childcare.**

  Those who have COVID-19 can be around others after 10 days since symptoms first appeared and 24 hours with no fever without the use of fever-reducing medications and other symptoms of COVID-19 are improving. **Children who test positive for COVID-19 but do not have symptoms are able to return to childcare 10 days after their first positive COVID-19 test.**

- Influenza/Flu- signs and symptoms usually come on suddenly. People who are sick with flu often feel some or all of these symptoms: fever*/feeling feverish or chills, cough, sore throat, runny or stuffy nose, muscle or body aches, headaches and fatigue. Some people may have vomiting and diarrhea, though this is more common in children than adults. **Children are able to return 24 hours after being fever free without fever reducing medication or when they are able to fully participate in all school day activities.**

  **It's important to note that not everyone with the flu will have a fever.*

****If a parent is called to pick up their child, they must do so within 30 minutes. If a parent is unreachable, other authorized pick up persons will be contacted. All emergency contact numbers should be local and able to pick up within 30 minutes if contacted.**

STEEPLE KIDS RESERVES THE RIGHT TO REQUEST A DOCTOR'S NOTE BEFORE ALLOWING A CHILD TO RETURN TO SCHOOL. IF YOUR CHILD WILL NOT BE ATTENDING SCHOOL DUE TO ILLNESS, PLEASE CONTACT THE OFFICE. IF YOUR CHILD HAS A COMMUNICABLE DISEASE/ILLNESS, PLEASE NOTIFY THE DIRECTOR OR ASSISTANT DIRECTOR SO THEY CAN INFORM FAMILIES OF CHILDREN WHO HAVE BEEN EXPOSED.

For additional information regarding health issues, see the document "Handling and Preventing Illness at Steeple Kids."

G. MEDICATIONS

Steeple Kids prefers that medications be administered at home. However, when this is not possible, Steeple Kids staff/directors will administer medication with parental permission. Prescribed medication must be in its original packaging, labeled with the child's name and dosage instructions on the prescription. Over the Counter medication must be in its original container, with dosage instructions for the child's age and/or weight listed. For both prescribed and OTC medication, parents must complete a Medication Log in order for us to administer. After administering the medication, teachers will note the time, dosage, and initial the form. Please hand all medications directly to a staff member/director to ensure safe storage. A Steeple Kids medication form must be filled out by your child's doctor for any medication needing to be administered beyond one week.

H. Health Fact Sheet

From time to time, children are exposed to communicable diseases while attending school. Families will be notified in writing if their child was exposed and what steps they should take by means of a fact sheet provided by the American Academy of Pediatrics.

I. Special Needs

Parent(s) of a child with special needs or allergies will be required to complete a Special Care Plan" along with the child's physician, it will be reviewed by the Director prior to enrolling. Every effort will be made to reasonably accommodate all children. No child will be excluded due to disability or special needs unless the program is unable to comply with the recommendation of the child's "Special Care Plan." The "Special Care Plan" will be reviewed every six months and signed that there have been no changes or to document any changes.

If your child is receiving services and has an Individualized Education Plan (IEP) OR Individualized Family Support Plan (IFSP) in place, we ask that you provide a copy to Steeple Kids for your child's file and a copy will be made for your child's teachers. If you feel that your child is in need of services, please speak to your child's teacher, the Director or stop by the office for more information. If your child's teacher has any concerns about your child's development, they will discuss this concern with you. The earlier a child begins services the better. There is no cost to the family for services provided either through Early Intervention or the Intermediate Unit (IU). Teachers and directors should be included in all IEP/IFSP meetings. Steeple Kids reserves the right to terminate a child if a parent refuses to follow through with requests for an EI or IU evaluation.

J. Children with Severe Allergies

For the safety of your child, parents are required to provide a signed copy of the "Care Plan for Special Health Needs" form, detailing any allergies, food or otherwise, from which their child suffers, at the time of enrollment or when the allergy is discovered. This form must be completely filled out by the child's physician and parent(s) or legal

guardian(s), and must be updated every six months, or more frequently, as needed. In addition to this form, parents must provide a copy of any additional physician's orders and procedural guidelines relating to the prevention and treatment of the child's allergy. This form can be obtained by request from the Director or Assistant Director.

Parents must also execute a "Release and Waiver of Liability for Administering Emergency Treatment to Children with Severe Allergies" form. This form releases Steeple Kids from liability for administering treatment to children with severe allergies and taking other necessary actions set forth in the "Authorization for Emergency Care for Children with Severe Allergies" form, provided Steeple Kids exercises reasonable care in taking such actions.

Any medication required to treat an allergic reaction must be provided in accordance with the Medication Policy detailed herein.

K. Potty Training

Teachers and staff will make every effort to assist parents in potty training their children. We ask that parents begin potty training at home when their children begin to show readiness/interest. If a parent wishes, they may use a Pull-Up at school but only the kind that has velcro on the sides. Parents are welcome to skip pull-ups, but will be asked to bring several changes of clothes including socks and shoes, as accidents do happen.

L. Biting

Toddlers are teething and exploring their environment by using all five of their senses. They may put everything in their mouth, which can lead them to bite many objects. Toddlers also do not usually differentiate between a person and a thing during this stage. Re-direction and/or a brief time-out will be used to help eliminate this behavior.

If a child bites another child while in our care, parents will be notified by an incident report. Parent/Teacher meetings may be held. In order to ensure the safety of all children and staff at Steeple Kids, the child who is biting could be suspended from the program for a period of time, at the discretion of the Director. Re-admittance to the program may occur when it is felt that the child can control his/her biting behavior. An additional occurrence of biting could result in a longer period of suspension. In extreme cases, to ensure the safety of all children and staff, services could be terminated.

M. Immediate Access

In cases where the child is the subject of a court order (e.g. Custody Order, Restraining Order or Protection from Abuse Order), Steeple Kids must be provided with a Certified Copy of the most recent order and all amendments. In the absence of a court order on file at Steeple Kids, both parents shall be given equal access to their child. If a situation presents itself where one parent does not want the other parent to have access to their child, Steeple Kids suggests that the parent keep the child with them until a court order is issued, since rights to retain your child are secondary to the other parent's right to immediate access.

N. Mandated Reporting of Suspected Child Abuse and/or Neglect

Under the Child Protective Services Act, mandated reporters are required to report any suspicion of abuse or neglect to the appropriate authorities. The employees of Steeple Kids are considered mandated reporters, under this law. The employees of Steeple Kids are not required to discuss their suspicions with parents prior to reporting the matter to the appropriate authorities, nor are they required to investigate the cause of any suspicious marks, behavior or condition prior to making a report. Under the Act, mandated reporters can be held criminally responsible if they fail to report suspected abuse or neglect. We at Steeple Kids take this responsibility very seriously and will make all warranted reports to the appropriate authorities. The Child Protective Services Act is designated to protect the welfare and best interest of all children.

As mandated reporters, the staff of Steeple Kids will not be held liable for reports made to Child Protective Services that are determined to be unfounded, provided the report was made in "good faith."

Causes for reporting suspected child abuse or neglect include, but are not limited to:

- Unusual bruising, marks, or cuts on a child's body
- Severe verbal reprimands
- Improper clothing relating to size, cleanliness, season
- Transporting a child without appropriate child restraints (car seats, seat belts, etc.)
- Dropping off or picking up a child while under the influence of illegal drugs or alcohol
- Not providing appropriate meals including a drink for your child
- Leaving a child unattended for any amount of time, including in the car
- Failure to attend to the special needs of a disabled child
- Sending a sick child to school over medicated to hide symptoms, which would typically require the child to be kept at home until symptoms subside
- Children who exhibit behavior consistent with an abusive situation

O. Sunny Weather

When the weather is nice, a lot of time is spent outdoors playing and doing activities. Please send in sunscreen for your child. A hat with a visor is also helpful. Sunscreen forms need to be filled out and turned in to the office prior to your child having sunscreen applied.

Please send your child in with sunscreen already applied in the morning. The staff will reapply sunscreen in the afternoon for outdoor activities. Please label sunscreen with your child's name.

IV. Inclusion Policy

- Steeple Kids provides all children regardless of race, color, or disabilities with a quality Christian education in a Christ-Centered atmosphere by teaching God's Word, sharing His Love, and serving His people

- All families will be accepted on a first come, first served basis. Children will not be denied admission based on color, religion or ability

- Within the first 45 days of admission your child's teacher will use the Ages and Stages Questionnaire to help determine the need for concern or further evaluations

- The teacher will refer the parent/guardian to Early Intervention or the Intermediate Unit for concerns about their child's development

- Early Intervention, Steeple Kids staff and the family will work together to share information about the child's day and needs

- Staff are aware of the identified needs of individual children, and are trained to follow through on that child's specific intervention plans

V. Expulsion/Suspension Policy

Steeple Kids is committed to giving all children a safe and stable learning environment. We seek to accommodate all children. On rare occasions, a child's behavior may become so dangerous to themselves or others, that they will be asked to leave the school either on a short term or permanent basis. We will do everything possible to work with families to prevent this from happening.

- Staff will redirect the child from negative behavior

- Staff will reassess the classroom environment, appropriate use of activities and supervision

- Staff will always use positive methods and language while disciplining children

- Staff will praise positive behaviors

- Staff will consistently apply consequences for rules not followed

- Children will be given verbal warnings

- A child's disruptive behavior will be documented and maintained in confidentiality

- Parents/Guardians will be notified verbally

- Parents/Guardians will be given written copies of the disruptive behaviors that might lead to expulsion

- The director, classroom staff and parent/guardian will have a conference(s) to discuss how to promote positive behavior

- Recommendation of evaluation by a professional consultant may be needed
- Staff will work with the professional consultant to form a plan of action to help correct disruptive behaviors
- Center will attempt a number of the above approaches before asking the child to leave

VI. About the Day

A. Cubbies/Seasonal Attire

Each child will have a cubby for his/her belongings. Please send in a full set of seasonal clothing for emergency use, including shirt, pants, underwear and socks, as well as an art smock or adult size T-shirt. Seasonal wear should also include swimsuits and towels in the summer and appropriate winter wear. Children must wear sneakers or good sturdy shoes to school everyday. Flip flops and crocs are not permitted. Please check with your child's teacher regarding specifics. **Label all items with your child's name.**

B. Diapers

Parents are responsible for bringing in diapers, wipes and ointment for their child. If diapers and/or wipes are not provided you will be charged $10.00 per day. Please make sure all items are labeled.

C. Snack and Lunch

Morning and afternoon snacks are provided by parents. All lunches should be pre-cut and ready to be served/heated. For children under 2 all lunches should be cut up for your child. Grapes should be cut in quarters to reduce choking and should be cut in lengthwise for preschoolers and older. Microwaves are available in each classroom. All lunches should be cooked thoroughly before being sent in. Lunches will only be heated up for 15 seconds, anything requiring a longer cooking time should be prepared at home and brought in in a thermos. Children will be encouraged to eat their lunch before any snacks or desserts. Please do not send in candy, gum, or soda.

The following is a list of foods that are considered by the Academy of Pediatrics to be choking hazards to children under the age of four: hot dogs (whole or cut into rounds), raw carrots, whole grapes, hard candy (including lollipops and jelly beans), nuts, popcorn, marshmallows, hard pretzels, chips and chunks of meat larger than can be swallowed whole. **Please either cut items into appropriate sizes or do not send these items in. No popcorn is to be sent in at all. Please refrain from sending in fast food for lunch.**

D. Breakfast

Children may bring in breakfast from home if they arrive before 8 am. We ask that no fast food (Dunkin, McDonald's, Chick Fil A etc.) is brought in, as other children may already be in attendance and do not understand why they can't have the same thing.

E. Rest Time

There will be an afternoon nap/rest time in each classroom. The time and length of this rest time is determined by the age of the child, with the younger children generally resting earlier and longer than older children. Please provide a fitted sheet or other covering for your child's rest mat, a blanket, and a nylon laundry bag for storage. We do not allow toys from home, however, a small stuffed animal is permitted at rest time only. Infant room parents must provide a Pack-N-Play for their child. Bedding will be sent home at the end of every child's week to be washed and should be returned on the child's first day back the following week. This is a DHS regulation; all children must have a rest time if the building is open more than 5 hours a day.

F. Communication

Special activities, important notices, daily schedules and lesson plans can be found on the Parent Information Board located in every classroom. Please check your child's cubby/folder and your email for VERY IMPORTANT messages. A weekly newsletter will be sent out by email specific to your child's class. Important dates, reminders and school closings will be announced via the Remind app.

In addition, parents of children in the infant, young toddler, ones and twos will be given a daily sheet which includes information about sleeping, eating and diapering/toileting. Dry Erase Boards are located on classroom doors for teachers to highlight special activities and reminders.

Within 45 days of your child's start date at Steeple Kids, you will be given a copy of their Ages and Stages Questionnaire. A conference will be offered at this time. We highly recommend discussing your child's progress with their teacher.

G. Transition Information

Information regarding transition from one room to another will be provided prior to them moving up to the next class. Transition from one room to the next older classroom occurs at the end of August, during transition week. In the summer, campers may be combined into two separate groups, one for younger campers and one for the older campers. Information about camp and your child's placement will be provided as summer approaches.

Upon written request, we will gladly provide copies of your child's records when transitioning to another educational setting. Your account must be paid in full before we will release any paperwork.

H. Curriculum/Special Activities

Steeple Kids utilizes the Funshine Express curriculum in conjunction with Bible Instruction for children 2 and over. Age appropriate lesson plans are supplied by teachers on a weekly basis and parents are informed as stated above in communication. The following special activities are provided at no extra cost on a weekly basis:

Creative Movement- Ages 2 through 5 years

Music- Ages 1 through 5 years
Bible- Ages 2 through 5 years
Library- 2 through 5 years

Other special activities may include Back to School Night, Halloween Parade/Trunk or Treat, Thanksgiving Feast, Christmas Show and a few fundraisers throughout the year. We encourage all families to participate in all of our events.

Steeple Kids has a summer camp program that includes water play, special snacks, and an end of summer Bubble Party.

I. 45 Day Screening

Steeple Kids uses the Ages and Stages 3 Questionnaire as a screening tool within your child's first 45 days of attendance The results will be shared with parent(s)/guardian(s) and a conference will be offered at that time. If a child needs to be referred to Early Intervention, it will be discussed during this time.

J. Assessments/Conferences

A written evaluation will be given to families in November and again in April. The Ounce Assessment Tool is used for our infants and toddlers and Work Sampling is used for our preschoolers and Pre-K children. Conferences will be offered both in the fall and again in the spring to discuss their assessment.
Teachers are available throughout the year to discuss any concerns you may have.

VII. Tuition and Fees

A. Registration and Advanced Security Deposit

An initial registration fee of $100.00 per child plus $200.00 advanced security deposit is due at the time of enrollment to secure your child's spot. Once a start date is scheduled for your child, it may only be altered one time with no fee. Requesting a start date change a second time will result in a $50 fee. Failure to start on that date, without communication, will forfeit your child's spot. The registration fee and security deposit will not be refunded. The $200 security deposit will be credited toward the last week of the child's attendance if we receive two weeks' written notice of the child's last day. If you are terminated from Steeple Kids, no security deposit will be refunded. <u>In the event of illness or holidays, there is no substitution of days.</u> Parents must register and pay for the maximum number of days per week a child attends in order to guarantee special events on various days. In an emergency situation and if space is available, extra days may be added at a cost of $65.00 per day. In order to add an extra day, a schedule

change form must be filled out two weeks prior and approved by the office. You will be charged immediately for this day. If for some reason you do not use the day, the charge is non-refundable. If for any reason a child's schedule changes during the school year, parents must provide two weeks advance written notice along with signing a new fee agreement before changes occur.

B. Re-Registration

Re-registration is defined as the process by which parents can guarantee a spot for their child for the next school year. A re-registration fee of $100.00 is due each spring (January) to re-register for the following school year (September-June.)

C. School Year Long Term Leave of Absence

Parents may submit a written request for a long-term leave of absence (more than four consecutive weeks) for consideration by the Director. Two weeks written advanced notice must be provided. In order to retain your child's placement, parents will pay half tuition for each week the child will be absent, prior to beginning the approved leave of absence.

D. Tuition Express

Steeple Kids uses Tuition Express as our payment option. Tuition Express will automatically transfer your tuition payment from your checking/savings account to Steeple Kids and will be applied to your account. Tuition Express payments are processed each Monday. Tuition Express will transfer the amount that is owed on your account. This would include tuition, registration fees, returned check fees, extra day fees and late pick up fees. Paperwork to set up your account is given at enrollment.

E. Tuition & Late Payment Fees

At time of enrollment, paperwork will be provided to set up an account with Tuition Express. Parent(s) or guardian(s) may have the option to pay weekly, bi-weekly or monthly. If paying monthly, tuition is due the first Monday of the month. Please note that some months have 5 weeks. If there are 5 Mondays in a month, there will be 5 weeks worth of tuition dedicated from your checking or savings account. If your child is absent from school or during the weeks that include holidays, snow days or days when Steeple Kids is closed, regular tuition is still due. Steeple Kids will only allow two second week late payments in any one year period or the child may be dismissed from Steeple Kids. Parents are responsible for any fees incurred during collection of unpaid tuition. If changes to banking information changes, parents are required to provide two weeks advanced written notice along with filling out a new Tuition Express form.

F. Vacation Policy

Previously, families are entitled to one week of vacation time, with a payment of half tuition. This week is now scheduled during December and used for the Christmas break closure.

G. Discounts

Families with two or more full-time children are entitled to receive a 10% discount on the tuition of the child of lower cost. Full-time is considered four or five full days per week. Members of the Langhorne United Methodist Church receive a 10% discount on tuition. If tuition is late 2 times, then the discount will not be given until the account is paid up to date and remains current for at least 2 consecutive months.

Parents or legal guardians must be an active member of Langhorne United Methodist to receive a 10% discount on tuition. A member is defined as a person who has officially joined the church by attending membership classes or transferred their membership from another church and has been officially welcomed into the church. The Steeple Kids discount will begin after a member is active for 4 months. An active member is defined as a person who has upheld their commitment as a member of the church with their prayers, their presence, their gifts and their tithes for at least 4 months and continues their service as a long standing, active member.

H. Late Pick Up Fees

Steeple Kids hours of operation are from 7 a.m. to 5:30 p.m. A late pick-up fee will be charged per child when children are picked up after 5:30 p.m. The fee is $25 for every 10 minutes, per child, after 5:30 p.m. (Example: 5:31-5:40= $25; 5:41-5:50= $50) If you are late 3 times in a 6 month period the charge will increase to $50 per child for every 10 minutes after 5:30 p.m. If we determine this is continued behavior, we have the right to terminate services.

For half day children pick-up is required by 1 p.m. A $25 late fee will be charged per child for every half hour from 1 p.m. until 2 p.m. Pick up after 2 p.m. for half day children will result in a full day charge.

Please call to notify the director that you will be late and be sure to have a back up plan for your child in the event that you are unable to arrive on time. Other family members or friends who arrive to pick up your child MUST have a photo ID that matches our Emergency Contact information or other written/verbal requests to release your child.

I. Returned Check Policy

A fee of $30 will be charged for each check returned to us by your bank.

VIII. Other Policies

A. Family Code of Conduct

It is the role of every person at Steeple Kids to treat staff, families and children with respect and dignity. We expect that all adults in our program settings conduct themselves in the following manner:

- With courtesy
- With respect
- With patience
- By dressing appropriately

- By treating people the way you want to be treated
- By modeling how we want our children to treat others
- By acknowledging and celebrating the cultures and practices of other people and families

Under no circumstances will the following behaviors be allowed:

- Physical or verbal punishment of children
- Threats to staff or parents/guardians
- Cursing
- Smoking
- Quarreling, verbal fighting, raising of voices with other staff or parents/guardians
- Doing things that are against school safety practices and policies
- Bringing drugs, alcohol or weapons at any time, including school events
- Violation of any program policy

Steeple Kids will not tolerate defamatory, offensive or derogatory comments regarding school or any of the pupils/parents/staff at the school on any social media websites.

If the above behavior occurs, parents/guardians will be asked (privately if possible) by a staff person to stop the inappropriate behavior. If family members continue to quarrel, verbally fight or threaten, staff will call the police.

Steeple Kids reserves the right to terminate service to any family who violates this Code of Conduct.

B.Toys from Home

Due to the risk of damage, sharing issues and loss, **children are not permitted to bring in toys from home** unless specifically requested by the classroom teacher to use as part of the curriculum or for naptime. Parents are encouraged to consult the classroom teacher for specific guidelines for naptime toys.

C. Babysitting/Social Media

Steeple Kids staff are not permitted to babysit for any child currently enrolled at Steeple Kids and staff are not to be on any social media with our current parents. If a family asks to have a staff member babysit or has a staff member babysit this will terminate care and the staff member will face termination as well.

D. Discipline

Caregivers will use positive guidance, redirection and the setting of clear limits that foster the child's own ability to become self-disciplined. Your child will be encouraged to be fair, respect property and assume personal responsibility.

When the behavior of a child necessitates the constant attention of staff, a brief "time out" will be used. Staff/parent communication at this time is most important.

Caregivers will intervene immediately when a child becomes physically aggressive to another child or staff member. Children will be shown positive coping strategies. Good behavior will be rewarded. Staff will use discipline that is consistent, clear and understandable to the child. Children are encouraged to work out problems amongst themselves, with limited help from the teachers. This helps them with their problem solving skills.

We will notify parents if there are ongoing concerns about a child's behavior. Ideas on how to modify inappropriate behavior will be suggested by the teacher, so that changes may be coordinated between home and school. Every effort will be made to work with families to find a solution for the behavior in question.

Continued disruptive or unsafe behavior will result in dismissal from the program.

E. Withdrawal or Dismissal

Written notice to the office is required at least two weeks in advance of your child's withdrawal in order to receive your security deposit back. Steeple Kids reserves the right to dismiss a child at any time at the discretion of the Director. Some reasons for dismissal include but are not limited to the following:

- Disruptive and/or unsafe behavior
- Non-payment of fees/unable to resolve issues with a parent
- Unexplained absence from school for more than two weeks
- Frequent late pick-ups
- Inability on the part of Steeple Kids to meet the child's physical, emotional, social, intellectual or spiritual needs

XI. Classroom Information and Transition

Classroom transition occurs the last week in August or during summer, at the discretion of the Director. Children will not be moved up to the next classroom during the school year. The children will be taken into their next room at the end of the school year and during the summer, to visit and get to know their new room.

Infants/Young Toddlers (Munchkin & Hippo Rooms)

Parents must complete a child family history form and provide their baby's schedule prior to starting at Steeple Kids. Parents need to provide a pack-n-play, diapers, wipes, ointments, sleep sacks, formula/breast milk and enough bottles for each feeding, water and extra clothes and bibs. In preparing to transition to the one year old room (fish room), each child will need to be able to drink from a sippy cup, eat table food/finger food and sleep on a mat. Crib sheets must be taken home and washed weekly. No glass jars or bottles.

Ones (Fish Room)

Parents must complete a child history form prior to starting at Steeple Kids. Parents will

provide a sippy cup, bedding for nap mats in a mesh bag (fitted sheet and blanket), extra clothes, diapers, wipes and any ointments. Bedding must be taken home and washed weekly. Lunch must be pre-cut and ready to be served and quickly reheated. No glass jars or bottles. The following foods are not permitted: hot dogs, popcorn, candy and soda. Grapes are permitted but must be cut in quarters. We do not begin potty training in this class; however if your child is showing interest, we will make every effort to support their needs.

Twos (Giraffe Room)

Parents must complete a child history form prior to starting at Steeple Kids. Parents will provide a sippy cup, bedding for nap mats in a mesh bag (fitted sheet and blanket), extra clothes, diapers, wipes and any ointments. Bedding must be taken home and washed weekly. Please be sure that everything is labeled. Lunch must be pre-cut and ready to be quickly reheated. No glass jars. The following foods are not permitted: hot dogs, popcorn, candy, gum or soda. Grapes are permitted but must be cut in quarters. No bottles are permitted in this room. Pacifiers are only permitted at nap time. Potty training is completed with the help from parents at home. When potty training, please send in several full changes of clothing which includes socks and shoes, underwear,shirts and pants. Potty training is required to move into the preschool classroom (the threes/bears room.)

Threes (Bears Room) and Fours (123 Room)

Parents must complete a child history form prior to starting at Steeple Kids. Parents will provide bedding for nap mats in a mesh bag (fitted sheet and blanket) and pre-cut lunch with a drink. Parents are to also provide extra clothing for children as well. Bedding must be taken home and washed weekly. Children must be potty trained before entering the preschool room (Bears.)

Transition

Steeple Kids provides many opportunities for children to visit and see their next classroom within the school year. They often see staff on the playground or going to and from specials. Once your child is in our Pre-K room, Kindergarten enrollment information for your specific school district and other resources are available. We encourage you to visit your child's elementary school during the summer prior to starting Kindergarten.

When considering transition to the next room, parents with children that have a summer birthday or parents who don't think that their child is ready for the next level may request to have their child stay in the same room for the following year. Our teachers vary their art projects and themes each year so your child will not be "doing the same thing." This is an easy time to have your child add an additional year so they will be the oldest in their class in elementary school. Please consider your child's maturity level when making these decisions. If you are not sure about your child's readiness please ask your child's teacher or the director for their advice at re-registration in January.



Steeple Kids Childcare

301 E. Maple Ave ■ Langhorne, PA 19047 ■ 215-757-4981

www.steeplekids.com

Parent Handbook Acknowledgement Form

August 2026

Child's Name: _____

I have read the Steeple Kids Parent Handbook and have been given the opportunity to ask about the manual. I understand the policies and agree to abide by them.

_____ _____

Parent Signature Date