

**HATBORO-HORSHAM SCHOOL DISTRICT
PRE-SCHOOL/SCHOOL – AGE CHILD CARE PROGRAM
FAMILY HANDBOOK**

MISSION STATEMENT

The Hatboro-Horsham School District Child Care Program’s primary purpose is to provide an environment conducive to developing a positive self-image for every child. It is designed to provide a range of enriching and recreational activities in an affordable, nurturing, safe and supportive environment.

PROGRAM PHILOSOPHY

The Hatboro-Horsham School District Child Care Program supports the right of each child to be treated with sensitivity, courtesy and respect for their individuality.

While in our care, children will be provided with a variety of experiences in cognitive, physical, emotional and social development. Our activities are designed to allow freedom of choice, creativity, decision making, problem solving and social interaction.

VISION STATEMENT

Hatboro-Horsham School District is comprised of a cohesive, supportive group of dedicated staff, students, parents, and community members united in our commitment to pursue high quality, developmentally appropriate education. We intend to realize our highest potential as an educational community by setting clear, measurable goals, employing best practices, engaging in effective communication, and utilizing resources wisely.

VALUE STATEMENT

We believe high quality, developmentally appropriate education...

- Occurs in a safe and healthy environment.
- Includes allowing students to explore content via hands-on experiences
- Creates a culture that fosters individual development by utilizing observations and assessments to drive teaching practice to meet the individual needs of children
- Encourages and embraces individuality, diversity, and creativity in the classroom and school community.
- Effectively prepares and utilizes all support staff.

LICENSING INFORMATION

The Hatboro Horsham School District’s Child Care Program is licensed by the Department of Human Services (DHS) and The Office of Child Development & Early Learning (OCDEL). Regulations are posted at each location and can be reviewed on their website.

ENROLLMENT PROCEDURES

Parents may secure child care applications from the HHSD website, central registration or from building secretaries during regular school office hours. School office hours are 8:00 a.m. to 4:00 p.m. Forms should be completed in their entirety prior to scheduling the enrollment conference.

Parents are required to have an enrollment conference with the Child Care Director prior to the child's first day of attendance. Enrollment appointments should be made directly by calling Jackie Barnhart at (215) 420-5470 or via email at jbarnhar@hatboro-horsham.org. Mrs. Barnhart's office is located in Simmons Elementary School, 411 Babylon Rd., Horsham, PA 19044.

During the enrollment conference, parents are encouraged to share information about their child, voice their expectations of the program and ask questions.

It is the responsibility of the parent to report to the Child Care office any change of address, telephone numbers (home, mobile, or work), employment, emergency contact, and medical information.

PAYMENT POLICIES

Enrollment Payment Process

At the time of enrollment, parents are required to sign a tuition agreement, pay a registration fee of \$50.00 and first month's tuition in advance. **THE REGISTRATION FEE IS NONREFUNDABLE.** The registration fee/tuition will also serve as a security deposit to secure a child's space in the program for a minimum of one (1) month.

Monthly Tuition

Each child's tuition is an ongoing monthly fee. Fees for Kindergarten CARES participants only may be separated into weekly payments. **ALL TUITION MUST BE PAID ON THE FIRST DAY OF THE MONTH IT IS DUE.** Payments in the form of check, money order or credit card are due by the 1st of the month. Payments received after the 5th day of the month will be subject to a \$25.00 late fee. Payment not received by the 10th day of the month will result in exclusion from the program. **NOTE:** Tuition is required if your child attends the child care program or does not attend, as long as the child is enrolled in the program.

There will be no reduction in fees for weather-related school closings, illness of parent or child, or other personal matters which prevent attendance.

Discounts

A 10% per month discount is given for each additional child in the same family. There is no discount for the first child.

Delinquent Accounts / Penalty Charges

A late payment penalty of \$25.00 will be charged to all accounts on the 5th day of the month and every month thereafter as long as the account is delinquent.

The HHSD may discontinue services if tuition is 10 days or more delinquent.

An initial letter will be mailed on the 6th day of the month requesting payment and alerting parents of the program's intent to terminate if payment is not received by the 10th day of the month.

If payment is not received or if arrangements have not been made by the end of the month, a letter of intent to collect will be sent from the Hatboro-Horsham School District Business Office.

Financial Hardship Policy

The Hatboro-Horsham Child Care Program is a subsidy participating agency. Financial assistance may be available to those who qualify. If you feel that you may be eligible for subsidized child care, please contact the Department of Public Welfare at (800) 346-2929 or Child Care Information Services of Montgomery County (CCIS) at (800) 281-1116 for more information. If you have any questions, please contact Jacqueline Barnhart, Director of Child Care at (215) 420-5470.

Late Pick Up

Our program closes promptly at 6:30 p.m. Please make every effort to contact the site by phone if you are running late, as staff and your child (ren) will begin to worry if you have not arrived on time. Repeated lateness may result in expulsion from the program. If a child remains in our care after 7:30 p.m., the local police department may be contacted to take custody of your child.

Late Pick Up Fees

Late pick up fees will be charged if a student is picked up after Child Care operating hours. The operating hours for HHSD Child care are from 6:30 a.m. until 6:30 p.m., Monday through Friday. Hours may differ on holidays, in-service days, and on occasions resulting in weather-related dismissals.

If you pick your child up after 6:30 p.m. a fee of \$1.00 per minute will be imposed:

**Phone calls to notify of late arrival will not exempt a late fee charge. Accounts will be billed. Attempts will be made to reach parents. If we are unable to contact a parent, we will attempt those designated as emergency contact persons. If we are unable to reach anyone, we may need to contact the police should the child still be in our care as of 7:30 p.m.

Returned Check Fees

There will be a \$25.00 service charge for all returned checks, in addition to a \$25.00 late payment fee. If the client provides payment before it is returned to the district; the account will not be billed a \$25.00 late payment fee. When the district receives three or more returned checks from a client, we will no longer accept checks as a method of payment from that client. Returned checks must be remitted before another check is taken.

CONFIDENTIALITY

Within Hatboro-Horsham School District Child Care, confidential and sensitive information will only be shared with employees of Hatboro-Horsham School District who have a “need to know” in order to most appropriately and safely care for children. Confidential and sensitive information about faculty, other parents and/or children will not be shared with parents, as Hatboro-Horsham School District Child Care strives to protect everyone’s right of privacy. Confidential information includes, but is not limited to: names, addresses, phone numbers, disability information, and health related information of anyone associated with Hatboro-Horsham School District Child Care.

Outside of Hatboro-Horsham School District Child Care, confidential and sensitive information about a child will only be shared when the parent of the child has given express written consent, except where otherwise provided for by law. Parents will be provided with a document detailing the information that is to be shared outside of Hatboro-Horsham School District Child Care, persons with whom the information will be shared, and the reason(s) for sharing the information.

MANDATED REPORTING OF SUSPECTED CHILD ABUSE AND NEGLECT

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 Hatboro-Horsham School District Child Care are considered mandated reporters, under this law. The employees of Hatboro-Horsham School District Child Care 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 Hatboro-Horsham School District Child Care 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.

As mandated reporters, the staff of Hatboro-Horsham School District Child Care can not be held liable for reports made to Child Protective Services which are determined to be unfounded, provided the report was made in “good faith.”

Causes for reporting suspected child abuse or neglect include, but are not limited to:

- ◆ Unusual bruising, marks, or cuts on the child’s body
- ◆ Severe verbal reprimands
- ◆ Improper clothing relating to size, cleanliness, season
- ◆ Transporting a child without appropriate child restraints (e.g. car seats, seat belts, etc.)
- ◆ Dropping off or picking up a child while under the influence of illegal drugs or alcohol
- ◆ Not providing appropriate meals including a drink for your child
- ◆ Leaving a child unattended for any amount of time
- ◆ Failure to attend to the special needs of a disabled child
- ◆ Sending a sick child to school over medicated to hide symptoms, which would typically require the child to be kept at home until symptoms subside.
- ◆ Children who exhibit behavior consistent with an abusive situation

COURT ORDERS EFFECTING ENROLLED CHILDREN

In cases where an enrolled child is the subject of a court order (ex. Custody Order, Restraining Order, or Protection from Abuse Order) Hatboro-Horsham School District Child Care must be provided with a certified copy of the most recent order and all amendments thereto. The orders of the court will be strictly followed unless the custodial parent(s) requests a more liberal variation of the order in writing. In the case where both parents are afforded shared/joint custody

by order of the court, both parents must sign the request for more liberal interpretation of the order.

In the absence of a court order on file with Hatboro-Horsham School District Child Care administration, both parents shall be afforded equal access to their child as stipulated by law. Hatboro-Horsham School District Child Care cannot, without a court order, limit the access of a one parent by request of the other parent, regardless of the reason. If a situation presents itself, where one parent does not want the other parent to have access to their child, Hatboro-Horsham School District Child Care suggests that the parent keep the child with them until a court order is issued.

If conflicting court orders are presented, the most recently dated court order will be followed.

Once presented with a *Protection from Abuse Order* or a *Restraining Order*, Hatboro-Horsham School District Child Care is obligated to follow the order for the entire period it is in affect. Employees of Hatboro-Horsham School District Child Care cannot, at the request of anyone, except the issuing judge, allow a *Protection from Abuse Order* and/or a *Restraining Order* to be violated. Hatboro-Horsham School District Child Care will report any violations of these orders to the court.

ATTENDANCE POLICIES

Safe Arrival and Departure

All parents and/or adult designees (18 years of age or older) must sign children in upon arrival and out upon departure.

If an individual other than the parent/guardian is picking up the child, the parent must notify the child care director via email at jbarnhar@hatboro-horsham.org, or in writing to the school office.

The individual must show identification, such as driver's license, prior to departing with the child. If there is any doubt, the child will not be released into the person's custody and the parent will be contacted.

Safety Tips During Arrival and Departure

Students entering or leaving the building must be accompanied by parents or adults.

Parents are asked to take their child/children directly to the Child Care location upon entering or away from the location upon exiting the building.

When children are released from the class to parents/guardians, they cannot return to the classrooms to retrieve items without an escort from the main office. The main office closes at 4:00 PM.

Please park in a designated parking space.

Please turn your car off and take the keys out of the ignition before entering the building in the morning and afternoon.

Please turn off or turn down loud radio music.

Please drive very slowly when approaching the building and driving in the parking lot.

Please do not leave children unattended in your vehicle.

Attendance and Participation Procedures

Absences **MUST** be reported to your School Age Child Care site directly. Numbers for each site are as follows:

- Blair Mill (215) 420-5230
- Crooked Billet (215) 420-5333
- Hallowell (215) 420-5929
- Pennypack (215) 420-5420
- Simmons (215) 420-5713

If your child is expected and does not report, staff will take the appropriate measures to speak to the child's parent or legal guardian.

INSERVICE CARE

Records Days:

Child Care operates on a regular schedule on all Full Day In-service/Records days. Children **MUST** pack a lunch. The cafeteria is **NOT** open on these days.

Half Day In-services:

AM Kindergarten ends at 10:30 am. Children scheduled to attend PM C.A.R.E. on this day will be sent to C.A.R.E. immediately following the end of AM Kindergarten school day. PM CARE will run until 1:00pm. After 1:00pm children will remain in C.A.R.E. classroom for after school care. Children will eat lunch at 11:00 am. A PM Snack will be provided at 2:45 pm.

PM Kindergarten begins at 11:30 am. Children will eat lunch at 11:00am prior to being sent to PM Kindergarten. If your child is scheduled to attend after school care, your child will be sent to aftercare immediately following their PM Kindergarten day at 1:00pm. If you need your child to stay for aftercare, you **MUST** send a note to your child's PM Kindergarten teacher indicating this change in your dismissal plan for the day.

School-Age: Children scheduled to attend after school care on this day will be sent to after school care. If this is not a regularly scheduled child care day, you must send a note to your child's teacher. If you need to alter your dismissal plan, you must also send a note to your child's teacher.

Preschool ends at 3:15pm. Arrangements can be made to pick up your child at 1:00pm via carline.

Full Day In-service/Records Day:

Child care is available on these days via Sign UP. We will be providing full day child care at Simmons Elementary from 7am-6pm. All Children **MUST** pack a lunch. The cafeteria is **NOT** open on these days.

Preschool care is at Simmons ONLY from 7am-6pm.

School Closings:

School District Closure: When the school district is closed, all child care programs are closed.

INCLEMENT WEATHER POLICIES

Two Hour Delays:

Before school child care is cancelled for all Kindergarten students.

AM Kindergarten: is cancelled. Children who attend PM C.A.R.E., may be dropped off any time after 11:30.

PM Kindergarten: students scheduled for AM C.A.R.E. may be dropped off any time after 8:30am. Parents must walk their children into the school via the main lobby. Staff will be in the main lobby until 8:45am to receive the children. Drop off after 8:45am, parents must bring their drivers' license/ state ID and enter the building using the visitor identification system.

School-Age: Children scheduled to attend before school care this day can attend before school child care. Before school child care will start at 8:30am.

Early Dismissal due to Inclement Weather:

All child care programs will remain open two hours after school closure.

RELATIONSHIPS

Hatboro-Horsham School District engages staff to provide services for our district-sponsored Child Care programs.

The Hatboro-Horsham School District does not recommend, sponsor, encourage, or condone any arrangements whereby staff provide tutoring, baby-sitting, or other out-of-district services to parents of children enrolled in the Child Care programs.

Parent(s) hereby acknowledge that if any such out-of-program relationship exists, or develops in the future, the Hatboro-Horsham School District is not responsible and any involved staff is not acting within the framework or scope of his/her employment with the School District.

SICK POLICY: REGULATIONS CONCERNING ILL CHILDREN

If a child has a temperature 100 degrees or greater, diarrhea, vomiting, nausea, contagious illness, or an injury occurs during program hours, the parent or emergency contact will be notified immediately. If there is a serious injury and/or medical problem, the parent and/or the local rescue squad may be contacted for assistance.

COMMUNICABLE DISEASES

Hatboro-Horsham School District Child Care follows all health/communicable disease policies as outlined in the American Academy of Pediatrics Model Health Policies and Procedures Manual. A copy of this manual is on file with the Center Director and is available upon request for review.

Parents are required to pick up an ill child within 45 minutes of notification by phone. If a parent is reached, but cannot pick their child up within 45 minutes, it becomes the parent’s responsibility to arrange for alternate pick up with someone listed on the child’s emergency contact form. The staff will not continue to call those listed on the emergency contact list once a parent is reached. If a parent cannot be reached, the staff will begin to call the people listed on the emergency contact form, until arrangements can be made for the child to be picked up.

Children will be excluded from participation in the program if they exhibit symptoms of any communicable disease. They will not be permitted to return to the program until they are no longer contagious. Guidelines for determining the contagious period for a specific illness are based on the recommendations by the American Academy of Pediatrics. Children must present a doctor’s note stating they are no longer contagious and can return to the program. Hatboro-Horsham School District Child Care reserves the right to refuse to allow a child to return if the center director or designee believes the child to be too ill to participate in the program.

The following are communicable diseases that require exclusion from school:

Return to School Chicken Pox	7 days after eruption of last vesicles, all must be scabbed over
Strep Throat	24 hours after start of treatment
Scarlet fever	24 hours after start of treatment
Pink Eye	24 hours after start of treatment
Ringworm	24 hours after start of treatment, must be covered while in school
Impetigo	24 hours after start of treatment, must be covered while in school
Scabies	24 hours after start of treatment
Measles	Return only with a doctor’s note
Mumps	Return only with a doctor’s note

Children excluded from the program due to a fever may not return to the program until they are fever free, without fever reducing medication, for 24 hours. If your child is sent home due to a fever, he/she is not permitted to return to the program the following day at a minimum. A fever is defined as a temperature reading on a thermometer of at least 101 degrees Fahrenheit or more as taken under the arm.

Children are required to be excluded from the program for loose bowels or diarrhea which occur 3 or more times in a 24 hours period of time. Children may return to the program when normal bowel movements resume.

If your child will be absent due to illness, we request that you notify the director. This enables our faculty to keep track of any illnesses, which may occur at our school. This information will

only be shared with faculty on a “need to know” basis. If your child has a communicable disease, we ask that you share the diagnosis with the center director, so that the parents of the children in the school maybe notified that a communicable disease is present. Once again, only the communicable disease information will be shared. Hatboro-Horsham School District Child Care will take all measures necessary to protect your child’s confidentiality. You are not required to disclose this information by law, and your continued enrollment will not be based whatsoever on your decision to share, (or not) the reason for your child’s absence from school.

LICE PEDICULOSIS

Any student with an active case of pediculosis is excluded from school. The student may return to school after treatment and the hair is free of nits and lice, as determined by reexamination by the School.

MEDICATION POLICY

During the academic day 8:30-3:15 medication will be dispensed to students in preschool via the School.

The Hatboro-Horsham School District permits the administration of prescribed medication to a student during school hours only when failure to take such medication would jeopardize the health of the student or the student would not be able to attend school if the medication were not available during school hours. Parents should confer with the child's physician to arrange medication time intervals to avoid school hours whenever possible. No student is to keep any medication in his/her locker or school bag, lunch box or pockets unless authorized by the school nurse. Physician and parent permission are required for all medication dispensed in the health office. When medication absolutely must be given during school hours, these rules will be followed: 1. No medication will be administered in school without a physician's written order and parent permission. 2. All medication must be in the original container, properly labeled, with the student's name on it. No medication will be accepted in an envelope or baggy. 3. Under standing orders from the school physician, Tylenol (acetaminophen) and Tums (antacid) may be administered by the nurse according to the age and weight of the student. Permission for administering Tylenol or Turns (Ibuprofen at the high school only) must be signed by the parent/guardian on the EMERGENCY FORM. 4. All medications administered in school that requires a change in the dose, timing or frequency from the original physician order must be made by the physician in writing. Under no circumstances will a parent alone dictate a change in the medication regimen. 5. "One, two, or three times a day" medication should be given at home unless specifically ordered to be given at a certain time. A parent may come to school and administer medication to their child. 6. Medication administration will be recorded in the nursing sapphire program and paper administration form if necessary.

SELF-ADMINISTERED MEDICATION

If a student needs to keep an inhaler or an Epi-Pen on their person, in the classroom, or in the health room, the following requirements must be met:

1. Parent/guardian and physician must complete the medication permission form.

2. If the student is to administer the medication as needed, the physician must also sign the bottom portion of the form. This signature verifies that the student has been instructed on usage of the inhaler or Epi-Pen and is capable of administering the medication to him/herself.

3. School Nurse will review with the student and complete the student skills assessment sheet.

4. The student must tell the nurse as soon as possible when the medication was taken.

*****IF AN EPI-PEN NEEDS TO BE ADMINISTERED, THE NURSE SHOULD BE CONTACTED IMMEDIATELY.**

WITHDRAWAL POLICY

If a parent decides to withdraw from the program, a two weeks' notice to the Director of Child Care is required. Any parent failing to do so, will be charged their normal tuition rate for two weeks.

DISCIPLINARY EXCLUSION POLICY

A serious disciplinary problem is defined as one in which a child is hampering the smooth flow of the program by inflicting physical or emotional harm on other children, physically or verbally abusing staff, or is unable to conform to the rules and guidelines of the program.

Participation in the Child Care program is a privilege. The Hatboro-Horsham School District reserves the right to exclude any child from the program for any inappropriate behavior. Tuition paid in advance will be refunded.

DISCIPLINE PROCEDURE

Child Care uses the District Code of Conduct when working through disciplinary issues. Because participation in the Child Care program is a privilege, we reserve the right to exclude any child from the program for any inappropriate behavior. Tuition paid in advance will be refunded.

The first incident is a verbal warning.

The second incident the child is to be picked up and suspended for a day.

The third incident the child is to be picked up and suspended for 3 days

The fourth incident the child is to be picked up and suspended for 5 days.

The fifth incident is the child is to be picked up and is removed from the program.

PROGRAM POLICIES

Homework Policy

Each child care program will provide a time and place for homework. This homework period does not replace a regularly established study and homework time when parents can review school assignments with their child. Children will not be forced to do their homework. Homework time is designated for a 45 minute period and is not an occasion for tutoring.

Participation in Site-Based Extra-Curricular Activities

Students who participate in site-based extracurricular programs such as tutoring, after-school discovery sessions, Reading Olympics, etc... should submit the After-School Activity Participation form to the Site Director at least 24 hours prior to the event. These forms are available on-line or through the Child Care Office.

The Child Care staff will admit the child to the after-school program at the completion of the activity

TRANSPORTATION POLICY

The Hatboro Horsham School District does not provide transportation to or from child care. Parents are responsible for transportation to and from child care.

The Hatboro-Horsham School District does provide middle of the day transportation for Kindergarten children who are enrolled in Kindergarten and use the Kindergarten C.A.R.E. Program. AM Kindergarten Children will be transported to their PM C.A.R.E. location. AM C.A.R.E. children will be transported to their PM Kindergarten location.