



The Haverford Center

Family Guide



Dear families,

Welcome to the Haverford Center!

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.

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, The Haverford 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 childcare 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. The Teaching Staff utilizes a PA State Approved Curriculum to achieve 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 multicultural 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 always remains uncovered.

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 regular encouragement and acknowledgement of their efforts. Daily schedules/routines are posted in each classroom space.

NON-DISCRIMINATION STATEMENT

The Haverford Center does not and shall not discriminate based on race, color, religion, gender, gender expression, gender identity, age (as allowed by licensing rules), national origin, immigration status, disability, marital status, sexual orientation, family makeup or military status, in the admission of students or the hiring of staff members.

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 ensure 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.

At no point will a child be excluded from play or will children be allowed to exclude children from play based on the child's race, color, national origin, gender, gender identity, religion, disability, age, or family make up.

GENERAL POLICIES

Enrollment Forms

Each child enrolled in The Haverford Center must have an up-to-date file with all state and Haverford Center required forms. This file is confidential, is only accessed by the Director and state licensing representatives and will be shared with other staff members only as required to meet the needs of the child. In an emergency, access to vital health information may be given to a child's emergency contact persons.

The Emergency Contact and Application for Admission forms must be completed bi-annually. These forms are required by licensing with all fields completed, including addresses and telephone numbers. In addition, emergency contact information must be reviewed by the parent every 6 months or upon any change in addresses, etc. Medical records are required to be updated every 6 months for children under two years of age and annually thereafter, or whenever the child's immunization status changes.

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. Automatic ACH or credit card payments can be set up through the Center's brightwheel app. Parents are responsible for fees for regular scheduled days of service (those days agreed upon in advance) regardless of whether their child attends 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 childcare 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 p.m.

Arrival Times: All children are expected to arrive at the Center no later than 8:30 a.m. 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 into 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 \$50.00 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 childcare 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 8:30 a.m. 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.

Emergency Closings

The Haverford Center follows the delayed openings and emergency closings of The Haverford School. Notifications will be given through automated phone calls, emails, and brightwheel.

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 not permitted.

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 childcare. Please discuss this with your child’s teacher.

We do request that children bring an all-in-one nap mat 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 pillowcase.

Please remember to label all your child’s belongings!

FAMILY INVOLVEMENT, COMMUNICATION, AND CONDUCT

Parent/guardians are welcome

We believe parents/guardians are the most significant adults in a child’s life, and welcome family 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 family-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

We make cupcakes with our older toddlers through preschoolers for their birthday celebrations here at the Center. We will bake and decorate cupcakes in our kitchen and share them with the class. Baking them at the Center not only gives your child a chance to have a special activity for their birthday, but it also allows us to make certain The Haverford School’s peanut- and tree-nut free policy and other allergy considerations are adhered to. We invite you to bring in plates, napkins, and paper birthday hats.

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.

Family 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 to best care for your child. Confidential and sensitive information about faculty, other parents/guardians, and/or children will not be shared with parents/guardians. We strive to protect everyone's right of privacy.

Parent/guardian conduct

Parents are expected to behave in a respectful manner toward all children and our staff. 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/guardians 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

Children who are ill with a contagious disease or fever may not attend the Center. If your child becomes ill while attending the Center, we will call you.

Any child experiencing the following symptoms will be sent home:

- A fever of 100 degrees or higher, accompanied by other symptoms
- Undiagnosed rashes or possible eye infection.
- Diarrhea three times in two hours, or a bowel movement that cannot be contained within a diaper (excessively thin or watery)
- Vomiting
- Profuse bodily discharge of any kind

We ask that you take your child home as soon as 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. 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.

In the case of conflicting opinion about readmission to the program, The Haverford Center policy/medical consultant's recommendation will supersede that of the family physician. We require children to receive prescription eye drops for 24 hours before returning following a diagnosis of bacterial conjunctivitis or other contagious eye infections.

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

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

Prescription medication

Prescription medication may only be administered with written parental/guardian permission. Ask your child's teacher for a "Permission to Administer Medication" form. The prescription medicine must be in the original container with the original label. Expired medication will not be administered to a child and will be returned to the parent.

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

Over-the-counter medication

The Haverford Center staff can only administer over-the-counter medication (ie.: Tylenol, Motrin) with a doctor's note containing the child's name and specific information regarding the name of the medication, the dosage, and the reason for administering the medication. In addition, parents/guardians will need to fill out a "Permission to Administer Medication" form. Most often, this will pertain to teething infants, or infants who have received immunization shots. The use of over-the-counter cold and cough medications is discouraged.

Medication for allergies or chronic illness

If your child requires medication for life-threatening conditions (such as an Epi-Pen for allergic reactions) the prescription will be kept in an appropriate setting and administered if necessary. The prescription must be in an original container with the original label. Written authorization and a "Special Care Plan" with directions must be provided by the parent/guardian and physician.

Allergies

Families 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/guardians and the caregivers see a child's interest in toilet training, and the parents/guardians 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/guardians. Potty chairs are never used in The Haverford Center.

Biting

The issue of biting is of concern to all of us. It is distressing for the parents of the child who is bitten and the child who is biting. We are aware of the developmental aspects of biting; however, this does not diminish the seriousness of the issue or how

we deal with it. Our policy is to immediately address the behavior and hope to keep it from occurring again.

While biting is common toddler behavior, with proper interventions most children will stop biting after a few days or weeks. We do take biting seriously and will address it as soon as it occurs.

Some of the strategies we will try are:

- To intervene or distract the child, say “no bite” firmly, but calmly, if we see child about to bite
- Say “no bite” firmly, but calmly, if child does bite
- Move child away from the child he/she bit
- Remind child that biting hurts and he/she is not to do it
- Provide praise and positive attention when child is playing nicely and isn’t biting
- Parents of both children will be notified if a biting incident occurs
- If behavior continues we will need to meet with parents to discuss other remedies that can be used to deter behavior at the Center.
- In an extreme situation we may ask that the child be kept home for a few days where parents can work with the child in hopes the behavior will be stopped.

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 disinfecting on a regular schedule.

We promote cleanliness and good hygiene with the children. Frequent handwashing 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. We ask that children bring an all-in-one nap mat 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 pillowcase. These items must be taken home at the end of each week (or earlier if soiled), laundered, and returned.

Food and nutrition

Parents/guardians are required to bring both a morning snack and a full healthy lunch (including a drink) for their children. 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. 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.

Refrigerators are available to keep foods cold. We cannot heat up food. If you would like your child to have warm foods, please send those foods in using a thermos. Individual meat and dairy items may be labeled and kept cold in bins in the refrigerator. Parents/guardians 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.

Glass food containers (including bottles) are not permitted unless they are encased in rubber sleeves.

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 to minimize classroom disruptions.

Arrival and dismissal

All children must be accompanied into the classroom by a parent or guardian. Safe pedestrian crossways are clearly marked by white-line crosswalk paths leading from the parking lot to the front of the Lower School. 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.

Fire Drills & Emergency Action Plans

Every 60 days, in conjunction with the Department of Human Services (DHS) regulations, we practice a fire drill. In addition, we have an Emergency Action Plan that has been developed with the guidance of DHS regulations and The Haverford School's Public Safety office. This plan is updated annually and shared with the Lower Merion Police Department and Montgomery County's School Safety Coordinator. A full copy of this plan is available for review.

Child accidents

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



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