

FAMILY HANDBOOK

2023-2024

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Owner/Director

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\*Open Year-Round for children ages 3-5 years\*

**MISSION STATEMENT**

The Mission of Changing Lanes Learning Center is to provide a nurturing and secure environment for all children, as well as to engage children in a developmentally appropriate and challenging educational program guided by the highest of values, especially those of respect for all people and peaceful problem solving.

● We treasure each child and cultivate creative, compassionate, and capable individuals.

● Each child will have comfort in knowing that they will have their needs met be it socially, emotionally, academically, or physical.

 ● Our program supports academic growth and the beliefs that all children should feel empowered.

● We strive to achieve our childcare goals through the partnership of child, parent/guardian, staff, school, and community.

**WELCOME**

We welcome your family to

Changing Lanes Learning Center!

This handbook will provide you with the necessary information for your child’s entrance into and continued enrollment at Changing Lanes Learning Center. Please read it carefully and retain it for further reference. Our family handbook is intended to be very thorough in acquainting you with Changing Lanes Learning Center’s policies and procedures. The policies and procedures may change from time to time, but you will always be made aware of these changes. Our Preschool Program accepts children 3 through 5 years of age. We accept the registration of children at all times of the year.

Changing Lanes Learning Center accepts CCIS (1-800-831-3117) clients.

Changing Lanes Learning Center will keep a file containing all paperwork pertaining to each child’s enrollment. The records contained in the child’s file are the property of Changing Lanes Learning Center, Inc. Your access to the information in your child’s file is guaranteed by law. If a parent/guardian needs a copy of any document for transition or otherwise, please ask

Dr. Naomi Pereira-Lane, Director/Owner.

**Table of Contents**

**Parents and Teachers Working Together**

1. The School Routine
2. Communication between Parents and Teacher/IEP-IFSP
3. Family Involvement/ Resources
4. Kindergarten Transition/ School Fundraisers/Activity Fees
5. School Uniforms

**Your Child’s Health & Development**

1. Rights and Responsibilities
2. Health Assessments
3. Meals and Nutrition
4. Personal Care Routines
5. Sick Children
6. Medication Policies

**Your Child’s Safety & Well-Being**

1. Days & Hours of Operation
2. Arrival Procedures
3. Pick-up Procedures
4. Emergency Contacts
5. Weather Emergencies
6. Non-weather Emergencies
7. Emergency Drills
8. Choking Hazards/Slip and Fall

**Things We Must Tell You**

1. Non-discrimination Policy
2. Required Reporting of Child Abuse
3. Confidentiality
4. Registration, Tuitions, Co-Payment Fees, and Charges
5. Withdrawal

**Calendars and Schedules**

1. Dismissal
2. Holidays
3. In-service Days
4. Early Closing
5. Our Preschool Program

 **30.** Summer Enrichment Program

**Our Philosophy of Learning**

**Changing Lanes Learning Center is a Private preschool and pre-Kindergarten program which is a totally peanut and tree-nut free facility located in Collingdale, PA. Education at Changing Lanes Learning Center is based on a belief in the presence of God within each person. Central to our philosophy is faith in the integrity of each child.**

● promotes each child’s potential

● helps develop initiative and independence

● cultivates an inner discipline and a strong sense of self

● develops compassion and care for one another

● strengthens and refines critical thinking skills

● builds relationships and fosters a sense of community

● encourages each child to respect, value, & appreciate others.

**It is our belief that what and how young children learn during the preschool years builds the foundation for future learning. We believe that quality learning for young children is best realized when teachers can provide children with a well-rounded, developmentally appropriate, “hands-on” approach to curriculum that incorporates the Pennsylvania Early Learning Standards and Keystone STARS guidelines.**

● builds on the natural curiosity children have for their immediate surroundings

● supports exploration of their ever-unfolding world

● creates an “environment of learning” that will challenge each child according to his/her needs and abilities

● fosters creativity and exploration

● incorporates best practices

● scientifically substantiated.

**Curriculum**

Our Preschool Program uses Learning Standards for Early Childhood Education. We are currently using Creative Curriculum in both paper and on-line form. Our Curriculum is aligned with the PA Early Learning Standards, and we supplement our curriculum with NAEYC and First-Up as well with the help of Young Children and Teaching Young Children magazine resources.

**Parents and Teachers Working Together**

**1. The School Routine**

It is never too early for parents and children to develop good school habits and routines. Here are the basic CLLC routines to know

It is normal for some children to have difficulty separating from parents or cry when being dropped off. Please be very brief (no more than a couple of minutes are sufficient) during drop-off times; the longer you prolong the departure the harder it gets. A smile, a cheerful good-bye kiss, and a reassuring word that you will be back are all that is needed. In my experience, children are always quick to get involved in play or activities as soon as parents are gone. This is typical of this age group, and they grow out of it quickly with a normal routine that feels comfortable and safe as they get accustomed to their new environment.

* **Arrive on time**; Instruction time begins at 9:00. (The center opens at 7:00) Young children rely on a regular routine to learn well. Part of their routine is to arrive at the same time each day—they are most successful when they start each day with the same schedule.
* Sign in every morning.
* Sign out every afternoon/evening.
* Talk with the teacher every day; exchange important information about home and school;
* Look for notices on the door, the parent bulletin board, and the classroom information board;
* Read your child’s daily report every day so you know what your child did in school.
* Take home everything in your child’s cubby every day;
* On Friday take home your child’s linens for laundering;
* Leave your child’s special toys at home so they do not get lost or cause jealousy or conflicts. Additionally, children tend to be extremely interested in a “new toy” and the owner is usually less than happy to share his or her toy with everyone. CLLC will not be responsible for lost or broken toys! Your child may bring a book to share, which CLLC will put in a safe place until it is read to the children.

**2. Communication between Parents and Teachers**

As your child grows and learns, you will certainly want to know all about what is happening in his or her life at school. And we will want to know as much as you would like to share about your child’s well-being outside of school. We value our partnership with you and encourage all our parents to take a moment to talk with your child’s teacher each day.

Your child’s teacher will be offering feedback to you about your child in an informal, ongoing way- at arrival time, at pick-up time, and by phone. They will be looking for valuable information from you that will help them care for your child in the best possible way. Here are some typical areas of communication between home and school:

* about any change in your child’s health or well-being, including accidents, injuries, sleep or eating issues;
* if there have been any changes in your household that might upset or disrupt your child’s routine;
* if you notice anything about your child that causes you concern
* plans that will affect your child’s school participation (like vacations)
* your child’s recent accomplishments: milestones reached
* happy or sad news in your family that affects your child

The conversations that teachers have with parents at the beginning and end of each day are the most important ways we stay in touch. But not all parents pick their child up themselves, so we have other ways of communicating.

CLLC welcomes questions, feedback, or discussions of any kind that result in a positive outcome for the child. Sensitive issues will be discussed outside of regular hours either by email, or at a scheduled conference.

You may call CLLC between 7:00 a.m.–4:00 p.m. If you call during the day, please be aware that CLLC may be busy with the children and may not be able to answer the phone. If you leave a message on CLLC voice mail, we will call you back as soon as possible. Contact CLLC via email at: changinglanes@comcast.net if we are away from the center on an outing, we can always be reached via my cell phone.

Parents should check the “parent board” for important information, items you need to bring, special announcements, etc.

CLLC sends home a weekly newsletter and monthly calendar to keep parents informed of upcoming activities, field trips and other tidbits.

**2.1 Daily Report**: This is a brief written description of your child’s day. We encourage you to spend a few minutes talking with your child about school every day. When you do this, your child knows that you think school is important and you think he or she is important. (It also helps children develop their language skills!) If you do not pick up your child yourself, make sure the person who picks up for you get this report for you.

**2.2 Parent Conferences:** You will be invited to at least two parent conferences during the school year. This is an opportunity for you and your child’s teacher to review how your child is growing, learning, and getting along as well as addressing any areas where there may be difficulties. Our conferences are usually scheduled in the fall and spring, but **a parent may request a conference with the teacher at any time.**

**2.3 Family Resource Center**: located at front entrance. We have information sheets, brochures, and other educational literature.

**2.4 When there is a concern about your child:** The earlier a question is addressed, the earlier it is to resolve! So, if you are puzzled or concerned about your child’s development, health, or behavior, talk with your child’s teacher about it. She will be glad to share information about common issues that arise as young children grow and learn. Together, we can develop a plan for home and school that address your concern.

Because of the diverse set of needs of the children in our program, we gather as much information about the best ways to educate each child as possible. IEP’s and IFSP’s are created by service providers working with children with special needs and include this information. The Keystone STARS Performance Standards therefore require each early learning provider to request copies of IEP’s and IFSP’s for the children in their care. In order to better facilitate the needs of our children in our program we try and make this request as early as possible.Oftentimes it may more than a difficult morning separation from parent’s or following the school's daily routine. Our goal is for your child to have the right program to meet his or her physical, educational, and emotional needs in a safe and appropriate environment. However, the center reserves the right to enforce a child’s suspension or termination from Changing Lanes Learning Center if we are not able to resolve physical issues that may pose a harm or are threatening to other students enrolled in our program

The termination process is used only as a last resort. Prior to the issuance and two weeks’ notice given to the parent/guardian, there would have been a conference to discuss the inappropriate behavior of the initial and 1st incident in writing given to the parent/guardian and a signed copy given to the parent/guardian. The 2nd incident will be documented in writing and signed by the parent/guardian and a copy given to the parent/guardian with the understanding that if there is a 3rd incident the parent/guardian would be given two weeks written notice of their child’s termination from the center. The termination process will be enforced when the 3rd incident occurs. The reason for the termination will be documented in writing and a copy given to the parent/guardian and a copy will remain on file in the center.

**3. Family Involvement**

Changing Lanes Learning Center offers families different ways to be involved in our learning community: (see pg.9 for volunteer opportunities and pg.24 for a list of resources and agencies).

**3.1 Celebrations & Workshops:** Throughout the year we offer holiday events that give you the chance to meet and celebrate with other families. We also plan programs that offer information and discussion on topics like child development, kindergarten transition, and other subjects of interest to parents of young children. We also welcome your involvement in the ongoing life of our school. Here are some ways you can participate as a volunteer:

**3.2 In the Classroom:** Become a classroom volunteer-Parents who can give an hour or two once a week can help with lunchtime, class activities, community visits or other classroom events. We welcome your participation and encourage you to speak to the Director if you would like to volunteer.

**3.3 Trips:** Help chaperone field trips – we welcome parents who wish to join us on a class trip. It can make the experience special for your child and will help us, too. **(Further information will be sent home at a later date as there are additional fees to cover summer trips).**

CLLC will give parental notice beforehand; however, some trips are spontaneous. (Walking distance trips only!) Parent approval must be given on the child’s enrollment form. There may be fees related to the field trips to cover entry fees, parking, gas, and on-site refreshments, etc.

**3.4 Special Projects & Events**

* Partner with us on special projects- We sometimes have one-time jobs like sorting, cleaning out or painting in which a few extra pair of hands can be extremely helpful.
* Work together on special events-throughout the year we have some special celebrations such as Move-Up Day/Graduation, Valentine’s Day, St. Patrick’s Day, Easter, Thanksgiving and Christmas; we always appreciate extra help for these fun but busy events. **School Fees for Move-up Day/Graduation (Due in May)**
* **Parties**

A birthday is a special event in a child’s life. Children enjoy sharing this exciting day with their friends. CLLC is happy to have you participate with us on that day. Please feel free to bring “goodies” to celebrate the special day.

**\*Please be aware and make sure that all products brought into the center must be Peanut, and Tree-nut free not excluding other known allergens of our students.**

**\*Please check to make sure that the food you pack for your child is not processed in facilities that may share or contain peanut and tree-nut products.**

**3.5 Pictures** CLLC will take candid pictures of the children at various times during the day and/or on field trips. Some of these pictures may be used on my web site, placed in photo albums that are viewed by prospective clients, in marketing flyers as well as in the center. Please provide email addresses for your family members to be on our digital photo email list.

**3.6** **Share your talent or specific skills**: Do you play an instrument, do arts and crafts, or draw? Do you like carpentry or cooking? Talk to your child’s teacher about how you can share your skills with the children at our center. We consider families a wonderful resource in our learning community. (All volunteers/helpers may provide clearances in advance)

**4. Kindergarten Transition**

When your child is ready to leave CLLC for elementary school, there are ways we can help make that big jump easier for you and your child. Our teachers are familiar with many of the schools your family may be considering, so feel free to talk with us about what you want for your child.

Schools make arrangements for new students in kindergarten or first grade to visit and look around. A new school is much less frightening for a child if he or she has had the chance to see what it looks like and to learn about the class activities. We will let you know when our local schools are having “Open House” for new students.

Additionally, if you request it, we will prepare a summary of your child’s progress and development that you can share with your new school.

**4.1**

**School Fundraisers**

We rely on school fundraisers to help offset tuition fees in addition to purchasing items that break or need to be replaced. We have (4) fundraisers throughout the year and need 100% participation from all families. There is an opt-out fee of $50.00 per fundraiser if you should choose not to participate.

**4.3**

**Activity Fees**

School trips are not included in the tuition in addition each family is required to pay a family fee for our Move-up Day/Graduation in June in addition to our Holiday Party in December. (**More details will be sent home for these events at a later date**).

**5.0**

**School Uniforms**

Changing Lanes Learning Center, Inc. has instituted a school uniform policy. Children must be in uniform during regular school hours unless otherwise instructed by the school’s director. The uniform policy is in compliance with the schools governing rules and guidelines ascribed in your Family Handbook. The handbook and schools’ policies are subject to change!

(A **separate Document will be provided at time of enrollment**)

**6. Parents Rights and Responsibilities**

You have a right to:

* Be assured that your beliefs, concerns, and values are sought out, respected, and reflected in your child’s care.
* Ask questions of staff
* Visit at any time
* Information about all aspects of the program in relation to your child participation
* Information about your child’s experience in the program
* Be informed about changes in school program or schedule
* Confidence in the complete confidentially of all matters involving the welfare of your child and family

You have a responsibility to:

* Pay fees on time
* Volunteer current valuable information (addresses, medical exams, etc.)
* Know and accept the policies and procedures in this handbook
* Review daily your child’s experience sheets and notes
* Exchange essential information about the care of your child with staff
* Respect staff as professionals who work with you to provide quality child care

**6.1 Changing Lanes Learning Center’s Rights and Responsibilities**

We have the right to:

* make decisions and take actions for the safety of our community
* have pertinent information about the children we serve
* terminate services at any time with written notice

We have the responsibility to:

* meet all Department of Public Welfare (DPW) licensure requirements
* follow all city/ borough health, safety, and fire safety codes
* provide a high-quality early childhood program
* follow mandated child abuse reporting procedures
* show respect for the beliefs, concerns, and values of each family served, and ensure that our program reflects that respect
* ensure professional behavior of all staff
* respect parents as children’s first and primary teachers
* exchange essential information about your child with you, the parent(s)
* Ensure that your child will be supervised at all times.

**Your Child’s Health and Development**

**7. Health Assessments**

**Your child must have a medical check-up before starting school, and once a year while enrolled in our school.** This is a state requirement. If you need help finding a doctor for your child or yourself, please ask someone in the office or check the resources in our Family Resource Center.

**8. Meals and Nutrition/Physical Activity and Movement**

CLLC provides a morning snack/breakfast. Morning snack/breakfast is served about 9:00am. Lunch is served about 11:30pm. Afternoon snack is served between 2:30 and 3:00pm.

Nutrition is an important part of health education. Healthy foods provide the fuel necessary for successful learning. Please pack a nutritious lunch each day for full-day children. Non-processed fruits, vegetables, or proteins provide children with the energy required for a successful, busy morning. Children may not have gum, candy, or soda or school. Candy may be an exception such as on Halloween, Christmas or special days and parties as they can bring in for Easter Baskets and Halloween Bags, however they will be sent home.

We go outside every day for fresh air and moving exercises. Children need to move around, run, jump, hop, skip to develop gross movement to develop large motor skills. Kids need to be active and moving for a minimum of 120 minutes of daily active play time with outdoor active plat 2 or more times each day. At least 60 minutes of structured and at least 60 minutes of unstructured physical activity. From time to time, your child will have the opportunity to participate in cooking activities in the classroom and to help in preparing special foods. This is another way we expose children to new and different foods and increase their interest in trying new things. **If your child has any dietary restrictions and/or food allergies, we must have a doctor’s note on file detailing the restriction/allergy.**

If a student forgets lunch and the parent has not provided one by the time lunch begins, we will make every effort to give that child something sustainable to eat until they get home from school. **The teachers are no longer accepting money to place food orders for your child as this one-time courtesy has become too routine and causes hard feelings and jealousy among the other students.**

**NO PEANUT OR TREE-NUT PRODUCTS SHOULD EVER BE PACKED IN YOUR CHILD’S LUNCH AND SENT INTO THE CENTER!**

**9. Personal Care Routines**

**Hand washing**

For everyone’s health, we teach children good hand washing and hygiene practices. **Please help by making sure your child washes his or her hands when arriving at school and before leaving for the day.** We will help them learn the best way to wash their hands when at school, and remind them throughout the day-before eating, after toileting, when coming in from outside play- to make sure their hands are clean. Remember: Research shows that good hand washing significantly reduces the number of children who get sick in preschool and early care centers.

**9.1 Toileting**

Typically, children use the bathroom independently by the time they start at Changing Lanes Learning Center. We do realize that our young children may have occasional toilet accidents (or may get their clothes wet or dirty in a mealtime spill or a painting mishap). Please put a **complete set of clean clothes (uniform)** that are appropriate to the season in your child’s cubby. If your child needs to change clothes during the day, we will let you know and will send the soiled clothes home with you to be cleaned.

CLLC is designed to keep children active – both indoors and out. We want children to take advantage of all classrooms and outside activities without worrying about their clothing. To this end, sensible, appropriate, and safe clothing should be worn to school. Sneakers or comfortable shoes are always an excellent choice for active children.

Please remember to label all of your child’s items as sometimes things do get misplaced, but they are more than likely to be reunited with your child if they are properly labeled. **Remember label, label, and label!**

**9.2 Nap Time Needs**

Each class includes time for afternoon nap every day. The center provides a comfortable sleeping mat, and parents should provide a sheet or light blanket, as well as a pillowcase and a small pillow (12”x12” or smaller.) Most children fall asleep although some just rest while listening to music.

On Friday we will have your child’s linens ready for you to take home to wash. It is especially important that you **bring back clean linens each Monday.**

**10. Sick Children**

**10.1 When to keep our child home**

We want all of our children to stay healthy and to be actively involved in learning activities every day and so do you, but sometimes they do get sick. At Changing Lanes Learning Center, we are not staffed to care for sick children and ask that you make other arrangements for your child when he or she is ill.

We follow recommendations of the American Academy of Pediatrics about when young children should be kept out of the center. Please **DO NOT** bring your child to the center if he or she has

* fever (above 98.6\* orally) \* The child must be fever free for 24 hours without the aid of fever reducing medicines such as Tylenol or Motrin.
* diarrhea- no diarrhea for 24 hours while eating a normal diet
* vomiting (more than twice in the past 24 hours)
* rash with fever- 24 hours
* earache with fever- 24 hours
* Pinkeye (irritated whites if the eyes) with white or yellow discharge – must be seen by a doctor and return with a doctor’s note stating that treatment is being given or is not required.
* Skin infection (of unknown origin) – must be seen by a doctor and return with a doctor’s note stating that treatment is being given or is not required.

There are other conditions in which your child should not be around other children, but these are the most common. **Your child must meet the criteria listed above before returning to CLLC.**

**Even when children do not pose a risk to others, they may be too sick to come to the center.** If your child is unable to participate in routine activities or will require more care than staff can provide, you should keep him or her home.

Please call to let us know when your child will not be at school because of illness.

If a child comes to school not feeling well, **Changing Lanes Learning Center staff** will determine whether the ill child should be sent home. If you have questions about this, please talk to your child’s teacher or the director.

**10.2 If your child becomes ill at school**

When a child gets sick while at school, we will call the parents right away. If the parent is not immediately available, we will call the individuals that you have designated as Emergency Contacts for your child. Please make sure that the people you name as Emergency Contacts are able to respond to your child’s needs if you cannot.

If your child is only mildly ill and we determine that he or she can stay at Changing Lanes Learning Center without risk, we will talk with you about a plan of care and will make note of any symptoms or changes.

**If a child experiences a true medical emergency, we will call Emergency Medical Services first, and then call the parents.**

**11. Medication Policy**

In order to give your child medication at school, we need these things from you:

* Whenever possible the first dose of medication should be given at home to see if the child has any type of reaction.
* Parents or legal guardians may administrator medication to their own child during the childcare day.
* a Medication Form which includes your permission for us to give the medication and instructions for administration of medication – dose, time, method, and duration of administration.
* The medication in its **original, labeled prescription or manufacturer’s container** that meets standard safety requirements. Medication should have child's name, the name and strength; the date the prescription was filled; the name of the health care provider who wrote the prescription; the medications expiration date; and administration, storage, and disposal instructions.

We will store the medicine in a lock box (or the refrigerator) away from the children. Medicine will be given to your child at the appropriate time and the teacher/caregiver will sign a log noting the time the medicine is administered.

Staff members are not, by law able to dispense medications unless these conditions have been fulfilled. **Open-ended orders should be updated and provide clarification from parent and/or medical provider each year. Students are not permitted to carry medication at school.**

**Your Child’s Safety and Well-Being**

**12. Days & Hours of Operation**

Monday-Friday 7:00 a.m.-4:00 p.m. (Year-round 12-month program)

**12.1 Parking Guidelines**

* Please observe that there are no reserved parking spaces for CLLC.
* Parking is extremely limited because of our nearby residential community.
* Please be careful not to park on sidewalks or in the driveways. The driveways are private and may not be blocked.
* Please be aware of all pedestrians traveling about.
* For both drop-off and pick-up parents should walk their children into the center and sign the attendance sheet.

* Always proceed with caution as children are our first priority at CLLC, which maintains the safety of all its students during operational hours.

**13. Arrival Procedures**

Changing Lanes Learning Center opens at 7:00. Please bring your child to school no later than their assigned time per your signed agreement form. We staff the teacher's based on arrival times, so if you need to update your arrival time, please let us know. 9:00 am is the latest your child should arrive each day unless they have a doctor's appointment or with prior notice given. If your child arrives after 9:00 am they will have missed the cut-off time and cannot be admitted to school. When children arrive to school late during our instruction time it disrupts the morning flow of our program. The parent or adult dropping off the child must sign-in using Tadpole’s system. Children must be escorted inside the center by their parent or the adult dropping them off.

**Pick-up Procedures**

**14. Daily Pick-up Procedures**

The center closes at 4:00 p.m. At the end of the day, parents or designated adult must come into the center to pick up their child and must sign their child out of care using the Tadpoles system. This is for the safety of our children. Please be prompt. Leave enough time to read important notices remove all items from your child’s cubby and sign out by our closing time, 4:00 p.m.

* **According to the updated Rules and Regulations of (DHS) Department of Human Services, and in accordance with CCIS Subsidy guidelines, no child is to be in childcare more than 10.0 hours per day.**

**14.1 Late Pick-up Procedures**

**Parents will be expected to provide a pick-up time in the application. If parents are going to change from their normal routine, advance notice is required. In the event your child is not picked up on time and you cannot be reached, the center will contact a person listed on file. There will be no charge for the first lateness as a courtesy with advanced notice given and only a 15-minute grace period. After the 15-minute grace period fees will apply. Additionally, if future lateness’s occur, it will result in your child being charged a fee if picked-up after hours. There will be a $10.00 fee for any child picked up after 5:00pm and an additional $20.00 added each 15 minutes thereafter.**

**15. Emergency/Alternate Pick-up Procedures**

At enrollment, parents will be given and Emergency/Alternate Pick-up form. Parents are encouraged to list on this form any and all person who in the course of events, may at one time be asked to pick up their child from Changing Lanes Learning Center. In an emergency situation the child’s parents will be called first. If they cannot be reached, staff will call the persons listed in this form until someone can be reached.

Parents do not need to be listed on the Emergency/Alternate Pick-up form. The nature of the parental relationship gives the parents (in the absence of a court order indicating otherwise) the right to pick up their child.

We will require the individual to show identification before releasing your child. We will **NOT** release your child to anyone other than the child’s parents/guardian without written authorization from parents/guardians.

**15.1 Emergency Contacts**

When your child starts coming to Changing Lanes Learning Center, you will need to complete an “Emergency Contact/parental Consent Form (CY-867)”. This form, when completed, informs us who we should contact if your child has an emergency, and we cannot reach you. This information is required by the State of Pennsylvania.

**Please make sure that the individuals named on this form can act in your place if you cannot be reached.** They should be able to pick up your child if he or she is sick or arrange for emergency care if necessary. Your emergency contacts should be able to make decisions about your address, phone numbers, and emergency contacts every six months. It is essential that we have current phone numbers in order to assure the safety and care of your child.

**16. Weather Emergencies**

CLLC is closed due to weather when transportation conditions become hazardous, or if most of the township’s buses will not be operating. If you feel that transporting your child will be unsafe, even if we do not close school, please feel free to keep your child at home.

The Director of CLLC makes the decision regarding the cancellation of school and contacts the media. This information will be posted as early as possible on the school blog, on the CLLC website. The School’s phone message will be revised to reflect any changes, as early as possible. School closing information may also be found on

* KYW (1060 AM) You may also check school closing on their website at <http://www.kyw1060.com>
* Fox 29
* WPVI (ABC) Channel 6
* WCAU (NBC) Channel 10

**17. Non-weather Emergencies**

In the unlikely event that an emergency requires us to evacuate our building, we will

proceed to the closest exit door and walk outside of Changing Lanes Learning Center. Our meeting place will be in our play yard area (directly outside of the center) or the Collingdale Fire Company # 1 on Clifton Avenue. Once the children are safe and attendance has been taken, we will attempt to contact all parents, but if we do not reach you, please go directly to the Collingdale Fire Company #1 to pick up your child.

**If there is a serious community emergency that does not endanger our building, we are prepared to shelter the children here in the center until parents arrive. No one will be allowed to enter or exit the building during lock-down procedures. Parents will be notified by e-mail and phone of such details and will be updated of their child’s status. We will prepare to shelter for a minimum of one day and upwards up two days or as long as the emergency situations exists. We will keep constant email and phone communication with parents/guardians as much as we can.**

**18. Emergency Drills**

Emergency drills will be held periodically to acquaint the children with evacuation procedures. This may make quite an impression on your child the first time a drill is held, but your child will soon become accustomed to it and know just what to do in the event of an emergency.

**Written Plan for Evacuation and Route**

**Personnel in Charge of evacuation procedures:**

The Director is responsible for all phases of the evacuation procedures. In the director’s absence, the assistant teacher shall assume responsibility.

**18.1 Disaster Evacuation Plan**

1-----------long bell 2----short bell 1----------long bell, Director Calls 911.

**Teachers must quickly, but orderly line up, and count the children and quietly walk out the building using their designated route.**

1. The Director will ring the bell to notify everyone of an emergency. In her absence the Assistant teacher will assume responsibilities.

2. The Director is responsible for removing the attendance sign-in/out sheets and the emergency contact list with current phone numbers, and addresses.

3. All the children and teachers will report to the designated emergency area, and no one is to re-enter the building until proper authorities have deemed the building safe to enter.

4. The Director and teachers will be responsible for the children and the attendance sheet for all children.

5. The Director and teachers are required to be familiar with the evacuation plan.

**Precautions to Observe**

1. Keep all children as calm as possible.
2. Keep all children together in a group
3. Remind children to walk quickly to exit the building.
4. Close all classroom doors.
5. Reassure the children of your presence and their safety
6. Move the children as far out of danger as possible. Take children to emergency shelter as designated on plan.
7. Take attendance as you go exit.
8. After the children are evacuated from the building, the director, or assistant will check the attendance sheet, and the sign-in sheet, and count the children to be sure all children and teachers are accounted for, and no one has returned for personal belongings.
9. Director will check restrooms for children and staff members.
10. No one is to re-enter the building until proper authorities have deemed the building safe.

**18.2** **Emergency Routes:**

The Director, teachers and all students will line up andproceed to the closest exit door and walk outside of Changing Lanes Learning Center. Everyone will meet in the play yard area (directly outside of the center). Attendance will be taken again to ensure that every child is accounted for. We will wait for all clear bell 1---------long bell before proceeding back into the classroom.

(**Emergency Routes are posted near both exits)**

Emergency Medical Transport Plan

In the event of an emergency the Director will accompany the emergency rescue team during the transport of your child to receive emergency care and notify you of where they have been taken. In her absence the group supervisor will remain with the rest of the preschool students.

**19. Choking Hazards/Slip and Fall/3270.103 Small toys and objects**

Toys and other small objects such as hair beads with a diameter of less than 1 inch, objects with removable parts that have a diameter of less than 1 inch may not be accessible to children who are still placing objects in their mouths. This also includes younger siblings as well as other young toddlers and small children who may be visiting in our center.

These small objects could also be a slip and fall hazard to the staff and other visitors should they fall onto the floor within the preschool center.

**Things We Must Tell You**

**20. Non-discrimination Policy**

Changing Lanes Learning Center does not discriminate or limit access to its programs, activities, or employment on the basis of age, race, color, creed, religion, gender, national origin, pregnancy, disability (including the impairment of vision or hearing), veteran’s status, or sexual orientation.

**21. Required Reporting of Child Abuse**

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 Changing Lanes Learning Center are considered mandated reporters, under the law. Our employees 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 Changing Lanes Learning Center take this responsibility very seriously and will make all warranted reports to the appropriate authorities. The Child Protective Services Act is designed to protect the welfare and best interest of all children. At Changing Lanes Learning Center we know that children can get injured in a lot of different normal, innocent ways, so please be sure to talk with your child’s teacher of your child has gotten a cut, bruise, burn or other injury that may cause concern. This is especially important if the injury is covered or hidden.

**22. Confidentiality**

Your child’s school records are confidential. School records are open only to the child’s teachers, the director, and any authorized employee of the Department of Welfare and of course, to the parent or legal guardian.

If you request it, we will forward your child’s health and educational records to a new school your child will be attending upon their entry to Kindergarten. **We can only release school records with your specific written permission.**

**23. Tuition, Co-Payment Fees, Withdrawal, and Dismissal**

**Registration & Enrollment Fees**

**There is a one-time $75 registration fee for each child to be paid upon enrollment. Paying a registration fee will hold your child’ spot so that it cannot be filled by another child. Registration fees are non-refundable, even if you later decide not to have your child attend Changing Lanes Learning Center.**

**All enrolled families must pay two weeks of tuition as a security deposit. This does not include the first month’s tuition payment. Once a child is disenrolled from the program, and has provided their two weeks’ notice of withdrawal, and no monies are owed to Changing Lanes Learning Center, any security deposits owed back to the family will be reimbursed. If a family’s account is past due or if monies are owed, the security deposit will be used towards the account.**

**23.1 Tuition**

Tuition is due on the first weekday of every month.

* You can find your tuition invoice in your child’s folder on the 1st of every month.
* Place the tuition slip and check or exact amount of money in an envelope with your child’s name on it.
* Please hand it directly to the Director or one of the teachers
* We will give you a receipt for payment.
* Your child is enrolling in a 12-month program which means that you agree to paying your child's tuition for the entire school year. If you need to remove your child prior to this 12-month period, you need to give the director two weeks' notice, or your security deposit will be applied to your child’s last two weeks of care. The only exception is for a child entering into Kindergarten and will be attending until their graduation day in June.

Tuition fees cover 5 full days a week, 4 weeks a month, for a cost of $1,00.00 per month based on a full week of attendance at $250.00 per week. (Equivalent to $50.00 per day).

Tuition is due even when your child is absent or when school is closed for holidays, weather, or teacher training. If your child will be absent for an extended period of time, please see the director.

**23.2 Late Fee**

Tuition payments are due the first of the month; however, we will take them up to two days late without penalty. If the tuition is paid after the 3rd day it is due. You will be required to pay a late fee of $25.00 per week until it is paid. If your tuition is more than two weeks late, it will result in immediate withdrawal from the center. Changing Lanes will be unable to provide care for your child/children until payment is received in full. If you anticipate difficulty making a tuition payment, please ask the director to set up a special payment arrangement, and late fees will be avoided. If a weekend or Holiday falls when tuition is due, you are required to pay in advance prior to any weekend or Holiday school closings.

A $35.00 fee will be charged for any check returned due to insufficient funds and other bank associated fees associated with the non-payment of the check. After the second bounced check, tuition must be paid in cash.

**24. Withdrawal**

If a child needs to withdraw from Changing Lanes Learning Center, please let us know as soon as possible, at least two weeks before the change. This gives us a chance to help prepare your child for a momentous change. Without two weeks’ notice of withdrawal, we are unable to refund paid tuition if paid in advance. If you do not give two weeks' notice to the Director prior to your child’s leaving, your security deposit will be applied. As indicated in section **23.1** **Tuition Fees.**

**24.1 Withdrawal for children entering Kindergarten**

If your child will be entering Kindergarten in the Fall and will not be enrolled during the summer session, please notify the Director of your child's last day as soon as possible. By doing so, we can notify new families on our waiting list that a space is available to enroll their child into our program.

**25. Dismissal**

Changing Lanes Learning Center reserves the right to dismiss any child at any time, with or without cause including delinquent tuition bills. If a child is dismissed by the Director for non-tuition reasons and the parent has paid their child’s tuition in full. Parents will be refunded any unused tuition within two weeks of the dismissal. Any past balances must be paid within 30 days of the dismissal. An invoice detailing the past due balance will be forwarded to the address indicated in the child’s file within one week of the dismissal. Any balances remaining after the 30-day period will be referred to the agency’s legal counsel for collection. The Center Director or a staff member will assist the parent in gathering their child’s belongings at the time of the dismissal and parents are required to leave Changing Lanes Learning Center’s property in a calm and respectful manner, immediately. Changing Lanes Learning Center will request assistance from local police should any parent become disruptive and/or uncooperative while gathering their child’s belongings upon dismissal.

A dismissed child and his/her parents are required to call and request an appointment with the Center Director if they wish to return to Changing Lanes Learning Center’s property following a dismissal. Appointments are made at the discretion of the Center Director and are not a right of the dismissed child or parent. Following a dismissal, any parent or child who harasses, threatens or in any manner causes harm to anyone affiliated with the center by calling, writing, or any other means, will be prosecuted to the fullest extent of the law, by Changing Lanes Learning Center.

\*Dismissal of students for delinquent tuition bills:

1st offense will result if you a more than three (3) days late in paying your child’s tuition with a late fee assessed.

2nd offense will result in you getting a written warning with intent to dismiss your child should there be a third (3rd) offense in paying your child’s tuition late.

3rd offense will result in immediate dismissal of your child.

\* Dismissal of students for Behavioral Problems:

We will document inappropriate behavior and will provide you a copy of the specific events. If your child behavior is an ongoing issue they will be suspended, and possibly receive a letter of intent to dismiss should the problem persist. The Changing Lanes Learning Center staff cannot put the other students at risk for injury and will not support negative behavior in our center.

**CALENDARS AND SCHEDULES**

**(School closings & holidays are updated each calendar year)**

**26. Holidays**

**WE ARE ALWAYS CLOSED FOR THE FOLLOWING HOLIDAYS** so that we can share these special days with our own families. We hope you enjoy the holidays with your families as well. (PAID HOLIDAYS)

•New Year’s Day

•Martin Luther King Day

•President’s Day

•Good Friday     

•Memorial Day

•Independence day

• Labor Day

• Thanksgiving Day and the day after Thanksgiving

• Christmas Eve Day through New Year’s Eve Day

**27. In-service Days**

In addition to holidays, there may be days each year when our center will be closed so that our teachers can receive in-service training. This training is required by the state and helps our teachers continually improve their skills and knowledge in caring for and teaching your child.

**28. Early Closing**

There may be several days a year when we ask you to pick your child up early, usually by 3:00, so that we can arrange for training for our staff or safely perform maintenance on our building.

**OUR PROGRAMS**

**29. Our Preschool Program**

When children come to school for the first time, it is often a MOMENTOUS change for them. Our preschool class gives three to five- year-olds the chance to make a smooth transition from home to school. At CLLC, they learn to follow a class schedule, to follow group rules, to learn about their world as they play with other children, and to become more independent as they learn some important self-help skills.

**30. Summer Enrichment Program**

During the summer we offer a full-day program in addition to our regular year-round (12 month) preschool program.

* Our summer program includes arts and crafts, sports, music, science, and nature as well as field trips in the community. (**See the director for more information.)**

**\*There is NO additional fee for the students who are currently enrolled in the center as full-day year-round students enrolled in our 12-month program.**

**Frequently Asked Questions**

Who will care for and teach my child?

At Changing Lanes Learning Center we are incredibly lucky to have an experienced, well-qualified staff of professionals to teach and care for your children. Our teachers are your partners in helping your child to grow and learn, so get to know them- they are here to help!

Our Teachers have been teaching collectively in the Educational Field for over 18 years. They maintain CPR and First Aid certification as required by Pennsylvania law. Our teachers are active members of the National Association for the Education of Young Children. Our teachers are also active members of the Delaware Valley Association for the Education of Young Children.

Our teachers attend workshops and conferences throughout the school year as an ongoing commitment to staying informed and current with the ever-changing curriculum and technological advances. These workshops and professional development opportunities keep them updated and well informed so they can provide your child with an invaluable education.

**So many rules!**

**So much paperwork!**

**Why?**

Changing Lanes Learning Center is fully licensed by the state of Pennsylvania, because we follow all the state rules and regulations. We follow those regulations because they help assure the safety and well-being of children, and because **we need to keep our license in order to stay in business.**

We try extremely hard to work with families when they are having difficulties meeting requirements, but in cases where parents are uncooperative in providing mandatory forms, information and so on, we may be required to dismiss the child from our program. This is for the protection of all our children and families!

**And We’re Proud To Tell You …**

Changing Lanes Learning Center is fully licensed by Pennsylvania’s Department of Public Welfare Regional Child Care Office. Changing Lanes Learning Center is a successful participant and members of the National Association for the Education of Young Children. Our teachers are also active members of the Delaware Valley Association for the Education of Young Children. We are also enrolled in Keystone Stars.

Thank you for choosing

Changing Lanes Learning Center!

**All Lanes lead you to a successful education!**

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**Changing Lanes Learning Center Family resources, Agencies & Affiliates'**

http://www.foodallergy.org/home FAAN The Food Allergy & Anaphylaxis Network

http://www.allerbling.com/ Allerbling Allergy Alert

http://firstup.org First Up

http://www.naeyc.org/ NAEYC

teachingstrategies.com Teaching Strategies

www.scholastic.com Scholastic Books

http://successby6-fl.org/ United Way's Success By 6

www.pakeys.org PA Keys

http://www.lifeisgood.com Life is Good Playmakers

www.statkids.org Stat Kids carry products designed for children with food allergies

http://dciu.org Delaware County Intermediate Unit (DCIU)

http://www.co.delaware.pa.us/humanservices/childcare.html

Delaware County Department of Human Services/Childcare Information Services



1200 Clifton Avenue

Collingdale, PA. 19023

School # 610-522-2101/Fax # 610-522-9103

E-mail: Changinglanes@comcast.net

INDIVIDUALIZED EDUCATION PLANS (IEP) & INDIVIDUALIZED FAMILY SERVICE PLANS (IFSP) INFORMATION SHEET

2023-2024

Because of the diverse set of needs of the children in our program, we gather as much information about the best ways to educate each child as possible. IEP’s and IFSP’s are created by service providers working with children with special needs and include this information. The Keystone STARS Performance Standards therefore require each early learning provider to request copies of IEP’s and IFSP’s for the children in their care. In order to better facilitate the needs of our children in our program we try and make this request as early as possible. There are many ways to make this request, and the “sign off sheet” is included in your child's enrollment packet. Other possibilities include asking during the enrollment meeting or during your child's Parent/Teacher conference. Because of the importance of the IEP/IFSP to a child’s learning, we provide a copy of this form before the child is to attend.

The information found on an IEP/IFSP is protected by privacy laws including the Health Insurance Portability and Accountability Act (HIPAA). Releases of information may also be required to speak to members of a child’s treatment team. Professional development regarding privacy issues, and HIPAA in particular, is highly recommended.

Child’s Name:

Your child’s growth and development are measured with developmental assessments. If your child currently has an IEP/IFSP, it would be beneficial to share a copy of this plan with us so we can work together to ensure that the guidelines are put into practice. You do not have to provide this information if you do not wish to do so.

* I am providing a copy of my child’s IEP or IFSP.
* I am not providing a copy of my child’s IEP or IFSP and/or

 this is not applicable to my child.

**Signature: Date:**

**Printed Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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Private Preschool

 1200 Clifton Avenue

Collingdale, PA. 19023

School # 610-522-2101/Fax # 610-522-9103

E-mail: Changinglanes@comcast.net

Changing Lanes Learning Center, Inc. has instituted a school uniform policy. These items are available at Walmart, Forman Mills, Kmart, and Old Navy. The uniforms will not require our school's logo as they can then be used for Kindergarten transition into the neighboring schools, such as Aldan Elementary, and Southeast Delco Kindergarten Center. The uniforms will consist of the following:

(Boys)

* Baby blue or navy-blue polo long or short sleeve
* Navy blue pants

Summer Uniform (optional)

* Navy blue walking shorts
* Baby blue or Navy short sleeve polo

(Girls)

* Baby blue or navy-blue polo short or long sleeve
* Navy blue pants
* Navy blue or Khaki skirt or jumper

Summer Uniform (Optional)

* Navy blue walking shorts
* Navy blue or Khaki skort
* Baby blue or Navy-blue short sleeve polo

Thank you,

Naomi Pereira-Lane (Director)

**Our center is certified by the Pennsylvania Department of Human Services. We observe all regulations set forth by the state and local authorities, including regulations concerning the areas of education, nutrition, health, fire and safety, child abuse, non-discrimination, confidentiality, and employment.**

 **Nondiscrimination in Services**

Changing Lanes Learning Center is a non-discriminating facility, which will not refuse admission on the basis of race, religion, national origin, disability, or gender.

Program services shall be made accessible to eligible persons with disabilities through the most practical and economically feasible methods available. These methods include, but are not limited to, equipment redesign, the provision of aids, and the use of alternative service delivery locations. Structural modifications shall be considered only as a last resort among available methods.

Any student, parent, or guardian who believes that they have been discriminated against may file a complaint with:

Changing Lanes Learning Center Office of Civil Rights

1200 Clifton US Department of Human Services

Collingdale, Pa. 1023 P.O. Box 13176

610-522-2101 Philadelphia, PA 19101

**Inclusion Statement**

Changing Lanes Learning Center (and employees thereof) shall commit themselves to policies and practices that support the right of every infant and young child and his/her family, regardless of ability, to participate in a broad range of activities with the goal to reach his/her full potential.

● All staff members of Changing Lanes Learning Center understand and agree to support inclusive practices.

● Staff members attend special needs focused training opportunities to gain experience about effective inclusion practices.

● Changing Lanes Learning Center will work in tandem with parents/guardians and outside service providers to ensure that the needs of children enrolled are met. We will share our observations with parents/guardians when we feel that a child may need additional support and suggest that they contact the local outside service provider for assessment.

● Staff members will adapt the environment and routines as necessary to meet the needs of the children enrolled. Flexible programming will be adapted as needed.

**Limited English Proficiency Policy Statement**

 It is our responsibility to ensure that all clients have meaningful and equal access to services. This responsibility encompasses the most basic of human needs, the need for communication and understanding. In order to ensure effective communication Changing Lanes Learning Center staff will make every effort to ensure communication and understanding for those clients or their immediate families who are identified as having Limited English Proficiency (LEP).

**Dual Language Learner’s Policy**

Dual language learners (DLL) are children who are learning more than one language. This group includes children who have heard and learned two or more languages since birth (simultaneous bilinguals) as well as children who begin learning another language when they enter a different care or educational setting.

 Changing Lanes Learning Center’s Dual Language Policy recognizes the benefits of bilingualism and embraces diversity. We recognize the increasing awareness about the benefits of bilingualism and the key role of home language development.

 Changing Lanes Learning Center provides instruction in English with some support for the home language through intentional exposure to the home language through pictures and the use of key words to communicate basic needs like asking to use the bathroom, asking for a drink, or asking for help.

Strategies that are employed at CLLC to enrich the language environment for dual language learners may include but are not limited to:

● Expanding on children’s utterances, words, and phrases

● Exposing children to unfamiliar words and defining them in developmentally appropriate ways

● Engaging in joint attention and back and forth verbal and nonverbal interactions

● Exposing children to early literacy activities, such as reading and singing

● Repeating new concepts and words often, connecting them to children’s lives Labeling objects, actions, concepts, emotions, and other things in the child’s environment and pairing those labels with pictures or real representations

● Incorporating visuals, such as pictures that reflect diversity of the children in the classroom, and the diversity of America

 ● Displaying photos of children and their families

Importantly, CLLC’s mission is built upon the belief that the adult-child relationship is the most essential element for supporting children’s positive developmental growth, regardless of language background. With this in mind staff members promote positive Teacher-Child relationships thusly:

● Being warm and consistently responsive to the children’s needs

● Identifying and providing rich learning opportunities across all routines and activities

● Supporting social-emotional behavior

**Early Intervention Referral Policy**

**All children are unique**, and each develops at his or her own pace. There are times, however, when a child is not developing as he or she should.

 All children who are enrolled at Changing Lanes Learning Center are assessed within 45 days of enrollment using a first-level screening tool Ages & Stages Questionnaires or ASQ-3. The ASQ-3 screening system is composed of 21 questionnaires to be completed by staff members/caregivers at any point for a child between 1 month and 5 and ½ years of age. The ASQ-3 screening communication will be a written communication. One written copy of the screening will be sent to the child’s parents/guardians and one copy will be placed in the child’s file. These questionnaires can identify accurately infants or young children who are in need of further assessment to determine whether they are eligible for early intervention services.

If ASQ-3 screening identifies a concern, Changing Lanes Learning Center’s Owner or Director will recommend further diagnostic assessment and provide parents/guardians with the web address of the Delaware County Office of Early Intervention/Delaware County Intermediate Unit: www.dciu.org/Earlyinterventionintake . At this website parents/guardians can fill out an online intake form. After filling out the online form, a representative from Early Intervention will reach out to you about the next steps. Qualified and trained experts will then do an evaluation with your child to see if he/she qualifies for services.

Changing Lanes Learning Center staff members are not trained to diagnose developmental problems and will not label children or their behaviors. It is the responsibility of CLLC to provide the family of the child in question with information about early intervention services and how to access them.

 When it is necessary to recommend further assessment of a child’s development to a parent/guardian, we strive to focus on the positive aspects of early intervention. “It is good that we have noticed these behaviors (or the lack of them) early so that we can all focus on helping your child develop and learn and get ready for school. Early Intervention providers will help us to gather more information about what your child needs to learn and provide free services to show us how to support him/her.”

**Action Plan to Connect IEP to Practice**

If an Individual Education Plan (IEP) has been developed for a child, Changing Lanes Learning Center (CLLC) must obtain a copy.

The IEP will be kept on file and reviewed annually. Staff members will keep the information confidential and use the IEP in making curriculum plans and lesson plans appropriate to help the child to meet developmental goals as specified in the IEP.

Staff members will meet with the parent/guardian (and the IEP team) to discuss the plan and to allow parents/guardians the opportunity to take part in developing the plan as the child grows

**Suspected Child Abuse and/or Neglect Policy**

Reporting Procedure

 All observations and/or suspicions of child abuse or neglect will be immediately reported to the Child Protective Services Agency no matter where the abuse may have occurred.

Dr. Naomi Pereira-Lane (Owner/Director) or Charmaine Werts (Assistant Director) will call ChildLine at 1-800-932-0313 to report suspected abuse or neglect.

Dr. Naomi Pereira-Lane or Charmaine Werts will follow the direction of the Child Protective Services Agency regarding the completion of written reports. If the parent or legal guardian of the child is suspected of abuse, Dr. Naomi Pereira-Lane (Owner/Director) or Charmaine Werts (Assistant Director) will follow the guidance of the Child Protective Agency regarding notification of the parent or legal guardian. Reporters of suspected child abuse will not be discharged for making the report unless it is proven that a false report was knowingly made.

Staff members who are alleged perpetrators of child abuse may be suspended or given leave without pay pending completion of an investigation. Such caregivers may also be removed from the classroom and given a job that does not require interaction with children. Parents or legal guardians of suspected abused children will be notified. Parents/legal guardians of other children in the program will be contacted by Dr. Naomi Pereira-Lane (Owner/Director) or Charmaine Werts (Assistant Director) so they may share any concern they have had. It is important to note that no accusation of guilt will be made until the investigation is complete. Caregivers found guilty of child abuse will be summarily dismissed or relieved of their duties.

**Parent’s/Guardian’s Right to Immediate Access**

**Parents/Guardians of a child** in our care are entitled to immediate access, without prior notice, to their child whenever they are in care at Changing Lanes Learning Center, as provided by law.

In cases where the child is the subject of a court order (e.g., Custody Order, Restraining Order, or Protection from Abuse Order) Changing Lanes Learning Center must be provided with a copy of the most recent order and all amendments thereto. The orders of the court will be strictly followed.

In the absence of a court order on file with Changing Lanes Learning Center, both parents/guardians shall be afforded equal access to their child as stipulated by law. The center cannot, without a court order, limit the access of one parent/guardian by request of the other parent/guardian, regardless of the reason. If a situation presents itself where one parent/guardian does not want the other parent/guardian to have access to their child, CLLC suggests that the parent/guardian keep the child with them until a court order is issued, since our rights to retain your child are secondary to the other parent’s/guardian’s right to immediate access. The Center staff members will contact the local police should a conflict arise. Once presented with a Court Order, the center is obligated to follow the order for the entire period it is in effect. Staff members cannot at the request of anyone except the issuing judge allow a Court Order to be violated.

**Alternate Pick-up**

● If someone other than the enrolling parent(s)/ guardian(s) will be picking up a child, please alert CLLC staff and/or make sure they are listed on your EMERGENCY CONTACT FORM.

 ● If an individual is listed on the EMERGENCY CONTACT FORM as an individual who may escort a child from the center, but has not been previously identified, a CLLC staff member may ask that he/she answer a few personal questions about that child. We will require a valid picture ID to release a child to an individual other than the enrolling parent(s)/guardian(s).

● If a non-custodial parent/guardian is not included among those persons authorized by the custodial parent/guardian to pick up a child, please inform the Director.

 ● If an individual arrives to pick up a child and that individual has not been previously identified by the CLLC staff, nor does their name appear on file, WE WILL NOT RELEASE YOUR CHILD TO THEM.

● A child may be released to an individual (not on the list) upon verbal consent of the parent/guardian. That individual will also be expected to show identification.

● Changing Lanes Learning Center will not release a child to any parent/guardian, relative or other authorized adult who appears to be impaired physically, emotionally or by the use of drugs or alcohol. Should this situation occur, another parent, guardian or emergency contact person will be contacted.

**Emergency Pick-Up**

 When your child starts coming to Changing Lanes Learning Center, you will need to complete an “Emergency Contact/parental Consent Form (CY-867)”. This form, when completed, informs us who we should contact if your child has an emergency, and we cannot reach you. This information is required by the State of Pennsylvania.

 Please make sure that the individuals named on this form can act in your place if you cannot be reached. They should be able to pick up your child if he or she is sick or arrange for emergency care if necessary. Your emergency contacts should be updated every 6 months. It is essential that we have current phone numbers in order to assure the safety and care of your child.

**Records**

 A permanent file will be maintained for your child. This file is the property of the center and is covered by the Family Education Rights and Privacy Act of 1973. Your access to the information in your child’s file is guaranteed by law and we will be happy to review it with you at any scheduled conference. Personal records will not be divulged to any individual or organization without your written permission.

**Requesting A Copy Of Paperwork From Your Child’s File**

 Should you need a copy of paperwork from your child’s file, please submit your request in writing.

 Place your written request in your child’s school folder.

A photocopy will be ready for you within 48 hours of Changing Lanes Learning Center’s receipt of your written request.

 Although we would like to be able to accommodate a parent/guardian’s request for a photocopy on the day of the request CLLC does not employ a clerical staff and it is not possible for staff members to leave their positions as supervisors of children in classrooms or on the playground to facilitate the process of photocopying.

 We hope that you understand that our #1 priority is…and must remain…the safety of the children who are entrusted into the care of CLLC.

**Assessments/ Conferences**

Twice yearly, fall and late spring parents/guardians will have a Parent/Teacher conference and will be issued an Academic Progress Report describing their child’s growth and development. Early spring, we will send the copy home in your child’s school folder. A Parent/Guardian/Teacher conference is offered at the time of the Academic Progress distribution.

**Discipline**

**We have a strong commitment** to providing an orderly and nurturing environment in which children will play and learn. Our approach to discipline blends safety, fairness, and consistency. We strive to provide a classroom atmosphere that promotes cooperation and harmony. We verbally clarify realistic expectations to the children. When verbal explanations are insufficient to gain a child’s compliance in sharing, listening, or following rules in general, time away from the group either alone or with a teacher may be needed. This allows the child to work through his/her feelings or anger or frustration. He/she will then be guided back into the group activities as soon as behavior permits. Caregivers may not, in any way, harm a child physically, verbally, or mentally.

**Social/Emotional Screening**

Children need to have the ability to successfully regulate their emotions and manage their social interactions in ways that are acceptable to others. When children exhibit social and/or emotional behaviors that are inappropriate and unacceptable to others it is essential to attempt to intervene and assist in building their emotional and social competence.

CLLC uses the **Ages & Stages Questionnaires: Social-Emotional (ASQ:SE)** screening tool to identify the need for further social-emotional behavior assessment in children. Both the parent/guardian and the child’s teacher will complete the ASQ:SE independently. Because a child’s behaviors often differ in Center and home settings, there may be a discrepancy in ASQ:SE scores. If either, or both, questionnaires suggest that there are concerns about a child, the parent/guardian may have their child’s doctor, or another agency conduct a further examination/screening. Changing Lanes may recommend developmental and/or behavioral screening for the child through Early Intervention, Early Childhood Mental Health Consultants, or another behavior health resource.

**Suspensions and Expulsion**

Suspensions and Expulsions are types of exclusionary practices that involve asking children to leave their classroom, program or CLLC temporarily or permanently.

● In-school suspensions- Practices that involve removing or excluding a child from the classroom. The child may spend time in another classroom, or he/she may spend time with the Director of CLLC. Removal from the classroom is not treated as a punishment but rather a “positive time out” and/or “cooling off period.”

● Out-of-school suspensions- Practices that involve temporarily removing a child from Changing Lanes Learning Center. Contacting a parent/guardian during CLLC’s hours of operation and asking the parent/guardian to remove their child from the Center for the remainder of the day (and on some occasions for more than one day) is considered an out-of-school suspension.

● Expulsions – Permanent removal or dismissal from Changing Lanes Learning Center.

CLLC reserves the right to suspend or expel any child who constantly exhibits misbehavior, who willfully disobeys school rules, or whose behavior towards others puts the safety of children and/or staff members in jeopardy.

Changing Lanes Learning Center reserves the right to expel a child from the Center for reasons such as, but not limited to:

● Failure to pay tuition fees on time (repeat offenders may expect immediate termination without advance notice)

● Refusal to honor agreement regarding late fees

● Lack of parent/guardian cooperation

 ● Failure to complete and return required forms

● Failure to comply with the terms listed in the Changing Lanes Family Handbook

● A child is unable to adjust to the program after a reasonable amount of time

● Inability on the part of Changing Lanes Learning Center to meet the child’s physical, emotional, social, and/or intellectual needs. The directors will consult with the parent(s)/guardian(s) concerning how any problems might be solved prior to ending the childcare agreement. The parent(s) /guardian(s) may be referred to other community resources.

● Ongoing verbal abuse to other children or staff

● Intentional hitting with a hand, fist, or inanimate object

● Intentional pushing or grabbing

● Talking back to staff or cursing

● Intentional destruction of property

● Ongoing uncontrollable tantrums/angry outbursts

 ● Excessive biting/ Biting out of anger

 ● A child requires so much attention that the other children in his/her classroom are deprived of the care that they need.

Changing Lanes Learning Center (CLLC) has received the U.S. Department of Human Services and U.S. Department of Education policy statement on Expulsion and Suspension in early childhood settings. CLLC is guided by the recommendations in this policy for setting goals and using supports to prevent and limit expulsions and suspensions. CLLC’s suspension and expulsion policies were developed with respect for the belief that all young children should have the opportunity to access and remain in quality early learning programs.

 The suspension or expulsion of a child’s enrollment is not a decision that is taken lightly. CLLC’s policies, procedures, and practices contribute to a program climate that promotes collaboration among teachers, shared problem-solving among teachers, and on-going teacher training/education to support children’s behavior and performance at the Center.

 Prior to suspension or expulsion of a child’s enrollment, Changing Lanes staff members/teachers will act thoughtfully to communicate and address concerns relating to the children in our care. Because we believe that parents/guardians and families are our partners in promoting the well-being of their children, Center staff members/teachers will attempt to work with a family to find a solution to problems before suspension or expulsion occurs.

 **Withdrawal**

If a child needs to withdraw from Changing Lanes Learning Center, please let us know as soon as possible, at least two weeks before the change. This gives us a chance to help prepare your child for a tremendous change. Without two weeks’ notice of withdrawal, we are unable to refund paid tuition if paid in advance. If you do not give two weeks' notice to the Director prior to your child leaving, your two weeks’ security deposit will be applied to your balance.

**Withdrawal for children entering Kindergarten**

If your child will be entering Kindergarten in the Fall and will not be enrolled during the summer months, please notify the Director of your child's last day as soon as possible. By doing so, we can notify new families on our waiting list that a space is available to enroll their child into our program.

Review of Changing Lanes Policies

1. Tuition is paid monthly. Monthly payments are due on the first of each month. unless it falls on a weekend, then it is due before. Payments must be made before childcare will be provided.
2. Two weeks written notice (or two weeks tuition) must be given in advance upon withdrawing your child, or we will apply your security deposit.
3. There will be a security deposit of two week’s tuition/copayment to be received upon enrollment. This does not include your first month’s tuition payment.
4. Two weeks’ written notice must be given in advance upon withdrawing your child. Failure to give two weeks’ notice before your child’s withdrawal will result in the forfeiture of your security deposit.
5. There will be a late payment charge, a late pick-up charge, and a charge for returned checks.

 6. Changing Lanes reserves the right to terminate care and will give you a minimum of one-week notice, unless a situation arises that would deem immediate termination.

 7. You are required to pay in advance of any vacations or extended absences. 8.Your canceled check will be your receipt.

9. Prescription and non-prescription medications will be accepted in original containers only. Nonprescription medications must be accompanied by a doctor’s instructions including dates that apply to administering of the medication. The label on prescription medication will serve as a doctor’s instructions.

10. If you have any questions or concerns during your child’s enrollment at Changing Lanes, please do not hesitate to stop by the office or drop a note to the office. Your questions and concerns are important to us, and all inquiries will be treated with professionalism and respect.

11. Our center is open from 7AM to 4:00 PM. The staff member that you see upon dropping your child off will not necessarily be the staff member that you see when you return for your child at the end of the day. If a staff person is not aware of a situation regarding your child, please direct your concern or question to the office and allow 24 hours for questions to be answered.

12. Do not leave your child unattended on the premises of Changing Lanes Learning Center at any time.

**IN CLOSING, WE HOPE YOUR EXPERIENCE AT CHANGING LANES LEARNING CENTER WILL BE A HAPPY AND POSITIVE CHAPTER IN THE LIFE OF YOUR CHILD. WE WELCOME YOUR SUGGESTIONS, COMMENTS, AND CRITICISM**

**LIST OF COMMUNITY/SCHOOL STAKEHOLDERS**

 Delaware County Intermediate

 Unit 200 Yale Avenue

 Morton, PA 19070-1918

Early Intervention Education Center consists of services and supports designed to help families with young children (birth – 3 years) who may have developmental delays or disabilities.

 DCIU Early Intervention also has services and supports designed to help families with young children (ages 3-5) who may have developmental delays or disabilities.

DCIU Early Intervention has gone digital. They have an online referral form which will make the intake process easier, faster, and more user-friendly for families. If you have concerns about your child’s development, you can fill out the online intake form at this address: [www.dciu.org/Earlyinterventionintake](http://www.dciu.org/Earlyinterventionintake)

After filling out the online form, a representative from Early Intervention will reach out to you about the next steps.

 Qualified and trained experts will then do an evaluation with your child to see if they qualify for services.

YMCA Collingdale Public Library

South Avenue 823 Macdade Blvd.

Secane, PA. 19018 Collingdale, PA. 19023

610-544-1080 610-583-2214

Delaware County Head Start Southeast Delco Kindergarten Center

4 West 8th Street 1 School Lane

Marcus Hook, PA 19061 Glenolden, PA. 19036

610-485-1961 610-522-4365

Pediatric Associates PA Promise for Children Children’s Health Associates

891 Baltimore Pike 200 N. 3rd St., 3rd floor 23 Chester Pike Suite 200 Springfield, PA 19064 Harrisburg, PA 17101 Ridley Park, PA 19078

610-329-0785 1-717-213-2074 610-521-129

If there are any additional organizations that you feel should be included on this list, please notify the Director of Changing Lanes Learning Center.

**FREE OR LOW-COST HEALTH SERVICES AND GOVERNMENT ASSISTED CHILD CARE RESOURCES FOR YOUNG CHILDREN**

 **Primary responsibility for a child’s health care** always belongs to his/her parents/guardians. Because of today’s rising health care costs, parents/guardians sometimes do not take the initiative to provide for preventative health care for their children. Cost must never discourage parents/guardians from obtaining necessary medical attention for their children. Health insurance is available for income-eligible children through the national State Children’s Health Insurance Program (SCHIP-877-543-7669). Other free or low-cost health services and government assisted child care resources may be offered through the following agencies and organizations:

⮚ Delaware County Head Start 610-623-3696

⮚ Child Guidance Resource Centers 610-565-6000

⮚ Family and Community Service of Delaware County 610-566-7540

 ⮚ PA Dept of Health General Department of Health Inquiries:

 24 Hours a Day/7 Days a Week 1-877-PA-HEALTH

 ⮚ Child Care Information Services 1-800-831-3117

⮚ Early Intervention Education Center (birth – 3 years) [www.dciu.org/Earlyinterventionintake](http://www.dciu.org/Earlyinterventionintake)

 DCIU Early Intervention has gone digital. The online referral form will make the intake easy, fast, and user-friendly for families. If you have concerns about your child’s development, you can fill out the online intake form. After filling out the online form, a representative from Early Intervention will reach out to you about the next steps.

⮚ Early Intervention Education Center (3 – 5 years) [www.dciu.org/Earlyinterventionintake](http://www.dciu.org/Earlyinterventionintake)

 DCIU Early Intervention has gone digital. The online referral form will make the intake easy, fast, and user-friendly for families. If you have concerns about your child’s development, you can fill out the online intake form. After filling out the online form, a representative will reach out to you about the next steps.

**Changing Lanes Learning Center**

**Please sign this page and return it by the end of your child’s second week.**

**I have read the Changing Lanes Family Handbook**

**And agree to follow the policies contained in it.**

**I also agree that by signing this form I am enrolling for a 12-month program.**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Child’s Name**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_**

 **(Parent’s signature) (Date)**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_**

 **(Parent’s signature) (Date**

**Parent/Guardian Copy**

**Changing Lanes Learning Center**

**Please sign this page and return it by the end of your child’s second week.**

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**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Child’s Name**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_**

 **(Parent’s signature) (Date)**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_**

 **(Parent’s signature) (Date)**

 **Office Copy**