



**LITITZ CHRISTIAN**  
**EARLY LEARNING CENTER**

# Parent Handbook

Updated: September 2014



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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 DPW 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 are currently working on our 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).

You are encouraged to visit and become involved in your child's classroom. Your child's teachers will complete an observation on your child within 45 days of enrollment and Progress Reports will be completed and shared with you twice/year (Winter and Spring). Beginning in November 2014, our teachers will be using a new 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,

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## 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 (Infants, Toddlers, Preschool & Prekindergarten, Before/After School), 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:

- **Weekly Parent Page:** Our weekly emailed newsletter includes classroom highlights, upcoming events/reminders, links to parenting info & family/parenting events in our community, weekly bible verse, birthdays/celebrations and lunch menu. Please provide us with the email addresses where you wish to receive the Parent Page, which is emailed every Friday morning by 6:30am.
- **Parent Information Bulletin Board:** Located across from our 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.
- **Daily Report:** Infant and toddler classroom teachers send home a Daily Report listing diapering/toileting info, lunch/snack info and reminders of items needed. Individual daily reports are typically not done for our preschool, prekdg or before/after school children, though parents may request one if desired.
- **"What We Did Today" White Board:** Teachers write an overview of the day on the white board outside of each classroom door.
- **"Look What We're Up To" Photo Board:** Located at the end of the hallway, by the Toddler Rooms, you'll find updated photos of the children enjoying a variety of fun, learning experiences.

## 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 6:30 a.m. to 6:00 p.m. Monday through Friday. We offer part-time and full-time learning programs for infants, toddlers, preschool/prekindergarten and before/after school for students up to age 12. Our preschool and prekindergarten options include 2, 3, 4 or 5 half days (5 hours or less) or full days. The "Focused Learning Time" for preschool and prekindergarten is from 8:00-11:30 and includes specials such as gym, music, library and art.

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 or IFSP, 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 (Columbus Day) 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)

**\*Parents do not pay for these holiday closings.**

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

**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 DPW 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 and FBI fingerprinting checks are completed on all staff. All preschool and prekindergarten teachers have a minimum of a bachelor's degree in education. Toddler and Infant teachers have a minimum of a high school diploma and 2 years of documented experience working with children. Many also hold an associates or bachelors degree or will be working toward obtaining their CDA. Currently, we have 10 teachers who have their CDA (Child Development Associate), 1 with her Associate Degree and 6 who have a Bachelor Degree in Education. Our staff receive at least 18 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.

### Infants and Toddlers

1. Large supply of diapers
2. Large container of wipes
3. Diaper ointment (if desired and with your written permission)
4. Plastic bibs
5. Changes of clothing
6. Daily supply of bottles and food (label *everything*) (\*Toddlers may eat our provided snacks and may buy lunches if you prefer)
7. Pacifier (if desired)
8. Crib sheet and Blanket for nap time
9. "Sippy cups" for young toddlers (spill-proof is preferred)
10. Stuffed animal (if desired)

### Special Notes:

- You must sign a permission slip for our staff to use ointments/sunscreen
- All nap things will be sent home every Friday for laundering.
- No stuffed animals may be in cribs while a child is sleeping according to state regs.
- No strap/clip combinations on pacifiers because of possibility of injury to child.
- DPW states infants must be placed on their backs when in a crib. If your child has a medical condition which prevents him from being placed on his back, a doctor's note must be given to your child's caregiver stating in which position your child should be placed as well as the reason and duration for the exception.
- Daily information sheets are provided for children in our infant/ toddler rooms. Complete the top portion at home and bring it each morning. Staff persons will record the day's activities and information. Please read the form daily for information on your child's day.
- Your child's teacher will inform you of any additional supplies needed.
- Sign-up sheets will be posted occasionally for special snacks, parties, etc.

### Preschool/Kindergarten Age Children:

1. Change of clothing, including socks and undergarments (in the event of an accident/spill)
2. 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

**\*Note: Please do not bring any products containing peanuts into any labeled "Peanut-free" Classrooms, due to life-threatening allergies.**

## DAILY SCHEDULE

6:30-8:00	Children may eat breakfast (provided by parents) or engage in free play activities (*8:00-11:30: <i>Focused Learning Time for Preschool and Prekindergarten</i> )
8:00-9:00	Learning Stations/Centers
9:00-9:15	Snack
9:15-9:30	Circle/Group Time
9:30-10:00	Outdoor Play
10:00-11:30	Bible/Music/Art/Literacy
11:30-12:00	Lunch
12:00-12:30	Free Choice Centers
12:30-1:00	Story time
1:00-3:00	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
4:30-6:00	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.*

## TUITION AND FEES

Current tuition rates are listed in our registration packet. We offer a variety of options, with a minimum of 2 half days per week. Parents are responsible to pay their contracted rate each week, regardless of whether the child attends. Drop-in care is based on availability and cannot be guaranteed.

Fees for children age 3 and older are for those who are potty-trained. Children aged 3 and older who are not potty-trained, will be charged the toddler rate. Current rates are in effect until July 1st of each year, when our annual tuition increase takes effect. You will be notified in advance of any changes in your tuition rate. New registration packets will be given to you in the Spring for the upcoming school year. After receiving your returned letter of intent and packet, a new financial agreement will be given to you. Weekly childcare fees are due Friday for the following week. Late charges are assessed at \$10.00 per week. Service may be terminated for account balances that are more than 2 weeks in arrears.

### Tuition Policies

- The initial registration fee is \$100 per child. **This fee is non-refundable.** Payment of the registration fee will secure a place for your child. When a registration fee is paid to hold a place for your child, written notification of the child's start date must be submitted. If your child does not start within 30 days of your stated enrollment date, a new registration fee would be required to enroll.

- We require a 2-week written notice to withdraw your child from the program. A new registration fee is required to re-enroll. A written request from a parent/guardian is required for any part of a child's record to be transferred to another educational setting. Such records will not be transferred until all financial obligations have been met.
- Please make checks payable to "Lititz Christian ELC" and indicate in the memo section the distribution of the money as well as the time period for which you are paying.
- All fees are due Friday PRIOR to service.
- A financial record of each parent's fees and payments is kept in our office. Weekly charges are the commitment and responsibility of all parents, whether the child is regular in attendance or absent due to illness or vacation.
- Monthly statements showing charges and payments will be given upon request.
- Two full weeks (10 days) of pre-scheduled vacation may be discounted at fifty percent (50%) for full-time children. Vacation weeks may not be applied to days missed due to inclement weather if the ELC remains open. Vacation notice is to be given at least two weeks in advance.
- Absences due to illness are still to be paid by the parents.

### **LATE FEES**

Your child's schedule on your initial contract determines how we schedule our staff. If you bring your child earlier or pick your child up later than the contracted times on your application, our staff/child ratios will not be correct. Please notify our office if your child will arrive or depart later or earlier than what's indicated on your schedule. We expect all children to be brought to childcare and be picked up promptly at their appointed times

Charges will be added to your weekly or monthly tuition bill as follows:

**Late Fees of \$15.00 per child per any 15 minute segment will be assessed for children picked up after their scheduled time. Our center closes at 6:00 p.m. Penalties of \$15.00 per child per any 15 minute segment will be assessed for children picked up after 6:00 p.m. (example: A pick-up time of 6:20 pm would incur a \$30 late fee) Non-emergency continual late pickup will be grounds for refusal of service.**

### **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 juice. 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, 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. Toddler lunch cards cost \$10 and preschool/prekdg lunch cards cost \$20.00. Elementary students who attend our summer camp or full days when school is closed, may purchase a lunch card for \$30.00. 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 all food /drink containers with your child's name. Please put only items that need to be refrigerated (perishable foods) in the classroom refrigerator.** Prayer will be offered before each snack and meal.

Please inform us of any food allergies. **You will be notified if your child's classroom is a nut or peanut-free room, in which case no peanut products, etc. may be brought into the classroom due to life-threatening allergies.**



## **OVERDRAWN CHECK CHARGES**

If any check is returned to us from your bank, the following charges will apply:

1. First returned check- \$25.00 fee, notification of parents.
2. Second returned check- \$40.00 fee, notification of parents.
3. Third returned check- \$50.00 fee, any payments after this must be cash, cashier's check, or certified funds only.

## **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:

- 30 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.
- 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. In some cases, we may request that a child have support services in place while attending our program.

## FIRST AID

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

- soap/water
- band-aids
- Vinyl Gloves
- Scissors
- Sterile bandages
- Tweezers
- Tape

Parents will be notified in cases of 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, an IFSP, 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 or 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. Dental appraisals are required for kindergarten only. 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 office (or Nursery) 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 100.0 degrees orally 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
- Conjunctivitis (Pinkeye) – 24 hours after treatment begins, 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. **Please assist your child to wash his/her hands at drop-off time when entering the classroom.** Hand sanitizer is available for parents at our sign-in area. We are not permitted to use hand-sanitizers with the children.

**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 regs, each child must be signed in and out daily in our Sign In/Out binder located at our office window.** Each child has a sheet alphabetized by last name. Please sign in and out on the appropriate date on your child's page. Nursery parents may sign their infant in/out at the binder located in the Nursery.

### **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 ELC entrance. This area is reserved for school buses and must be clear of parked cars. Nursery parents may use the circle area under the overhang by the church entrance at drop-off and pick-up time.**

## **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.

Only childcare parents/guardians will be issued a key FOB (upon request) to allow access into our building from the hours of 6:30 a.m. to 6:00 p.m. A \$7.00 cash deposit per FOB is required. We ask that parents do not attach key FOBs to anything that would associate the FOB to our building as this will compromise our security. In the event that a parent should lose his/her key FOB, please contact the office immediately. The lost FOB will be deactivated and you will be issued a new one with receipt of a \$7 cash deposit. When withdrawing from our program, please return your key FOBs promptly and your \$7 deposit will be returned to you.

## **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.

## **Playground Rules**

1. Children may never be left unattended, therefore must always be within sight of the teacher.
2. Children may not stand on swing seats.
3. Only one child on a swing at a time.
4. Swings are not to be twisted.
5. Do not walk in front of or behind swing that are in use.
6. No climbing the fence for any reason.
7. No kicking or throwing any ball over the fence.
8. Children may not run carrying sticks of any kind.
9. Children may never throw stones or snow.
10. Children may not play with mulch chips.
11. Always use steps to go up the slide.
12. Only one child down the slide at one time.
13. Children must sit to go down the slide.
14. Children may not play at the bottom of the slide.
15. No rough play (wrestling, etc.) is permitted at school.

## **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:

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

WDAC 94.5	FM
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 (Infants-prekdg and before/after school) 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 and Grace Church 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 Church parking lot, near the grass, across from the front of the main entrance (Alpha Lobby) of Grace Church in the event of a fire.
- **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 room 201 or the hallway past the glass doors to the church lobby in the event of a tornado or other in-place shelter emergency.
- **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 Life Spring Church (church across the street: 490 W. Lincoln Ave. Lititz).
- **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, WDAC radio 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. If you ever try to contact the center (717-626-5828) at any time and are unable to get through, you may call our **EMERGENCY-ONLY phone: 717-626-9222. This number is only to be used if our main phones are down, and does not have a voice mail message system.***

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:**

Lititz Christian Early Learning Center  
501 W. Lincoln Ave.  
Lititz, PA 17543  
PHONE: 717-626-5828  
FAX: 717-626-9028  
[www.elc.lititzchristian.net](http://www.elc.lititzchristian.net)

Director: Jamie Esbenshade  
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Nat Schaeffer (Opener/AM Assistant & Scheduler)  
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**NOTES:**

