

Parents' Guide

for

The Haverford Center

2020 - 2021

Welcome to the Haverford Center!

Dear Parents,

The purpose of this handbook is to share information and ideas that will help you understand our programs, policies, and procedures. We hope that you will find it useful throughout the year as a resource. We encourage you to keep it in a safe place, as we will most likely refer to it at various times during the year.

Anytime you have a concern or a suggestion, we would like very much to hear from you. Please take the time to speak with your child's teachers and Susan Zickler, Center Director.

We are very pleased and proud to have the honor of caring for your child each day. It is up to us to merit the trust you have placed in us and help make this experience a positive one for you and your child.

Sincerely,

The Haverford Center Staff

The Haverford Center is a co-educational, non-profit organization whose first priority is to meet the child care needs of The Haverford School faculty and staff.

MISSION STATEMENT

The Haverford Center's mission is to provide a nurturing and safe environment while encouraging children to build upon their individual character. The Haverford Center implements developmentally appropriate curriculum based upon national and state standards that target the cognitive, social, emotional and physical growth of all students. Children are encouraged to build a sense of self through activities that allow them to try, think and act with increasing independence. For each child, we strive to promote a lifelong love of learning and respect for others through stimulating and interactive activities. The Haverford Center values open communication between teachers and families allowing for a deeper and more personal understanding of children's daily routines and activities.

GOALS AND PROGRAM

The goals of our program are to provide a creative, child-centered and well-balanced program that supports your child's individual physical, emotional, cognitive and social development. Within The Haverford Center, the teaching staff use the published The Creative Curriculum to help meet these goals.

Infant room staff provide a safe, language-rich environment designed for exploration and development. Each baby's schedule is individualized to meet his or her needs. The environment includes soft toys, inviting manipulatives of varying colors and textures, picture books, and a range of multi-cultural music. Infants are supervised by sight and sound at all times.

The Haverford Center follows best practice guidelines with sleeping infants, and only places infants to sleep on their backs (unless otherwise ordered by a pediatrician). Pillows and other soft items are not permitted in cribs for Infants younger than eight months. Blankets are tucked around the crib mattress, reaching only as far as the infant's chest. An infant's head remains uncovered at all times.

Toddler and Preschool staff work hard to provide a predictable daily routine that provides a balance of active/quiet play, indoor/outdoor experiences, large/small motor activities, and child/teacher initiated activities. Children develop life skills ~ feeding, toileting, dressing ~ through constant encouragement and acknowledgement of their efforts. Daily schedules/routines are posted in each classroom space.

SUPERVISION AND GUIDANCE

Infants are supervised by sight and by sound at all times. Toddlers/Twos are supervised by sight and by sound at all times. Preschoolers and kindergarteners are supervised primarily by sight. All teaching staff are assigned the responsibility for supervision of specific children throughout the day to insure that all children are supervised at all times. Teaching staff are responsible to be physically present with, and to know the whereabouts

of, their assigned children at all times of the day. In addition, it is their responsibility to communicate, during any changeover in staffing, the group of children who that new staff person is now responsible for within the group.

The teaching staff does not view discipline as punishment; rather, it is seen as a teaching experience, and as an opportunity to provide guidance. Children are supported and guided by staff in learning strategies such as redirection to a more appropriate activity, expressing feelings in an appropriate manner, self-calming, and seeking adult help when conflicts or difficulties arise. Parents will be kept informed of and asked for input regarding their child's behavior. Teaching staff NEVER use physical punishment such as shaking or hitting and do not engage in psychological abuse or coercion. Teaching staff never use threats or derogatory remarks and neither withhold nor threaten to withhold food as a form of discipline.

GENERAL POLICIES

Enrolling Your Child

If you are currently an employee of The Haverford School, you must contact the Director of The Haverford Center to enroll or re-enroll your child *no later than March 1 of the school year prior to the year you intend to have your child begin at the Center*. When you decide to enroll your child in The Haverford Center you will be asked to complete and return the following forms: Child Questionnaire, Child Health Assessment, Emergency Contact/Parental Consent Form, Enrollment Agreement, and, if applicable, an Infant Feeding Schedule.

Tuition

Tuition payment can be accomplished via bi-weekly payroll deduction (for Haverford School employees), or monthly by check or credit card, in advance of the month of service. Parents, both employees and non-employees, are responsible for fees for regular scheduled days of service (those days agreed upon in advance) regardless of whether their child in is attendance at the Center. Fee adjustments will be made in the month of December and May for school closings.

Late Payments: Payment is due by the first of the month, in advance of the month of service. Non-payment of tuition will result in a temporary or permanent suspension of child care services. Any variations to this monthly payment plan must be pre-approved through The Haverford School's Business Office and the Center Director.

Hours of Operation

The Haverford Center is open from 7:30 a.m. until 6:00 p.m.

Arrival Times: All children are expected to arrive at the Center no later than 9:00 AM. Any exceptions to this schedule must be discussed, in advance, with your child's teacher or the Center Director.

Escorts: All children in The Haverford Center (infants through preschool) must be brought in to the Center by an adult, and must be picked up by an adult, 18 years of age or older. Older siblings younger than age 18 are not permitted to drop off or pick up a child.

Late Fee: A flat \$45.00 late fee is assessed if your child is picked up any later than 6:00 PM. A pattern of late pick-ups may result in permanent suspension of child care services.

Holidays

The Haverford Center follows the calendar of The Haverford School. The Center is open on In-service and Conference Days. Hours for such days will be announced.

Reporting of Absences

If your child is going to be absent, please notify your child's teacher no later than 9:00 AM the day of the absence. If your child is ill, you should notify the staff as to the nature of the illness, particularly if it may be contagious.

Clothing

We request that all children bring in *two complete changes of clothes* appropriate to the season to be kept in your child's cubby in case of spills or accidents. All clothing must be clearly marked with your child's name. We cannot be responsible for unmarked clothing. Parents are strongly discouraged from allowing their children to dress in dress-up clothes (costumes) and wear jewelry, which can pose a safety hazard.

We encourage you to dress your child in seasonally appropriate, comfortable clothing. In cold weather, children should be dressed in layers. The children will go outdoors daily when weather and air quality conditions do not pose a significant health risk. Weather that poses a significant health risk shall include wind chill at or below 15 degrees F and heat index at or above 90 degrees F, as identified by the National Weather Service. Air quality conditions that pose a significant health risk shall be identified by announcements from local health authorities or through smog alerts. The school receives weather conditions and weather alerts through WeatherBug.com.

All children must wear appropriate footwear that allows them to safely and actively participate in all Center activities. Open-toed shoes, sandals, flip-flops and Crocs are strongly discouraged.

Children who are toilet-training should be dressed in clothing that they can independently remove.

Personal Belongings

The toys and educational materials at our Center are shared by all children as part of their learning experience. We encourage you to help your child leave personal toys/items at home or in the car!

Young children may need to bring a "transitional object" to help with their transition to child care. Please discuss this with your child's teacher.

We do request that children bring a crib sheet and a small blanket for rest time. Toddlers/Twos and Preschoolers may bring one special soft toy or stuffed animal. Sleep items must be kept in a canvas bag or a pillow case. **NO PLASTIC BAGS!**

Please remember to label all of your child's belongings!

FAMILY INVOLVEMENT, COMMUNICATION AND CONDUCT

Parents Are Welcome

We believe parents are the most significant adults in a child's life, and welcome parents' involvement in our program. We seek your active involvement in the Center's programs, particularly in following your child's progress. We encourage you to attend parents' nights, parent-teacher conferences, and celebrations held throughout the year. We also encourage you to be active participants by volunteering to read to your child's class, lead an activity, or accompany the class on walking trips.

While we have an Open Door Policy, we ask that you respect the routines of the Center. All children have a need for security and predictability, and should be presented with a minimum of transitions and disruptions. Visits during organized activities (such as circle times) are distracting for both the classroom teachers and the children. Some children may find visits and the subsequent separations during the day to be emotionally upsetting. Please be forewarned that staff members might ask you to refrain from coming at certain times if those times begin to cause difficulty for the child. We thank you in advance for your cooperation with our staff's requests.

Birthday Celebrations

While celebrating birthdays in The Haverford Center we adhere to The Haverford School policy which prohibits peanuts and tree nuts. In order to control the potential risks from life threatening peanut and tree nut allergies, all foods to be shared within the classroom must be foods prepared through our dining hall or from our list of approved foods. In order to safely manage the policy, we will order cupcake mix and make cupcakes with the toddler and preschool children for their birthday treats. We will bake the cupcakes the day before your child's birthday, or in the morning if the celebration is on a Monday.

Please discuss with your child's teacher any other plans to bring in plates or napkins for the celebration. Balloons are prohibited from the Center at any time.

If Your Child is Upset . . .

If your child has an upsetting experience, such as a change in family structure, the death of a pet, or an illness in the family, please let us know. We want to help your child work out difficulties through play, art, or sympathetic conversation. Your child's total development is important to us all.

Parent Conferences

Your child's progress is discussed with you on an informal, daily basis, and information is posted via message boards and individual notes home. Formal conferences will be held

twice a year to share your child's progress in a more structured manner, and to develop goals. This will give you the opportunity to see our view of your child's progress over the course of the year. We are happy to talk with you about your child in person and encourage you to schedule time with us if you have concerns or thoughts.

Confidentiality & Privacy

Within The Haverford Center, confidential and sensitive information will only be shared with staff members who have a need to be aware of this information in order to best care for your child. Confidential and sensitive information about faculty, other parents and/or children will not be shared with parents. We strive to protect everyone's right of privacy.

Parent Conduct

Parents are expected to behave appropriately toward their children and our staff while in the child care setting. Parents are expected to refrain from entering the premises of The Haverford Center in a state of intoxication. At no time shall inappropriate language be directed toward members of the staff or children. Threats of any kind will not be tolerated. Acts of corporal punishment of children are not permitted in the child care facility. Parents are prohibited from addressing, for the purpose of correction or discipline, a child that is not their own. Failure to act in a way that is deemed appropriate by The Haverford Center will be grounds for permanent dismissal. In addition, The Haverford Center reserves the right to refuse admission to a child if parents fail to maintain accurate, up to date records, and/or fail to complete and return required documentation in a timely manner.

Permanent Dismissal

The Haverford Center reserves the right to dismiss any child at any time. Children who exhibit behaviors that are deemed unmanageable will be discharged from the program. These behaviors include, but are not limited to, presenting a danger to self or others, running away, behavior that requires constant individual adult attention, consistently refusing to cooperate with teachers or consistently refusing to follow classroom routines.

HEALTH AND NUTRITION

Medical Requirements

We adhere to state regulations regarding immunization records for your child. Immunization records must be provided upon enrollment. Immunization records must be kept current. A Child Health Assessment form must be submitted as your child receives new immunizations or booster shots.

Illness Policy - Revision 9/17/19

The staff of The Haverford Center provides quality care to your children. If a child is too ill to participate in the day's activities, it is impossible for the staff to devote the time required to care for that child. It is important that each enrolled child have a back-up caregiver for this type of situation.

Children will not be admitted to THC or will be sent home if one or more of the following conditions exist:

- A fever of 100.4 degrees or higher, accompanied by other symptoms
- Undiagnosed rashes or possible eye infection
- Diarrhea (recurring loose stools and/or loose stools that cannot be contained in a diaper or that cause accidents for our toilet trained children)
- Vomiting
- Severe nasal congestion/runny nose and/or persistent coughing
- The contagious stage of any diagnosed communicable disease
- Impetigo (a severe skin disease which is highly contagious), admitted 48 hours after antibiotics started

Children will not be admitted or will be sent home if one or more of the following conditions exist:

- The child's illness prevents the child from participating in routine activities.
- The illness requires more care than THC staff is able to provide without compromising the needs of the other children in the group.

We ask that you take your child home as soon as reasonably possible after receiving a call from the Center. If your child is sent home because of illness, he/she must be free of any of the above symptoms, and able to tolerate a normal diet, for at least 24 hours before returning to the Center. A child must remain out of the program for at least a full day following being sent home for illness.

If a child becomes ill during the time the child is in THC:

- The director or lead teacher will determine if the child may remain in the program or is too ill to stay,
- The director or lead teacher will call the parent.
- If there is an immediate need for medical help, a staff member will call 911.

Children sent home due to an undiagnosed rash or possible eye infection may not return to the Center without a physician's note stating that the condition is not contagious or that it is no longer contagious.

If your child should become infected with a contagious illness, please notify the Center immediately so that we can notify families of other children who may have been exposed to the contagious disease

State regulations require that we notify parents of children who become exposed to certain contagious diseases. This will be done through a notice posted at the Center.

Medications

The Center will administer medicine to children for whom a plan has been made and approved by the director. Because administration of medication poses an extra burden for staff, and having medication in the facility is a safety hazard, families should check with

the child's physician to see if a dose schedule can be arranged that does not involve the hours the child is in care. 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 administer medication to their own child during the time the child is at the Center.

Your child's teacher will administer medication only if the parent or legal guardian has provided written consent in the medication log, which is kept in each classroom. The medication must be available in the original labeled prescription container. The Center must have on file the written instructions of a licensed physician to administer the specific medication.

For prescription medications, parents or legal guardians will provide staff with:

- the medication in the original, child-resistant container that is labeled by a pharmacist with the child's name,
- the name of the medication, the date the prescription was filled,
- the name of the health care provider who wrote the prescription, the medication's expiration date, and
- administration, storage and disposal instructions

We recommend that you ask your child's physician to prescribe a 12-hour dose of medications when appropriate. This allows you to control the administration at all times.

For over-the-counter medications, parents or legal guardians will provide:

- The medication in an original, child-resistant container (substitute containers are not permitted),
- The manufacturer, and the name of the health care provider who recommended the medication for the child, and
- Will label the medication with the child's first and last names; specific, legible instructions for administration and storage supplied.

Parents must complete the Medication Log, providing instructions to the staff for the dose, frequency, method to be used, and duration of administration for both prescription and over-the-counter medications.

Allergies

Parents must keep the Center informed of all current allergies (food, medicine, environmental) and any changes to these over the course of time enrolled at the Center.

Toileting

When your child is enrolled, we ask that you complete the Child Questionnaire and inform us of your child's toilet habits. If your child is not yet toilet-trained, you need to supply us with disposable diapers and wipes. When both the parents and the caregivers see a child's interest in toilet-training, and the parents are initiating training at home, the classroom teachers will develop a plan to follow in the classroom. Toilet training needs to proceed according to a child's own needs and schedules, and should not be imposed upon the child by adults. To this end, it is important that thoughtful and thorough dialogue

occur between the classroom teachers and the child's parents. Potty chairs are never used in The Haverford Center.

Cleanliness

Our Center is cleaned daily by the School's janitorial service. Our teaching staff cleans and disinfects changing tables after each diaper change, and all table surfaces before and after contact with food activity. All toys and equipment are disinfected on a regular schedule.

We promote cleanliness and good hygiene with the children. Frequent hand washing is practiced by staff and children. Hand washing is always required before eating, after toileting, and before and after sand/water play. All adults are asked to wash theirs and their child's hands upon entering the Center or the classrooms.

Rest Time

All children who spend a full day with us will be required to rest. Depending upon their age, children are expected to rest quietly or engage in quiet activities, allowing those who need to sleep the opportunity to do so. Children will be provided a cot or mat for rest time. We do request that children bring a crib sheet and a small blanket for rest time. Toddlers/Twos and Preschoolers may bring one special soft toy or stuffed animal. Sleep items must be kept in a canvas bag or a pillow case. These items must be taken home at the end of each week (or earlier if soiled), laundered, and returned.

Food and Nutrition

Parents are required to bring both a morning snack and a full healthy lunch (including a drink) for their children. Lunches should include a main entrée item (such as a sandwich, chicken nuggets or yogurt) and additional choices that may include a fruit or vegetable. We encourage you to provide a variety of tastes and textures for your child. You are required to cut up your child's food that is considered a choking hazard (e.g., grapes, apples, hot dogs, etc.). We do request that you do not send in any chocolate.

A refrigerator is located in the Center's kitchen. Individual meat and dairy items may be labeled and kept cold in bins in the refrigerator. We adhere to The Haverford School's nut-free policy. Items containing peanuts or tree-nuts are not permitted on campus. Please read labels carefully. Parents may not bring in any food to be shared.

If you are uncertain about the suitability of any food, please discuss it with your child's teacher. Printed ideas for healthy snack and lunch choices, as well as a list of choking hazards, can be obtained from your child's teacher.

The Center provides an afternoon snack and drink.

SAFETY AND SECURITY

Security Entry System

Entrance to The Haverford Center will be controlled by a door-lock security system. The system will ensure that only authorized persons will be able to enter the Center. Haverford School employees are requested to carry their access cards with them in order to minimize classroom disruptions.

Sign-In/Out Procedures

All children must be accompanied into the classroom by a parent or guardian. Safe pedestrian crossways are clearly marked by white-line cross-walk paths leading from the parking lot to the front of the Lower School. Parents are required to sign their child out using the forms managed by the staff. If someone other than the child's custodial parents or guardian will be picking up the child from the Center, prior authorization, in writing, must be given. The parent or guardian is the only person who can authorize the Center to release the child to another individual. The parent or guardian should provide the names of at least one other adult who has permission to pick up the child in the case of an emergency. This authorization is given on the Emergency Contact/Parental Consent Form and must be updated in writing every six (6) months. We will ask for proper identification before releasing a child to someone other than his/her custodial parent/guardian. A photo ID is required. All escorts must be at least 18 years old.

Emergency Information

Emergency information is kept on file in the Center. In case of illness or injury, the information is used to notify and advise you or the person designated by you of the child's status. It is extremely important that the information be kept current with correct phone numbers.

You are requested please notify us in a timely manner if the following should change at any time:

- Phone numbers where you can be reached during the day
- Addresses at home and at work
- Names of authorized persons to contact in case of an illness or injury
- Names of all persons authorized to pick up your child

If you are a Haverford School employee, please assist us in being able to contact you quickly by letting your child's teacher know if you will be off-campus for any portion of the day.

Child Accidents

If your child is injured at the Center, first aid will be administered. In the event of a medical emergency, the child care staff will dial 911, and attempts will be made to notify the parents first, followed by those persons name as emergency contacts on the Emergency Contact/Parental Consent form.