



# Parent Handbook



*Dear Families,*

*Welcome! We are excited about the opportunity that God has provided for your child to enjoy growing and learning experiences here at Lititz Christian Early Learning Center. Our team is committed to providing ongoing attention to your child's needs and abilities. Our desire is to supplement the God-ordained parental responsibility for the care and education of young children. We provide a high quality program designed to promote the spiritual, physical, cognitive, social, and emotional needs of your child. Taking this responsibility very seriously, we respect you as parents and accept your child as a unique being, deserving of love, respect, care, and a healthy educational experience. Our ministry seeks to be a light for Christ in the community of Lititz and its surrounding areas. As Director, I am committed to building relationships with families and staff, to work together to create and maintain a community where we provide quality early education and care.*

*In addition to maintaining our annual DHS childcare license, we are proud to be accredited by ACSI (Association of Christian Schools International). We also participate in PA's quality early education initiative program; Keystone STARS and we currently hold a STAR 3 designation. For more information about ACSI and Keystone STARS, please visit: <http://www.acsiglobal.org> and [www.pakeys.org](http://www.pakeys.org).*

*Your child's teachers will complete an screening for children in preschool and prek on your child within 45 days of enrollment called "Ages and Stages" and Progress Reports will be completed and shared with you twice/year. We use an assessment tool called Teaching Strategies GOLD. This tool utilizes child observations to help teachers with authentic assessment for infants, toddlers, preschool and prekindergarten children. Your child's teachers are available should you desire to meet with them at any time throughout the year and scheduled teacher conferences will also be offered.*

*If at any time you have questions that are not answered through the information included in this handbook, please contact your child's teacher, our office, or myself directly. Thank you for allowing us the opportunity to serve you and your family.*

*In Christ,*

*Jessica Daugherty*

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*[www.lititzchristian.net](http://www.lititzchristian.net)*

## MISSION, PHILOSOPHY & CURRICULUM

As part of Lititz Christian School, we share the same vision; *Equipping Minds, Enriching Souls, Empowering Lives*. Our **mission** at the Early Learning Center is; ***to glorify God by providing quality Christ-centered early childhood education dedicated to children's spiritual, social-emotional, physical and cognitive development.***

We are a Christian Early Learning Center teaching simple songs about the God of love, using Bible verses and Bible stories as part of our total teaching program. We believe that every child deserves the heritage of knowledge of God and His Son, and without it, education is not complete. In summary, it is our desire to see each child grow cognitively, physically, emotionally, socially, and spiritually. We believe we are uniquely qualified to do this because we operate as a service to our community with dedicated, trained, and talented teachers. Age-appropriate, weekly thematic lesson plans are developed and taught for each age group based on Pennsylvania's Early Learning Standards. Our curriculum is developed by our teachers using a variety of resources and is tailored to the interests and needs of the children. Our curriculum for each age group stems from our mission and philosophy and includes; Age Group Goals, Yearly Scope and Sequence, Monthly Unit Maps and Weekly Lesson Plans.

## PARENT TEACHER FELLOWSHIP

A parent/teacher fellowship has been created with the following purpose:

- To support and help teachers
- To make a better environment for the children
- To increase communication between parents and staff

If you are interested in joining this group, please contact our office and your name will be passed on to the PTF Chairperson. Information regarding PTF meetings and special projects will be announced in our "Parent Page." You may email the PTF at: [ptf@lititzchristian.net](mailto:ptf@lititzchristian.net)

## PARENT COMMUNICATION

We strive to provide effective, on-going communication with our families. The following are some of the methods that we use on a regular basis to help keep you informed:

- **Daily Overview// Procure Ap:** Our daily overview gives each parent the information of what their child learned and experienced today. The daily overview can be read by downloading our ap called Procure.
- **Parent Information Bulletin Board:** Located across from the directors office, you will find our weekly snack menu, monthly lunch menu, school calendar, credentials, photos, and other news.
- **Classroom Parent Boards:** Located outside of each room, teachers post their weekly lesson plan, Daily Routine, teacher and class photos.
- **School Age Families:** These families do not receive a daily report but will receive updated information through email or the Procure ap.

## PROGRAM

We strive to provide and retain highly-qualified staff and an environment suited for planned and spontaneous opportunities for each child to grow, discover, and learn. Our small class sizes help us to provide more individualized care and instruction.

Our center is open from 7:00 a.m. to 5:30 p.m. Monday through Friday. We offer full-time learning programs for preschool/prekindergarten and after school for students up to age 12. Our preschool and prekindergarten options include 2, 3, 4 or 5 full days. Part time days are offered during our summer camp program June - August (5 hours or less). The “Focused Learning Time” for preschool and prekindergarten is from 8:30-12:00 and includes specials such as gym, music, library and art, Spanish and STEM.

Because of the diverse needs of the children in our program, it is important for us to gather information about the best ways to educate each child. **If your child has an IEP please submit a copy to us so that we may work together to meet your child’s needs.**

The Early Learning Center is open year round with the exception of seven major holidays and 2 days annually for the Professional Development of our staff. In-service is held in October and March. Please see our School Calendar for the dates. The holidays are as follows:

- New Year’s Day
- Good Friday
- Memorial Day
- July 4<sup>th</sup>
- Labor Day
- Thanksgiving and Friday after Thanksgiving
- Christmas (the week between Christmas and New Year’s)

**\*\*Tuition is still required when your child is out due to illness, etc.**

**Babysitting:** *Lititz Christian Early Learning Center does not accept any responsibility or liability for our staff while providing care for enrolled children outside of the Center. All childcare before and after center hours is a private arrangement between sitter and parent and must be arranged outside of Center hours. To help us to provide consistency for the children in our care and in our effort to retain our staff, our teachers are asked not to enter into an independent childcare arrangement with any of our current or recently enrolled families within 6 months of termination from employment with us. This policy is part of our Staff Handbook as well.*

## STAFF QUALIFICATIONS

Each staff member meets or exceeds the requirements established by DHS for the position he/she holds. Each has been chosen carefully and prayerfully and each desires to serve the Lord in caring for and teaching your child. Child abuse clearances, Criminal background checks, Sex Offender and FBI fingerprinting checks are completed on all staff. All preschool and prekindergarten teachers have a minimum of a bachelor’s degree in education. Many assistant teachers or support staff hold an associates, bachelor’s degree or certification in an Early Childhood Education field. Our staff receive at least 16 hours of professional development and fire safety training annually and maintain Pediatric First Aid certification.

## **SUPPLIES FOR CHILDREN**

Please supply the following items for your child. **Please clearly label** everything your child brings with his or her name and date all consumable supplies.

### **Preschool/Kindergarten Age Children:**

1. Change of clothing, including socks and undergarments (in the event of an accident/spill)
2. Labeled water bottle which will go home each week for cleaning.
3. Blanket, crib sheet and small pillow for rest time from 1:00-3:00 (stuffed animal is optional) in a closed bag (example: bag that zips or snaps shut) labeled with child's name.
4. Art shirt with child's name on it.

### **School Age Children:**

\*\*Summer Campers will receive separate information of what is needed during the summer camp experience.

*Nothing is needed*

## DAILY SCHEDULE (General Example)

7:00-8:00	Children may eat breakfast (provided by parents) or engage in free play activities (*8:30-12:00: <i>Focused Learning Time for Preschool and Prekindergarten</i> )
8:30-9:15	Learning Stations/Centers
9:15-9:30	Snack
9:30-9:45	Circle/Group Time
9:45-10:15	Outdoor Play
10:15-12:00	Bible/Music/Art/Literacy
12:00-12:30	Lunch
12:30-1:00	Free Choice Centers
1:00-1:15	Story time
1:15-3:00	Nap/rest time ( <i>children who do not nap will rest and then be allowed to participate in quiet activities provided by the teacher</i> )
3:00-3:20	Snack
3:20-3:45	Free Choice Centers
3:45-4:00	Circle/Group Time
4:00-4:30	Outdoor Play
4:30-5:30	Transition to closing classrooms/Fine motor activities/free choice centers

*The above schedule is only a guide and will vary according to the children's ages. Please see the "Daily Routine" for your child's classroom. Our program strives to prepare children for school and life. Our Christian focus is integrated throughout the daily routine and includes teaching Bible stories, Bible verses, Christian songs, and biblical applications.*

## LUNCHES/SNACKS

If your child arrives prior to 8:00 am, you may bring breakfast for your child. We provide a morning and afternoon snack with water or milk. A weekly snack menu is posted on our Parent Info Board. **Hot lunches are offered daily at an additional cost. You may purchase a lunch card at our office for \$30, which includes 10 lunches including milk.** The card does not expire and you will receive a note to inform you when a new card needs to be purchased. You will receive a monthly lunch menu. Please inform your child's teacher if they are buying or packing lunch each morning. **If you choose to pack a lunch, please pack a healthy, balanced lunch and label the lunch box with your child's name. Please put the lunch box on the cart upon arrival near your child's classroom.** Prayer will be offered before each snack and meal.

Please inform us of any food allergies. **\*Please note that we are a NUT-FREE center due to life-threatening allergies, so no products containing nuts of any kind may be brought to the center.** If you bring a nut butter alternative such as Wow Butter or Sun Butter (sunflower seed butter), please label it as such or let your child's teachers know that's what it is.



***ELC Financial Policy***

***2023/2024***

<b>ELC Child</b>	<b>FEE</b> (Enrollment Fee)
New Families	\$150
Additional Children of Currently Enrolled Families	\$50

<b>Summer Enrollment Only</b>	
Summer Enrollment of Currently enrolled families	\$25
Summer Only Enrollment & Non enrolled families	\$50

**ENROLLMENT FEE (NON-REFUNDABLE)**

- For new families, the enrollment fee is payable to Lititz Christian School and should be delivered to the ELC office with all completed paperwork during the enrollment meeting.
- For current families, a re-enrollment fee (if leaving for the summer) will be charged in the spring for the upcoming school year.
- Students who continue enrollment through the summer do not need to pay the annual re-enrollment fee, but will pay an activity fee for Summer Camp.
- Enrolled families who have children to enroll for the summer only, will pay a \$25 enrollment fee if you have a child enrolled at the center. New families will pay a \$50 enrollment fee in addition to the summer activity fee.
- Families who do not continue full year enrollment will be assessed an enrollment fee of \$250 to hold their spot through the summer month for fall enrollment.

**CHILD CARE PAYMENTS**

- Tuition Express, the billing portion of our childcare software, manages our billing electronically.
- Tuition charged weekly (Processes Mon.) or monthly (processes the Mon. following the first Friday of the month). Subsidized families will be unable to pay monthly.
- Monthly payments are offered September through May. All families will be weekly payers for June - August.
- Follow the emailed instructions and link to complete online registration in [myprocare.com](http://myprocare.com).
- Your child will not be able to attend until your online enrollment is complete and your payment plan has been set up with Tuition Express and completed paperwork is received.
- There are two payment Options.
  1. Electronic funds transfer (ACH checking account)
  2. Credit card (3% per transaction fee)
- There is a \$40 annual/yearly fee to manage your account through Procure (N/A to families receiving subsidized childcare funding). This is a separate charge from the

enrollment fee, and will be charged annually based on your child's enrollment date, with your first tuition payment.

- There is no discount for payment in full for the year. Yearly payments can be made and then applied to account as a credit weekly. Partial payments for tuition fees will not be accepted at any time.
- If a payment is declined 3 or more times within a 6 month period another form of payment will be requested to be placed on file.

### **MISSED PAYMENT**

- A \$10.00 late payment fee will be assessed if your payment is not received by the due date or if a payment is requested to be scheduled at a later date.
- Service may be terminated for account balances that are more than 2 weeks in arrears.
- Student records, health records and progress reports will be released only after all financial obligations are met and with a written request from the parent.

### **NON SUFFICIENT FUNDS**

- A \$30 fee will be assessed for nonsufficient funds.

### **WITHDRAW NOTICE**

- A two week written notice is required for withdrawal of a child. Tuition is NOT refundable for early withdrawal. Failure to give a two week notice will result in your account being charged the full two week tuition rate.
- If an account balance has over \$50 credit a check will be issued within 30 days of termination of enrollment.

### **LATE PICK UP FEE**

- Late fees of \$15/per child per after our current closing time and \$15 each additional 15-minute segment will be charged to your account for children picked up after the first 15-minute segment.

### **CREDITS / CLOSURES / VACATIONS**

- Families who have children enrolled full time (5 days a week) will receive 2 vacation week credits (Monday-Friday only) per year at 50% discount with advance notice to the ELC office.
- Holiday closure/ credits will be applied throughout the school year, in the month in which they occur.
- Closure credits will not be given if care is offered at any time during the scheduled day.
- When credits are applied they will reflect the difference between your contracted amount and the number of days of the closure.
- If your child is absent for any reason when we are open (other than pre-approved vacation for full time children), **you will still be charged your contracted rate.**
- **SUMMER ONLY** – If attending a minimum of 7 weeks, credits will be applied at 100% if notice is given in advance for full vacation weeks (Monday-Friday) on your child's classroom vacation sign-up sheet (partial weeks are not credited). Credit is ONLY given within the Summer Camp dates provided.



- Credits are NOT given if your child is absent due to sickness, extended sickness or required absence due to illness.

**I understand and will adhere to the financial policy set forth by Lititz Christian School and Early Learning Center. A separate financial agreement with the weekly tuition rate will be provided and must also be signed by the parent / legal guardian and the director.**

**Parent Signature**

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## **WITHDRAWAL**

**Two weeks notice is required for withdrawal of a child. Tuition is not refundable for early withdrawal.**

A child will automatically be withdrawn from the program and denied care if any of the following occur:

- 15 days delinquent account
- Consistent failure to make payments
- Consistent late payments
- Consistent late pick-up
- Recurring disciplinary problems
- Failure to provide enrollment forms
- Failure to provide current health forms

## **DISCIPLINE PROCEDURES**

**We believe that discipline is vital to the classroom.** Our goal is that the children we care for learn to respond to an inner desire to do what is right. It is important that we instruct and correct them when necessary. We focus on positive guidance.

- For most misbehavior, the child will be separated from the group and the teacher will discuss his/her behavior with him/her. Redirection within the classroom is our first course of action.
- Continual misbehavior will result in the parent being contacted to be made aware of the behavioral problem. A Behavior Report will be completed and given to the parent to sign. A copy will be kept for the child's file.
- If the misbehavior continues, the parent will be called in for a conference with the teacher and/ or director. If necessary, a child may be requested to withdraw from the program with no refund of fee. *\*\*see suspension and expulsion policy.*
- If we feel that a child may need additional support for his/her success while in our care, we may ask that the parent request an evaluation through Early Intervention/IU13 or Behavioral Health Consultation. In some cases, we may request that a child have support services in place while attending our program.
- Our goal is to work with families and support teams when necessary to do everything possible to meet the needs of each child in our care.

## **Suspension and Expulsion Policy**

*It is the goal of Lititz Christian Early Learning Center to glorify God by providing quality Christ-centered early childhood education dedicated to children's spiritual, social-emotional, physical and cognitive development. The staff recognize that serious situations may occur that need special attention. These guidelines have been developed to help in these situations.*

### **Definition of Behaviors considered to be serious:**

- Aggressive behavior can be physical or verbal in nature and includes aggression towards self, other children, teachers, or property. The safety of the child and other children is always the priority.
- Running away from the teacher in any setting, running from the classroom, or placing oneself in a physically dangerous setting. After running away twice, the center reserves the right to require the parents to pick-up their child within an hour.
- Highly anxious, always requiring one-to-one attention from an adult in order to cope with the group setting.
- Behavior such as self-inflicted harm is extremely serious and demands immediate professional intervention. Parents will be encouraged to seek help for life threatening behavior. Each situation will be evaluated by Administration to see if care can be continued at ELC. *\*ELC staff and administration are mandated reporters who are required to report any harmful or life threatening behaviors to Child line and the Department of Human Services.*
- Potential developmental delays serious enough to prevent the child from behaving in a developmentally appropriate manner that requires constant one to one care.

### **Criteria when considering the removal of a child from the program:**

- The behavior in question must fit the definition of serious behavior or if different, must be serious and involve the health or safety of the child or others in the program.
- Serious behaviors will be documented with behavior reports and/or a daily communication notebook (this goes into the child's backpack for daily communication with parents) to document specific behaviors, times of behaviors and noting any situations that may trigger behaviors. The behavior must be consistent, not a rare occurrence.
- The behavior must be measurably different from what is developmentally appropriate for the child.

### **Before requesting the removal of a child, the center director, staff and family will:**

- Clearly identify the problem behavior that could lead to the removal of the child from the center.
- Document the frequency of the behavior using behavior reports and/or daily communication notebook.
- Alert the child's family of the problem and the level of severity.
- When a child continues to display a pattern of problem behavior(s) and is not responding to redirecting, positive reinforcement and encouragement an action plan with specific timeline to get support for the child. The action plan will be written by the director, teacher, outside support (if

available). Administration will meet with parents and teacher to go over the action plan. Follow up from the action plan will be communicated by director and teacher to the parents.

- This plan will contain desired improvements for the child's long-term enrollment.
- Administration will work with parents to provide support and options for support and services.

If the plan is successful, both the center and parents will continue to monitor the results and maintain contact with one another. If the plan is not successful and the behavior continues, a professional evaluation of the child is requested by the program.

- Depending on the severity of the behavior Administration may require the child to be removed from the center until observations and a plan by the outside agency has been determined and in place for additional support.
- If the family refuses to pursue any evaluation or to follow the suggested help for the child, the center will request removal of the child from the program.
- If the family does pursue help, the center will cooperate with the early intervention plan, so long as the staff are able to do this and still provide safe and appropriate care for all the children within the classroom.

## FIRST AID

There is a kit in each classroom containing only the items approved by the Pennsylvania Department of Welfare. These items include:

1. Soap/water
2. Band-Aids
3. Vinyl Gloves
4. Scissors
5. Sterile bandages
6. Tweezers
7. Tape

Parents will be notified in cases of head injury or any serious injury. A record of all injuries (Incident/Accident Report) will be kept on file in our office, with a copy sent home to the parent.

## MEDICATIONS

Due to strict Pennsylvania Department of Welfare regulations, only **MEDICALLY-NECESSARY** medications will be given by our staff, such as an Epi-Pen for life-threatening allergies. Please ask your doctor to prescribe medication that can be administered before and after school. If this is not possible, *parents or legal guardians only* may come in to administer medication to their child. Our staff will give emergency-only medication for a child with a chronic health condition or for a child with special needs. DPW defines a child with special needs as: "A child who has one or more of the following:" (3270.4)

1. A disability or developmental delay identified on an IEP, or a service agreement.
2. A written behavioral plan that has been determined by a licensed physician, licensed psychologist or certified behavior analyst.
3. A chronic health condition diagnosed by a licensed physician, physician's assistant or CRNP that requires health and related services of a type of amount beyond that.

A medication log must be completed by the parent for any emergency medication to be given. The medication must be in the original prescription container with a current prescription-label with the child's name. A Food Allergy/Emergency Action Plan must also be completed and signed by the parent and physician when applicable.

## IMMUNIZATIONS and HEALTH APPRAISAL

We follow DPW guidelines in regards to immunizations. Health appraisals are required for all students, beginning at 1 month and at intervals of 2, 4, 6, 9, 12, 15, 18, and 24 months; 3, 4, 5, and 6 years. School-age children are required to have a completed health appraisal at 8, 10 and 12 years of age. We will send reminder notices home when your child needs an updated health appraisal/immunizations. **Any time that you take your child to a well-child appointment, please pick up a health appraisal form from our front desk for your child's health care practitioner to complete, sign and date. If you forget to bring the form with you to your child's appointment, many doctor offices will charge you a fee to complete the form at a later date.**

## ILLNESSES

In our effort to keep all of the children in our care healthy and safe, the following guidelines have been put

into effect regarding illnesses. If you have any questions, please talk with the Director and/or your child's physician.

***\*If your child exhibits any of the following health issues, he/she should not attend school. Please call us at 717-626-5828 to inform us that he/she will not attend and the reason for their absence. Please report any contagious illnesses, as we notify families anytime there is a confirmed case of a contagious illness (such as Pink Eye, Fifth Disease, Strep Throat, etc.) and the associated symptoms.***

### **1. FEVER**

A temperature of 100.4 degrees with an ear thermometer is considered a fever. Parents are requested not to bring their child to childcare when fever is present. Children must be fever-free for 24 hours without medicine before returning to our program.

### **2. UPPER RESPIRATORY INFECTION(S)**

(a) Children who have clear nose drainage or discharge may come to childcare. Children with any other drainage or discharge may not be brought to childcare.

(b) Children with clear mucous coughs may come to childcare. Coughs that have been diagnosed as infectious (i.e. acute bronchitis, pneumonia, etc.) or accompanied with fever (see above definition of fever) may not be brought to childcare.

### **3. DIARRHEA**

Children that demonstrate deviations from "normal" bowel movement patterns may not be brought to childcare. (abnormal bowel movements are defined as frequent loose and/or watery bowel movements different from your child's "normal" bowel movement pattern.)

### **4. VOMITING**

Any child that has vomited two or more times in the last 24 hours may not be brought into childcare. The only exception is an infant who has "normal" regurgitation of feedings.

### **5. SKIN RASHES**

If your child has a generalized rash, diagnosis should be evaluated and confirmed by a physician in writing. Due to the contagious nature of generalized body rashes, children with these body rashes may not be brought to childcare. Exception: localized rashes such as prickly heat, eczema, diaper rash, etc.

### **6. DISEASES**

The following are guidelines for early childhood diseases. Parents will be notified of any confirmed cases of contagious conditions. Children may be brought to childcare when the following criteria are met and/or when cleared with a written excuse by their physician:

- Chicken pox – vesicles dried and crusted, approximately six days, written doctor's excuse required to return
- Cytomegalovirus (CMV) – inform Director
  
- Diarrhea (Salmonella, Shigella, Giardia, Rotavirus) – normal bowel movements, bowel free of parasite
- Fifth Disease (Parvovirus) – inform director

- Coxsackievirus – no fever present
- Haemophilus influenza – completion of treatment
- Hepatitis A – immune globulin given
- Hepatitis B – written clearance from physician
- Impetigo – 48 hours after antibiotic treatment and open areas healed or can be covered
- Lice – after treatment and free of live lice
- Roseola – 24 hours after no fever present
- Measles – four days after rash appears
- Rubella (German measles) – six days after rash appears; inform director
- Meningococcal Disease – written clearance from physician
- Mumps – nine days after swelling begins and/or 24 hours after swelling subsides
- Mouth Herpes (cold sore) – inform child care staff
- Pertussis (whooping cough) – eight days after antibiotic treatment
- Pinworms – 24 hours after treatment started
- Ringworm – body – after treatment started; scalp – 24 hours after treatment started
- Scabies – 24 hours after treatment
- Scarlet fever – 24 hours after not fever present and/or two days after treatment started
- Strep Throat – 24 hours after treatment
- Yeast – mouth (thrush) – written clearance from physician; diaper area – after treatment started

## **7. OPENED SKIN AREAS**

Any opened skin areas with or without drainage must be covered with a bandage.

## **8. EYE DRAINAGE**

Any eye drainage should be evaluated by a physician. When any eye drainage is diagnosed as infectious, the child may not be brought to childcare.

If a child becomes ill while in our care, attempts will be made to contact the parent. An unhealthy child must be picked up within one hour of the first attempted call. For this reason, we ask that we have as many contact numbers as possible. Please assist us in responding promptly when you are notified that your child is ill. If any of your contact information changes, or you would like to add an emergency contact person at any time, please notify us to update your records.

### **Hand washing**

To help reduce the spread of germs, frequent hand washing is done before and after meals/snacks,

toileting/diaper changes, sensory play, and when entering and re-entering the classroom.

**LITITZ CHRISTIAN EARLY LEARNING CENTER HAS THE RIGHT TO REQUEST  
WRITTEN PHYSICIAN CLEARANCE FOR ANY SUSPECTED CONTAGIOUS INFECTIONS**



## **DROP-OFF/PICK-UP**

To ensure the safety of your child, please park your car in the parking lot and walk your child into the building and to his/her classroom. **According to our state regulations, each child must be signed in and out daily by the Procare ap you can download to your phone.** Each parent is given a code at the first day and is required to use the ap and the QR codes to check your child in and out of care at Lititz Christian.

### **If an adult other than the parents will be picking up your child:**

- The **person must have a photo I.D. in their possession and show it to the office** prior to picking up the child. If requested, the same I.D. must be presented to the teacher caring for the child in order for the child to be released.
- The **person's name must be listed on the child's emergency contact form** located in our files.
- There **must be written verification from the parent stating the pick-up change prior to the time of pick up.** Verbal verification is acceptable via the telephone in cases of emergency.

In order to ensure your child's safety, please do not permit him/her to run free in the driveway or parking lot. **Do not park your car in front of the entrance. This area is reserved for school buses and must be clear of parked cars.**

## **BUILDING SECURITY**

Please be aware that the exterior doors of our building will remain locked during hours of operation. There may be need for an exception to this policy for special events. Our staff and administration will take precautionary measures during these times.

## **OUTDOOR PLAY**

Students are not permitted to stay indoors during outside play unless they have been ill and have a note from their doctor. Your child's teachers hang a sign on the classroom door indicating if they are on the playground (or at any other location). It is up to the discretion of teachers as to whether the children must wear jackets or sweaters. Please send sufficient clothing with your child. Playground rules are very important for the safety of all children. Please read over them with your child and help him/her to become familiar with these rules.

## **SUPERVISION**

The safety of the children in our care is our primary concern and our staff have ongoing training on the importance of proper supervision, defined by the Dept. of Human Services as "Critical oversight in which the staff member can see, hear, direct and assess" each child in his/her care at all times. Staff must know how many children they have in their Primary Care Group and in the Class at all times.

### **Playground Rules**

1. Children may never be left unattended, therefore must always be within sight of the teacher.
2. No climbing the fence for any reason.
3. No kicking or throwing any ball over the fence.

4. Children may not run carrying sticks of any kind.
5. Children may never throw stones or snow.
6. Children may not play with mulch chips.
7. Always use steps to go up the slide.
8. Only one child down the slide at one time.
9. Children must sit to go down the slide.
10. Children may not play at the bottom of the slide.
15. No rough play (wrestling, etc.) is permitted at school.

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## **CLOSINGS AND DELAYS**

**Lititz Christian Early Learning Center** will operate as usual if enough staff members can arrive safely. A decision to close or have a delayed opening will be announced on our website and wgal's website:

**Procure Ap Text Message and Email** will be sent to all families.

<http://www.wgal.com/weather/closings> as well as on the following stations:

WJTL 90.3 FM

WGAL\* TV 8

*Please note that the announcement for Lititz Christian School (K-12) will be separate from the announcement for Lititz Christian Early Learning Center . The announcements that you will see regarding the ELC are as follows:*

**Lititz Christian Early Learning Center: Closed**

**Lititz Christian Early Learning Center: Closing at :**

**Lititz Christian Early Learning Center: Opening at :**

## **NOTICE OF NON-DISCRIMINATION POLICY**

Lititz Christian Early Learning Center provides services without regard to race, color, religion, ancestry, sex, handicap, or national origin.

## **CLOTHING**

Children are to wear clothing that are seasonally appropriate, comfortable and appropriate for active outdoor play. Please avoid tee-shirts with offensive wording/ pictures. All jackets, hats, mittens, etc. should be labeled with your child's name. We suggest that during the fall and spring seasons, a sweater or jacket should be kept in the child's cubby in case of sudden changes in weather. All children are required to have a change of clothes at school including socks and undergarments in case of "accidents" or spills. Soiled clothing/bedding will be sent home in a plastic bag. Please remember to replace your child's change of clothing at school the following day. We have a limited supply of extra clothing at the center for emergencies. If your child is sent home in our center clothing, please launder and return as soon as possible.

We will make every effort to protect your child's clothing, however we do paint and run and play with the children, so please dress your child in clothing that can get messy as they explore and have fun!

## **TOYS FROM HOME**

Children may bring toys from home to school; however, all toys must be age-appropriate, labeled with your child's name, and cannot promote violence. We prefer that only theme-related toys be brought in and that it is on the classroom's Show and Share Days. Please be aware that it is our policy that any toy brought from home must be shared with all children in the classroom. We recommend that parents do not allow toys that are expensive and/or have sentimental value associated with them to come to the center. While our staff and administration will do their best to assist parents with managing toys brought from home, we cannot be held liable for toys that may become broken or lost at school.

## **EMERGENCY PROCEDURES**

Lititz Christian School and Early Learning Center have emergency procedures in place in the event of:

1. Medical emergency
2. Potential problem
3. Verified problem
4. Evacuation

During any emergency situation the first and foremost priority is the safety and welfare of all children and staff. Parents will be contacted by phone/and or TV and radio stations as soon as feasibly possible.

We conduct monthly fire drills as required by state regulations. The fire alarm will sound during all fire drills. We will post a sign on the entrance door indicating that a fire drill is taking place. Please do not enter the building during a fire drill. We ask that you wait outside with your child until we have re-entered the building.

**The following letter is to inform parents and guardians of provisions in event of an emergency. This plan has been sent to Lancaster Emergency Management Association (LEMA).**

### **Emergency Operations Plan**

This letter is to assure you of our concern for the safety and welfare of children attending **Lititz Christian Early Learning Center**. Our Emergency Operations Plan provides for response to all types of emergencies. Depending on the circumstance of the emergency, we will use one of the following protective actions:

- **Immediate evacuation:** Students are evacuated to the Moravian Manor (Main Campus) or Manheim BIC Church (Doe Run) for fires on campus and/or intruder evacuation.
- **In-place sheltering:** Sudden occurrences, weather, or hazardous materials may dictate that taking cover inside the building is the best immediate response. We go to the hallway and/small kitchen area in the event of a tornado or other in-place shelter emergency. Doe Run will go to the hallways where no windows or doors are present.
- **Evacuation:** Total evacuation of the facility may become necessary if there is a danger in the area. In this case, children will be taken to Moravian Manor (Main Location) or Manheim BIC (Doe Run Location).
- **Modified Operation:** May include cancellation/postponement or rescheduling of normal activities. These actions are normally taken in case of a winter storm or building problems that make it unsafe for students (such as utility disruptions), but may be necessary in a variety of situations.

**Please listen to WGAL TV 8 or WJTL radio for announcements relating any of the emergency actions listed above.**

We ask that you do not call during the emergency. This will keep the main line telephone free to make emergency calls and relay information. We will call you to let you know that we've taken one of these protective actions. We will announce on the above stations and/or call you when we have resolved the situation and it is safe for you to pick up your child.

The facility director may provide an alternate phone number (i.e., cell phone number, etc.) to call in an emergency.

*Occasionally, during storms, we have had trouble with our network system including our main phones*

The Emergency Plan of Action Child Pick-Up Authorization Form should list individuals and their current contact information that you would like to pick up your child in the event of an emergency if a parent/guardian would be unavailable for pick up. Please ensure that only those listed on your child's form attempt to pick up your child.

In order to assure the safety of your children and our staff, we ask your understanding and cooperation. Should you have additional questions regarding our emergency operating procedures, please feel free to contact the Center Director.

*\*Full plan is available upon request*

**Contact Info:**

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**NOTES:**

