



A loving start for a brighter future...

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Above and Beyond Christian Child Care Center, LLC's entire facility and surrounding property is a non-smoking/vaping area. All staff, parents, and visitors are required to always respect this policy. Disregarding the policy can be grounds for terminating the relationship with A&B. Please make sure all family and friends you may have coming to our facility are aware of this policy.

Our Center

Mission Statement:

1. We are a Christian childcare center. Our foundational **faith** in God motivates us to provide childcare with **love and integrity**.
2. We are dedicated to **serve** you and your family above and beyond what one might expect, however and whenever we can.
3. We want to stir your child's natural curiosity and love for **learning**, inspiring them to discover and grow beyond expectation in all areas of development.

Our Philosophy:

- We recognize that learning begins at infancy, and we intentionally plan the day to include a plethora of experiences to awaken the brain to make new connections.
- We value an education that balances self-exploration and adult guidance.
- We look for teachable moments to demonstrate personal responsibility, proper and caring social interaction, creativity, risk taking, physical health and development, and cognitive strength.
- We highly value fun, joy in learning, and interaction between adults and children.
- We believe that families should be treated with respect and transparency, we believe strongly in integrity and always following regulations for the safety of staff and children.
- We will work with families in all areas necessary to foster a community of support.

Discipline Philosophy:

When it comes to discipline and training, there are responsibilities for both the teacher and the student. First, our staff must set realistic, age appropriate and clear boundaries that respect others

and keep everyone safe. Our teachers plan to keep the children occupied and stimulated enough during the day that boredom does not contribute to negative behavior. Teachers must properly supervise all activities from the table to the playground. Once clear instructions and boundaries are established, we reinforce good behavior on a regular

basis. We redirect children to make positive choices and remind them of appropriate options. When a teacher has properly fulfilled her responsibility, it is up to the child to choose to comply. When they don't comply, staff must ask themselves, "why" and seek adjustment if necessary.

Most discipline issues can be solved with simple redirection and reminders. Other behavior may need more intervention such as separating children for a time or simply removing a misused item. At our discretion, inappropriate behavior may be documented on a Parent Communication Form, completed by the supervising staff, and filed with the parent/guardian's signature. Extreme defiance or harmful behavior may necessitate removal from the classroom and/or a phone call to the parent/guardian. A conference may be scheduled if the behavior occurs regularly. Ultimately, for the protection of students and to facilitate learning, a child who must repeatedly be removed from the classroom, or a child who refuses to stay with his class must be sent home. Any display of physical aggression toward the staff, including but not limited to hitting, kicking, or biting, will necessitate immediate dismissal for the day. **This is not a form of punishment, but a practice that serves to protect our staff and students from harm and allows the classrooms to function in a way that is conducive to everyone's learning.** Persistent disruptions in a preschool class, in which the parent/guardian is not willing to participate in evaluations and/or center procedures, or if the center has exhausted all other options may necessitate dismissal without refund of fees. A child whose parent/guardian does not remove the child from the premises in a timely manner will be permanently dismissed with no refund of fees. A child's behavior will be discussed only with the parent or guardian. Please respect the privacy and confidentiality of our families by not discussing other student's behaviors.

Office Contact Information:

At times our office staff may be called away from the office, leaving the phones unattended. If you must contact us at such a time (such as not arriving before closing time), call the day care cell phone: 443-257-0259

Red Bird focus (1's): Independence – self-feeding, self-soothing, self-discovery, physical development, potty introduction as children are ready.

Cognitive learning: Introduction to simple writing, math concepts and letter awareness

Green Bird focus (2's): Social Interaction and Awareness - sharing, talking and listening, exploration and imagination.

Cognitive Learning: Counting and numbers, name recognition, exposure to print

Preschool Program

(All 3's and 4's classes include a daily preschool curriculum centered around Foundations, used by SWSD)

Threes turning Four: must be 3 before Sept 2nd: **A more formal approach.** Daily routine includes an actual preschool setting every day. The rest of the day is still open for play. The learning time is balanced between structure and student-driven activities. Learning time includes more cognitive activities focusing on math, writing and pre-reading skills. Age-appropriate art and sensory activities allow for exploration of new mediums and self-expression.

Fours turning Five: (must be 4 before September 2nd or 5-year-olds not quite ready for kindergarten): **An introduction to kindergarten.** These classes are designed to lay a solid foundation for future learning. The goals are to solidify number and letter recognition, form beginning reading skills (including rebus and sight words), formally instruct handwriting through a multi-sensory curriculum, and to explore basic science, geography, social skills, health, and math.

Before and After-School Care Program: Kindergarten through 5th grade program offers a great start to each day with supportive staff and time for breakfast, play, and interaction before school begins. The after-school program includes physical activity and social interaction, help with homework, art, games, and time to relax.

Parents must schedule regular days and hours for a child's attendance. Temporary and permanent changes for a part time schedule must be approved through the office in advance. See below.

Part-Time Students:

Days for attendance must be set at enrollment. However, schedule changes **may** be accommodated with prior **approval from the office**. Changes will be allowed if we can remain in compliance with state-

regulated staffing requirements. A request form must be submitted before any change in schedule is made so the teacher may properly prepare. Additional days may be added, but the parents will be charged the adjusted rate for the week. Permanent changes will be made if the day care can remain in compliance with state regulated ratios. There is no fee for a permanent change in schedule, unless more days are added for care by staff.

School-age care is available all day when school is closed, including Christmas break, provided we are open, but the office must be given two weeks' notice to allow time for scheduling staff. Once the request has been made, it cannot be withdrawn for billing purposes inside of the two-week window.

Forms:

All appropriate forms must be filled out completely before any child may begin attending A&B except for the health form. The health form with a vaccination record must be submitted within 60 days after starting and must be updated every six months for 1-year olds and annually once they have reached two years of age as required by the state of Pennsylvania. **Failure to keep health records current must result in suspension of services.** The child may return when records are updated. Regular billing will continue. Student records are available upon request.

May to inform you of your child's growth and development within the context of the services provided by our facility. Please contact the teacher if at any time you wish to schedule a conference.

A&B Closings and Early Dismissal

Labor Day
3:00 on Christmas Eve

Thanksgiving Day and Friday
Christmas Day

3:00 on New Year's Eve	New Year's Day
Good Friday	Memorial Day
Independence Day	Staff in-service days (June & Aug)

Christmas week, the facility will be open with a sign-up sheet for care outside each room. This must be done at least 2 weeks in advance for staffing purposes. Christmas Eve and Christmas Day are the only adjusted hours.

Holidays: Because we are a Christian center, holidays like Christmas and Easter will be celebrated from a Christian perspective. We will celebrate and focus on Jesus while recognizing other traditions as part of the seasons. We will celebrate the fun of Halloween and other holidays with consideration and respect to those around us.

***In case of snow emergency: Closings and delays due to weather will be listed on Facebook and WGAL 8 (by 6:00 am if at all possible).

Billing will not be altered for the first 3 closings due to weather.

All subsequent closings will result in a prorated credit on the next billing cycle. A&B must close when Penn Township declares a snow emergency.

Health, Safety, and Sanitation

Clothing:

Children must be able to **run and play safely. Clothing should be appropriate for the season.** Shoes should be supportive and safe. Sneakers are best. Backless shoes, strapless "crocs", and high heels are NEVER appropriate for the day care. Flip Flops may be used only for water play. A child attending in inappropriate or unsafe footwear, will be provided an alternative if possible. For modesty and sanitary reasons, please consider shorts under dresses. Extra clothing must be kept in the child's bin, stored in the bathroom, in case of an accident or spill. Above and Beyond will not be responsible for lost or damaged items. If a child does not have a change of clothes,

parents must be satisfied with what the day care can provide. Parents will be charged \$2 dollars per item if clothing is not returned. New underwear will be provided and billed at the cost of \$1 per pair and is yours to keep.

In the winter months children will go outside, weather permitting, so provide proper winter clothing (including hats, coats, and mittens which may be left at the center). **Label all items.**

Illness:

Please reference the “What and Why” policy which you received at enrollment for more specific details. When a child or parent is sick, that child and all siblings must be excluded. When a child displays the following signs of illness, a parent will be contacted to remove the sick child and any siblings from the facility. If any of the following illnesses are in your home, do NOT send your child to the center.

- **Temp of 100.4 or higher (no exceptions)**
- **2 episodes of diarrhea**
- **Vomiting**
- **Weeping, pink eyes**

*****DO NOT MEDICATE A SICK CHILD and bring them to the center. All children must be symptom free for 24 hours without medication before returning to school. A child dismissed for illness will not be permitted to return for 24 hours unless a doctor’s note specifically identifies a non-contagious cause for fever such as an ear infection. Teething is not an accepted medical diagnosis for a fever over 100.4. Any new symptoms, including rash, that appear when the child returns will result in dismissal for another 24-hour period. If a child vomits at home, do not bring them to school.**

Medicines:

Please administer morning and evening doses at home. A&B will administer medications only at lunch time. If medication **MUST** be given during school hours, follow these medicine procedures as regulated by the Department of Human Services. We cannot make exceptions.

ALL PRESCRIPTION MEDICATIONS MUST BE:

- ✓ In their **original container.**
- ✓ Accompanied by **WRITTEN instructions from the physician** (these are listed on the medicine label - check the box.)
- ✓ Identify the **type of medication and the name of the child** for

whom the medication is prescribed

- ✓ **Documented on the proper form** with exact dosage and specific time to be administered (please do not write “mid-morning”, etc.)
- ✓ Stored according to package instructions. Medication needing refrigeration will be stored in the staff room.
- ✓ **Handed to the staff person** currently responsible for your child.

NON-PRESCRIPTION MEDICATION MUST:

- ✓ **Be handed to the staff person in the original package** (we will not administer single doses left in a Ziploc bag or other generic storage container).
- ✓ Include the child’s **First AND Last name** on the package.
- ✓ **Be documented on the proper form** with exact dosage. We must follow package dosage instructions unless instructed otherwise by a physician in writing.

****** Bug spray, lotion, lip moisturizer or gloss, sunscreen, and essential oils, etc. are considered medications by the state and therefore must be in the possession of staff, not children.** Items will be provided as per written parent/doctor instructions. A permission form must be completed for the file. Home-remedies which use essential oils must follow the same guidelines as medications. Have all items labeled and that the permission form is signed.

All severe medical concerns such as allergies requiring use of an Epi-pen, asthma requiring an inhaler, or seizures with diazepam must have an action plan on file which must be updated every 6 months.

Incident Reports:

All minor injuries that occur at A&B during time of care will be documented in an incident report, to be signed by parent/guardian, and kept on file.

In an Emergency: Situations that are not life threatening will allow us to contact parent/guardian before medical personnel. Situations in which EMS (emergency medical services) may be

contacted before the parent include but are not limited to: not responding, unconscious, severe injury (uncontrollable bleeding or a disfigured broken bone), apparent head trauma, and severe allergic reaction. Should the parent/guardian request EMS be contacted, the day care will comply. The parent/guardian will be responsible to meet all costs of emergency transportation.

Injuries which occur on A&B property may be submitted to A&B insurance. Please inform the office and request information.

Progress and Development Reports for toddler and preschoolers:

A progress report will be issued for each child in December and in

Termination of Services:

Students being withdrawn from the program **must give 2 weeks' written notice**. Billing will continue for 2 weeks after notification is given. (Please see tuition and fees on pages 11-12). Balances left unpaid after two weeks will exclude a family from any further services.

A child may be dismissed from the center for the following reasons:

- Failure to make payments or consistently late payments
 - Three late pick-ups in a school year
 - Recurring misbehavior (see discipline guidelines)
 - Failure to provide DHS required forms
 - Failure of parents to cooperate with the expectations of A&B
 - Mistreatment of or inappropriate conduct with A&B staff by student or parents/guardians
- ***If expulsion is necessary from A&B no refund is granted**

Food Guidelines:

Breakfast: We do not provide breakfast. Breakfast items may be brought from home in a labeled lunch box, served until 8:00 a.m. Drinks will be dumped and rinsed. Uneaten, perishable food will be discarded. Dessert items, candy, and other unhealthy breakfasts items will not be served, but will be sent home.

Snacks: Snacks are provided around 9:15 a.m. and 3:15 p.m. If you wish to provide a special snack for your child's birthday, please check with the teacher to see if there are any children who

have allergies. All snacks brought to share must come prepackaged and unopened with ingredient

label. Small servings are best. Reminder: we are a peanut free facility.

Lunches: A nutritious lunch is provided daily which each child is encouraged to try. You may choose to not have your child eat the food provided, in which case you may request a cheese sandwich or provide a packed lunch. All food from home must be ready-to-eat that day. We will provide plates, utensils, and milk. Sides such as vegetables are still offered. Label your child's lunch box. No refund for uneaten lunches. Milk alternatives must be brought in an unopened, original container with a listed expiration date and child's name to be stored in the kitchen or brought in daily in a single serving container which will be sent home at the end of the day. Children should bring a fresh water bottle each day which may contain only water for snack and outdoor use. Inform the staff that the child has a packed lunch. The menu is available on the website, posted by the kitchen, and shared via email.

Napping:

All students pre-K and younger will nap. The center will provide a mat for each child that is sanitized daily, but any other sleeping items must be provided from home. Due to health/sanitary reasons, nap items MUST be kept in a backpack or cloth bag. If you do not have one, the office will provide one at the cost of \$1. Children will be limited to 1 stuffed animal, 1 pillow, and 1 blanket. Due to space limitations, please provide small items for nap. Items should be taken home and washed weekly. During the summer, school-age children may have a short quiet time. ALL ITEMS BROUGHT FROM HOME MUST BE LABELED.

Potty Training:

Parents whose children are in diapers must provide disposable diapers. Diaper creams are optional and require a permission form. The center provides wipes. If using pull-ups, ones that can be re-closed the side are required. A child must be consistently accident free and be able to communicate the need to potty before underwear is permitted. When you are ready to potty train your child, please discuss this desire with the teacher. Due to sanitary reasons, a child who has frequent accidents in underwear will be required to wear a pull-up.

Facility Safety:

The door code will change at the beginning of each session to eliminate access by those who no longer need to enter our facility. DO NOT open doors for people you do not recognize. If there is no one in the office and someone is waiting to come in, please tell the guest that you will notify a staff member, making sure the door closes and locks behind you.

Pick-up and Drop-Off

- Siblings may not pick up children without an adult present unless they are an authorized adult (at least 17) and listed on the pick-up form
- Children who are not A&B students may not play in the outdoor play space due to insurance limitations
- A&B has an open-door policy per state regulations. Parents have equal legal rights to a child unless a custody agreement specifically states otherwise.
- All legal custody agreements must be in the child's file at A&B and will be enforced by A&B staff and administration.

Supervision of Children

- Children on the facility premises shall be supervised by a staff person at all times. Outdoor play space used by the facility is considered part of the facility premises.
- Each staff person shall be assigned the responsibility for supervision to specific children. The staff person shall know the names and whereabouts of the children in his/her assigned group. The staff person shall be physically present with the children in his/her group on the facility premises.

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A staff member should always be available. Add this number to your contact list, as we often use it to reach parents during the day and it will be the source of communication in an emergency.

Tuition and Fees:

A&B depends on weekly income from each filled spot to meet financial obligations. Tuition is set for the year and increases may be scheduled for summer or fall as needed. Tuition increases will be announced in advance. Payment is due on Fridays for the following week. A \$30 late fee will be processed Mondays at noon for non-payment.

At enrollment:

- A \$60 registration fee is due at enrollment which holds the spot for up to 2 weeks. Requests to start after 2 weeks require a holding fee. See description below. Summer exceptions. See summer terms.
- A payment agreement must be signed and kept on file.

Weekly tuition:

- *****Payment is made for each week that a child is enrolled. Tuition billing will continue as long as your child is enrolled regardless of missed days due to illness, vacations, suspension, or any other interruption.** (See medical billing).
- Payment must be made by cash, check, or electronic withdrawal on Friday to avoid a \$30 late fee.

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- Children with an unpaid balance on Monday, following when payment was due may be suspended at the discretion of the director or administrator until the balance is paid in full, including the late fee.
- A \$30 fee is charged for a bounced check and a \$20 fee for a rejected electronic withdrawal. The child could be suspended immediately upon notification. These fees and the tuition must be paid in cash before the child may return.
- A second bounced check within 12 months necessitates future payments paid by cash only.
- A late-pick-up fee of \$10/child will be charged for any part of the first 5 minutes that a child remains at the center after closing (6:00pm) regardless of the reason. \$5/child will be charged

for each part of 5 minutes thereafter. Please be considerate to our staff, and make sure that you arrive on time and leave promptly with your child. Be aware of days that the center closes at 3 for holidays or closures.

Summer terms:

- All students leaving for the summer with intent to return in the fall or enrolling in the summer to start the fall session, will pay a commitment fee equivalent to one week's fall tuition.
- Children leaving for the summer with intent to return in the fall are considered enrolled through the end of the school year and will be billed until the end of the day care's school term unless the child is officially withdrawn.
- Summer only students pay a \$60 registration fee every year.

Transitions:

Recognizing the importance of consistency, A&B transitions children to another room only when deemed necessary. Typically, classroom transitions only take place for the summer session and at the beginning of the school year. If a child does need to be moved in the middle of the session, a letter will be sent from the office prior to any permanent move to inform parents, introduce the staff, and share critical information such as scheduling. Children may be placed with different staff on days when staff is low or during a significant event.

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Withdrawal:

- Families are required to give 2 weeks' written notice when leaving. Billing will continue for 2 weeks after notice is given.
- When notification is given, no grace period for payment is offered for the last 2 weeks. Payment must be received on Friday for the following week or the child may not attend.

Medical Adjustments:

Medical reduction in billing will require a doctor's note that in-home care is required. Families with medical leave will pay full tuition for 2 weeks and then will receive a 50% discount for up to 4 weeks. At the end of this 6-week period, individual cases needing a time

extension, with a written recommendation from a physician, will be considered on a case-by-case basis.

Items that may/may not be at the center:

Permitted: comfort items, such as a blanket or stuffed animal, only when needed to help with drop-off, toys for show-n-tell which should be given to the teacher.

Not permitted: Toys not necessary for learning or adapting, pacifiers or bottles (we will work with parents on this), technology such as phones or electronic games (these must remain in the child's bookbag). Phones or technology that are taken out will be turned in to the office for pick up by a parent/guardian. A&B will not be responsible for any lost items. Anything dangerous or weapon-like including pocketknives or any other blade in a bag or on the child's person will be confiscated immediately and the parent/guardian given a written warning. Any subsequent infractions will result in dismissal. School age may have the ability for tablets at certain times.

Parental/Guardian Involvement

Visitation Rules

When visiting our facility, parents must limit their visit to their own child's classroom and only while their child is in attendance unless other arrangements are made. Parents/guardians are invited and

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encouraged to participate, our door is open. Please stop in the office to identify yourself and let us know that you will be in attendance.

Communication

Parents/guardians must notify the office immediately of any changes of address, employment, family status, and any contact information (including business and cell phone numbers). Emergency numbers must ALWAYS be current. This is a PA state mandate.

We will keep in contact daily through seesaw and through various written forms to communicate any injury or significant incident. Newsletters will be distributed often to the families. Make sure you are available for emergency phone calls.

Communicate with teachers through the Seesaw app. Teachers check the app daily during nap time.

Waiver

Please be aware that if you use the services of any of our staff off the premises of A&B, ALL liability by A&B is waived. This is considered a personal contract and not covered in any way by A&B insurance.

Parents/Guardians

If at any time you find that a situation or standard needs to be addressed, please contact me immediately. We are here to serve you and your family with the best we have to offer. We want to create a pleasant and nurturing environment for your child. If you find a way we can improve, please let me know. Thank you for trusting us with your child.

Sincerely,

Kristina Lamont, Administrator

Above and Beyond Christian Child Care Center, LLC's admissions, the provision of services, and referrals of clients shall be made without regard to race, color, religious creed, disability, ancestry, national origin, age, or sex.