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SCHOOL HOURS 7AM - 6PM MONDAY - FRIDAY

2016- 2017 Calendar

Mon. Aug. 29th	1st Day of Classes
Fri. Sept. 2nd	Care Day
Mon. Sept. 5th	CLOSED (Labor Day)
Thurs. Sept. 29	Picture Day
Mon. Oct. 10th	Closed - Teacher in service
Fri. Oct. 28th	Halloween Parade
Mon. Nov 21 st -23rd	Care days- No Classes
Thurs. Nov. 24th	CLOSED (Thanksgiving)
Fri. Nov. 25th	CLOSED
Mon. Nov. 28	** Care day- No class
Fri. Dec 23rd	** Care- No Classes
Monday Dec. 26th - Jan. 2nd 2017	Winter Holiday

2017

Mon. Jan. 16 th	** Care day – No Classes
Mon. Feb. 20 th	** Care Day- No Classes
Fri. Apr. 14 th	CLOSED (Spring Vacation)
Mon. Apr. 17 th	**Care - Day- No Classes
Thurs. May 25 st	Graduation Day
Mon. May 29 th	CLOSED (Memorial Day)
Fri. June 7 th	Last Day of Classes
Mon. June 12 th	Summer Camp Begins!

** Subject to change due to the Governor Mifflin school calendar.

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WELCOME

At Flying Hills Preschool we understand the trust you impart to us when you enroll your child. We feel that it is important to start our relationship with strong communication between family and school. This is essential to providing quality care. We look forward to a fun and stimulating year. The Staff at Flying Hills Preschool welcomes ALL.

MISSION STATEMENT

Flying Hills Preschool's primary purpose is to provide an atmosphere conducive to discovering joy in learning and developing a positive self-image for every child while maintaining an affordable, nurturing, safe, and supportive environment.

OUR PHILOSOPHY

The Flying Hills Preschool Program is designed to provide each child with an opportunity for exploration and self-expression in a structured program with an unstructured atmosphere. It is our intent to give each child the opportunity to discover, explore, and problem-solve through direct experiences. We realize that each child has his or her own learning style. We gear our wide range of programs to develop the rich potential within each child through:

Arts and Crafts

Dramatic Play

Music

Language Arts

Physical Development Activities

Gross and Fine Motor Skills

Cooking

Science and Nature Exploration

Computers

Spatial and Mathematical Activities

LICENSING & CERTIFICATION

We are a certified Private Academic School with the state of Pennsylvania Department of Education. We are licensed by Pennsylvania Department of Human Services.

We are inspected annually to ensure our compliance with the health and safety standards by PA Department of Human Services.

STARS

We are participating in the Pennsylvania Keystone Stars early learning quality initiative. This is a voluntary program that recognizes childcare providers who exceed state health and safety certification requirements. We are a four-star facility. (This is the highest possible rating!) For more information visit <https://www.pakeys.org> or papromiseforchildren.com

OUR STAFF

The Flying Hills Preschool staff is comprised of professionally trained and experienced early childhood educators who share an enthusiasm for working with young children. Our classroom teachers, along with directors and teacher's aides, take their responsibility for your child very seriously. We feel it is just as important to dry a tear and give a hug as it is to provide a stimulating environment. Above all, our staff members treat children with respect and strive every day to look at life through the eyes of a child.

Our teachers are selected after an extensive interviewing and observation process. All teachers and teacher's aides have Criminal History and Child Abuse Clearances. Once on staff, they continue to grow as professionals through professional development trainings, local workshops, and seminars. Members of our staff are also certified in Pediatric First Aid, CPR, and Fire Safety.

HOURS

7:00 AM – 6:00 PM

AM Preschool Program
Extended Care

8:30 AM – 12:30 PM
12:30 PM – 6:00 PM

PRE-ENROLLMENT REQUIREMENTS

Each family is required to complete a pre-enrollment packet of information. This packet is to be returned to the office prior to the child's first day of attendance. All children are required to have a complete up to date immunization record on file at Flying Hills Preschool. This is per our licensing regulations. If you have chosen not to have your child immunized, please ask the center director for an immunization waiver form. Immunizations may be waived for certain reasons. Please talk to the director to determine whether you have the right to be enrolled and not have your child immunized. Parents are required to have a waiver on file in place of an immunization record, so that the site or 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 Flying Hills Preschool. The Physical Examination Form, indicating the child's fitness to attend Flying Hills Preschool, must be completed by a licensed healthcare professional and returned to the school within the first 30 days of enrollment.

ENROLLMENT

- Children must be at least six weeks of age.
- Prior to the start date, children must submit a medical record that includes a complete physical and a current immunization record.
- All registration materials in the Flying Hills Preschool Enrollment Packet must be completed prior to your start date.
- A registration fee and/or a tuition deposit must be received to complete enrollment.
- A "Getting to Know You" Checklist to be completed and returned
- Sign and return the Flying Hills Preschool Emergency Operations Plan after reviewing

The Flying Hills Preschool admits students of any race, color, national and ethnic origin, to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies and admissions policies.

CHILDREN WITH SPECIAL NEEDS

Flying Hills Preschool will accept children with special needs if reasonable accommodation is possible. Staff members will work with the child's physician, therapist and other professionals to accommodate the child, or make referrals to more appropriate settings when necessary.

The more information provided to us about the child and the resources he or she requires, the better FHPS will be able to meet those needs. For this reason, we will require parents/guardians to complete an individualized assessment with the Center Director prior to enrollment.

Upon enrollment, Flying Hills Preschool requests copies of all children's IEP or IFSP, written plans, and/or special needs assessments completed by professionals to inform classroom practice. It is the parents' responsibility to ensure that FHPS always has a current copy.

STUDENT CONFIDENTIALITY

Information pertaining to a child and his/her family is kept confidential at all times. Occasionally, records may be reviewed by regulatory agencies for information that may be pertinent to a child's well-being or requested by a legal subpoena. Student files are otherwise confidential and monitored only by the administrative staff. If your child is involved in an incident involving another child, FHPS will not reveal the other child's identity without prior written consent from the other child's parent/guardian except where prohibited or required by law.

TRANSFER OF STUDENTS' RECORDS

At the request of a parent, Flying Hill Preschool will transfer a student's records to another educational facility. Authorization for release of information forms can be obtained in the Flying Hills Preschool Office.

FLYING HILLS PRESCHOOL 2016-2017

WEEKLY TUITION FEES

DAYS	HALF DAYS (8:30- 12:30)	FULL DAYS
BIRTH TO 1 YEAR		
5 DAYS	\$131.00	\$235.00
4 DAYS	\$112.00	\$200.00
3 DAYS	\$94.00	\$170.00
2 DAYS	\$70.00	\$123.00
Modified infant /toddler schedule: If your child is enrolled full time in this room and is picked up by 3:00 daily, the weekly tuition is adjusted to \$210.00		
1 YEAR TO 2 YEARS		
5 DAYS	\$123.00	\$221.00
4 DAYS	\$105.00	\$186.00
3 DAYS	\$85.00	\$153.00
2 DAYS	\$63.00	\$112.00
2 YEARS TO 3 YEARS		
5 DAYS	\$117.00	\$208.00
4 DAYS	\$97.00	\$174.00
3 DAYS	\$79.00	\$141.00
2 DAYS	\$58.00	\$101.00
Potty-trained 3, 4 & 5 YEARS OLD		
5 DAYS	\$111.00	\$190.00
4 DAYS	\$89.00	\$159.00
3 DAYS	\$71.00	\$127.00
2 DAYS	\$52.00	\$ 89.00
KINDERGARTEN		
5 DAYS	\$111.00	\$190.00
4 DAYS	\$89.00	\$159.00
3 DAYS	\$52.00	\$127.00
SCHOOL AGE		
Before School	\$50.00	
After School	\$70.00	
Before & After School	\$94.00	
In-Service/Snow Days	\$26.00	\$40.00

- Hours: 7 AM to 6 PM
- Additional Hours for enrolled Preschool Children may be added for an additional fee of \$35.00 /half day and \$50.00/full day, or \$10.00/hr upon advanced notice
- **5% Discount: For second child's full time tuition**
- **A School year Registration Fee is required of \$50.00 per child.**
- **Summer camp Registration is \$50.00 per child and \$50.00 for pool**

- ❖ A 5% discount will be given for the oldest child's tuition when 2 or more children are enrolled full time.
- ❖ A half day consists of 1-4 hours; a full day is anything above four hours. **Children attending morning classes must be picked up by 12:30 PM.**
- ❖ Fees are payable on a weekly basis and are due on Monday of every week. **No reductions are made for absences whether due to illness, vacation, or closings except for 3 make-up days for part-time students. Parents are expected to pay the full tuition during extended absences. Full time students enrolled 5 full days (September through August) will be permitted one week of unpaid tuition per calendar year.**
- ❖ **Late Pick-up Fee:** \$20.00 per 15 minutes (or portion thereof) for each child picked up after 6:00 PM.
- ❖ **The Preschool requires two weeks notice for withdrawals from the program.** Any withdrawal made without notice will be billed one month's tuition.
- ❖ **Failure to pay two consecutive weeks will result in the dismissal of your child** from the Flying Hills Preschool until fees are paid in full. A late fee of \$20.00 per week will be charged.
- ❖ A \$40.00 fee will be charged for any check returned for insufficient funds. No exceptions!
- ❖ Subsidized child care is accepted at FHPS. The office will supply parents with all necessary information.
- ❖ Please note that if your account remains unpaid for a period of 30 days, your account will be placed for collection. You will be responsible for interest of 1.5% per month (18% per year), and for reasonable attorney fees.

It is important as child care providers to maintain a secure and stable environment for your child (children). In order to accomplish this, we must also offer our staff the security of knowing that their employment with FHPS is also secure and stable. This becomes an impossible task when some parents feel that they should not pay tuition when their child is absent from school for illness or vacation. Your tuition is what supports our staff salaries. If tuition is paid only when your child is in attendance, it does not allow us to guarantee stability to our staff and quality to all concerned.

One vacation week will be earned after 12 months of full time enrollment with a maximum of one vacation week per child per calendar year. Tuition is due prior to the vacation week in order to avoid late charges. Parents are expected to pay the full tuition during extended absences.

For this reason, FHPS will require all parents to obligate themselves to their entire tuition. Should you decide to keep your child home, for any reason, you will be required to pay your tuition in full for that period of absence as part of your contractual arrangement with us. Your child cannot re-enter the center without this payment in full.

TERMINATION OF ENROLLMENT BY FLYING HILLS

In certain circumstances it may be necessary to discontinue a child's enrollment. This decision is based on the best interest of the child concerned, other children in the class and the well being of everyone at the center. Every effort will be made to correct a situation before a final decision is made (i.e. redirecting behaviors, providing choices, separating children who are not getting along or other interventions).

Termination of enrollment may be a result of the following:

- Abuse of other children, staff or property by child or parent/guardian
- Continued violation of Flying Hills Preschool's policies by child or parent/guardian
- Disruptive or dangerous behavior by child or parent/guardian
- The center's inability to meet the child's need or the parent's/guardian's expectations
- Non-payment of tuition

This is a partial list and Flying Hills Preschool reserves the right to end the enrollment of a child at any time for any reason deemed appropriate. Whenever possible, prior notification will be provided to the parent.

TERMINATION OF ENROLLMENT BY PARENT

We require two weeks written notice prior to withdrawal from the center. We will continue to charge tuition for two weeks from the time of written notification.

MANDATED REPORTING

Our Responsibility in Reporting Suspected Child Abuse and Neglect

As caring and concerned childcare providers, we take our responsibilities seriously. Abuse and neglect, whether physical or emotional, can happen in all types of families, from all walks of life and in varying degrees. When abuse occurs, both children and parent/guardian are the victims and need support, understanding and help. Flying Hills Preschool staff has been trained to recognize the signs and symptoms of abuse and neglect. Furthermore, the law requires us to report all suspected cases of abuse and neglect. Parents may ask the Center Director for a confidential referral for outside intervention and suggested resources for prevention and assistance in dealing with this sensitive matter.

Should abuse and neglect be suspected, these steps are the usual course of action (unless state(s) mandates differ):

- Staff member will discuss the suspected case with the Center Director.
- The Center Director will observe the child; talk with the child to determine if abuse or neglect is a possible cause.
- The Center Director will determine if there is a need to notify a Child Protective Agency.
- A social worker or representative of the agency may visit the child at Flying Hills Preschool or the child's home.

To protect the children in our care, we take the following measures:

- All state required staff screening and background checks
- Observe and evaluate the performance of staff
- Monitor classrooms, activities and staff members.

DAILY SIGN-IN/SIGN-OUT TABLET

A daily Sign-In/Sign-Out Tablet is located next to the door in the Middle Room. Your code is given to you upon enrollment. Please do not allow children to enter or exit the building without a parent or guardian. **The sign in tablet and door unlock button are for adult hands only!** Children are not allowed to use these.

STUDENT PICK-UP POLICY

Flying Hills Preschool must be notified in writing if anyone other than a parent or someone listed on your emergency form will be picking up your child. The note should include name, address, phone number, and relationship to child, as well as the date and approximate time of pick-up. If at anytime our staff is not familiar with someone picking up your child, they will ask for photo identification. If we are still unsure, the parent will be contacted for verification. This is for your child's safety. We regret any inconvenience this may cause.

In an emergency, a child may be released to an individual upon the oral designation of the parent, providing the identity of the person can be verified by the Director or a staff person. Flying Hills Preschool will complete a form that documents the verbal request and identifying information by a parent for the release of a child to a person(s) not indicated on the agreement.

CUSTODY/PARENTS

It is Flying Hills Preschool's policy to not interfere with the custody relationship of a child's parents. Department of Human Services states under **3290.116 Release of Children**: A child shall be released from care only to the child's parent or to an individual designated in writing by the enrolling parent. A child shall be released to either parent unless a court order on file at the facility states otherwise. Flying Hills Preschool will follow the last dated court documents without prejudice to either parent/guardian.

CARE DAYS

The Flying Hills Preschool follows the Governor Mifflin School District's calendar. When the district has an In-Service Day, we will have a Care Day. This means we will not conduct regular academic classes with our older students; we will be open for Care. Anyone needing care on one of these days must sign up ahead of time. If this is not a scheduled day for your child, you will be charged \$35/half day and \$50/full day. Once you've signed your school-age child up for Care, you will be billed, regardless if you attend. We staff according to the number of children signed up. We appreciate your cooperation!

WEATHER EMERGENCIES

In the event of severe weather conditions which prevent the center from opening, please check channel 69 STORMCENTER School closings/Delays or NBC10 Weather Center for the necessary information. You may always check our status on our Facebook page also. Should severe weather conditions make it necessary for a center to close early, you will be notified by the staff on your emergency contact number and we will post as necessary on the news media as stated above. It is your responsibility as the

parent/guardian to ensure your child(ren)'s emergency contact information is current.

EMERGENCY EVACUATION

Evacuation drills are held regularly at Flying Hills Preschool. Should an emergency occur which requires evacuation of the center, you will be notified as soon as possible and asked to pick-up your child if the emergency is expected to last a significant length of time. If you are at the center at the time of a drill or an emergency, you are requested to follow our procedures and evacuate the building immediately along with the children or follow the emergency instructions of the Center Director or Management Person in charge. Please check with the Center Director for specific information related to evacuation and emergency procedures. Our designated evacuation site is the Cumru Recreation Center located at 436 Church Road, Mohnton.

EMERGENCY PREPAREDNESS PLAN

Our child care center's philosophy is to keep your child(ren) safe at all times when he/she is in our care. With recent world and local events, we have developed an emergency plan that will be put into place in the event that special circumstances require a different type of care. Plans for these special types of care are reviewed annually. Staff is trained in the appropriate response and local emergency management is aware of these plans. The specific type of emergency will guide where and what special care will be provided.

- **Shelter at the site** – This plan would be put into place in the event of a weather emergency or unsafe outside conditions or threats. In this plan, children will be cared for indoors at the center and the center may be secured or locked to restrict entry. Parents will be notified if they need to pick up their child before their regular time.
- **Evacuation to another site** – This plan would be put into place in the event that it is not safe for the children to remain at the center. In this situation, staff has predetermined alternate sites for care. The choice of site is determined by the specific emergency and what would be an appropriate alternate site.
- **Method to contact parents** – In the event of an emergency: parents will be called, a note will be placed on the door, and radio/TV stations will be alerted to provide more specific information. You can also check for information by calling our main office at 610-775-4066. Depending on the distance from the center, the children will walk if feasible or be transported to the alternate site.
- **Emergency ends/reuniting with children** – When the emergency ends, parents will be informed and reunited with their children as soon

as possible. The contact methods listed above will be used to inform parents.

The purpose for sharing this information with you is not to cause you worry, but to reassure you that we are prepared to handle all types of emergencies in a way that will ensure the safety of your child(ren). In the event of an actual emergency, please do not call the center – it will be important to keep the lines open. If you have questions regarding this information, talk with the center director or your child’s teacher.

BABYSITTING POLICY

In the event you enter into an arrangement with a Flying Hills Preschool employee to baby-sit for your family outside of the employees work hours and/or outside of the center hours, it must be done away from the center with the full knowledge and understanding that the sitter enters into such an agreement as a private citizen and not as a Flying Hills Preschool employee. Flying Hills Preschool cannot be responsible for its employees away from the center, outside their working hours and will not be liable for their act or omission when not on Flying Hills Preschool property. I agree not to solicit FHPS employees for alternative employment. I agree to hold FHPS and its affiliates harmless in any situation that may occur should I retain the services of a FHPS employee outside the FHPS premises.

COMMUNICATION

Flying Hills Preschool has an open door policy for our enrolled families. We feel the communication between parents, teachers, and children is very important. Therefore, if at anytime you have any questions, ideas, or concerns, please feel free to contact the director or any staff member at our school. We will address your needs immediately. Your input is valuable to us!

Conferences will be scheduled during the months of November and May for each Preschool child. You may request additional conferences at anytime.

Teachers will send home monthly calendars and/or newsletters to inform you of each month’s activities. Keep this posted in a handy place so you are aware of our day’s activities. The office will also send out newsletters to keep you abreast of events and news.

Your communication and involvement is important and will enhance the feeling of partnership in the education and care of your child.

If you ever need to contact the school, you may call us at (610)775-4066. Our fax number is (610)685-8506. Our address is 11 Village Center, Flying Hills Drive, Reading, PA 19607.

ALLERGIES

Upon enrollment, a Child Health Assessment form must be completed and signed by the child's health care provider and parent/guardian. Any known allergies must be noted along with an allergy action plan from your pediatrician. These must be documented allergies as noted by your physician. This form must be updated regularly. Written instruction regarding the food or items which the child is allergic and steps that need to be taken to avoid that food or item

- A detailed plan to be implemented in the event of an allergic reaction, including names, dosages, and methods of administration of medications the child should receive in the event of a reaction. The appropriate medication forms must be completed and on file at the center. The plan must include specific symptoms that would indicate the need to administer one or more medications as per a doctor's prescription. Non prescription medications may be administered with a doctor's written consent.

DISPENSING MEDICATION

Flying Hills Preschool will only dispense over-the-counter and/or prescription medication that is in its original, labeled containers, and is accompanied by a doctor's note with explicit dosage and administration instructions. Flying Hills Preschool will only give medication to the child for whom the doctor's note is written and for whom the medication container is labeled. One doctor's note per course of treatment is required. If a child, for example, is to be given a course of antibiotics for 10 days, the doctor's note must identify the dates that the medication is to be given.

Parents are required to complete the medicine log each day that medication is to be dispensed. The log can be found in your child's classroom.

Flying Hills Preschool will dispense over-the-counter, fever reducing/pain medication (ex. Children's Tylenol, Children's Motrin) on an as needed basis, with a doctor's note and parent's permission detailing the reasons for administration and appropriate dosage. Parents are required to supply an unopened bottle of the fever reducing/pain medication clearly labeled with their child's name. (One note and bottle of fever reducing/pain medication is required per child.) Prior to administering fever reducing/pain medication, staff will contact a parent or person listed on emergency contact form, if a parent cannot be reached, to inform them of our need to administer the medication. Staff will also

inform the parent or emergency contact person if it is necessary for the child to be picked up due to illness.

Parents are responsible for ensuring that all prescription medication is properly labeled by a pharmacist and replaced prior to the expiration date. All medications shall be stored in a locked box in your child's classroom. Please do not send any medications in your child's backpack, lunchbox or leave any medication in your child's cubby. All medications are to be placed in the specified locked container.

HEALTH PRECAUTIONS

When you enroll your child in school, you need to plan for sick days. We realize that these unpredictable sick days make life complicated for parents. The best approach is to be prepared and formulate an alternative care plan at the beginning of the year. **A child should not be sent to school unless he or she is well enough to participate in our total program, including outdoor play. We will send a child home if he or she is sick, this policy protects everyone. The rules listed below must be followed:**

Flying Hills Preschool 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. Additionally, copies can be purchased, for a nominal fee, from the National Association for the Education of the Young Child (NAEYC) 1-800-424-2460.

Parents are required to pick up an ill child within 45 minutes of notification by phone. If a parent is reached, but cannot pick his or her 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, 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 of 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. Flying Hills Preschool reserves, the right to refuse to allow a child to return if the school director or designee believes the child to be too ill to participate in the program.

A communicable disease is an illness that can be caught from other people. They are as follows:

It is the policy of our facility to inform parents of enrolled children when there is a possible exposure to a communicable disease within the school. Please note the diseases listed in Column B are all reportable diseases. A reportable disease is an illness that the Department of Health wants to know about to keep others from catching. If an enrolled child or staff member has a reportable disease, we must call the Local Health Department and the Bureau of Licensing. It is of the utmost importance that the parent's of enrolled children keep the school abreast of any illness.

Children excluded from the program due to a fever may not return to the programs 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 the 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 diarrhea which occur 2 or more times in a 24hour period of time. Children may return to the program when normal bowel movements resume.

Our health guidelines are based on the American Academy of Pediatrics; National health and safety guidelines.

If your child will be absent due to illness, we request that you notify the school. This enables our faculty to keep track of any illness, 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 director, so that the parents of the children in the school may be notified that a communicable disease is present. Once again, only the communicable disease information is shared. Flying Hills Preschool 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.

TICK REMOVAL

If a tick is found on your child a Flying Hills Preschool staff member will call you and ask you to pick up child and have the tick removed by a medical physician and sent for analysis.

BITING

Flying Hills Preschool recognizes that biting is a developmentally appropriate behavior for children in the infant through 2 ½ year old classrooms. Parents with children in these classrooms should expect that their children may be bit, or will bite another child. Biting occurs chiefly as a result of a child's incapacity to communicate. The staff understands that parents are concerned and can be upset with their child in involved in a biting incident. We ask that you remember this is a developmentally appropriate behavior, and that the staff is working to identify situations, which provoke, or elicit this behavior so it can be prevented in the future. The staff will not punish, or harshly discipline children in the younger classrooms for biting behavior; they will simply redirect the children to different activities in separate areas of the classroom. Parents are expected to work with staff to identify methods and strategies to curb this behavior. Uncooperative parents will have their child's services terminated.

Parents will be notified by incident/accident report that a biting incident occurred during the course of the day. The staff may not discuss with either parent the identity of the other child involved in the incident. This information is considered to be confidential and cannot be disclosed. The staff of Flying Hills Preschool cannot discuss the medical history of any child involved in a biting incident with the other party. It is recommended that any child involved in a biting incident be seen by their family physician if the parents are concerned about communicable diseases possibly resulting from the biting incident.

INJURY

As children grow, they begin to seek out new adventures, which occasionally result in bumps and bruises. We make every effort to prevent the possibility of injuries, but in the event an accident occurs, these procedures are followed:

1. An accident report is completed and signed explaining how this incident occurred and what action was taken by the staff person.
2. Parents are notified at pickup.
3. For more serious injuries, the staff will contact parents immediately.
4. In the event the child needs to go to the hospital, a member of our staff will accompany the child and additional staff will be called in to work.

WEATHER AND PLAYING OUTDOORS

Outdoor play in the fresh air contributes to a child's good health and overall development. Flying Hills Preschool plans daily outdoor activities. It is our policy that a child must be well enough to participate in both indoor and outdoor activities. If there are medical reasons why your child cannot play outdoors but is well enough to be at the center, we will make every attempt to comply with your request when presented with a physician's written instructions. Children will remain inside when weather is inclement (raining, snowing, icy conditions) or in extreme cold or heat. Please make sure your child(ren) have weather-appropriate clothing such as hats, mittens, coats and boots.

All children will be taken outside daily unless:

- The wind chill factor is 25° or less
- The heat index is 90° or higher
- There is an air quality alert or advisory recommending young children stay indoors
- We will still go swimming when the temperature is above 90°.

Please dress your child appropriately.

DISCIPLINE POLICY

Our discipline policy seeks to teach attitudes by demonstrating and encouraging the kinds of attitudes that make for harmony, understanding and tolerance. It teaches control of impulses by clearly limiting and discouraging destructive behavior, and by offering acceptable substitutes as well as opportunity for discussion.

The goal of discipline is to teach children acceptable behavior as well as to become responsible for their own actions. We will strive to provide an environment where children can make their own decisions. A natural consequence might be a child having to choose a different activity if he or she has broken crayons.

Our philosophy of positive discipline respects the rights of the individual child, the group, and the adult. The following are ways that we will encourage appropriate behavior through effective program planning:

- We will anticipate and eliminate potential problems.
- We will establish a few clear and concise rules that can easily be explained by adults and understood by children. These rules will be posted in our classroom as a reminder to all.

- We will follow a well-planned daily schedule.
- We will provide the understanding and support children need to resolve their differences.

Positive discipline will be nurtured in our classroom by intervening in the following ways when necessary:

- We will re-direct a child to a new activity in order to change the focus of a child's behavior.
- We will provide individualized attention to help a child deal with a particular situation.
- We may use time out with a younger child (toddler-preschool) by removing them from an area or activity for the child to regain self-control.
- We will provide alternative activities and acceptable ways for children to release feelings.
- We will address the behavior, not the child. A child will never be labeled as "bad". Instead we will address the behavior by saying, "That is not allowed here".

Positive discipline is different than punishment. Punishment tells children they should **not** do; positive discipline tells children what they **should** do. Punishment teaches fear and focuses on past misdeeds. Our method of positive discipline teaches love and respect and focuses on future helpful behavior. Our goal is to increase the children's self-esteem so that he/she can function and make appropriate decisions on their own.

Termination of services:

- Staff and director feels the child is at risk of harm to either: him/herself, other children and/or program staff.
- Parent conference will be held. Probationary period set. If aggressive behavior continues, termination date will be determined by the Program Director. Violent/aggressive actions will not be tolerated. Parents may be called to pick up their child immediately. Temporary suspension may also be necessary but will be determined on a case-by-case basis.
- Referrals may also be made to other county services.

MEAL POLICY

- Children in full day and morning programs should bring their own nutritious lunch. Refrigeration is available. We can heat up foods in a microwave, but the item must be completely ready to heat (for example, cans must be opened and poured into a microwaveable container).
- Milk and water will be provided by the school or you may send your own drink if you prefer.
- Utensils are provided.
- Our school day begins at 9:00 AM; children will not be permitted to eat breakfast after 8:30 AM. Children are welcome to bring breakfast to eat at school between the hours of 7:00 AM – 8:30 AM.
- Please label your child's lunchbox with a permanent marker. If items such as lunch boxes, bags, or other important items are not marked, we will mark them.
- We periodically offer **special lunches** that the children may purchase in advance. **Please check your child's calendar where you will find the information.**

NAP TIME

There is a required rest period during the day for all children. Each child is assigned his/her own cot or mat to sleep. Please provide a crib-size sheet and blanket that have been labeled with your child's name. Some children will sleep and others will be allowed to rest or enjoy a quiet activity. Nap time will vary in different age groups.

BIRTHDAYS

Birthdays are a special time for children. They may bring a special treat to celebrate their birthday if you choose. **All food must be purchased from a licensed food provider. Please discuss plans with your child's teacher.**

You may send birthday invitations to school if there is an invitation for each child in the class. If you are not inviting everyone, please send your invitations through the mail.

BRINGING TOYS TO SCHOOL

We do not suggest bringing personal toys from home unless they pertain to a certain unit being studied in class. Learning to share can be a trying experience with classroom toys, but children quickly learn that they will have a chance to play. But treasures from home cause special sharing difficulties, and toys that find their way to school are often lost or broken. Toy guns, knives, war toys, superheroes, and toys of destruction are not permitted. **The Preschool will not be responsible for misplaced or broken toys brought to school.**

THINGS TO REMEMBER

- Children are to come to school dressed in comfortable play clothes and **sneakers** for art and outdoor experiences. We believe that children often get dirty, paint spattered, or messy when they are having the most fun, so please do not dress your children in their best clothes or shoes! (No open toed shoes.)
- Please send a change of clothes for your child, no matter what his or her age! Accidents and spills happen. **Please include a clean pair of underwear, socks, a shirt and pants, and an old pair of shoes**, if available. The extra clothes should be labeled with your child's name, put in a reusable bag, and left on your child's hook. Be sure to replace as needed and as the seasons change.
- **Label everything brought into the school with your child's name in permanent marker! If not marked, we will mark items.**
- Children are encouraged to bring in items that pertain to our units or interesting materials collected from vacations. Please note "Show and Tell" days on your child's classroom calendar.
- **Please check your child's cubby and folder daily for important information and things to bring home!**

OUR PROGRAMS

Infant through 2 ½ year old age groups:

Children enrolled in the infant through 2 ½ year old classrooms must have all food items for consumption prepared and labeled each day the child is in attendance. This includes formula/breast milk bottles, baby food, snacks, and juice bottles. Be sure to prepare one more bottle than you think your child will consume in a day to assure that your child won't run out. Prepared bottles must be stored in the designated refrigerator. No bottles will be microwaved. **All bottles must be taken home by parents each night to be washed.**

Children will not be fed directly from baby food jars, nor will the staff use previously opened baby food. Staff will mix baby cereal just prior to feedings. All unused food remaining after a feeding will be discarded.

Parents are required to complete a feeding schedule for their child on a weekly basis, or as the child's feeding requirements change. Staff will complete a daily chart for each child detailing for the parent what the child ate, when, and how much.

Breastfeeding mothers are welcome to come to the center during the day to feed their child. Appropriate, private feeding locations will be made available. Please discuss your desire to come to the center to breastfeed your child with the classroom teacher.

Please be sure that your child has the following items at the center on a daily basis:

- One crib sheet – labeled with the child's name
- Ointments – with proper authorization forms completed (no powder or sprays are allowed)
- Three changes of clothing (including socks or booties)
- Enough prepared and labeled formula or breast milk for one day (labeled with child's first and last name, date and contents)
- Jar food and cereal (labeled with child's first and last name)
- A package of disposable diapers- labeled (replenish as needed)
- A package of baby wipes – labeled (replenish as needed)

It is the family's responsibility to replace the above items when needed. All sheets and blankets will be laundered by the parents. Infant's belongings (soiled clothing, used and unused bottles, etc.), must be taken home nightly and laundered or sanitized.

All items must be labeled including pacifiers, baby bottles, bottle caps, rings, sippy cups, blankets, sheets and clothing. The center is not responsible for items that are not labeled.

Infants are fed, changed, and placed in a crib to sleep on demand.

Infants are held while being bottle fed and are placed in their cribs only to sleep. They are removed from the crib for feeding, playing and nurturing during their waking hours. Parents are encouraged to visit the center to feed, play and interact with their infant. You are welcome to breast feed your infant at any time.

Parents/guardians are asked to complete an **Infant/Toddler Needs and Service Plan** prior to enrollment and update the plan as your infant's schedule and needs change.

Safe Sleeping Position

In accordance with the recommendations of the American Academy of Pediatrics, we place infants on their backs to sleep without a blanket. Infants nap in assigned cribs according to their own individual schedule. If you request that your child sleep in a different position other than on their back, a physician's note that explains why your baby should not use a back sleeping position is required. According to ITERS-R we will arrange for the child to nap regardless of the napping schedule if we feel that the child is tired and cranky and cannot be positively engaged in activities.

Based on the new policy statement in *Caring for Our Children* (American Academy of Pediatrics, et al.) on SIDS sleep-related infant deaths, blankets are hazardous for sleeping infants under a year of age. In order for sleep provisions to be considered safe for infants, no blankets or any other soft materials such as (toys, bumper pads) should be placed in the crib

Diapers and Formula

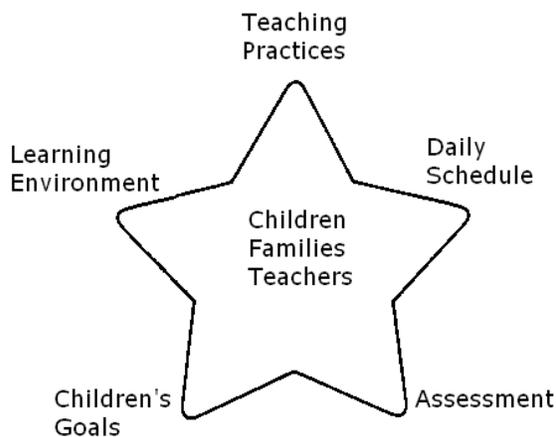
Families, whose children wear diapers, must supply disposable diapers (labeled) and one unopened box of baby wipes (labeled) to accommodate the child's needs. Flying Hills Preschool requires the use of disposable diapers. These items must be replenished as needed. All foods including formula must be supplied and labeled by the parent.

Curriculum Statement

Children actively learn by doing and playing. Children learn best through direct, hands-on experiences with people, objects, events, and ideas. During this active learning process, children are encouraged to discover the world around them by exploring and playing. Learning and development are anchored by trusting relationships with teachers, who are close at hand to support the children as they play. Children are provided with experiences that address all areas of development.

Teachers also use the Pennsylvania Early Learning Standards as a guide for children's appropriate development. Early Learning Standards are used to create weekly lesson plans to ensure children are experiencing a wide variety of learning content areas that consider learning abilities of individuals and groups.

An easy way to understand curriculum is to think about it with this mental model, the curriculum star. Utilizing a star theme, the points of a star outline the important "points" to remember when implementing good curriculum:



1. Learning environment:

Create a classroom environment that reflects the Key Learning Areas of the Learning Standards, is inviting and stimulating and keeps children involved in learning.

2. Teaching methods or instructional practices

Use child observations to make careful, intentional decisions about what children should learn, using the Learning Standards as a guide. Consider the resources needed to develop activities and experiences that motivate children to explore and stay actively engaged.

3. Daily Schedule:

Capitalize on both routines and planned experiences to build children's growth and development and learning opportunities through a balanced and varied schedule that is flexible, yet consistent.

4. Assessment:

Assess individual children, the classroom as a group, instructional practices, and the experiences that are provided to determine how children are learning or making progress in skill development. Determine adaptations or revisions that may need to occur to enhance learning.

5. Children's Goals:

Develop individualized goals for children that include experiences and activities that are challenging, yet achievable.

Assessment of Children

The Ages and Stages Questionnaire is used to screen children within the first 45 days of enrollment. This screening tool gives teachers information about the child that can be discussed with the family to identify areas of concern. If necessary, outside resources such as the local Intermediate Unit can be contacted to perform further screenings and assessments to identify areas where the children might need additional services.

Research tells us that the best programs constantly measure how well teachers teach and how much children learn. They use the results to continue what is working and improve what is not; for example, to decide whether to adapt teaching practices and the environment, to identify gaps in individual children's experiences, or to improve the curriculum. Flying Hills Preschool currently uses **Teaching Strategies Gold** as an assessment tool.

Learning Environment

Research in the fields of brain development and early childhood education has shown that children learn best when they are actively involved in the construction of their own knowledge through self-directed learning activities. Deep and true understanding comes when young children are supported in playful exploration by caring and encouraging adults in rich and stimulating environments.

Additionally, Flying Hills Preschool teachers supplement these experiences with large group activities that focus on character development, physical fitness, science and a variety of monthly curricular themes. Because we know that our society places a strong emphasis on mathematics and literacy skills, we have designed our programs to give children particularly strong foundations in these disciplines.

PRESCHOOL PROGRAM:

Three year olds will enjoy the increased socialization and discovery that take place in our Preschool class. At this age, children are actively engaged in the process of discovering the power they have over their environment and bodies. They often vacillate between extreme independence and the need to be "babied" again. Our teachers understand this normal developmental stage and create a safe and secure environment that fosters independence and exploration. Children will be encouraged to feel successful along with learning to cope with failure through positive feedback. They will increase their cognitive and social skills and learn to use language to understand and express feelings and solve problems. The curriculum is "play-based" – children will learn and concepts will be developed through indoor and outdoor play.

PRE-KINDERGARTEN PROGRAM:

As children are ready developmentally and socially, they move into our Pre-Kindergarten Program. Older Threes, Fours & young Five year olds are introduced to new concepts and activities. They gain knowledge of the alphabet, numbers, colors, shapes, pre-math spatial and sorting skills, and how to recognize and print their own names. At the same time, children will also be expanding their gross and fine motor skills and language development. Another important part of our Pre-Kindergarten Program is socialization through play. This involves teaching your child to share, play together, resolve conflicts, and make new friends. We encourage each child to express his or her feelings and understand the feelings of others too. However, we believe school should also be fun! Every day is filled with projects, songs, games, "hands-on" learning centers, free play, and outdoor play. We want to provide the support and affection to allow each child to develop academically, socially and personally with independence and self-confidence. Our goal is for your child to enjoy school and to be well prepared for Kindergarten.

KINDERGARTEN:

Our private, academic Kindergarten is licensed by the Department of Education and offers many special features including a full-day program, small class size, and individualized instruction. Our Kindergarten offers a child-centered approach to the development of oral language, exposure to reading and writing, and an instructional plan to meet the needs and learning style of each child. Our curriculum includes Language Arts, Mathematics, Science and Social Studies. Our Reading and Language Arts Program has been very successful with interactive reading activities, language processed in an integrated curriculum, and the combination of phonics and integrated language teaching methods. These subjects are learned in conjunction with expressive arts, perceptual activities, and the socialization so integral to the Kindergarten experience. Outdoor play includes free play, sports and games, and nature study, children go outside every day as weather permits. Kindergarten is the beginning of many years of education. We hope the knowledge and memories your child acquires while in our Kindergarten will provide a positive beginning for future years.

BEFORE AND AFTER SCHOOL PROGRAM:

Our Before and After School Program is designed to provide care for children attending Governor Mifflin Elementary Schools, Cabrini Academy, and LaSalle Academy. Children are bused from Flying Hills to their schools in the morning and bused back in the afternoon. Grades 1 through 5 arrive in the afternoon and participate in a program that includes outdoor play, snacks, crafts & cooking, and homework/quiet reading time. Childcare is also available on in-service days, snow days, holidays, and other school closings when the Preschool is open.

TRANSITION POLICY

Internal

Parents are provided with information in an individual meeting. They will receive:

- Welcome letter which introduces staff and notifies them what to bring
- Basic developmental information for that age/stage
- Daily schedule for the new room

Teachers (staff) will facilitate several visits to the new room and opportunities to ease the transition to the new group/room. A date will be set for the trial move to take place in agreement with the center director, teachers and parents.

External

Transition to a new setting/other child care center:

Parents will complete a release of information form if any part of the child's record needs to be sent to the new setting.

For school age children who are transitioning out of a center, a letter will be provided on guidelines on "tips" for child to be home alone.

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COMMUNITY RESOURCES

At Flying Hills Preschool, parents are given community resource information on an as needed basis which can be as regularly as once a month. Any community resource that is available for the parents is given to them by putting the information in the child's folder. Each child at the school has their own folder in which we put community resource information and daily communication with parents.

Examples of some of the community resource information that has been distributed are upcoming community events, parent programs, information regarding special services, contact names and phone numbers.

I / We, _____, the
parent(s) / legal guardian(s) of _____
acknowledge that I / We have received a copy of Flying Hills Preschool Parent
Handbook and have been given the opportunity to read the manual and ask
questions about and understand the policies contained therein. Furthermore, I / We
agree to abide by the policies set forth in the manual.

Signature: _____ Date: _____

Print Name: _____

Signature: _____ Date: _____

Print Name: _____