

A Message to Parents:

Welcome to *St. David's Learning Place!*

We are grateful for the opportunity to nurture and care for the children of our community. We take the trust that families place in us very seriously. Therefore, we promise to faithfully do our best to teach, love and care for your child. Our goal, and reason for being, is that your child reaches his or her fullest potential as a child of God. Your child's safety, well being and sense of belonging are our top priorities.

Our hope is that your child will have a wonderful experience while enrolled here at *St. David's Learning Place*. Working together, cooperating, sharing, planning, and taking responsibilities with other children and adults are skills that contribute to a child's positive growth and development. Our program is designed to encourage these skills within a safe and pleasant environment. Our staff is dedicated to providing a supervised program that will encourage positive relationships, good citizenship, school readiness experiences, and spiritual growth. We hold that a child's work is their play and we want your child to have fun. As parents, your input and support are critical to the success of this ministry. We welcome the time and talents you can share with us.

This program is licensed through the Department of Human Services and operates in accordance to DHS policy and regulations, a copy of these regulations are maintained in the Director's office.

This handbook has been designed for you, the parent/guardian. It contains the *St. David's Learning Place* philosophies and policies in an easy-to-use format. Please keep it handy for reference regarding our operating schedule, contact numbers and policies and procedures. The director will provide updates as necessary.

INTRODUCTION

A Place for children...

Just as Jesus Christ welcomed the children into his presence and made a place for them, saying, “*Let the little children come to me and do not stop them; for it is to such as these that the kingdom of heavens belongs*” (Matthew 19:14-15), St. David’s Evangelical Lutheran Church endeavors to make a place for children by offering this ministry for families in Davidsville and the surrounding community. *St. David’s Learning Place* welcomes all people, regardless of whether or not they are part of this or any congregation. If you already have a church home, we are grateful. If you do not have a church home and would like one, the members of St. David’s Lutheran Church invite you to participate in the life of the congregation.

Our Educational Philosophy

St. David’s Learning Place strives to provide an environment in which children:

- *Experience God’s love through nurturing relationships with staff, strong friendships with peers, and a positive self image
- *Experience a place of safety and belonging
- *Participate in planned, child appropriate school readiness activities
- *Discover and nurture their creative expression
- *Develop vocabulary and meaning through exploration of books, experiences and conversation
- *Cultivate a desire for knowledge and a love of learning
- *Utilize their innate curiosity in opportunities for discovery and problem solving
- *Follow directions, work, and play cooperatively
- *Make the transition from home to the school environment
- *Respond to structure and direction outside of the home

St. David’s Learning Place gears all activities to be **developmentally appropriate** and works to meet the learning style of each child. Teaching will be approached from a perspective that sees each child as one “created in the image of God.”

St. David’s Learning Place recognizes parents as the first and most significant educators of their children. We recognize that this is an ongoing role and strive to support parents in this very important responsibility.

Our Mission

The mission of *St. David’s Learning Place* grows from the mission of St. David’s Evangelical Lutheran Church to families of the community. Our mission is to provide safe and healthful care of the children in an atmosphere designed to promote intellectual growth, creative thinking, active learning, physical skills, as well as social and spiritual development.

A Safe Haven for Children in the Community

St. David's Lutheran Church is a "Safe Haven Congregation," and as such, provides a safe haven for community children, is staffed by caring adults, and uses a curriculum of engaging activities aimed at nourishing children's minds, bodies and spirits.



*"Let the
little children
come to me"*

MATTHEW 19:14

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I. IMPORTANT INFORMATION

St. David's Learning Place

Director: Rebekah Adams

Learning Place Phone: (814) 479-7390

Learning Place e-mail: learningplace@stdavidslutheran.org

Service Days and Hours of Operation: 6:45 a.m. – 5:45 p.m. Monday through Friday

For holidays and preschool schedule see annual calendar

St. David's Lutheran Church

Interim Pastors: Rev. Larry Hoover
Bishop Greg Pile

Church Address: PO Box 427
401 N. Main St.
Davidsville, PA 15928

Church Office Hours: Monday-Friday 9:00 a.m. – 3:00 p.m.

Church Office Phone: (814) 479-4110

St. David's Web Address: <http://www.stdavidslutheran.org>

We are a Peanut **FREE** facility.

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II. ENROLLMENT/REGISTRATION AND ATTENDANCE

A pre-enrollment conference will be scheduled with parents/guardians with the Learning Place Director. This meeting will give you and your child an opportunity to get acquainted with *St. David's Learning Place* and will give us the opportunity to get to know you better. Registration will be done during this meeting. Completion of the following forms is necessary prior to your child's first day: **Service Agreement, Emergency Contact, Sunscreen Permission, Photography Permission, and Receipt of Parent Handbook**. You will be given a **Health Assessment** form which must be completed by your child's medical provider within 60 days of enrollment. Payment of the registration fee is required at the time of registration (for Fees see section IX).

We serve children age 2 through 13. Children will be enrolled on a first come/first served basis. Applications are accepted at any time. If a class is full, new applicants will be placed on a waiting list. Maximum enrollment is based on DHS regulations.

Programs Available:

FULL and PART TIME CHILDCARE

Ages 2 thru 13

Year round

Monday through Friday

6:45 am to 5:45 pm Full day and half day care

Preschool age children enrolled in daycare during preschool hours are included in the preschool program

3-YEAR-OLD PRESCHOOL:

September through May.

Twice weekly, either M/W or T/Th

9:00 am to 12:00 noon

The number of classes offered is determined by enrollment and staffing.

4-YEAR-OLD PRESCHOOL:

September through May.

Monday through Thursday

9:00 am to 12:00 noon

The number of classes offered is determined by enrollment and staffing.

BEFORE AND AFTER SCHOOL CARE

Monday through Friday

6:45 am until school bus pickup, from CTASD school bus drop-off until 5:45 pm

All day (6:45 am-5:45 pm) on scheduled CTASD school vacation days

Care is provided for morning delays and early dismissals

Full time school age childcare is offered during the summer

SPECIAL EVENTS/FIELD TRIPS

We will periodically offer special events and field trips as part of our ministry with the children. Families enrolled in *St. David's Learning Place* are invited and welcome to participate in any of the ministries and activities of the congregation. Parental permission is required for any *St. David's Learning Place* off-site events.

Attendance:

A calendar noting the days of operation for each program option will be provided prior to the start of the school year. Holidays, teacher in-service days, and other important dates will be included.

In the event of an emergency closing there will be an announcement on local TV (WJACTV) and radio (WFGI 95.5, WKYE 96.5). See appendix for more detailed emergency procedures.

It is our desire to provide a stimulating and worthwhile program for all children interested in participating in *St. David's Learning Place* (see appendix for civil rights statement on services). **There are times, however, when enrollment in the program may be terminated. Listed below are several examples:**

Persistent late pick-up of child at the end of the day

Failure to pay tuition/fees on schedule

Persistent inappropriate or harmful child behavior

Persistent non-adherence to policies and procedures as outlined in the Parent Handbook

In the event that one of these or a similar circumstance exists, we will address it by taking the following steps to rectify the situation if possible:

1. Written notification

2. Parent conference

If the situation does not come to a resolution, services will be terminated on a timeline that is in the child's best interest.

If you no longer need child care and/or preschool services at *St. David's Learning Place*, we require that you provide two weeks written notice of your child's last day in the program. You are responsible to ensure that your fees will be paid up to date of your child's last day of services. We request to have an exit conference with you.

III. PROGRAM INFORMATION

St. David's Learning Place Curriculum Philosophy:

1. The curriculum will be developmentally appropriate, relevant, active and engaging for children.
2. The curriculum will provide opportunities for learning and social interactions and encourage children's faith growth and provide learning and fellowship through positive relationships in a safe environment.
3. The curriculum will be accomplished through programming which encourages their success and which includes music, creative art, stories, drama, games, recreation, guided homework time for school age children, chapel time, and a nutritional snack.
4. The curriculum will provide a framework for engaging children's learning through active exploration, problem solving, discovery and conversation. The activities provided will engage children in a wide range of meaningful experiences in an effort to prepare them for kindergarten and beyond.
5. *St. David's Learning Place* is a ministry of St. David's Lutheran Church and as such will provide children appropriate worship opportunities and Christian faith formation activities as part of the curriculum.

The Preschool Curriculum

We use *Creative Curriculum* with our 3 and 4 year old Preschool program. It is based on the most current knowledge of how children learn best and what skills they need to develop to achieve success both in school and in life. Our goal is to provide a program that offers kindergarten readiness in a developmentally appropriate manner within a Christian environment. Planned activities will encompass:

Social Skills
Dramatic Play
Fine Motor Skills
Gross Motor Skills
Literacy
Language Arts

Creative Art
Music
Math and Science
Self-help Skills
Technology
Faith Development

Communication with the School System

We continue to be in communication with the local school district on issues of curriculum to assure that what we offer is consistent with the needs of preschoolers in terms of kindergarten readiness. We also believe that for preschool children, their play is their work. Our programming will be respectful of their developmental needs.

Before and After School Program

Our Before and After School program will provide creative and educational activities in a Christian environment which encourages and supports learning through structured play, recreation, homework assistance, and quiet time.

Learning within a Christian Environment

As a ministry of the congregation, *St David's, the Learning Place* will offer faith based activities for the children consistent with the Lutheran expression of the Christian faith. While children will not be separated from an activity such as chapel time or prayer before meals, we strive to respect each person's faith tradition. We will work with parents to ensure the inclusion that is best for their child. Our goal is to encourage faith development through story, prayer and song.

Snacks and Meals:

Nutritious morning and afternoon snacks are provided. For those children who participate in full day/part day child care, and are with us during the noon hour, lunch must be supplied by parents.

We do not provide meals, so be sure to provide a lunch with your child's nutritional needs in mind and supply everything that is needed: Spoon and/or fork, napkin, and drink or water bottle to fill up. We ask that you label your child's lunch and reusable containers.

Children who arrive before 8:00 a.m. may bring a breakfast. We ask that you follow the same procedures as with a lunch.

We are a Peanut/Nut **FREE** facility.

Approximate Daily Schedule:

6:45 – 9:00 a.m.	Welcome and Structured Free Play
8:15 a.m.	Before School Children prepare for and go to the bus
9:00 –12:00 noon	Preschool Opening Group Activities Story Time Weekly Chapel Time Discovery/Learning Centers Snack Guided Thematic Activities Gross Motor Activities
12:00 noon	Preschool Program pick-up
12:15 p.m.	Lunch
1:00 p.m.	Quiet/Nap Time
3:00 p.m.	Snack
3:30 p.m.	Structured Free Play
3:50-4:00 p.m.	After School Children arrive from the bus Time for homework and a snack is provided
5:45 p.m.	Service hours are ended

Hours of Operation

Please note that our hours of operation for childcare begin at 6:45 a.m. and end at 5:45 p.m. We will be prepared to care for your child beginning at 6:45 a.m. Your child is to be picked up no later than 5:45 p.m.

Preschool begins at 9:00 a.m. and ends at 12:00 noon. Any child who arrives prior to 8:50 will be charged the \$5.00 before school rate. Please be prepared to pick your child up promptly at 12:00 noon, unless you have made arrangements for afternoon child care. A fee will be charged for late pick ups (see section IX for Fees).

Parent Participation:

We welcome the involvement of parents in the program. There are a variety of ways that you may support your child's experience. These include:

*Volunteering – we welcome volunteers from our congregation and from parents/guardians. Volunteers will have appropriate background clearances and will serve in accordance with church policy concerning individuals working with children and DHS regulation.

*Talent sharing - many adults have hobbies and talents that would be interesting for our children. If you have a special hobby or skill that you would be willing to teach or present to the children, we invite you to make arrangements with the director to schedule a time to

share your gifts. We would enthusiastically welcome your willingness to participate in our program in this special way.

Participation with in-home activities

From time to time, teachers may send home activities or learning ideas for parents and children to do together. We encourage parents to take advantage of this time to spend with their preschooler. It is irreplaceable time spent in mentoring, guiding, supporting and bonding with your child, setting patterns for the love of learning as they grow older. Besides, it is fun!

Providing appropriate dress

Your child will be playing outside and will be participating in some “messy” creative activities. Your child should come to school with clothing appropriate for these activities. Please provide a large zip lock bag containing a complete change of clothes, including socks and underclothes, in the event your child’s clothing becomes soiled. Please label each item of clothing with your child’s name. If your child needs to change clothes and there are none available we will call you to either bring clothing or take the child home. As the seasons change and weather gets colder, children should wear appropriate clothing for playing outside.

Footwear should be appropriate for active play. Sandals are to surround the foot, no open backs. Flip-flops are not to be worn.

Prized Possessions

Your child will bring home “work” that they do while at *St. David’s Learning Place*. We suggest that you and your child discuss how to celebrate and/or display these examples of their work at home.

Treasures from Home

With the exception of show and tell items, and those items that provide comfort, we ask that your child not bring personal belongings or toys from home. If your child chooses to bring A particular item from home, *St. David’s Learning Place* is not responsible for loss of or damage of the item.

Book Clubs

Monthly you may purchase books from Book Clubs. We will send information home each month about these opportunities.

IV. PARENT COMMUNICATION

We value regular and timely communication with parents and guardians. Please note that at the beginning and end of each day the staff is responsible for the direct supervision of the children and may not be able to speak with you at length at that time. We encourage you to ask for an appointment for another time to discuss any questions or concerns about your child.

Open House

We will hold an open house at least once a year. Invitations will be sent home with the children.

Parent Conferences

We will schedule parent conferences in late fall and spring for preschool children.

We will schedule parent conferences for school age children at the request of the parent.

Staff or parents may request additional parent conferences at any time throughout the year.

Meetings will be set up at the convenience of both parties.

Written Information

We will provide notes home and reminders of upcoming events and pertinent information.

Please check your preschool or school age child's backpack for written communication.

Monthly newsletters will be provided to share information on programming.

Accident Reports

In the event of an injury, a form will be completed for you to read and sign. This is to keep you informed regarding the incident. A copy will be retained in our files. Should your child need medical attention we will contact you by phone immediately. For this reason, parents need to keep their emergency contact information up to date at all times.

Parent's Bulletin Board

A bulletin board calendar will be available with up to date information about ongoing activities and programming.

Visitors

Visitors must check in with a staff person immediately upon arrival and must sign-in.

Parents of enrolled children are welcome to visit at any time. If you wish to have lunch or participate in an activity with your child please notify the director. Please note that the staff is responsible for the supervision of the children during programming hours and may not be available to speak with any visitor at length.

Updating Information

Please notify us in writing of any changes to application information including those persons authorized to pick up your child. We need this information as soon as any changes occur. We will also update this information with you every six months.

Permission Forms

There are many instances when we need a parental permission form, i.e. field trips, for administering medicine. These will be provided to you for your signature.

Confidentiality

We respect the confidentiality of each child and family. We will discuss information about children with only the parent or legal guardian. This may involve a phone call to speak with you if someone other than the parent picks up your child. If you have concerns of a confidential nature, please make an appointment with the Learning Place Director. At no time will confidential concerns be discussed in the presence of the children or others in the classroom or hallway.

Records concerning your child: enrollment forms, health records, observation records and written parent-teacher conference reports and all other information about your child is confidential and will only be accessible to you, the Learning Place Director, your child's teacher, and a person designated by the state of PA licensing department to review your records for licensing purposes. The church secretary will have access to only that information needed for mailings.

Feedback/Suggestions/Grievances

Feedback from parents is very important to us, and will be sought on a regular basis. If you as a parent have a concern or a complaint, we ask that you contact the director or your child's teacher immediately to address the situation.

V. ARRIVAL AND DEPARTURE

Arrival and Departure for Preschool

Arrival: For your child's safety, we require that you or another authorized adult bring your child into the building and to the drop-off area in the hall. A teacher will then accompany your child to their class room. We ask that you sign your child in on our sign-in sheet.

If you are going to be at a location or phone number different from what we have on file, please note that in the sign-in book.

Departure: When you pick up your child we ask that you wait in the designated pick-up area. Children will prepare for departure with teachers and will be brought to the pick-up area to meet their "pick-up person."

The Learning Place doors will be locked at all times. For entry you will need to be buzzed in by pressing the intercom button to the left of the door if you do not have a FOB given to

you by the Director. If there is an emergency situation and your child will be picked up by someone other than the names indicated on your emergency contact form, you must call Learning Place and notify the staff of the name of your “pick-up person.” A “Verification of Oral Designation” will be completed by the staff person taking the call. A Photo ID and sign-out signature will be required of this person at the time of child pick-up to verify the identity of that person. If there are any changes in regular designated “pick-up persons”, we ask that you inform us so that your registration form can be updated.

Arrival and Departure for School Age Program

Arrival: School age children should be accompanied by you or another authorized adult into the 4 year-old classroom. We ask that you sign your child in and be sure that a staff person is aware of your child’s arrival before you leave. If you are going to be at a location or phone number different from what we have on file, please note that in the sign-in book.

Departure: When you pick up your child we require that you come into the school age classroom and sign your child out. Be sure that a staff person is aware that you are departing. If there is an emergency situation and your child will be picked up by someone other than the names indicated on your registration form, you must call Learning Place and notify the staff of the name of your “pick-up person.” A “Verification of Oral Designation” will be completed by the staff person taking the call. A Photo ID and sign-out signature will be required of this person at the time of child pick up to verify the identity of that person. If there are any changes in regular designated “pick-up persons”, we ask that you inform us so that your registration form can be updated. If your child is scheduled for after school care and there is a change in plans, please contact us to let us know he/she will not be getting off of the bus.

School bus stop

If your child attends school in the Conemaugh Township Area School District, and your child is enrolled in our before and after school program, the school bus stop is at the entrance of the upper parking lot. The schedule is set by the school district. The upper entrance to the parking lot will be blocked off in the morning and afternoon in order to safely assist children on and off the buses. Please use the lower parking lot entrance for drop-off and pick-up. If your child is not scheduled for After School Care, but you plan on picking your child up from the afternoon bus at Learning Place, **you must meet them when they walk off the bus.** For safety reasons children will not be permitted to walk to their parents’ cars alone.

If you are planning on picking your child up from the bus, it is extremely important to arrive on time. However, if you are delayed and are not present at the time of drop-off, our staff will receive your child into the care of St. David’s Learning Place and the after school rate will apply.

You are urged to use extreme caution while driving around the facility to ensure that all persons entering and exiting the premises are safe. At no time should your speed exceed 10

mph. In the event that staff observes careless driving or excessive speed, services may be terminated.

Important Transitions

Bringing your child to preschool is a time of mixed emotions for both you and your child. There is excitement and expectation as well as the uncertainty that goes along with encountering a new situation and new faces. It is our goal to make those daily transitions as comfortable as possible for you and your child. It is very important for your child to arrive on time to get their day off to a good start. If your child is having difficulty saying good bye to you, the best thing to do is to reassure your child that you love him/her and that you will return at the end of their day. Then say good bye. Having a specific "farewell" routine helps the child adjust to this new experience. Lingering only makes the transition more difficult.

VI. SAFETY AND SUPERVISION

General oversight for St. David's Learning Place is provided by the Director of St. David's Learning Place in conjunction with the Pastor, governing board and council of St. David's Lutheran Church. The Director is responsible for the daily operation of the program.

Staffing and ratios for each of our programs will follow PA DHS requirements.

When children are grouped in similar age levels, the following maximum child group sizes and ratios of staff persons apply:

a) Similar age level

Similar Age Levels	Staff	Children	Max. Group Size	Total # of Staff Required for the Max. Group Size
Two Year Old	1	6	12	2
Preschool	1	10	20	2
Young school-age	1	12	24	2
Older school-age	1	15	30	2

b) Mixed age level

When children are grouped in mixed age levels, the following child group sizes and ratios of staff persons apply:

Mixed Age Levels	Staff	Children	Max. Group Size	Total # of Staff Required for Max. Group Size
Preschool/young or older school-age	1	10	20	2

*No more than 50% of each group may be of the older age level.

Bus Stop Safety

For the safety of the children the entrance to the upper lot will be roped off when buses arrive. Please enter through the lower parking lot during these times. If your child is not scheduled for care on a given day and you wish to pick him/her up at the bus stop, we ask that you park outside of the safety zone and meet your child as they walk off of the bus.

St. David's is a Safe Haven for Children:

In 2002 St. David's Lutheran Church was designated as a Safe Haven for Children by the Allegheny Synod of the Evangelical Lutheran Church in America. This distinction affirms the congregation's commitment to the health and safety of the children within its walls and within the community. As a condition of this commitment, the congregation's council approved a Policy and Procedures Statement for Adults Involved in Ministry with Youth and Children. A copy of this document may be obtained from the Director of Learning Ministry.

Emergency Preparedness Regular fire drills will be part of our program. We will address various safety issues with the children in a developmentally appropriate manner. In the event of an emergency our staff is trained to administer first aid and CPR. (See Appendix for information on our emergency plan.)

Mandated Reporting As childcare and ministry professionals we are mandated reporters. As such, we are required by law to report any suspected child abuse or neglect.

VII. HEALTH AND SPECIAL NEEDS CONSIDERATIONS

Illness/Injury

Many children exhibit the early warning signs of an oncoming illness: lack of appetite, lethargy, listlessness, irritability or a change in sleeping pattern. If your child has one or several of these symptoms, it is best to alert the staff of your suspicions. If your child has any of the following symptoms, he/she should not attend the center **(Your child must be free of these symptoms for 24 hours before returning)**:

Fever: temperature of 100 degrees Fahrenheit or higher, especially if accompanied by other symptoms such as vomiting or body aches.

Upper Respiratory Infection (URI): symptoms are present such as fever, excessive coughing, continual runny nose, sore throat, or sneezing.

Vomiting: one episode or more especially if accompanied by other symptoms such as dehydration, head injury, fever, headache, body aches, or diarrhea.

Diarrhea: sudden change in frequency and consistency of stools, signs of dehydration or other symptoms are present such as vomiting, blood tinged stools, headache, inability to concentrate and lethargy.

Parasitic Conditions: Lice, scabies, pinworm, etc.

Communicable/Contagious Diseases: chicken pox, scarlet fever, scarletina, measles, mumps, whooping cough, streptococcal infections, impetigo, conjunctivitis, shows signs of conjunctivitis (pink eye), or symptoms of any of the childhood diseases in their communicable stages.

For Before/After-Care, in most cases, if your child has been absent from school or is sent home early due to illness, he/she should not attend here that day.

If your child becomes ill while in attendance at the center, the staff will contact you to pick him/her up as soon as possible. In the meantime, he/she will be made as comfortable as possible while separated from the other children to prevent the spread of germs and will be watched over by an adult. In the event your child becomes injured during program hours, you will be notified. If the injury is minor (scrape or cut) and does not need medical attention, the staff will fill out an "Incident Report". If the injury requires emergency medical attention, you will be notified immediately by the staff. If the staff is unable to reach you, they will notify the person you designated as the emergency contact when you enrolled. The cost of medical care, if required, is to be assumed by the parent.

Medication

Our staff is permitted to administer prescription medication to your child provided the medication is brought to the program in the original prescription container accompanied by

an appropriately completed and signed medication permission form. Over the counter and non-prescription medications are also permitted, but only if in original container. Appropriate medication logs will be completed and retained by program staff.

Sunscreen

The children will participate in outside activities. We provide a permission form to apply sunscreen and ask that you provide the sunscreen of your choice, labeled with your child's name.

First Aid

Our staff is trained and will provide basic first aid as needed.

Children with Special Needs:

If your child requires accommodations due to any special needs such as food allergies or physical, emotional or learning disabilities, the staff is willing to work in partnership with parents to adapt the program to meet the needs of your child. If your child has been assigned learning support services in his/her school setting, it will be expected that such services accompany your child into the center. A special conference will be arranged with the director to discuss specialized programming prior to your child's enrollment. Despite all efforts, however, there may be times when, participation in the center will not be in the best interests of your child. In the case of food allergies, if the child has particular dietary needs, the program will work with the parent to determine allowable substitutes. Depending on the severity of the allergies, parents may be asked to supply food substitutes.

VIII. BEHAVIOR GUIDANCE

Our Philosophy:

At St David's Learning Place we create a Christ-centered environment in which children can develop emotionally and socially while experiencing success. In doing so, we provide the children with consistent and understandable rules and limits to encourage them to learn to control their own behavior. To guide behavior, the staff has arranged the environment, daily schedule and activities to promote positive group interaction and cooperation. The staff aims to prevent most problems by channeling behavior in acceptable ways and by providing interesting and appropriate activities and structure. Because we are committed to a safe, comfortable and caring environment, we take every opportunity to guide behavior using positive means. **Behavior limits are necessary to maintain safety, protect health and guard the rights of others.**

Behavior guidance is designed to set limits and boundaries for the children. It is intended to help the children learn self-control instead of being controlled by others or by the environment. It is important that children understand that their actions have consequences, and they need to take responsibility for their actions. Whenever a child's behavior is

inappropriate a staff person will discuss the situation with the child. Discussion centers on options of handling a situation without using inappropriate behavior. This helps sharpen the child's problem-solving skills and helps guide him toward self-discipline. When needed, several different methods of guidance are used, always aimed at keeping the child's self-esteem intact.

We believe that three basic rules cover all of the behaviors that we expect of the children.

These three rules are:

1. **BE SAFE** – This means keeping yourself and others safe from harm. This includes no running inside the church building. Using play equipment properly and cleaning up games and materials as outlined by the staff are also safety considerations. Staying with the group in a designated area, and waiting for parents before exiting the church building or playground are also important. No weapons (real or constructed) are ever permitted at *St. Davids Learning Place*.

2. **BE RESPECTFUL OF YOURSELF AND RESPECTFUL AND COURTEOUS OF OTHERS** – This means such things as: a.) treating others as you want to be treated including self, other children, visitors, parents and staff; b.) using equipment properly; c.) respecting church and others' property; d.) following adult directions; e.) using "inside voices" while in the church building; f.) using appropriate language and g.) assisting with clean up.

3. **BE RESPONSIBLE FOR YOURSELF AND YOUR BELONGINGS** – This means that each child is responsible to put his/her own things where they belong and each child is concerned only with his/her own behavior. If each child takes responsibility for his or her own actions, things will go smoothly for everyone involved.

Whenever possible, adult follow-through for inappropriate behavior will be an appropriate consequence for the child's actions. Guidance techniques used at our center are in keeping with St. David's commitment to being a Safe Haven for Children. Corporal punishment will never be used, and no behavior management techniques will be used that frighten, humiliate, embarrass or verbally assault a child.

In guiding the children's behavior our staff will employ the following techniques:

Positive Reinforcement- the child is praised and/or rewarded for appropriate behavior.

Redirection- the child is redirected to another area or activity when he/she is experiencing difficulties in a particular setting or activity.

Denial- the child's privileges or participation in a group activity are limited due to inappropriate behavior.

★ In the event that a child's behavior causes or threatens to cause serious harm to him/her or others the child will be isolated from the other children with appropriate supervision and the parent/guardian will be called to pick up the child immediately. Continuation of services will be addressed in a parent conference and is at the discretion of the Director.

We reserve the right to terminate care immediately should the safety of the children and/or staff is at issue.

IX. FEE SCHEDULES AND PAYMENT POLICIES

Registration Fees

Childcare Registration Fee: An annual non-refundable registration fee of \$25 will be collected for each child enrolled for Summer Childcare and/or the Before and After school care program.

Preschool Registration Fee: An annual non-refundable registration fee of \$50 will be collected for each child enrolled for the preschool program.

Preschool Tuition

3 Year Old Preschool: Annual Tuition is \$675 per child and is payable in nine equal installments of \$75 on the first of each month with the first payment due on the first day of preschool. There is an option of paying the entire annual tuition at a discount of \$635. To be eligible for this discount, payment **must** be made in full before the first day of school.

*rates are subject to change

4 Year Old Preschool: Annual Tuition is \$1,350 per child and is payable in nine equal installments of \$150 on the first of each month, with the first payment due on the first day of preschool. There is an option of paying the entire annual tuition at a discount of \$1,270. To be eligible for this discount, payment **must** be made in full before the first day of school.

*rates are subject to change

A \$2 per day late fee will be charged for each day past the first school day of the month that payment is not turned in.

Tuition for the *St. David's Learning Place* preschool programs covers 1 year of programming. The annual schedule will be set to coordinate with the Conemaugh Township Area School District calendar as much as possible.

Tuition is not reduced for snow days or child absence.

Childcare Fees (amended August, 2011)

Young Toddler and Older Toddler:

Full Day: (<i>5 or more hours per day</i>):	\$25.00 per day
Half Day: (<i>less than 5 hours per day</i>):	\$16.00 per day

Preschool Age Childcare when preschool is in session (Monday-Thursday).

These fees include preschool.

Full Day: (<i>5 or more hours per day</i>):	\$25.00 per day
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Half Day: (*less than 5 hours per day*): \$16.00 per day
*rates are subject to change

School Age Childcare:

Full Day: (*5 or more hours per day*): \$25.00 per day

Half Day: (*less than 5 hours per day*): \$16.00 per day

*rates are subject to change

Monthly Before & After School Flat Rate Option:

A flat rate of \$198 may be paid at the first of the month for unlimited before and after school care, including snow and in-service days. Holidays are NOT included in this fee.

Before and After School Care on School Days:

Before School Care: \$5.00 per day

After School Care: \$5.00 per day

Before and After Care: \$10.00 per day

*rates are subject to change

A flat rate of \$5.00 will be added to your before school rate on school days with a 2 Hour Delay. A flat rate of \$5.00 or the Full Day or Half Day rate will be added to your after school rate on school days with Early Dismissals either scheduled by the school or due to inclement weather.

Summer Childcare:

Full Day: \$25.00 per day

Half Day: \$16.00 per day

*rates are subject to change

Late Pick Up Fee

Child Care services conclude promptly at 5:45 p.m. each day. A late pick-up fee of \$15 per every 5 minutes after 5:45 p.m. will be charged unless informed in advance for a later pick-up time. This fee will be added to your next scheduled payment.

Payment Policy

St. David's Learning Place schedules staff according to the number of **expected** students on any given day. It is important as child care givers to maintain a secure and stable environment for your child. This being said, we must then offer our staff the security of knowing that their employment is secure and stable. Your tuition and child care payments are what pays our staff salaries, therefore, if payments are made only when your child is in attendance, it does not allow us to guarantee stability to our staff and quality to all concerned. Our goal is to always insure we have enough staff to care for your child without having more staff than needed. For this reason, we require all parents to obligate themselves to their entire payment in full. This has also kept us from requiring a minimum number of days of care for each week.

In this way we are able to insure that all children are well cared for and State requirements are met without incurring the additional cost associated with excess staffing. For these reasons, payments are expected to be made according to the contract signed at the time of enrollment.

Registration Fees

Annual registration fees are paid at the pre-enrollment conference.

Preschool Tuition

Preschool tuition will be paid in advance on the first of each month beginning September. There is no discount in tuition for child absences. If the Learning Place cancels preschool due to circumstances beyond our control, such as inclement weather, we may reschedule the missed day and notify you in writing of the make up date at the discretion of the Director of *St. David's Learning Place*.

Childcare and Before/After School Care

Childcare and Before/After school fees will be paid in advance weekly according to the contracted amount. Payment and schedules are due Wednesday prior to the week of care. **Your payment is for the scheduled days of care even if your child is absent.** If your child is going to be absent: Please call *St. David's Learning Place* to advise staff your child will not be attending for care. Leave a voice mail message in the event our staff is not available to answer.

Christmas Vacation Schedule

Conemaugh Township School District is usually on vacation December 24th through January 1st. The Learning Place will be closed December 25th and January 1st.

Learning Place will hand out a Christmas Schedule request form prior to the holiday.

You will let us know if your child will need care on any of the days listed on the request form. We will make a decision as to whether we will be open or not. If this paper is not filled out, your child will not be placed on the schedule. Please also remember; once you have made this request for care for your child, you are responsible for paying even if your child does not attend. Payment must be made for all requested days before the holiday schedule begins.

Payment Assistance (CCIS or other) and Hardship

Children receiving payment assistance are bound by the terms and conditions of said assistance.

Payment hardships will be reviewed on a case by case basis by the Director and the Pastor.

Late Payment Fees

Schedules are due each Wednesday for the upcoming week.

- Payment needs to be made at the time the schedule is submitted.
- A \$2 per day late fee will be charged for each day past Wednesday that the schedule and/or payment are not turned in.
- Because we schedule staff based on the number of children anticipated for any given day, we regret that we are not able to provide refunds or credits for no-shows.
- Late schedules MAY result in St. David's Learning Place being understaffed and therefore unable to care for your child at a time when you have need.

Please include the dates you are paying for on your check or money order when making a payment. Please place payments in the locked payment box on the wall in the 4 yr. old preschool hallway and to the right of the 2 yr. old room. **Please do not remit payment to the staff or director.** If you have any questions about your account, please direct them to our director.

There will be a \$12.00 handling fee for the processing of any check returned to us due to insufficient funds. Upon receipt of the second NSF check, all future payments must be paid by cash, cashier's check or money order.

Reduction in contracted payment of your own accord may result in a late fee being incurred.

Please Note: Our ability to provide a quality program depends on timely payment of tuition and fees. Persistent late payment or failure to pay contracted fees will result in termination of services.

Dear Parent or Guardian:

This letter is to assure you of our concern for the safety and welfare of children attending St. David's Learning Place during an emergency. Our Emergency 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 a safe area on the grounds of the facility in the event of a fire, etc.
- **In-place sheltering**-Sudden occurrences, weather or hazardous materials related, may indicate that taking cover inside the building is the best immediate response.
- **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 the relocation facility at Hoffman Funeral Home (the funeral home is located just on the other side of the lower church parking lot).
- **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 (such as utility disruptions) that make it unsafe for children but may be necessary in a variety of situations.

Please listen to/watch Froggy (95.5), WJAC-TV and Key (96.5) for announcements relating to any of the emergency actions listed above.

The names provided on the Emergency Contact Forms (filled out and returned with application) will be the names of the people to whom we will release your child. Please ensure that only those people that you have listed attempt to pick up your child. We urge you not to make different arrangements during an emergency, as it will only create confusion and divert the staff from their assigned emergency duties.

In order to assure the safety of your child and our staff, I ask for your understanding and cooperation. Should you have additional questions regarding your emergency operating procedures feel free to contact any of our staff at 479-7390.

Sincerely,
Rebekah Adams
St. David's Learning Place Director



SUBJECT: Limited English Proficiency Access

TO: All Parents and students
FROM: Rebekah Adams, Director

Denying access to programs because of Limited English Proficiency is discriminatory under Title VI of the Civil Rights Act. The Department of Welfare is obligated to ensure all persons with LEP have meaningful and equal access to services and benefits. This includes providing competent, free language assistance services.

If you feel that you or you know someone desiring services from our facility who may qualify for these services, please notify us of your desire to receive these services so that we may begin the process to procure those services for you.

Any individual, parent, guardian or student, who believes that they have been discriminated against, may file a complaint of discrimination with:

St. David's Evangelical Lutheran Church
Child Development Center
401 North Main Street
Davidsville, PA 15928
1-814-479-4110

PA Human Relations Commission
Harrisburg Regional Office
333 Market Street – 8th Fl
Harrisburg, PA 17101

U.S. Department of Health and Human Services
Office for Civil Rights
Suite 372, Public Ledger Bldg.
150 South Independence Mall West
Philadelphia, PA 19106-9111

Department of Public Welfare
Bureau of Equal Opportunity
Room 223, Health & Welfare Bldg
PO Box 2675
Harrisburg, PA 17105

401 N. Main Street * PO Box 427 * Davidsville, PA 15928 *
Phone: 814-479-4110 * Fax: 814-479-2994 * www.stdavidslutheran.org



SUBJECT: Nondiscrimination in Services
TO: All Parents and students

FROM: Rebekah Adams, Director

Admissions, the provisions of services, and referrals of clients to *St. David's Learning Place* shall be made without regard to race, color, religious creed, disability, ancestry, national origin (including limited English proficiency), age, or sex. Program services shall be made accessible to persons with disabilities through the most practical and economically feasible methods available.

Any individual, parent, guardian or student, who believes that they have been discriminated against, may file a complaint of discrimination with:

St. David's Lutheran Church
Child Development Center
401 North Main Street
Davidsville, PA 15928
1-814-479-4110

PA Human Relations Commission
Harrisburg Regional Office
333 Market Street – 8th Fl
Harrisburg, PA 17101

U.S. Department of Health and Human Services
Office for Civil Rights
Suite 372, Public Ledger Bldg.
150 South Independence Mall West
Philadelphia, PA 19106-9111

Department of Public Welfare
Bureau of Equal Opportunity
Room 223, Health & Welfare Bldg.
PO Box 2675
Harrisburg, PA 17105

401 N. Main Street * PO Box 427 * Davidsville, PA 15928
Phone: 814-479-4110 * Fax: 814-479-2994 * www.stdavidslutheran.org



SUBJECT: Nondiscrimination Policy Statement
Equal Employment Opportunity

TO: All Staff

FROM: Rebekah Adams, Director

An open and equitable personnel system will be established and maintained by St. David's Evangelical Lutheran Church. Personnel policies, procedures, and practices will be designed to prohibit discrimination on the basis of race, color, disability, ancestry, national origin (including limited English proficiency), age, or sex. Accommodations will be made for persons with disabilities through the most practical and economically feasible methods available.

Any employee, who believes that they have been discriminated against, may file a complaint of discrimination with any of the following:

St. David's Evangelical Lutheran Church
Child Development Center
401 North Main Street
Davidsville, PA 15928
1-814-479-4110

PA Human Relations Commission
Harrisburg Regional Office
333Market Street – 8th Fl
Harrisburg, PA 17101

U.S. Department of Health and Human Services
Office for Civil Rights
Suite 372, Public Ledger Bldg.
150 South Independence Mall West
Philadelphia, PA 19106-9111

Department of Human Services
Bureau of Equal Opportunity
Room 223, Health & Welfare Bldg
PO Box 2675
Harrisburg, PA 17105

401 N. Main Street * PO Box 427 * Davidsville PA 15928
Phone: 814-479-4110 * Fax: 814-479-2994 * www.stdavidslutheran.org

Photography Permission
St. David's Learning Place

I _____ give permission to St. David's Learning Place, as a ministry of St. David's Lutheran Church to photograph and video tape my child _____. I understand that photos of my child may be posted in public view in the facility, may be used on the website and may be used in publicity.

Permission to Apply Sunscreen
St. David's Learning Place

I _____ give the staff of St. David's Learning Place permission to apply sunscreen on my child _____ prior to, and if needed, during outside play. I agree to supply sunscreen for my child.

Permission to Apply Face Paint
St. David's Learning Place

I _____ give the staff of St. David's Learning Place permission to apply face paint to my child _____.

Parent Handbook Statement
St. David's Learning Place

I, _____ have received a copy of the St. David's Learning Place Parent Handbook and a staff person has reviewed its contents with me. I understand and agree to abide by the policies and procedures laid out in the handbook. I understand that I will be informed in writing of any changes to the policies and procedures.

Parent/Guardian _____ Date _____