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**MISSION STATEMENT**

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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**

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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**

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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 to create lifelong learners.

**VALUE STATEMENT**

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We believe high quality, developmentally appropriate education...

- Occurs in a safe and healthy environment.
- Includes the “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.

**PROGRAM GOALS**

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1. Create curious and confident learners
2. Maintain a safe and nurturing environment
3. Provide activities which help to develop each child’s individual academic and developmental needs

**WELCOME**

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Dear Child Care Families,

Welcome to the Hatboro-Horsham School District’s Child Care Program. The Hatboro-Horsham School District offers an array of different programs to meet your child care needs. We offer the following programs:

- Four-Year Old Preschool Program-This is a full day program intended to prepare children for Kindergarten. Children are engaged in academic activities using the curriculum they will be utilizing once they enter Kindergarten.
- Before & After School Program- This program runs prior to the start of the school day and after the school day is over. Children are provided and opportunity to engage in homework, arts and craft, indoor and outdoor play.
- Summer Camp Program- This program begins after the completion of the academic years. Students are engaged in arts & crafts, whole group gross motor activities, swimming, and weekly field trips.

While your child is in our care, he/she will be engaged in various activities through out the day. Should you have any questions regarding any of our programs, please feel free to visit the district website, review the information contained in this handbook or contact us.

Sincerely,

Jacqueline Barnhart  
Director of Child Care  
Jbarnhar@hhsd.org  
215-420-5470

Kate Fairman  
Child Care Coordinator  
Kfairman@hhsd.org  
215-420-5475

**LICENSING INFORMATION**

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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 in the child care area or can be reviewed on their website.

**ENROLLMENT**

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Enrollment shall be granted without regard to a child’s race, color, creed, religion, national origin, gender, or disability; and without regard to a parent or guardian’s race, color, creed, religion, age, national origin, gender, pregnancy or disability.

- Parents may secure child care applications from the HHSD Child Care Office located at Simmons Elementary, 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 submission.
- Enrollment paperwork should be sent to the Office of Child Care located in Simmons School, 411 Babylon Rd., Horsham, PA 19044.
- 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.

Parents can apply for enrollment of their child in Hatboro-Horsham School District Child Care by completing the Enrollment Application and paying the \$50 Registration Fee. The Registration Fee is NON-REFUNDABLE and is not applied towards the first month’s tuition.

Initial enrollment is contingent upon receipt of the completed enrollment application, signed fee agreement, registration fee,

# HATBORO-HORSHAM SCHOOL DISTRICT CHILD CARE

deposit, immunization records and signed Parent Handbook receipt.

The Enrollment Application and Fee Agreements are not meant to serve as contracts guaranteeing service for any duration.

Hatboro-Horsham School District Child Care reserves the right to dismiss any parent or child at any time with or without cause.

Continued enrollment at Hatboro-Horsham School District Child Care is contingent upon the parent's, emergency contact persons' and child's adherence to the policies and procedures of Hatboro-Horsham School District Child Care as outlined in this handbook including, but not limited to, timely payment of all fees and tuition.

Parents are required to notify Hatboro-Horsham School District Child Care immediately, should any of the information collected at the time of enrollment or any time thereafter change. Failure to do so may result in the child being dis-enrolled from the program and forfeiture of any deposit.

## **TUITION**

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All custodial parents and/or legal guardians are required to sign a Fee Agreement prior to enrollment of their child in Hatboro-Horsham School District Child Care. Parents are required to indicate to whom all billing information and correspondence are to be addressed.

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

## **TUITION PROCEDURE**



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Payment is to be received on or prior to the first day of service each month. Parents may use check, money order, or credit card may pay tuition. Hatboro-Horsham School District Child Care accepts Master Card, Visa and Discover Card via the Tuition Express Program. Receipts will be given for tuition payments upon written parent request. No cash payments will be accepted. There will be a \$25.00 fee charged for tuition checks returned by the bank. Returned Tuition checks will not be re-deposited. Parents will be responsible for re-issuing a second check. If at any future time the bank returns a parent's check, all future tuition payments must be made by certified check, money order or credit card.

## **LATE TUITION PAYMENTS**

Payments received after the 5<sup>th</sup> day of the month will be subject to a \$25.00 late fee. Payment not received by the 10<sup>th</sup> day of the month will result in exclusion from the program. If services are terminated due to non-payment, you will need to re-register your child for the program. There will be a \$50.00 re-enrollment fee. 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 is no credit given for vacations, scheduled school holidays, child illness, or for closings due to emergency situations, or inclement weather.

Timely payments are essential for continued enrollment at Hatboro-Horsham School District Child Care; however, if you anticipate difficulty with paying on time, please discuss the matter with the Director immediately. If alternative arrangements for payment are approved you will be notified by the Director.

## **SUBSIDY/CCIS**

Hatboro-Horsham School District Child Care accepts child care subsidies. Parents must notify their subsidy case manager of their intent to enroll/transfer to Hatboro-Horsham School District Child Care. Once the subsidy case manager confirms the family will receive subsidies, the parent will be notified by the Director with the confirmed start date.

Parents of a subsidized child must complete all required paperwork on time to continue enrollment at Hatboro-Horsham

# HATBORO-HORSHAM SCHOOL DISTRICT CHILD CARE

School District Child Care. Parents of subsidized children are also required to sign a fee agreement, agreeing to be personally responsible for the payment of tuition, in the event they become ineligible to receive child care subsidies.

## **SCHOLARSHIP PROGRAMS**

Hatboro-Horsham School District Child Care does not offer a scholarship program.

## **MULTIPLE CHILD DISCOUNT**

Hatboro-Horsham School District Child Care offers a multiple child discount for one or more siblings enrolled during the same school year. The youngest sibling pays the full tuition rate and each additional child's tuition is discounted 10% on tuition per child. Discounts are only applicable when tuition payments are made on time. The full tuition rate, plus any additional late fees will be charged when tuition payments are late as per the late tuition procedure stated above.

## **CONFIDENTIALITY**

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Within Hatboro-Horsham School District Child Care, confidential and sensitive information will only be shared with employees of Hatboro-Horsham School District Child Care who have a “need to know” in order to most appropriately and safely care for your child. 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,

# HATBORO-HORSHAM SCHOOL DISTRICT CHILD CARE

persons with whom the information will be shared, and the reason(s) for sharing the information.

Any parent who violates the Confidentiality Procedure will not be permitted on the child care program property thereafter. Refer to the procedure regarding Parents Right to Immediate Access for additional information regarding dis-enrollment of a child when a parent is prohibited from accessing the child care program property.

You may observe children who are disabled or who exhibit behavior that may appear inappropriate (i.e. biting, hitting, and spitting). You may be curious or concerned about the other child. Our Confidentiality Procedure protects every child's privacy. Employees of Hatboro-Horsham School District Child Care are strictly prohibited from discussing anything about another child with you.

## INCLUSION

Hatboro-Horsham School District Child Care believes in providing Care for all children ranging in ages from 4-12 years of age (PreK-5<sup>th</sup> grade) including children with disabilities and health, behavioral, or mental health concerns. All children are given rich experiences that are appropriate for their abilities and levels of development. All children with special needs are included in the daily routines and activities that are appropriate for their ability and levels of development. **If applicable, parents must provide the Child Care Administration Office with a copy of the child's IEP, 504, or other legal accommodation plan.** Students who receive services from outside agencies are encourage to share this information. All information will be kept confidential and will only be given to the specific staff members caring for the child. The staff will be informed so that they may provide reasonable accommodations when needed. Outside service are welcome to be administered during the school day and during morning and after care hours. Individualized lesson plans will developed for students needing additional supports.

**MANDATED REPORTING OF SUSPECTED CHILD ABUSE AND/OR NEGLECT**

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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

# HATBORO-HORSHAM SCHOOL DISTRICT CHILD CARE

- 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

## **PARENT CODE OF CONDUCT**

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Hatboro-Horsham School District Child Care requires the parents of enrolled children to behave in a manner consistent with decency, courtesy, and respect. One of the goals of Hatboro-Horsham School District Child Care is to provide the most appropriate environment in which a child can grow, learn and develop. Achieving this ideal environment is not only the responsibility of the employees of Hatboro-Horsham School District Child Care but, is the responsibility of each and every parent or adult who enters the center. Parents are required to behave in a manner that fosters this ideal environment. **Parents who violate the Parent Code of Conduct will not be permitted on property thereafter.** Please refer to the Procedure on Parent's Right to Immediate Access for additional information regarding dis-enrollment of the child when a parent is prohibited from accessing the child care program property.

## **SWEARING/CURSING:**

No parent or adult is permitted to curse or use other inappropriate language on property at any time, whether in the presence of a child or not. Such language is considered offensive by many people and will not be tolerated. If a parent or adult feels frustrated or angry, it is more appropriate to verbally express the frustration or anger using non-offensive language. At NO time shall inappropriate language be directed toward members of the staff.

## **THREATENING OF EMPLOYEES, CHILDREN OTHER PARENTS OR ADULTS ASSOCIATED WITH HATBORO-HORSHAM CHILD CARE**

## HATBORO-HORSHAM SCHOOL DISTRICT CHILD CARE

Threats of any kind will not be tolerated. In today's society Hatboro-Horsham School District Child Care cannot afford to sit by idly while threats are made. In addition, all threats will be reported to the appropriate authorities and will be prosecuted to the fullest extent of the law. While apologies for such behavior are appreciated, the child care program will not assume the risk of a second chance. **PARENTS MUST BE RESPONSIBLE FOR AND IN CONTROL OF THEIR BEHAVIOR AT ALL TIMES.**

### **PHYSICAL/VERBAL PUNISHMENT OF YOUR CHILD OR OTHER CHILDREN AT HATBORO-HORSHAM CHILD CARE**

While verbal reprimands may be appropriate it is not appropriate for parents to verbally abuse their child. Doing so may cause undue embarrassment or emotional distress. Parents are always welcome to discuss a behavior issue with the teacher and to seek advice and guidance regarding appropriate and effective disciplinary procedures.

Parents are prohibited from addressing, for the purpose of correction or discipline, a child that is not their own. No parent or other adult may physically punish another parent's child. If a parent should witness another parent's child behaving in an inappropriate manner, or is concerned about behavior reported to them by their own child, it is most appropriate for the parent to direct their concern to the supervisor, teacher and/or Director.

Furthermore, it is wholly inappropriate for one parent to seek out another parent to discuss their child's inappropriate behavior. All behavior concerns should be brought to the child care staff or director's attention. At that point, the staff and/or director will address the issue with the other parent. Although you may be curious as to the outcome of such a discussion, teachers and/or the Director are strictly prohibited from discussing anything about another child with you. All children enrolled in our program have privacy rights and are further protected by our Confidentiality Procedure. You may be assured that we will not discuss anything about your child with another parent or adult visiting the center.

### **SMOKING:**

# HATBORO-HORSHAM SCHOOL DISTRICT CHILD CARE

The Hatboro-Horsham School District supports a national effort aimed at stopping smoking. The School Board has declared all its school buildings, and all spaces within them, to be officially smoke-free environments twenty-four hours a day. Smoking is also prohibited on all school grounds during regular school hours and regular school days.

The success of this policy will depend upon the thoughtfulness, consideration and cooperation of smokers and non-smokers. All individuals on school premises share in the responsibility for adhering to the enforcing of this policy. Any individual who observes a violation of this policy should report the violation to the Director of Child Care or any Hatboro-Horsham School District supervisory personnel.

The Board of School Directors supports Ordinance #113 of Horsham Township and Ordinance #681 of the Borough of Hatboro, which prohibits smoking or carrying a lighted pipe, cigar, cigarette or tobacco in any form in all school buildings or in school buses. Violators are subject to a fine by the magistrate.

## **VIOLATIONS OF THE SAFETY PROCEDURE:**

Parents are required to follow all safety procedures at all times. These procedures are designed not as mere inconveniences, but to protect the welfare and best interest of the employees, children and associates of Hatboro-Horsham School District Child Care. Please be particularly mindful of Hatboro-Horsham School District Child Care entrance procedures. We all like to be polite. However, we need to be careful to not allow unauthorized individuals into the center. Holding the door open for the person following you may, in fact, be polite; however that person may not be authorized to enter the premises. Security procedures are only as strong as the weakest person in our organizational chain. Be alert and mindful. Immediately report any breaches to the Director.

## **CONFRONTATIONAL INTERACTIONS WITH EMPLOYEES, OTHER PARENTS OR ASSOCIATES OF HATBORO-HORSHAM SCHOOL DISTRICT CHILD CARE**

# HATBORO-HORSHAM SCHOOL DISTRICT CHILD CARE

While it is understood that parents will not always agree with the employees of Hatboro-Horsham School District Child Care or the parents of the other children, it is expected that all disagreements be handled in a calm and respectful manner. Confrontational interactions are not an appropriate means by which to communicate a point and are strictly prohibited.

## **VIOLATIONS OF THE CONFIDENTIALITY PROCEDURE:**

Hatboro-Horsham School District Child Care takes very seriously the responsibility of maintaining the confidentiality of all persons associated with the child care program. Parents must understand the implications of this responsibility. Parents need to recognize that the Confidentiality Procedure not only applies to their child or family, but all children, families and employees associated with Hatboro-Horsham School District Child Care. Any parent who shares any information considered to be confidential, pressures employees or other parents for information which is not necessary for them to know, will be considered to be in violation of the Confidentiality Procedure.

## **PARENT’S RIGHT TO IMMEDIATE ACCESS**

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Parents of a child in our care are entitled to immediate access, without prior notice, to their child whenever they are in care at Hatboro-Horsham School District Child Care, 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) 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.



# HATBORO-HORSHAM SCHOOL DISTRICT CHILD CARE

**In the absence of a court order** on file with Hatboro-Horsham School District Child Care, **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, since our rights to retain your child are secondary to the other parent's right to immediate access. Hatboro-Horsham School District Child Care staff will contact the local police should a conflict arise.

Visitors are asked to schedule appointments with the Director, and are allowed in the child care facility only at the discretion of the Director. An employee of Hatboro-Horsham School District Child Care will accompany visitors at all times, throughout the center.

Hatboro-Horsham School District Child Care will dismiss any child whose parent is prohibited from entering upon the child care program property. Due to the parents' right to immediate access procedure, as well as state and federal regulations, Hatboro-Horsham School District Child Care cannot have a child at the child care program when the child's parent is prohibited access. Hatboro-Horsham School District Child Care will not agree to any request to maintain a child's enrollment even if the parent agrees to stay out of the center. Such an agreement is a violation of the law and will not be entertained.

## **COURT ORDERS EFFECTING ENROLLED CHILDREN**

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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

# HATBORO-HORSHAM SCHOOL DISTRICT CHILD CARE

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.

## **PERSONS APPEARING TO BE IMPAIRED BY DRUGS/ALCOHOL AT PICK-UP**

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The staff of Hatboro-Horsham School District Child Care will contact local police and/or the other custodial parent should a parent appear to the staff of Hatboro-Horsham School District Child Care to be under the influence of drugs and/or alcohol. The parent's right to immediate access does not permit the the child care program from denying a custodial parent access to their child even if the parent is or appears to be impaired. However, Hatboro-Horsham School District Child Care staff will delay the impaired

# HATBORO-HORSHAM SCHOOL DISTRICT CHILD CARE

parent as long as possible, while contacting the other parent, the local police and Child Protective Services.

Any other authorized person who attempts to pick-up a child, and appears to the staff of Hatboro-Horsham School District Child Care to be under the influence of drugs and/or alcohol will be denied access to the child. The staff of Hatboro-Horsham School District Child Care will contact the child’s parents, local police and Child Protective Services to notify them of the situation.

## **EMERGENCY/ALTERNATE PICK-UP FORMS**

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At enrollment, parents will be presented with an Emergency/Alternate Pick-up form. Parents are encouraged to include on this form any, and all persons who, in the course of events, may at one time be asked to pick-up their child from Hatboro-Horsham School District Child Care. In an emergency situation the child’s parents will be called first. If they cannot be reached staff will call the persons listed on this form until someone can be reached.

Should the staff contact a parent, and the parent is unable to pick up the child, it is then the responsibility of the parent to arrange for their child to be picked up by someone on the emergency list. Failure of the parent to make such arrangements will result in dismissal from the program.

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

Parents will be asked to determine which persons (if any) on the Emergency/Alternate Pick-up Form have the right to act “In Loco Parentis.” In Loco Parentis status affords the pickup person the right to discuss confidential information about the child’s day including but not limited to, incident/accident reports, and behavior issues. In the absence of this designation the people on the Emergency/Alternate Pick up Form are only afforded the right

# HATBORO-HORSHAM SCHOOL DISTRICT CHILD CARE

to pick up the child. Staff is not permitted to discuss the child's day with them.

The persons on the Emergency/Alternate pick-up form will be required to provide photo ID prior to the child care program releasing the child. There will be no exceptions to this rule.

All changes and/or additions to the Emergency/Alternate Pick-up form must be made in writing and be dated and signed. Only custodial parents have the right to make changes or additions to this form.

Hatboro-Horsham School District Child Care serves the right to refuse/ban any person listed on the Emergency/Alternate Contact Form for any reason, including but not limited to violations of the policies/procedures contained herein. It is the responsibility of the enrolling parent(s) to inform each person on the Emergency/Alternate Form of the policies/procedures contained herein.

## **HEALTH AND SAFETY**

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### **PRE-ENROLLMENT REQUIREMENTS**

All children are required to have a complete up to date immunization record on file at the Hatboro-Horsham School District's Child Care Program. This is per our licensing regulations. If you have chosen not to have your child immunized, please ask the director for an immunization waiver form (see Form B). Immunizations may be waived for certain reasons. Please discuss this with the director to determine whether you have the right to be enrolled and not have your child immunized. Parents are required to have a wavier on file in place of an immunization record, so that the center can maintain compliance with licensing regulations.

All children are required to have a physical examination form filled out by a licensed medical professional, in order to attend Hatboro-Horsham School District's Child Care Program. The

# HATBORO-HORSHAM SCHOOL DISTRICT CHILD CARE

Physical Examination Form, indicating the child’s fitness to attend Hatboro-Horsham School District’s Child Care Program, must be completed by a licensed healthcare professional and returned to the Center Director within the first 30 days of enrollment.

## **CHILDREN WITH SEVERE ALLERGIES**

For the safety of your child, parents and families are required to provide a signed copy of the “Authorization for Emergency Care for Children with Sever Allergies” form, detailing any allergies, food or otherwise, from which their child suffers, at the time of enrollment or when the allergy is discovered. This form must be completely filled out by the child’s physician and parent(s) or legal guardian(s), and must be updated every six months, or more frequently, as needed. In addition to this form, parents and guardians must provide a copy of any additional physician’s orders and procedural guidelines relating to the prevention and treatment of the child’s allergy. This form can be obtained by request from the Director of Child Care.

Parents must also execute a “Release and Waiver of Liability for Administering Emergency Treatment to Children with Severe Allergies” form. This form releases Hatboro-Horsham School District Child Care from liability for administering treatment to children with severe allergies and taking other necessary actions set forth in the “Authorization for Emergency Care for Children with Severe Allergies” form, provided Hatboro-Horsham School District Child Care exercises reasonable care in taking such actions.

Any medication required to treat an allergic reaction must be provided in accordance with the “Authorization for Emergency Care for Children with Severe Allergies” form. It also must be up to date. All expired medicines will be sent home.

## **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.

# HATBORO-HORSHAM SCHOOL DISTRICT CHILD CARE

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

# HATBORO-HORSHAM SCHOOL DISTRICT CHILD CARE

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 Nurse.

## **DISPENSING MEDICATION**

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

## **MEDICATION POLICY**

## HATBORO-HORSHAM SCHOOL DISTRICT CHILD CARE

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.**

## **TRANSPORTATION OF MEDICATION TO SCHOOL**

It is the responsibility of the parent or guardian to transport all medications to and from the school. Medications should be handed directly to the school nurse. No student should be carrying or transporting medications unless consent is given by the school nurse and student's physician. \*\*\*Any medication left in the nurses' office at the end of the school year will be discarded.

## **FIRE/EMERGENCY DRILLS**

Hatboro-Horsham School District Child Care conducts bi-monthly fire and emergency/evacuation drills. Parents, staff and children will not be made aware of drill dates or times, as this is the most effective way to assess the effectiveness of fire and emergency/evacuation plans.

During a fire/emergency drill or real fire/emergency situation, parents may not sign children into or out of the program. Parents must wait until the drill is complete and children have returned to the building to sign their child into the program. Parents may feel free to wait with the child's class in the designated safe-zone outside of the building until the drill is complete.

In the event of a real fire/emergency situation, the director or designate will inform each classroom teacher that the school will be closing. At this time any parents waiting to sign their child in will have to leave the premises with their child. All other parents or emergency contact persons will be notified by telephone of the situation. As with the sick child pick up procedure, children must be picked up within 45 minutes of the telephone call.

# HATBORO-HORSHAM SCHOOL DISTRICT CHILD CARE

Parents wishing to sign their child out of the program during a fire/emergency drill or real fire/emergency situation are expected to have patience with the staff as they are trying to maintain order during a often hectic and dangerous situation. If the center is in the midst of a fire/emergency drill, parents will be required to wait until the drill is completed and the staff and children are returned to the building to sign their child out of the program. If the center is having a real fire/emergency situation, parents will be asked to wait until the director or designee has accounted for all staff and children and gives the staff permission to release children. Once again, it is important for parents and staff to work together, remain calm, and cooperate with the fire/emergency personnel and center administration during these important and critical situations.

## **ALTERNATE SAFE LOCATION**

Should the administration of Hatboro-Horsham School District Child Care or any emergency services personnel determine the building which houses the children and staff in the child care program to be too dangerous to be occupied, the staff and children will be taken to the Hatboro-Horsham High School. Once the children are assembled here, the staff will begin contacting parents/guardians or emergency contact persons for pick up. As stated before, children must be picked up within 45 minutes of the telephone call.

## **INCIDENT/ACCIDENT REPORTS**

Should your child be involved in an incident/accident during the course of the school day, a staff member will complete an Incident/Accident Report. The Incident/Accident Report will be placed in a sealed envelope and left at the pickup table or in the child's backpack. If a child attends the Preschool Program his or her teacher will email or phone the parent to notify them of the incident.

Parents or persons designated to act "in loco parentis" are required to sign any incident/accident reports from the day at pick-up. However, should you feel it necessary to have an in depth

# HATBORO-HORSHAM SCHOOL DISTRICT CHILD CARE

discussion or meeting, it is most appropriate to schedule the meeting for a later date because the teacher is responsible for supervising the remaining children in the classroom. A telephone conference may be scheduled if the parent(s) is unable to meet at the school during the course of the day.

Should a person other than the parent or one designated to act “in loco parentis” pick-up the child, a parent or person designated to act “in loco parentis” must sign the Incident/Accident Report and return a copy to the center director within 24 hours. Failure to sign and return an Incident/Accident in this time period will result in your child’s exclusion from the program until such time as the Report is returned signed.

## **FOODS**

All food items must be labeled with your child’s name. Hatboro-Horsham School District Child Care does not permit children to share or exchange food items.

For the safety of your child, parents are required to provide notification, in the form of a doctor’s note, of any allergies (food or otherwise), with instruction for treatment should a child have an allergic reaction. Please refer to the Health and Safety Policies contained herein for further information.

Parents are required to provide written notification of any food/dietary restrictions. (i.e. lactose intolerance, vegetarian diets, wheat free/gluten free diets)

Hatboro-Horsham School District Child Care never uses food as a punishment. Children will never be denied participation in lunch or snack time for behavior reasons.

## **Supervision of Children**

Children on facility premises shall be supervised at all times. Staff will be assigned responsibility for specific children in their care. Outdoor play space used by the facility is considered part of the outdoor premises. A facility person may not use any form of physical punishment, including spanking a child. A facility person

# HATBORO-HORSHAM SCHOOL DISTRICT CHILD CARE

may not use harsh, demeaning or abusive language in the presence of children.

## **TRANSPORTATION**

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

## **SCHOOL CALENDAR**

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The Hatboro-Horsham School District Child Care Program follows the school district calendar. Child care services are provided at specified locations on Full Day In-services and School District Holidays. Child care is provided at their home school/on Early Dismissal days.

## **EMERGENCY CLOSING AND INCLEMENT WEATHER INFORMATION**

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In the event of an emergency closing and/or inclement weather, parents will be notified of the closing by phone blast and is also posted on the district calendar. On two hour delay, the child care program will open at 8:30.

Should the school need to close in the middle of the day, the school staff will attempt to reach the child’s parents first to arrange for pick up. Should the staff be unable to reach the parents, the persons listed on the emergency contact form will be called until pick up arrangements can be made. Staff will notify the parents or emergency contact person at the time of the call, of the pickup location should the children need to be evacuated from the child care center. Parents or emergency contact persons should report directly to the alternate location if one is indicted.

## **DISCIPLINE**

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By authority of Pennsylvania SchoolCodeChapter12, The Hatboro-Horsham School Board has adopted Policy 218 which states a Code of Student Conduct will govern student discipline, and students shall not be subject to disciplinary action because of

# HATBORO-HORSHAM SCHOOL DISTRICT CHILD CARE

race, gender, color, religion, sexual orientation, national origin or handicap/disability. All examples, procedures, and disciplinary responses are applicable in school, on school buses, while traveling to and from school, during school sponsored field, trips, including school activities. Any student misconduct committed on school district property or at school related activities or that substantially interferes with normal school functions or educational process at any time including weekends and/or evenings is subject to disciplinary action. Principals and assistant principals will exercise discretion in dealing with offenses involving primary students (K-3) and special education students following consultation with the Assistant Superintendent and the Director of Special Education. All Board approved Policies can be accessed on the Districts web-site at [www.Hatboro-Horsham.org](http://www.Hatboro-Horsham.org) and the Principal's office at each school.

For more details, please refer to the Hatboro-Horsham School District Parent Handbook disciplinary policy chart.

## **Suspension and Expulsion Policy**

The child care program follows the Hatboro-Horsham School District's Code of Conduct for School-Age Children.

Infractions that meet Level I-III Behaviors will receive immediate intervention, including parent conference and a plan developed for behavioral modifications in the child care setting. If continuation of behaviors exist, the children care program will request technical assistance for the Southeast Regional Key. If after observation and implementation of mediation plan does not bring about behavioral changes, the director will meet with the family to discuss alternative care option.

## **DISMISSAL**

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Hatboro-Horsham School District Child Care reserves the right to dismiss any child at any time, with or without cause.

Parents will be refunded any unused tuition within one month of the dismissal. The child care program check will be mailed to the

# HATBORO-HORSHAM SCHOOL DISTRICT CHILD CARE

address indicated in the child’s file. Any past due 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 child care program’s legal counsel for collection.

## **THE CHILD CARE PROGRAM’S RIGHT TO REFUSE ADMISSION**

Hatboro-Horsham School District Child Care reserves the right to refuse admission to any child at any time with or without cause.

Possible reasons for the refusal of admission include but are not limited to:

1. Staff/nurse deems the child too ill to attend.
2. Parents’ failure to maintain accurate, up to date records.
3. Parents’ failure to complete and return required documentation in a timely fashion.

Parents will not be reimbursed tuition for days when their child is absent from the program.

## **WITHDRAW**

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Two weeks written notice is required when withdrawing a child for any reason. If the proper notice is given, any unused tuition will be refunded within thirty days of the withdrawal. If the required notice is not given, parents will be charged tuition for two additional weeks.

Parents who wish to change their child’s days or times of enrollment at Hatboro-Horsham School District Child Care, must submit a request to do so two weeks in advance of the proposed change. A schedule change will not be considered to be final until a new fee agreement is signed.

## **PROCEDURE: STAFF EMPLOYMENT BY CLIENT’S**

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The staff of Hatboro-Horsham School District Child Care is **prohibited** from being employed by any client (current or former).

# HATBORO-HORSHAM SCHOOL DISTRICT CHILD CARE

Parents are prohibited from soliciting any staff member for the purpose of employment. Parents who employ Hatboro-Horsham School District Child Care staff will have their services terminated and any deposits will be forfeited. Staff who become employed by current or former clients of Hatboro-Horsham School District Child Care will have their employment with Hatboro-Horsham School District Child Care terminated.

Employment refers to any relationship outside of the child care program's services which involves an employee of Hatboro-Horsham School District Child Care to interact with a current or former clients of Hatboro-Horsham School District's Child Care Program. Such relationships include but are not limited to, baby-sitting, house-sitting, mother's helper, nanny services, and carpooling regardless of whether or not those services are voluntary or paid.

## **CHILD CARE SITE CONTACT INFORMATION**

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Blair Mill Elementary  
109 Bender Road  
Hatboro, PA 19040  
215-420-5230

Crooked Billet Elementary  
101 Meadowbrook Road  
Hatboro, PA 19040  
215-420-5333

Hallowell Elementary  
200 Maple Avenue  
Horsham, PA 19044  
215-420-5929

Pennypack Elementary  
130 Spring Avenue  
Hatboro, PA 19040  
215-420-5420

Simmons Elementary

# HATBORO-HORSHAM SCHOOL DISTRICT CHILD CARE

411 Babylon Rd  
Horsham, PA 19044  
215-420-5713

## **PRESCHOOL PROGRAM** **INFORMATION**

### **PRESCHOOL CURRICULUM**

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The Hatboro- Horsham School District Four-Year-Old Preschool Program utilized the same curriculum (or aligned curriculum) the students will be utilizing upon entry into Kindergarten.

**CLI BLUE PRINTS:** Blueprint is a pre-kindergarten (Pre-K) early literacy curriculum. Blueprint’s lesson plans help teachers make each included children’s book a launching pad for teaching essential early literacy skills in whole group, small group and individual settings. Blueprint’s content and skills are



# HATBORO-HORSHAM SCHOOL DISTRICT CHILD CARE

developmentally appropriate and grow from recommended state and federal standards, according to the findings of the National Reading Panel and a joint position statement from NAECY and IRA.

Intentional Read Aloud and Modeled Writing/Shared Reading lessons are designed with general teaching moves, the detailed language you might use with children to meet each learning objective and the books that are behind the lessons. These can be used in large-group or small-group arrangements. Each day's lesson includes a song, rhyme or chant, a set of related activities and classroom, family, and ELL tips.

Themes are intentionally structured and sequential, growing from an examination of children's own lives to their neighborhoods and communities, to the natural world around them, and then to the wider world.

<http://www.cli.org/blueprint>

**EVERYDAY MATH:** Everyday Mathematics is a comprehensive Pre-K through Grade 6 mathematics program engineered for the Common Core State Standards. Developed by The University of Chicago, School Mathematics Project, the Everyday Mathematics spiral curriculum continually reinforces abstract math concepts through concrete real-world applications.

**FOSS SCIENCE:** FOSS (Full Option Science System) is a research-based science curriculum developed at the Lawrence Hall of Science, University of California, Berkeley. FOSS has evolved from a philosophy of teaching and learning that has guided the development of successful active-learning science curricula for more than 40 years. The FOSS Program bridges research and practice by providing tools and strategies to engage students and teachers in enduring experiences that lead to deeper understanding of the natural and designed worlds.

The best way for students to appreciate the scientific enterprise, learn important scientific and engineering concepts, and develop the ability to think well is to

# HATBORO-HORSHAM SCHOOL DISTRICT CHILD CARE

actively participate in scientific practices through their own investigations and analyses. The FOSS Program was created specifically to provide students and teachers with meaningful experiences through engaging with this active participation in scientific practices.

<http://www.fossweb.com/what-is-foss>

## **GOALS**

Goals are developed for children based on observation and assessment of children while engaged in hands-on activities and play. Teachers differentiate instruction based on their observation of students and students' developmental needs. Teachers review and implement specific goals for children based of IEP and 504 plans.

## **TEACHING STRATEGIES**

Content will be delivered through various teaching modalities, small group and whole group instruction, hands on exploration of materials to enhance independent learning. Students will be encouraged to explore and try all activities.

## **ENVIRONMENT**

Classroom are set up in interest areas. Interest areas include; but are not limited to Dramatic Play, Art, Mathematics, Literacy, Science, Sensory, Blocks, Library, and Fine Motor. Additional materials will be added to areas to promote exploration and learning. Areas will be altered to promote themes. Classrooms are arranged for large group, small group and individual learning opportunities.

## **STAFF TO CHILD RATIOS**

All classrooms have at least one head teacher with a Bachelor's Degree or higher in Early Childhood or Elementary Education. All classrooms also have at least one assistant teacher with an Associate's degree or higher.

We adhere to the ratios set by DHS/OCDEL  
1:10 Preschool

**LEARNING STANDARDS**

Teachers utilize the Pre-K Learning Standards in their lesson plans to ensure the content is reflective of all the Key Learning Areas. Each classroom has a copy of the standards within.

**ASSESSMENTS**

Assessments are on-going and communicated with parent at conferences. Ages and Stages, portfolios and work sampling are utilized.

**RESOURCES**

Teacher will utilize curriculum resources from Everyday Math, Foss Science and Blue prints to ensure quality programming to meet the needs of our preschool learners.

**PROFESSIONAL DEVELOPMENT**

Hatboro-Horsham School District supports teachers’ ongoing learning so teachers can provide optimal learning experiences for the children while enriching their background knowledge. Staff will be encouraged to participate in self chosen professional development opportunities with a minimum of 24 hours of mandatory professional development.

**FAMILY PARTNERSHIPS**

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**PARENT/TEACHER COMMUNICATION**

Families are encouraged to be active participants in their child’s learning! We have an open communication policy. Each day, teachers will send a Daily Email Blast to families explaining the events of the day. In addition, a monthly calendar will be sent home to families explaining all special events and activities. Parents are always welcome to call, email or schedule conference with teachers. The program offers 3 conferences per year to discuss their children’s learning. In addition, Parents will be able to attend our Family Engagement Days which allow families to be involved in academic and social activities with in the classroom.

**VOLUNTEER BADGES**

Parents and family members who would like to participate or volunteer in our school MUST have a Hatboro-Horsham School District Volunteer Badge. Volunteer Badges can be received after Volunteer Clearances are completed. Volunteer Badges can be obtained through the Administration Building. Please see the link below for directions and details.

Parents with court orders detailing custodial arrangements will only be permitted to volunteer on days in which they are afforded custody (joint/shared custody arrangement) as per the court order.

<https://www.hatboro-horsham.org/Page/12218>

**COMMUNITY AND SCHOOL PARTNERSHIPS:**

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The program participates in the school district’s Home and school Association (HSA). Parents will receive information to join the HSA upon enrollment in the program.

**FIELD TRIPS**

The Hatboro Horsham Preschool Program partners with the Jarrett Nature Center and the Horsham Library for Walking Field Trips and events.

**In House Preschool Transition Plan**

Transition from Preschool to Kindergarten:

Preschool students, along with the Preschool Teachers, will be given an opportunity to spend some time in one of our Kindergarten Classrooms. During this time, child will get to meet one of the Hatboro-Horsham School District Kindergarten teachers. The Kindergarten teacher will share a story and students with engage in a follow up activity. This will provide preschool students exposure to the routines of the Kindergarten Day.

In May, students will go through the Kindergarten Screening Process, during the Preschool day. During this time, students will meet a Literacy Specialist, OT and PT teachers, each will assess the child’s current ability in each area.

# HATBORO-HORSHAM SCHOOL DISTRICT CHILD CARE

In August, families will have the opportunity to attend an Open House. At this event, Families have the opportunity to see school, meet the staff and learn more about the Kindergarten Programming. Additionally, students will have the opportunity to enrolling in the Rising Kindergarten Camp. During this time, students will have an opportunity to work on kindergarten readiness concepts.

## **BIRTHDAY/HOLIDAY CELEBRATIONS**

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Your child’s teacher will provide information regarding bringing in treats for birthday/ holiday celebrations. Teachers will notify parents as to food items not allowed due to severe allergies.

## **TOYS FROM HOME**

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Due to the risk of damage, sharing issues, and loss, children are not permitted to bring in toys from home, unless specifically requested by the classroom teacher for use as part of the curriculum. Parents are responsible for enforcing this procedure with their child. Parents are encouraged to consult the classroom teacher should they find their child is having difficulty with this procedure.

If the parents fail repeatedly to enforce this procedure with their children, the staff will call the parents and require that they come to the school and remove the toy.

All toys brought in for use as part of the curriculum, and/or for a special event will be inspected by Hatboro-Horsham School District Child Care staff for safety and appropriateness, and may be prohibited at the sole discretion of Hatboro-Horsham School District’s Child Care Program.

## **DRESS CODE**

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Clothing:

# HATBORO-HORSHAM SCHOOL DISTRICT CHILD CARE

Children are engaged in various activities during the course of the day; some of these activities can be messy, and/or athletic in nature. Additionally, children are engaged in outdoor play daily, weather permitting. Due to these activities, children are required to be dressed in seasonably appropriate, comfortable, and clothing.

Coats, hats, gloves, scarves and winter boots must be provided in the winter months. It is not necessary for the children to wear their winter boots to school. Teachers will change the children into their winter boots when they go outdoors.

Children are not permitted to wear open toed, and/or open backed shoes. The most appropriate type of shoes for participation in school activities are rubber-soled, sneakers/tennis shoes.

Children ages 3 through 5 are required to have **two** seasonably and size appropriate complete change of clothing at the center at all times. A complete change of clothing includes, shirt, pants, underwear, socks, and shoes. Teachers will post reminders for parents to update changes of clothing as the weather begins to change.

All clothing items must be clearly labeled with the child's first and last name. This includes, coats, hats, gloves, scarves, and boots. Hatboro-Horsham School District Child Care is not responsible for lost or damaged items of clothing.

Hatboro-Horsham School District Child Care is not responsible for damage to or loss of and articles of clothing.

## **MEAL TIMES**

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# HATBORO-HORSHAM SCHOOL DISTRICT CHILD CARE

Hatboro-Horsham School District Child Care curriculum focuses on developing healthy, well-balanced eating habits. Therefore, parents are required to provide a full, healthy lunch for their children each day they are in attendance. Lunches should include a sandwich (or main entrée item), snack(s) and a drink. Hatboro-Horsham School District Child Care will provide water for children who wish to have it with lunch. When preparing your child's lunch please refer to the Peanut Free Procedure that follows. All uneaten food will be placed back in the child's lunch so parents can see what items and how much their child consumed during the day.

Hatboro-Horsham School District Child Care offers children a morning snack at approximately 9:00 a.m., a half-hour lunch at approximately 12:00 noon and an afternoon snack at approximately 2:45 p.m.

Students with a peanut or nut allergy will be able to sit at the Peanut/Nut Free table during meal times.

Lunches will not be heated for children.

## **BEFORE SCHOOL AND AFTER SCHOOL CARE INFORMATION**

### **CURRICULUM INFORMATION**

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The Hatboro-Horsham School District School-age Program provides children with a variety of cognitive based exploration in an environment that is rich in materials and developmentally appropriate opportunities to converse, socialize, work and play in an inviting atmosphere.

- STEAM is an acronym which represents the academic disciplines of Science, Technology, Engineering, Art and Math. Children learn to work collaboratively with their peers to solve real-world problems. Children engage in science inquiry, investigation, problem solving, and logical reasoning in the context of integrated units of instruction.
- Children will be provided with a 30 minute homework block where they will have the opportunity to complete assignments in a calm and quiet environment. Children are not required to complete their homework during this time but can read, draw or work on a silent activity as an alternative. Staff do not provide 1 on 1 instruction during this homework block and parents are encouraged to review homework.
- In our care children will participate in developmentally appropriate small and whole group gross motor activities. Interest areas are also set up in designated locations for children to have free choice of what they would like to participate in. No child will be required to participate in specific activities.

**DAILY SCHEDULE OF ACTIVITIES**

Information is posted at each child care location. Parents may obtain a copy of the schedule by contacting the Site Coordinator or Group Supervisor.



**CLASS ASSIGNMENTS**

Children are grouped according to grade level. Groups may contain multiple grade levels.

**STAFF TO CHILD RATIOS**

We adhere to the ratios set by DHS/OCDEL.

1:10 Preschool

1:12 Kindergarten through Third Grade

1:15 Fourth Grade through Fifth Grade

**ARRIVAL PROCEDURES**

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Upon arrival at Hatboro-Horsham School District Child Care, the parents or guardian dropping the child off must sign the child into care on the sign-in sheet located in the monthly parent sign in sheet binder. Children are required to be escorted by their parent or the adult dropping them off, to the child care entrance of the building. Children are required by law to be supervised at all times while in the child care facility.

Parents are required to notify the staff of any special instructions or needs for the child’s day. The parent must present the special instructions in the form of a letter and verbally discuss them with either the staff or Director. These special instructions include but are not limited to: Early Pick Up, Alternative Pick up Person, health issues over the previous night which need to be observed and/or any general issues of concern which the child care providers should be aware to best meet the needs of your child throughout the day.

Hatboro-Horsham School District Child Care does not serve or provide breakfast in the morning; however, children can purchase breakfast from the cafeteria. The cost of breakfast is determined by the Food Service Department. You may contact your home school cafeteria in regards to questions related to breakfast.

**NOTIFICATION OF ABSENCE**

# HATBORO-HORSHAM SCHOOL DISTRICT CHILD CARE

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Parents are required to inform the school/child care program in writing if a child will not be attending after school care on a scheduled day. Parents who fail to give proper notice of an absence may result in the child being dismissed from the program.

## **PICK UP PROCEDURES**

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Parents or other authorized adult are required to sign their child out of care on the sign-out sheet located in the monthly parent sign in/out binder. Once a parent signs their child out, the parent is then solely responsible for supervising their child while on the child care program premises. The parent may not allow a child to wander through the hallways, bathrooms, other classrooms and/or playground. Parents are required to handle all business issues prior to signing out their child, and are required to directly exit the building once they have signed their child out of care. Parents may not return their child to the program once sign out without approval from the Director.

Parents or persons designated to act “in loco parentis” are required to sign any incident/accident reports from the day at pick-up. The supervisor will be able to briefly discuss the matter with you or other authorized adult at pick-up. However, should you feel it necessary to have an in depth discussion or meeting, it is most appropriate to schedule the meeting for a later date because the supervisor is responsible for supervising the remaining children in the program. A telephone conference may be scheduled for later in the day or for the next day if the parent(s) is unable to meet at the center during the course of the child care hours of operation.

## **LATE PICK-UP:**

Parents are required to pick up children by the close of the program at 6:30 pm. On In-service days, child care closes at 6:00 pm. All measurements of time are to be according to the Hatboro-Horsham School District Child Care clock located in cafeteria.

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Parents will be charged \$1.00 per minute for late pick up:

\*\*Phone calls to notify of late arrival will not exempt a late fee charge. Accounts will be billed.

A child's services may be terminated should the child be picked-up late on three occasions in one school year regardless of the reasons for the late pick-up. It is the parent's responsibility to ensure that someone (either a parent or Emergency/Alternate pick-up person) is available to pick up the child on time.

## **MEAL TIMES**

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Breakfast is available for children to purchase through their MySchoolBucks account during Before Care around 8:00am.

Hatboro-Horsham School District Child Care will provide an afternoon snack and drink for all children in after care after 3:30pm.

Students with a peanut or tree nut allergy will be able to sit at a Peanut Free table during breakfast or snack.

## **FORMS**

Form A: Signature Page(s) (One for each Custodial Parent and/or Legal Guardian)

# HATBORO-HORSHAM SCHOOL DISTRICT CHILD CARE

Form B: Authorization for Emergency Care of Children with Severe Allergies

Form C: Release and Waiver of Liability for Administering Emergency Care to Children with Severe Allergies

# HATBORO-HORSHAM SCHOOL DISTRICT CHILD CARE

## FORM A

I/We, \_\_\_\_\_  
\_\_\_\_\_, the parent(s)/legal guardian(s) of  
\_\_\_\_\_, acknowledge  
that I/We have received a copy of Hatboro-Horsham School  
District's Child Care Program's Parent Handbook and have  
been given the opportunity to read the manual and ask  
questions about and understands the policies contained  
therein. Furthermore, I/We agree to abide by the policies set  
forth in the manual.

I/We understand that the policies described in the Parent  
Handbook are not conditions of enrollment, and the language  
does not create a contract between Hatboro-Horsham School  
District Child Care and the parents. Hatboro-Horsham School  
District Child Care reserves the right to alter, amend, or  
otherwise modify these guidelines, in its sole discretion,  
without prior notice.

I/We acknowledge that this Parent Handbook is the property  
of Hatboro-Horsham School District's Child Care Program,  
and must be returned to Hatboro-Horsham School District  
Child Care when the aforementioned child is no longer  
enrolled at Hatboro-Horsham School District's Child Care  
Program. I/We acknowledge that our failure to return the  
Parent Handbook to Hatboro-Horsham School District's Child  
Care Program, within 5 business days following the end of  
enrollment, will result in [INDICATE AMOUNT] being  
deducted from the deposit taken at the time of enrollment.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

FORM B



Name \_\_\_\_\_ Birthdate \_\_\_\_\_

Address \_\_\_\_\_ Parent or Guardian \_\_\_\_\_

Telephone \_\_\_\_\_

Please Circle Present Grade K 1 2 3 4 5 6 7 8 9 10 11 12 Other \_\_\_\_\_

**STATEMENT OF EXEMPTION TO IMMUNIZATION LAW**

**MEDICAL EXEMPTION**

The physical condition of the above-named child is such that immunization would endanger life or health.

Signed \_\_\_\_\_ Date \_\_\_\_\_  
(PHYSICIAN)

**RELIGIOUS EXEMPTION**

(Includes a strong moral or ethical conviction similar to a religious belief.)

Parent or guardian of the above-named child adheres to a religious belief whose teachings are opposed to such immunizations.

State your reason for requesting a religious exemption \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Signed \_\_\_\_\_ Date \_\_\_\_\_  
(PARENT OR GUARDIAN)

Date:

Dear Health Care Provider,

Your patient, \_\_\_\_\_ is enrolled in Hatboro-Horsham School District Child Care and we have been requested to provide certain emergency care for the prevention of anaphylaxis in the event the child comes into contact with a certain allergen(s), as described below. Please complete Part I of this instruction record. This record will remain in the child's file at Hatboro-Horsham School District Child Care so we may assist with the allergy care and needs of the child. If you need to provide further instructions or clarifications, please do so on a separate sheet of paper, which will become a part of this record and will be kept with this form in the child's file at Hatboro-Horsham School District's Child Care Program.

**PART I (to be completed by a Licensed Health Care Provider)**

Child's Name: \_\_\_\_\_ Child's Birth Date: \_\_\_\_\_

**Known Allergens:** (Please provide a complete list of all events and/or substances that may trigger a severe allergic reaction (i.e. Anaphylactic shock) in the child.)

- \_\_\_\_\_ Bee Sting
- \_\_\_\_\_ Other Insect Bite(s): (identify): \_\_\_\_\_
- \_\_\_\_\_ Animal(s): (identify): \_\_\_\_\_
- \_\_\_\_\_ Food Allergy: (identify all foods or groups of foods that must be avoided): \_\_\_\_\_
- \_\_\_\_\_ Other: (identify): \_\_\_\_\_

**SYMPTOMS:** (Please provide a complete list of all symptoms that indicate the child has come into contact with an allergen and requires emergency treatment.)

- \_\_\_\_\_ Shortness of Breath
- \_\_\_\_\_ Swelling of the Face or Lips
- \_\_\_\_\_ Hives
- \_\_\_\_\_ Vomiting

# HATBORO-HORSHAM SCHOOL DISTRICT CHILD CARE

\_\_\_\_\_ Diarrhea

\_\_\_\_\_ Other: (explain): \_\_\_\_\_

**PROCEDURES:** (Please indicate all steps necessary and the order in which they should be taken.)

\_\_\_\_\_ Administer the following Medication: (provide name, dosage, and method of administration): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ Administer EPI-PEN: (provide instructions for administration)

\_\_\_\_\_ Call Emergency Medical Services (911)

\_\_\_\_\_ Call the child's parent or guardian

\_\_\_\_\_ Other (explain): \_\_\_\_\_

\_\_\_\_\_ DO NOT administer medication in the absence of KNOWN exposure to allergen

## RECREATIONAL ACTIVITIES:

1. The child may participate in recreational activities.  
[ ] yes [ ] no

2. Recreational Activity Restrictions: [ ] none [ ] some restrictions  
(explain recreational activity restrictions): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## HEALTH CARE PROVIDER INFORMATION:

Office: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



HATBORO-HORSHAM SCHOOL DISTRICT CHILD CARE

**PART II: (to be completed by the child’s Parent(s) and/or  
Legal Guardian)**

**By signing this form, I/We authorize Hatboro-Horsham School District Child Care to follow the instructions contained in this Authorization for Emergency Care of Children with Severe Allergies Form. I/We agree to update this form every six (6) months, or sooner if my/our child’s needs change.**

**PARENT(S)/LEGAL GUARDIAN(S):**

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone #: \_\_\_\_\_ Cell Phone #: \_\_\_\_\_  
Emergency Contact #: \_\_\_\_\_  
Signature: \_\_\_\_\_  
Date: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone #: \_\_\_\_\_ Cell Phone #: \_\_\_\_\_  
Emergency Contact #: \_\_\_\_\_  
Signature: \_\_\_\_\_  
Date: \_\_\_\_\_

This completed Authorization for Emergency Care for Children with Severe Allergies Form was received by Hatboro-Horsham School District Child Care on (date) \_\_\_\_\_.  
This Form must be updated by (date) \_\_\_\_\_.  
Received By: (Print Name) \_\_\_\_\_  
Signature: \_\_\_\_\_  
Title: \_\_\_\_\_

HATBORO-HORSHAM SCHOOL DISTRICT CHILD CARE

FORM C

**RELEASE AND WAIVER OF LIABILITY FOR  
ADMINISTERING  
EMERGENCY CARE TO CHILDREN WITH SEVERE  
ALLERGIES**

This is a RELEASE AND WAIVER OF LIABILITY FOR ADMINISTERING EMERGENCY TREATMENT TO CHILDREN WITH SEVERE ALLERGIES (hereinafter, referred to as the “Release”)

Made this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by and between Hatboro-Horsham School District Child Care and \_\_\_\_\_

\_\_\_\_\_  
(Parent(s)/Legal Guardians) who are the Parent(s) and/or Legal Guardian(s) of \_\_\_\_\_ (child’s name).

WHEREAS, Hatboro-Horsham School District Child Care provides child care services and the Parent(s)/Legal Guardian(s) have engaged Hatboro-Horsham School District Child Care to provide child care services for \_\_\_\_\_ (child’s name);

WHEREAS, Hatboro-Horsham School District Child Care has been requested by the Parent(s)/Legal Guardian(s) to administer emergency treatment (including the administration of epinephrine) to the child during certain emergency situations when the child has come in contact with an allergen and is in danger of anaphylaxis , as prescribed in writing on the child’s “Authorization for Emergency Care of Children with Severe Allergies Form” all in accordance with and subject to Hatboro-Horsham School District’s Child Care Program’s procedure for administering emergency treatment to children with severe allergies.

NOW THEREFORE, in consideration of the agreements and covenants contained herein and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties hereto hereby agree as follows:

1. Parent(s)/Legal Guardian(s) hereby release and forever discharge Hatboro-Horsham School District Child Care and its employees or agents from any

## HATBORO-HORSHAM SCHOOL DISTRICT CHILD CARE

liability arising in law or equity as a result of Hatboro-Horsham School District's Child Care Program's employees or agents administering epinephrine and providing other emergency care in conformance with the child's "Authorization for Emergency Care of Children with Severe Allergies From" (hereinafter referred to as the "Authorization"), provided that Hatboro-Horsham School District Child Care has used reasonable care in administering epinephrine and in providing other authorized care in accordance with the Authorization.

2. This Release shall be governed by the laws of the State of \_\_\_\_\_ which is the location of the Hatboro-Horsham School District Child Care facility in which the child is enrolled, excluding its choice of law Provisions.
3. This Release supersedes and replaces all prior negotiations and all agreements proposed or otherwise, whether written or oral, concerning all subject matters covered herein. This instrument, along with the Authorization (including any additional health care provider's instructions or clarifications), that is hereby incorporated by reference, constitutes the entire agreement among the parties with respect to the subject matters discussed herein.
4. The reference in this Release to the term Hatboro-Horsham School District Child Care shall include Hatboro-Horsham School District Child Care its affiliates, successors, directors, officers, employees, and representatives. The terms Parent(s)/Legal Guardian(s) shall include the dependents, heirs, executors, administrators, assigns, and successors or each.
5. If one or more of the provisions of this Release shall for any reason be held invalid, illegal or unenforceable in any respect, such invalidity, illegality, or unenforceability shall not affect or impair any other provision of the Release. This Release shall be construed as if such invalid, illegal, or unenforceable provisions had not been contained herein.

# HATBORO-HORSHAM SCHOOL DISTRICT CHILD CARE

Hatboro-Horsham School District's Child Care Program:

Center Address: \_\_\_\_\_

\_\_\_\_\_

Name: (print) \_\_\_\_\_

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

**PARENT(S)/LEGAL GUARDIAN(S):**

Name: (print) \_\_\_\_\_

Signature: \_\_\_\_\_

Relationship: \_\_\_\_\_

Date: \_\_\_\_\_

Name: (print) \_\_\_\_\_

Signature: \_\_\_\_\_

Relationship: \_\_\_\_\_

Date: \_\_\_\_\_