



PARENT HANDBOOK

FOUR SEASONS CHILDCARE & PRESCHOOL

433 Lyceum Avenue
Philadelphia, Pa 19128
Phone 215.483.5688
FourSeasons-Director@Outlook.com
FourSeasons-Front@Outlook.com

www.FourSeasonsChildcareAndPreschool.org

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FOUR SEASONS CHILDCARE & PRESCHOOL MISSION STATEMENT

Four Seasons Childcare & Preschool focuses on providing a safe, nurturing and healthy environment. Our priority is to teach values of peace, love and positive self-image. We embrace diversity. We encourage families to share traditions, cultures and religious experiences. Our focus is a child centered classroom that follows the guidelines of the Pennsylvania Standards for each individual age group. Our goal is to provide a positive school experience with a quality education.

STAFFING

Four Seasons Childcare & Preschool employs qualified teachers, well trained aides and experienced support staff in accordance with the requirements set forth by the Pennsylvania Department of Human Services and its licensing policies. Four Seasons Childcare & Preschool employees are in agreement with the mission statement of the school. All employees meet the following criteria:

- Maintain confidentiality and conduct themselves in a professional manner
- Required to provide FBI criminal background check, clearance for child abuse and criminal histories
- Receive annual Fire Safety training
- Certified in First Aid and CPR
- Required to complete at least six clock hours of current training in areas relating to Early Childhood Education each year
- Employees may not use any form of physical punishment, including spanking a child
- Employees may not single out a child for ridicule, threaten harm to a child or the child's family
- Employees may not specifically aim to degrade a child or the child's family
- Employees may not use harsh, demeaning or abusive language toward anyone at anytime

SUPERVISION

- Children in the facility are supervised at all times
- Outdoor play space is considered part of the facility
- Two staff persons must be on site when any children are in care
- The staff to child ratio is: one adult to every four children 12 weeks to one year of age; one adult to every five children one year of age; one adult to every six children two years of age; one adult to every ten children for 3 and 4 years of age

ADMISSION

Applications for admission are available upon request from the school office. After the completed application is received by the school, you will be notified if there is an available position for your child. There is a non-refundable enrollment fee (application fee, activities fee and maintenance fee). Payment of this fee is required upon acceptance of a position for your child in our program. In the event that a position is not available, you may elect to place your child on the waiting list. When a position becomes available, an admission interview will be scheduled. A 30-day notice is required to remove a child from the program.

At the time of the admission interview, the Director will review with you the general schedule, hours for which care is to be provided, fees, responsibility for lunch/snack, clothing, health policies, transportation procedures, and arrival and pickup policies. During this time, you and your child may visit the classroom and tour the facility. Once your paperwork is prepared by the office you must come to the office to complete the enrollment packet. You will also be given a health assessment which must be on file when the child starts school. The date of the examination must be included. The information included on the form must be current (no older than three months prior to admission). It must be signed by a Physician or Certified Registered Nurse Practitioner along with the Physician/Certified Registered Nurse Practitioner's license number. Four Seasons School is privately owned and operated. We strive to maintain a healthy and safe environment for our students, staff and families. It is our policy that all students and staff be immunized in order to preserve the health and safety of all. All students and/or staff attending Four Seasons must be current and up to date on all PA state required immunizations prior to enrollment. Exemptions will not be accepted.

A tuition agreement will be completed. The tuition agreement and emergency contact information must be updated every six months. The Health Assessment must be updated annually. The first tuition payment and enrollment fee are required to complete the enrollment process.

- The enrollment fee and tuition payment are used as a deposit and are not refundable. Any changes to your schedule must be done within 30 days of completion of your enrollment paperwork. After 30 days no change requests will be granted unless there is proof of a hardship.
- If for any reason you need to drop from the program, we require 30 days written notice. The enrollment fee and tuition #1 payment are deposits and are NOT refundable.
- Tuition payments #2 thru #10 may be reimbursed only if your child's hours have been filled. (Example: your child was registered for 8:30-12:30 and we fill an 8:30-12:30 spot, the fees for 8:30-12:30 will be reimbursed. If your child is registered for 8:30-4:30 and we fill the spot with an 8:30-12:30 spot, you will be reimbursed for the fees of the 8:30-12:30 hours.)

Services are provided and admissions are made without regard to race, color, religious creed, ancestry, sex, disability or national origin. Families with limited English proficiency will be "buddied" with another family to help make the transition easier. Individual conferences and support will be provided when necessary. Complaints of discrimination may be filed with the Office of Civil Rights, U.S. Department of Health and Human Services, Bureau of Civil Rights compliance, Departments of Human Services, and/or the Pennsylvania Human Relations Commission.

Infants must be three months (12 weeks) of age by September first and able to drink from a bottle to attend the Infant Program. Children must be one year old by September first in order to attend the One Year Old Program; 2 years old by September first in order to attend our Toddler program. To enter our Three-Year-Old Program, children must be potty trained (toilet themselves independently), turn 3 years old by September first of the enrollment year, and display appropriate maturity. Children entering our Pre-K program must turn 4 years old by September first of the enrollment year. Children will be placed in groups by age, program, and availability of space.

REGISTRATION

New Student registration is an Open House Registration process which takes place in February. *Current* families will have the opportunity to register in January before the Open House. This registration is only for new students. There is a non-refundable enrollment fee and tuition payment #1 deposit due at the time of registration.

RE-REGISTRATION

Families registered in our school are required to annually re-register. The re-registration process for the following year is done in January prior to the next school year. There is a non-refundable enrollment fee and tuition #1 deposit due at registration.

Four Seasons Childcare and Preschool operates as a school with an optional Summer Camp. Children will attend the school year in September and finish in June with the 10-month option. With the 12-month option, children will attend September through August. We hold four Registrations:

- ✓ Beginning of January, In House Registration;
- ✓ End of January, Open House Registration to the Public;
- ✓ End of February, In House Summer Camp Registration;
- ✓ Beginning of March, Summer Camp Registration Open to the Public.

Payments are made two months prior of the current month, i.e., July 1 payment pays September, August 1 payment pays October, etc. There is a payment chart on the bottom of the Tuition Chart.

TWELVE/TEN MONTH PROGRAM OPTIONS

- ✓ **Option of “12 Month Program”:** Our 12-month program runs from September of the current year through August of the next year (i.e., September of 2017 through August 2018).
- ✓ If you are a new registrant, you will be asked at the time of Registration if you intend to sign your child/ren up for the **current** summer. It will be noted on your application and once Summer Camp In-House Registration is over, (in February), you will be contacted to let you know if space is available. Each year following, you will automatically be enrolled for the summer. You will be required, at the time of the In-House Registration, to pay the “Activity Fee” only. Your payments will start July 1 of the current year and end June 1 of the following year. **This program offers a yearly tuition that is broken down into 12 equal payments.**

****NOTE: If a current family that is registered in the 12 Month Program decides to make changes for the summer, they must register for Summer Camp (see Summer Camp Open House Registration below). The \$25.00 change fee does not apply when making changes for the summer.**

- ✓ **Option of “10 Month Program”:** Our 10-month program runs from September of the current year through June of the next year (i.e., September of 2017 through June 2018). Your payments will start July 1 of the current year and end April 1 of the following year. As a 10 Month enrollee, you have the option to register for Summer Camp if space allows. **This program offers a yearly tuition that is broken down into 10 equal payments.**

Summer Camp Open House Registration Held In February/March

- ✓ Current families that have registered for the in the 10-Month Program will have the opportunity to register for the summer if they choose to change their days and times (i.e., change from a 5 Day to 3 or 2 Day and/or change their pick up and drop off times) if space allows.
- ✓ New Families registering for the “12-Month Program” for next year, can register to start in June of the current year if space allows.
- ✓ We offer Summer Camp to children who have recently completed Kindergarten.

****NOTE: Our PreK Program is a required 5-Day program during the school year. If space allows, PreK Summer Camp families can register for a 2/3/5 day option during the Summer Camp In House Registration.**

REMOVAL FROM THE PROGRAM

All children will have up to thirty (30) days trial period following admission to evaluate their adjustment to our program. Children that we feel are not ready for our program or cannot adjust to individual program requirements are evaluated at that time. Children are also assessed on an ongoing basis. Difficulties in adjustment that manifest themselves after the trial period will be brought to the attention of the parents. A decision will be made after discussion with the parents as to continuation in our program.

Four Seasons Childcare & Preschool reserves the right to remove a child from our program if it is deemed that continuation in our program compromises the safety of other children, school staff, or the child in question. Biting, failure to comply with teacher directives, continual classroom disruption, and aggressive behavior toward others are all behaviors which may cause exclusion. If necessary, a two-week period will be extended to the family to find a more suitable care setting for the child in question. This two-week extension will be offered at the discretion of the Director.

In the case that your child is removed from the program, any prepaid tuitions or deposits are non-refundable and any tuitions that have already been paid will not be credited. (Also see "Tuition Policies")

REMOVAL FROM OUR AFTERNOON PROGRAM

Rest time takes place for all children between the hours of 12:30pm and 2:30pm. Children who constitute a continual disruption to other children may be removed from our afternoon program.

SECURITY

- All doors are locked for the safety of the children and the staff.
- Four Seasons Childcare & Preschool Employees have the right to ask anyone who is picking up a child to show proper photo identification. All parents and authorized pick-up persons are required to have proper photo identification on their person at each pick-up time.
- Four Seasons Childcare & Preschool employees will not release a child to a person with whom they are not familiar and fails to produce required identification.
- Please do not hold the door for anyone you do not know by name.

PARKING

- The school parking lot is used for drop-off and pick-up.
- **Please drive slowly and stop at the end of the drive way before entering the lot. This is for the safety of the children.** Caution is needed in the parking lot at all times.

- Please exit the lot by using the “out” drive way located on the far side of the parking lot.
- It is against the law in the state of Pennsylvania to leave a child alone in a parked car. Do not leave children alone in the car while you are in the building.
- Do not leave your car running while you are in the building.

ARRIVAL AND DISMISSAL

- All children must be signed in and out each day by an adult.
- Signing In/Out: Parent failure to sign in/out every day may result in a required change to full day times, i.e., 6:30am to 6:00pm. If failure to sign in/out every day continues, the following may apply:
 - ✓ Parents will be charged \$5.00 per child, per missing signature, per day; OR
 - ✓ Possible removal from the program.
- Parents who are paying for early care (6:30-8:30 or 7:30-8:30) will bring their child/children into the Before Care classroom for drop off. Sign in/out sheets will be in the Before Care classroom.
- Children should arrive no earlier than 5 minutes before their scheduled starting time.
- Children should be in their classrooms and unpacked no later than 9:00am. No child will be admitted after 9:00am.
- Adults dropping off the children are required to wait with the child until a staff person is able to receive the child.
- At no time should a child be dropped off outside the building or at an entrance.
- No child may enter the building unsupervised at any time.
- In the event that your child requires medication temporarily or otherwise, please refer to the “Medication” section of this handbook for details of the procedures required for the staff to administer said medication(s).
- Children are dismissed at the time indicated on the tuition agreement.
- Please be prompt when picking up your child. This can be an anxious time for some children.
- To avoid any disruptions to the schedules, lessons, naps, snacks or lunches, we do not allow for pickup during the day then brought back to class. Once a student is picked up, they may not return to school the same day.
- There is a charge if you are late. Please refer to the “Late Fee” section of this handbook for details explanation on how late fees are applied.
- When at all possible, please contact the office if you are running late to pick-up your child.
- Children will only be dismissed to **authorized pickup persons** who are listed on the Emergency Contact Form. The pickup person must be at least eighteen (18) years of age. Please keep your information current. Any changes must be made on the original form in your child's file. We will then pass the information on to the classroom teachers.

- Exceptions to the normal pick-up procedures for your child must be verbalized to a staff member as well as an email to your child's teacher, written on the bottom of the sign-in/out sheet at drop-off time in the morning. For example, early pick-up, different person other than normal, going home with a classmate, etc.
- All children must be signed out by the pick-up person.

LATE FEES

- If you are late picking up your child you will be charged \$1 per each minute late/per child. After three late pick-ups within a school year, the pick-up time will be automatically changed to the next pick up time stated on our Tuition Chart. For example, if pick up time is 3:30 and three lates in one school year occur, the time will be switched to 4:30. **For the 6:00 pick-ups:** the first late occurrence will be charged \$1.00 per minute; the second late occurrence will be charged \$2.00 per minute; the third late occurrence will be charged \$3.00 per minute. After three late occurrences in the same school year, there will be a \$5 per day charge added to the yearly tuition amount.
- If you are habitually late picking up your child, you may be asked to leave the program.
- Tuition credit is not given for "early pick-ups".

TRANSPORTATION

- Four Seasons Childcare & Preschool does not provide transportation to or from school.
- Children in our Pre-K and Three Year Old Programs (three and four years of age or older) are transported by school bus for class trips only. Prior knowledge and permission releases are required for each trip.

EMERGENCY MEDICAL CARE

If emergency care is needed for a child, the parent will be contacted as soon as possible in the best interest of the child. If the parents cannot be reached, the emergency contact person/persons will be notified.

A staff person will accompany the child to the source of the emergency care and will remain with the child until the parent or emergency contact person assumes responsibility for the child.

Please keep your emergency contact/information up-to-date, including your Health Insurance identification numbers.

HEALTH CONCERNS – EXCLUSIONS AND RESTRICTIONS

In order to provide a healthy and safe environment and attempt to minimize the spread of illness, children may not attend school. If your child is sent home sick, he/she may not return the next day. A child sent back to school too soon will usually be more susceptible to other illnesses and may put other children at risk.

SYMPTOMS OF ILLNESS REQUIRING YOUR CHILD TO STAY HOME OR BE REMOVED FROM SCHOOL

- **Fever:** Temperature of 100.4°F or higher (**children under one year, temperature of 100°F**), especially if other symptoms are present.
- **Diarrhea:** One or more episodes of watery or loose stools.
- **Vomiting:** One or more times in a 14-hour period.
- **Rash/Hives:** Rashes are frequent occurrences in children. However, if the rash/hives are accompanied by fever, or causes severe itching or discomfort, your child should remain at home until the symptoms disappear or are treated by a physician who gives you a written clearance for him/her to return to school.
- **Eye Discharge:** Thick mucus or yellow/green drainage from the eye, crustiness along eyelids which appears after cleaning, or “pink eye”.
- **Earache:** Children can experience much pain with an earache and are more comfortable at home.
- **Sore Throat/Fever/Swollen Glands:** Severe sore throat, especially accompanied by fever and/or swollen glands may be strep throat. Strep throat requires treatment with antibiotics. The child **MUST** be on antibiotics for at least 24 hours before he/she can return to school. Please do not hesitate to keep your child home longer if the complaints are not greatly improved after only 24 hours.
- **Runny Nose/Cough:** Runny noses and coughs are frequent during the winter and the spring. If your child coughs continuously, has thick yellow/green nasal or mucous drainage, or requires frequent wiping of nasal mucous drainage, please keep him/her home. Should these symptoms develop at school we will request that you take him/her home.
- **Irritability/Excessive Sleepiness:** Excessive sleepiness, irritability, or unusual behaviors, especially in younger children may be indicative of the onset of illness. Children are uncomfortable, unhappy, and do not benefit from the classroom at these times.

If any of the above symptoms persist for three or more days, the student must be symptom free for 48 hours from the last occurrence and a doctor's note is required to return to school with any restrictions.

****If an outbreak should occur with any of the above, the student must be symptom free for 48 hours from the last occurrence and a doctor's note is required to return to school for any symptom.**

PERTUSSIS: Requires up to five (5) days for no admittance to school

- **Pertussis (Whooping Cough):** can begin like a cold or “flu”, but quickly progresses to a severe cough and sometimes cough-related vomiting. If your child is tested, they may not return until the test results are back. We must receive a doctor’s note. If the test results are positive, children may not return until after being on antibiotic for a full five days. A doctor’s note is needed to return to school stating the start date of the antibiotic. If your child is put on preventative medicine and has not been tested but shows symptoms of cough and cold, we are requiring them to stay home for five full days and will need a doctor’s note stating the start dates of the antibiotic.

*The following conditions require a doctor’s note to return to school and require being symptom free for 48 hours from the **last** occurrence:

- Scarlet Fever
- Chicken Pox
- Measles
- Norovirus
- Salmonella Typhi (typhoid-like fever)
- E. coli O157:H7, Enterohemorrhagic or Shiga toxin-producing E. coli
- Shigella spp. (causes shigellosis); and
- Hepatitis A virus

***If an outbreak should occur with any of the above, the student must be symptom free for 48 hours from the last occurrence and a doctor’s note is required to return to school for any symptom.**

Children who become ill during the school day will be sent home. **Sick children must be picked up within 30 minutes of initial phone call from the school.** Parents are responsible for providing up-to-date emergency phone numbers, promptly picking up an ill child and consulting with your child’s doctor about diagnosis and care. It is important that you have an emergency contact person who is local and available for timely pickup if necessary. If your child is sent home sick, he/she may not return the next day.

We require each student wash their hands with soap and water upon arrival, before entering the playroom or the classroom. All students must be accompanied by a parent when hand washing.

In order to keep our students and staff as healthy as possible, we ask that sick siblings and parents not enter the building during drop off or pick up. While we understand this may cause an inconvenience, we will try our best to help assist if ratio allows. Please call the office to see if our staff is able to help getting students to their classrooms.

IMMUNIZATIONS

Four Seasons School is privately owned and operated. We strive to maintain a healthy and safe environment for our students, staff and families. It is our policy that all students and staff be immunized in order to preserve the health and safety of all. All students and/or staff attending Four Seasons must be current and up to date on all PA state required immunizations prior to enrollment. Exemptions will not be accepted.

HEAD LICE

We have a no lice, no nits policy. Upon discovery of lice/nits the child will be sent home. The child should be treated appropriately. Please consult your health care provider for the best way to handle the removal of lice/nits as well as ongoing maintenance. A notice will be sent home to all parents if lice are detected so that everyone can check their child's head. Individual children repeatedly sent home with lice will need a doctor's note to return to school.

For all medical concerns Four Seasons Childcare & Preschool refers to the recommendations by the American Academy of Pediatrics distributed by the National Association for the Education of Young Children.

No tuition credit or refunds are given for sick days.

ABSENCES FROM SCHOOL

If for any reason a student is absent from school, the parent/guardian must notify the school office the day of the absence between 8:30AM and 9:00AM stating the reason for the absence. This is to be done on each day of absence unless indicated that a student will be out for an extended period of time due to serious illness. Failure to do so may result in a call from the school to assure the safety of the student. When the student returns to school, a written, dated note explaining the reason for the absence must be sent. In the event that a child is absent for three or more consecutive days, is hospitalized, has a need to go to the emergency room, has had surgery or a procedure, Four Seasons Childcare & Preschool requires that a doctor's note be provided with the reason for the absence, the date that they can return and any restrictions noted.

If a child has a doctor's, dentist, specialist or a kindergarten, etc. visit and plan to return to school, they must be here on or before 11:00am.

MEDICATION AND SPECIAL NEEDS

In order to allow Four Seasons Childcare & Preschool staff administer medication to your child, you must stop by the office and complete a **Medication Protocol Form** and submit an

action/care plan provided by the prescribing physician for the OTC (over-the-counter) medications. This form must be completed annually and when there is any change to your child's medication protocol.

- You must complete a consent form indicating the name of the medication, the dosage, dosage instructions, the date and parent signature.
- All medication must be in the original bottle with the prescription label included. If your child has an inhaler and you have thrown away the box with the needed information on it, please contact the pharmacy for a replacement sticker, or your doctor for documentation.
- Any OTC (over-the-counter) medications (Benadryl, Zyrtec) must be accompanied by a doctor's action/care plan. It must include the dosage and dosage instructions.
- If your child's allergy requires an EPI pen or any prescribed emergency medication, one will be required to remain in school, in your child's morning class "Go Kit".
- A child who receives a dose of EPI-pen may not return to school for at least 24 hours or until all symptoms have been resolved. Children returning must have a doctor's note stating the child is free and clear to return to school.
- Over the counter medication will be administered with written instructions or action/care plan from the prescribing physician. Medicines must be in the original box.
- No medication will be administered if these guidelines are not followed.
- Never put any medication or vitamins in your child's lunch box or school bag.
- Please advise the school of any changes to your child's health, medication or action/care plan.
- Please advise the school if your child has any special needs or unusual health concerns including food allergies or religious restrictions regarding food immediately.
- The only medication FSCP will administer is emergency medication (ex: Epi-Pens, Rescue Inhalers, Benadryl or Zyrtec).
- If your child has any accommodations, IEP's in place or therapy sessions that will take place during school hours, FSCP requires a copy of the IEP, the Accommodation Plan, all clearances and contact information from therapists or outsourced personnel.

SCHOOL OPERATION SCHEDULE

- Four Seasons Childcare & Preschool offers a 10 or 12 month program which begins the Wednesday after Labor Day and continues until the middle of June.
- Four Seasons Childcare & Preschool will be closed for one day in the spring for teacher in-service training. Advanced notice will be given.
- Four Seasons Childcare & Preschool is closed on the following days:
 - Labor Day
 - Tuesday following Labor Day (Teacher Preparation Day)
 - Columbus Day

- Thanksgiving Day
 - Thanksgiving Friday
 - Christmas Eve through New Year's Day
 - Martin Luther King Day
 - Presidents Day
 - Good Friday
 - Easter Monday
 - Memorial Day
 - One Teacher In-Service day (in the Spring), to be announced.
 - The 2 days after the last day of our 10 month program
 - July 4th (Independence Day)
- Four Seasons Childcare & Preschool offers a summer program which runs from the middle of June and continues until the Friday of the second to last week in August.
 - School is not in session during the last week in August.
 - The summer program enrollment is separate from fall program enrollment.

GENERAL DAILY SCHEDULE

- 6:30am • School opens. Early Care begins in the Pre-K room
- 8:25am • Early Care children are picked by teachers and taken to classrooms.
- 8:30am • Classes begin
- 11:30am-12:00 • Lunch
- 12:30pm • Rest time begins – Morning Classes dismiss
- 12:30-2:30pm • No dismissals during rest time
- 2:30pm • Rest time is over and afternoon pick-ups begin
- 2:30-3:00pm • Aftercare program begins. Children are combined for care.
- 6:00pm • School closes for the day.

DAILY ACTIVITIES

Classroom activities are planned and executed based on the Pennsylvania Early Childhood Learning Standards. Children participate in activities in each of the following areas of development on a daily basis:

- Social
- Emotional
- Gross Motor Skill
- Fine Motor Skill
- Cognitive

BASIC EMERGENCY PLAN

Four Seasons Childcare & Preschool has established a basic emergency plan that is meant to address extraordinary circumstances that could threaten lives or property. The plan outlines an action plan to be implemented in extreme situations that will provide the best available protection for everyone under our care.

This plan is posted in the school office. There is also a copy of the plan in each classroom's Go-Kits.

A "shelter-in place" has been established. Supplies are checked and recorded every six months.

The Emergency Plan is reviewed at the time of our annual inspection by the State.

SPECIFIC EMERGENCY CLOSING INFORMATION

It is Four Seasons Childcare & Preschool's policy to close due to poor weather or extreme emergency conditions.

School closings are announced on our "Family and Friends of Four Seasons Childcare and Preschool" facebook page with any changes.

If the weather conditions become hazardous during school hours, Four Seasons Childcare & Preschool will close and all parents will be notified.

If there is an emergency during the school day that forces an evacuation of our building, the children will be taken to **Roxborough Baptist Church at 6035 Ridge Avenue (215) 482-1489**. Parents or emergency contacts will be notified as soon as possible and in the best interest of the children's safety. Our first concern is always the safety of our children and staff. **No tuition credits or refunds for any emergency or weather related closings.**

CLOSING INFORMATION

Four Seasons Childcare & Preschool

(Please post in a convenient place during the winter months)

Be alert at the first sign of snow **OR**

Other serious weather conditions

Delayed Opening

A delayed opening may be one or two hours. All students are to be at Four Seasons by 9:30AM (1-hour delay) or 10:30AM (2-hour delay). The Before Care Program is cancelled.

Early Dismissal

You are free to pick up your child at any time when weather is inclement.

Please note for reasons of student personal safety and the common good:

- ✓ All students should be picked up via the mode of transportation indicated on the Emergency Contact form. Do not create a change for each new event.
- ✓ The Aftercare Programs are cancelled if there is an early dismissal.
- ✓ If the School remains open and you feel uneasy about your son/daughter staying in school, you are welcome to pick him/her up at any time.
- ✓

Please make sure you have a plan for your child's pick up during inclement weather and/or emergency conditions.

How to BE IN THE KNOW (ABOUT SNOW or OTHER EMERGENCY CONDITIONS) ...

check the following for school closings/school opening delay information

Stay tuned to the weather on TV, emails from the teachers and our Facebook page.

Four Seasons does not follow any specific district for closures. We make our own decision for weather related closings. Our hours of operation are different than the districts. Four Seasons will typically make the decision the night before in order to give parents enough time to plan accordingly.

While, we try to follow as closely to the weather predictions as possible, we make the decisions based on what our area is like. Road conditions in Roxborough/Manayunk are very different than that of most in Philadelphia. Our top priority is the safety of our students, staff and our families. In the case that it's a last-minute decision, we typically give at least a two-hour window. We ask that parents make every effort to arrive within that time frame. We understand that in some cases this is not always possible. However, if it becomes a reoccurring issue and families cannot get here within the two-hour window given, we will need to charge for a late pick up.

We highly recommend that families make alternate plans to have their children picked up on time when road conditions are dangerous. We ask that if there is a calling for inclement weather, you have planned accordingly so you can arrive in a timely fashion.

CLOTHING POLICY AND SUPPLIES

All children must come to school dressed in acceptable clothing for playing, climbing, running, jumping, riding bikes and participating in messy art project. Girls are encouraged to wear pants or shorts since they will spend a lot of time playing on the floor.

Appropriate clothing guidelines required by Four Seasons Childcare & Preschool are as follows:

- Sneakers or rubber soled shoes must be worn at all times. Open toed shoes, sandals, flip-flops, snow boots and rain boots are not acceptable foot wear. They pose a safety hazard.
- During the colder months, children must come to school with appropriate outer wear for outdoor play. It is Four Seasons Childcare & Preschool's policy to have the children play outdoors as long as the weather permits. Hats that cover their ears and gloves are required. Do not send you child to school with a scarf of any kind as it can become a safety hazard when playing.
- All strings must be removed from the hoods of sweat shirts and jackets. In the event that a child comes to school with strings on their clothing the teachers reserve the right to remove the safety hazard.
- Please provide your child's teacher with a complete change of clothing that is appropriate for the season. This clothing should be place in a zip seal plastic bag and labeled with your child's name. At the change of season your child's teacher will send your child's bag home to switch the clothing for the season.
- School Bag (no wheels, please, and large enough to fit the lunch bag inside)
- Lunch Bag
- Change of Clothes (to be left at school) – several changes for potty-training children
- Diapers/Wipes – for toddlers still in diapers or who are training (no pull-ups)
- Sleeping Bag (small child size only) for children who nap – a soft toy is permissible
- Crib sheet for cot

BREAKFAST

Students may not enter the building eating or drinking. Four Seasons does not serve or provide breakfast. Please have your child/ren eat breakfast before coming to school. We must be mindful of students with severe food allergies.

LUNCH AND SNACKS

All children need a lunch box and a healthy lunch. Please label the lunch box with your child's name on the **outside** of the box. We do not heat lunches. Lunches are kept with the school bags. If lunch includes perishable items, please place labeled perishable items in the

refrigerator bin in your child's classroom. Two snacks are served each day. Parents are asked to donate snack on a rotating basis. More information on snack will be provided by your child's teacher. If your child has food allergies or religious restrictions, please advise the teacher and provide a snack that is acceptable for the child. Birthdays are celebrated on the school day closest to the birthday. The usual procedure is for the birthday child to provide the snack...cupcakes, brownies etc. Please inform the teacher when you wish to celebrate your child's birthday so they can plan their snacks. We also encourage parents to donate paper products throughout the year. **Donations help us keep the tuition costs as low as possible.**

NAP/REST TIME

Children who nap/rest at school (all children in school between 12:30pm and 2:30pm) need a small child size sleeping bag and crib sheet for cots. Sleeping bags are sent home on any day that the child is ill or has an "accident". All sleeping bags are sent home on a regular basis for washing. Small comfort toys and small pillows are allowed at rest time. They should remain in the bag after rest time and will be sent home for washing. Children are not required to sleep, but must remain quietly on their bags. In fairness to other resting children, a child who is disruptive at rest time will not be permitted to continue in the afternoon program. A conference will be scheduled to discuss rest time if necessary.

CURRICULUM

Four Seasons bases its curriculum on several sources. We use the basic guidelines presented by the Philadelphia School District for preschool. We also use resources recommended by the Delaware Valley Association for the Education of Young Children and the National Association for the Education of Young Children. Each child is given individualized opportunities based on his/her readiness level. We are constantly aware of the need to protect and nurture a positive self-esteem for all our children. During the school year the children will work in areas of readiness (appropriate for their age level) in the following subjects; reading, math, color and shape recognition, spatial size relationships, language, listening skills, social studies, science, movement, art, and music. In addition, the children are always practicing social skills such as working together, helping, sharing, and making friends.

Our staff is knowledgeable of the fact that all children develop at their own pace. If developmental concerns arise regarding any possible delays a child may exhibit, the teachers will arrange a parent conference. We will ask for your help in formulating approaches to address these concerns. While trained in making acceptable adaptations for all children, teachers are not training in "diagnosing" a developmental delay. If the initial interventions discussed at the parent conference are not addressing the needs of your child, the school may

recommend that you discuss the matter with your pediatrician. Parents may also call directly to inquire about evaluations at the following numbers:

Child Link: (215) 731-2100

Elwyn: (215) 222-4005

DISCIPLINE

Discipline is based on positive goal setting with praise for following the established limits necessary to run a safe and happy program. Children are redirected and encouraged to choose acceptable activities. Short "rest/breaks" are given if a child loses control and cannot be redirected. All limits are developmentally appropriate and implemented with awareness of the child's self-esteem. Please refer back to our section on "program exclusion" for severe behavior concerns.

GETTING READY FOR SCHOOL

Getting your child ready for school is very important. Whether this is the first school experience or a change from another school, it is an adventure into the unknown for your child. Please spend time before the first day discussing some things your child will be doing in school, such as making friends, painting, playing and generally having fun! Reassure you child that you are happy about him/her going to school and that you will be picking them up on time and are anxious to hear all about their school experience day! Remember that many children cry sometime during the adjustment period. Your attitude will greatly affect your child's adjustment. Continue to reassure your child. Please feel free to call the office and check on your child if you have any concerns. Routine here at school is a vital part of building trust and confidence with the children. Routine at home is very important too. Once your child begins school, eating and sleeping schedules that are consistent are very helpful. Please feel free to discuss any changes in routine at home or other family arrangements that you feel might influence your child's adjustment and progress at school.

PARENTS ASSOCIATION

Parents are a very important part of the school. We hope that all the parents at Four Seasons School will be able to participate in some way during the year. We have a Parent Association organized and governed by the parents. Our parent's group is very active in helping with fund raising, working in the school at special times, and providing escorts for trips. If you can help, or have some special talents you can share, please see the Director or the classroom teachers.

VOLUNTEERS

Volunteers are asked to assist in school in a variety of ways. There are many opportunities please contact the Parents Association to see how you can help. **FourSeasons-Director@outlook.com**. Volunteer forms are sent home in September.

PARENT AND TEACHER RELATIONSHIP

The relationship between teacher and parent is very important to the child's adjustment and overall happiness in school. Please feel free to talk with your child's teacher if you have any questions or concerns. We do ask that you make an appointment, so that the teacher is free of classroom duties to talk privately with you. Telephone conferences can be arranged. Please leave your telephone number and a scheduled time for the conference call. Every family receives a monthly newsletter containing information about the individual class programs and any special events planned for that month. The Toddlers receive a daily report so that you will be aware of health, bathroom and food concerns. It also includes special activities of that day. Progress Reports are provided twice during the year.

In the event that a teacher is engaged by a family to babysit, Four Seasons does not, in any way, warranty or guaranty the suitability of the teacher for this purpose. Four Seasons shall not be responsible, in any way, for such arrangement nor shall Four Seasons be responsible in any way, for disputes of any kind and nature, which may arise between you, including any claims, injury or damage to the family, their minor child/children, the teacher or either's property.

While engaged by the family as a babysitter, the teacher shall be considered an employee of the family and not an employee of Four Seasons.

RELEASE OF A CHILD

A child will not be released to a parent/guardian that does not have physical custody, without the written consent of the custodial parent/ guardian. To determine the custodial parent/ guardian, all separated or divorced parents of children enrolled in the school must provide the school with a copy of the court order or custodial agreement adjudicating that determination of custody. This Court Order/Custodial Agreement is placed in the students file.

LEGAL CUSTODY ISSUES

Parents are asked to inform the front office when legal custody of the child/ren reside with one parent. It is important for the school to have a copy of the custody decree. This will help school personnel to make effective decisions when the need arises. Custodial parents are likewise asked to supply the school with copies of restraining orders if the need arises.

Those individuals who have legal custody of the student may attend school meetings, participate in educational decisions and review educational records regarding that student. Persons who do not have legal custody (including those with visitation rights but not legal custody) have no such educational rights and may not participate in these matters.

MEET THE TEACHER NIGHT

Shortly after school begins in September we schedule a "Meet the Teachers Night" This is an opportunity for all parents to meet the teachers and hear about the overall program for the year. You are encouraged to ask any questions you might have regarding the program your child is enrolled in. This is also a good time for parents to meet each other. During this program you will have the opportunity to meet with representatives of the Parent's Association and any representatives from our various enrichment programs. The Chairperson of the Parents Association will also provide information about upcoming fund raisers and will be asking for parents to sign up to help with other programs and fund raisers. We value the relationship between the teachers and parents. It is our goal to nourish this relationship during the time that your child is enrolled in our program. We welcome suggestions and participation.

MAINTENANCE FEE

A maintenance fee is charged each year to cover the cost of building maintenance, classroom upgrades and a fuel assistance charge. The fee is due at time of enrollment. This fee is determined annually.

TUITION POLICIES

We receive no funding other than the tuition paid by our families. In order for the school to meet its financial obligations and in fairness to all families, we require that tuition be paid promptly and in full. Tuition is broken into 10 equal payments, July through April or 12 equal payments, July through June. The tuition rates are determined annually. The tuition payment is determined by the program, the number of days attending and the hours per day. The fees are divided to give 10/12 equal payments. **Each payment is due by the 1st of the month.** Special payment arrangements can be obtained if needed with the approval by the Director. Please refer to our website for more pricing information. If no payment has been received for five (5) days, a \$25.00 late fee will be applied. After ten (10) days an additional \$25.00 late fee will be applied. After thirty (30) days, the child will be excluded from our program, and his/her position will be offered to the next child on the waiting list. If the position remains open, the child may be invited to return, at the discretion of the school, when full payment of all past due tuition is made. Payments can be mailed to 433 Lyceum Avenue, Philadelphia Pa 19128 or you may also leave the payment in the office Tuition Dropbox. Please do not leave payments in your child's book bag, or on a teacher's desk.

Revised: 02/01/2019; 09/01/2019; 10/01/2019; 11/01/2019

All payments must be submitted in an envelope with the students first and last name on it. Checks returned by the bank are subject to the service charge. New checks must be issued.

We will not redeposit a returned check. After two occurrences of returned checks, cash or a money order will be required.

A discount of 5% is given for families with two or more children.

Changes to schedule (drop enrollment, add days/times, change days/times) must be submitted to the office in writing. A \$25.00 change fee will be applied per child/per change. All changes must be submitted within 30 days of enrollment date. No changes will be granted after the 30 grace period unless there is proof of a hardship.

In the case that you have made changes to the program, any prepaid tuitions or deposits are non-refundable and any tuitions that have already been paid will not be credited. (Also see "Removal from the Program").

LOST AND FOUND

Please make sure that all students' articles are tagged with name. The Lost and Found receptacle is located in the foyer. Please check this location whenever items cannot be located. The items in this receptacle will be disposed of periodically.

FEES

Change of schedule fee: \$25.00 per change/per child.

Request Drop-In Before Care: \$10.00 per child for 7:30 start; \$20.00 per child for 6:30 start.

Request for Aftercare: \$10.00 per hour/per child.

Late tuition payment fee: After 5 days a \$25.00 late fee, after 10 days an addition \$25.00 late fee.

Late pick up fee: If you are late picking up your child you will be charged \$1 per each minute late/per child. After three late pick-ups within a school year, the pick-up time will be automatically changed to the next pick up time stated on our Tuition Chart. For example, if pick up time is 3:30 and three lates in one school year occur, the time will be switched to 4:30. **For the 6:00 pick-ups:** the first late occurrence will be charged \$1.00 per minute; the second late occurrence will be charged \$2.00 per minute; the third late occurrence will be charged \$3.00 per minute. After three late occurrences in the same school year, there will be a \$5 per day charge added to the yearly tuition amount.

ENROLLMENT

This fee is due when your child is enrolled (or notification is made that a spot has become available) – the fee is determined annually and is available on our website, or in the school office.

RE-ENROLLMENT

This fee is due during our re-enrollment period between January and February each year to secure your child's placement for the following year - the fee is determined annually and is available on our website, or in the school office.

MISSING SIGNATURE ON "SIGN IN/SIGN OUT" SHEET FEE

Parents will be charged \$5.00 per child, per missing signature, per day.

BOUNCED CHECK FEE

Any returned checks require a new check or money order. After a second bounced check, only cash or a money order will be accepted. This fee is determined each year, and you will be notified as to the amount when you are asked to resubmit your tuition.

FLEX SPENDING & TAX FORM FEE

\$5.00 (Please see the Office to obtain form.)

RECEIPT OF TUITION PAID FEE

\$5.00 *May be subject to \$5.00 fee per request if multiple forms are needed

COPIES FEE

Occasionally, parents request copies of student sign in sheets. This is a time-consuming task. \$5.00 will be charged for each month of sign in sheets requested.

***Note: Enrollment fee and 1st tuition payment for deposit are NON-REFUNDABLE**

Thank you for choosing Four Seasons Preschool. We look forward to a happy learning experience for you and your child. If you have any questions, please don't hesitate to call the office.

IMPORTANT INFORMATION

Tax ID #23-1931610

Four Seasons Childcare & Preschool

School phone: 215-483-5833

Owner/Director: Lauren Trimbur

Director email: FourSeasons-Director@outlook.com

Front office email: FourSeasons-Front@outlook.com

School Website: www.FourSeasonsChildcareAndPreschool.org

The director of the school is the final authority in all matters and can waive any and all regulations as seen fit for just cause.

This HANDBOOK contains policies and procedures of Four Seasons Childcare & Preschool. We reserve the right to amend this HANDBOOK, and thus, the information contained herein is subject to change.

STUDENTS AND PARENTS MUST ACCEPT AND ABIDE BY THE SCHOOL'S POLICIES AND PROCEDURES IN ORDER FOR THE STUDENT TO ATTEND FOUR SEASONS CHILDCARE & PRESCHOOL.