

PARENT HANDBOOK

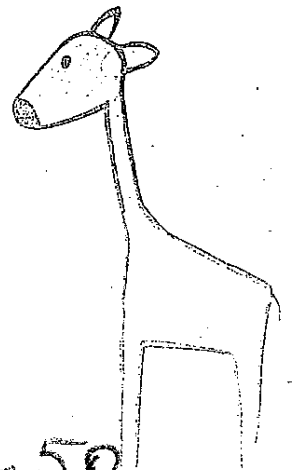
Policies & Procedures



LITTLE LEARNERS LITERACY
ACADEMY

1517 JACKSON STREET
and Porter/Broad St.
215-292-2014

A PARTNER IN YOUR CHILD'S EDUCATION



Scan 50

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Welcome to Little Learners Literacy Academy!

We are delighted that you are considering our program. We think you will find that our center is a wonderful place for children to grow and learn!

Our commitment to you and your child includes our promise:

- To provide for the safety and comfort of all the children in our care
- To create a loving and caring environment where learning is fun
- To ensure that our staff is qualified, experienced, and share a love for children
- To assign a primary staff person to each child in our care, and
- To ensure that every child is exposed to foundational literacy skills.

We hope you will think of us as your partners as we work together to help your child flourish and succeed.

All of the forms needed to enroll your child at Little Learners Literacy Academy are attached. At the time of enrollment, you will be given a copy of our Family Handbook. It is an informational guide to policies, procedures, and rules that apply to our clients and the children enrolled at the center.

Except for the Child Health Assessment form, all of the forms must be completed and submitted before your child can attend the center. Please ask your child's Physician or Certified Registered Nurse Practitioner (CRNP) to complete the Child Health Assessment. To comply with Pennsylvania regulations, we must receive the completed health form within 30 days of enrollment.

If you have any questions about the forms, or our procedures, please feel free to ask us.

We look forward to having you join our community at Little Learners Literacy Academy, and anticipate a long and pleasant partnership.

Sincerely,

Center Director

Tanisha Aiken-Woods

Registration Procedures

Prior to your child's first day of attendance, the following steps must be taken:

- * Read, initial and sign Parent Handbook and Policy Contract
- * Agreement of Services contract completed and signed
- * Getting to Know You Interview completed
- * Emergency contact form completed
- * **Health Assessment form completed within 30 days**
- * Registration fee of 30.00 paid

The emergency contact form must be updated every six months. Please notify us if there are changes with your contact information. In the event of a major incident, the center will first contact 911 to ensure that your child receives immediate medical attention. Secondly, parents are notified and asked to report to their child. Staff person will remain with child until guardian arrives.

Drop Off and Pickup

It is normal for some children to have difficulty separating from parents or cry during drop off. Please be very brief during drop-off times. Children are usually ok once they join their classmates and move on from separation. A smile or cheerful hug is a reassuring way to help them understand that they are safe and ok. Children are usually quick to get involved in play or activities as soon as parents depart.

Please help students unpack and hang items on their hook or cubby area. Placing them on the assigned hook gives them time to greet their teacher and say hello to their friends. Please do not drop your child off without his/her teacher acknowledging their arrival.

To ensure a safe and happy departure, children are only released to the parent or guardian indicated on the emergency form. If someone arrives who is unfamiliar to staff, he/she must be on the emergency release form. Children are only released to those who are authorized by the legal guardians. Each child must be signed out daily. It is our policy to request a state issued photo ID from individuals who are unfamiliar. This ensures safety for everyone!

EMERGENCY PICKUP

In the event of an emergency, you must call the center ahead of time and provide the name and description of the person you authorize to pick up your child(ren). Upon arrival, this person will be asked for a state issued photo ID. Children will not be released without an ID.

All children participate in nap/quiet time. We are dedicated to serving the “whole child” and therefore, encourage rest time.

Teacher to child Ratio

Our program believes every child deserves the best and individualized attention is important. We use small groups for centers and instruction. Our ratio is 1:6 and sometimes smaller.

Curriculum Statement

Our program believes that foundational literacy skills are key for early childcare development.

We implement CLI, Children’s Literacy Initiative and Creative Curriculum. We use small groups to instill purposeful, meaningful, and developmentally appropriate behaviors at an early stage. Our students develop a true love for literacy and are excited to share their knowledge with others.

We use Pennsylvania Learning Standards for Early Childhood

- * **Approaches to learning through play**
constructing, organizing, and applying knowledge
- * **Creative Thinking and Expression**
drama, art, and music
- * **Communicating through the ARTS**
Puddle Jumpers provides interactive music and paint lessons
- * **Mathematical thinking and Expression**
exploring, processing and problem solving
- * **Scientific thinking and Technology STEM**
building and developing
- * **Social Studies and the world around us**
connecting to communities and different cultures
- * **Health, Wellness, and Physical development**
learning about my body
- * **Language and Literacy**
Oral language, creative writing (emergent) starts with pictures etc.
F&P guides, SDP data, CLI data, speaking and listening etc....
- * **Social and Emotional**
What about ME and this big world I/WE live in?

Meals

Parents are welcome to provide meals or we will provide wholesome foods from Trader Joes and WholeFoods Market.

We encourage water and milk for lunch and do not provide juice because of its high sugar content. We are a "nut free" school and ask that nuts are not packed for snack or lunch.

Birthday and Holidays

Your child's birthday can be celebrated during snack and/or lunch time. You may bring cake or other festive items to celebrate and share with his/her classmates. All holidays are celebrated without a focus on religion.

Child Belongings

Please keep all personal belongings at home for safety. Please only bring on Fridays for Show and Tell. All other items should be kept home. Please label all items such as cups, linens, and change of clothes. Possessions are easier to find if they are labeled. We at Little Learners Literacy Academy are not responsible for lost or stolen items. Please do not wear expensive jewelry. All earrings should be safe.

Medications

We do not give medication to children in our care. The only exception is medication for asthma in the form of an inhaler. Asthma medication must be prescribed by a doctor with instructions and a permission slip filled out by the parent.

Trips

Trips are planned each year. Students take walking trips to the local Fumo Library biweekly. They also have OFF SITE trips to local Philadelphia Zoo. Each child must wear the blue L3 Academy shirts for walking and OFF SITE trips.

Parent Involvement/Partnership

We encourage parents to participate in our field trips, conferences, and Getting To Know You interview. We have two parental conferences (Fall and Spring) to discuss progress and steps to move forward. We ask parents to also join us for promotion day to celebrate rising kindergarten students.

If a parent plans to stay at Little Learners Literacy Academy for any length of time, you must check in at the front desk and sign the visitation form. We also ask all parents to check the information wall and friendly reminders for updates on classroom and program information.

All parents will sign IEP release form, parent handbook contract form, and civil rights compliance parent awareness form.

Parental Notice of L3 Child Observations

It is important for teachers to observe your child so that curriculum and lesson plans can accurately address his/her needs. During observations, teachers write what they observe in the classroom environment to help them better prepare to meet your child's needs.

Teachers may ask parents questions and parents are encouraged to have ongoing communications with their child's teachers to inform them of any pertinent information that will help teachers use Best Practices to better serve your child.

Two formal observations are written each year. The parent/guardian will receive a copy and another copy is placed in the child's file. (Sept./March/sometimes June)

Parent Conferences

A parent-teacher meeting can be scheduled at anytime upon your request. The reports are age appropriate and are mandated by the state of PA. The observation is completed within 45 days of enrollment to insure proper classroom placement.

Child Records

Your child's records are confidential and are kept in a locked file cabinet. The office will need written consent by the parent /guardian to transfer child's records to another facility for any purpose. You can request a form from the director.

TRANSITION POLICY

Classroom/Program Transitions

Our PreK center transitions students to appropriate classrooms according to their developmental needs and assessments. They are informally evaluated and given a two month window to visit the rising classroom for ease and comfort.

Parents are allowed classroom visits to ensure it is academically and developmentally appropriate for the students needs and future goals. Our staff introduces students to new classroom environments during free play, snack, and circle time. Students can make use of the authentic environment and develop friendships in the projected classroom.

Expectations are individualized and discussed with families before the student transitions into new classroom. Our staff review prior observations and assess the needs of the student before proposing the transition of the student.

Parents are provided a transition timeline and a letter for new classroom or new school assignment. Parents will discuss the goals and purpose of transition along with expectations for projected classroom/school. We will transfer all documents to new program if required. The letter provides the date, classroom assignment, and transition activities involved.

*Please see attached parental letter for transitioning.

PreK/Kindergarten Transition

Students will participate in three or more kindergarten transition activities as mandated by the School District of Philadelphia. They will visit an elementary kindergarten classroom to partake in a Read Aloud, snack or other kindergarten activity. Parents are informed of activities in the Monthly Newsletter as well as friendly reminders. Students also participate in a "Getting to Know A Kindergarten Teacher" activity. We invite kindergarten teachers from local schools to do an activity in our Preschool classroom. Parents are provided with kindergarten registration information and kindergarten attendance requirements.

Transitions within school environment

Children should be counted during all transitions, including, when going to the restroom, mealtimes, nap, outdoor excursions, drop-off and pick-up.

All children in a teacher's care should be within sight and sound at all times.

During mealtimes, children should be within an arm's reach of a teacher at all times.

Behavior Policy

A very important part of the early childhood education experience is helping children learn how to get along in the world, enjoy being with other children, and follow the direction of an adult other than their parent. A caring and positive approach will be taken regarding behavior management and discipline. The teachers will focus on the positive behaviors of the children and reinforce those behaviors as often as possible. Our goal is to help the children develop self-control and responsibility for their actions.

- b. Disruptive Behavior should also be documented on an incident report. This will be completed to document any inappropriate behaviors that directly impact other children, staff members, or the group as a whole. When the report is shared with the parent, explain the behavior and how the behavior has affected others.

- c. Incident reports should be kept confidential and handed to the parent at pick up. Teachers should discuss the incident and any necessary follow-up by the parent. The parent should sign the report and it should then be placed in the child's file. A copy can be given if requested by the parent.

Please allow everyone time to report incident to family, extended staff, and guardians before speaking to other concerned people.



**LITTLE LEARNERS LITERACY
ACADEMY**

1517 JACKSON STREET

and Porter/Broad Street

A PARTNER IN YOUR CHILD'S EDUCATION

Dear Parent(s)/Guardian(s) of _____

As of _____, we will be transitioning _____ into the _____
Pre-K preschool in room # _____ once your child turns 3 years old.

Learning goals for this classroom include:

- Social and emotional development (gaining independence while continuing to meet their personal needs).
- Sign language to assist with wants and needs, (more, milk, cookie, diaper change, etc.).
- Communication (building 10+ word sentences).
- Encouraging proper eating and drinking skills.
- Gaining independent interest in proper hand washing.
- Building creativity, thinking skills, and manners.
- Mastering bathroom communication needs.
- Beginning stages of handwriting (circles, diagonal & straight lines).

Your child's new teacher will be _____ who has obtained her Associates in Child Development. _____ previously worked for _____. This classroom asks that you provide pull-ups that detach on the sides & wipes (if needed), two full sets of clothes, an adult size t-shirt for art projects, a crib sheet for his/her cot, and a light weight blanket. Please label all items with your child's initials.

We are looking forward to watching _____ develop in his/her new class. Your help in this process is greatly appreciated. Talking positively about the new class at home will do wonders for your child's comfort level. Please feel free to discuss with me a time when we can arrange an introduction with _____ if you haven't already done so. Thank you for your time and cooperation regarding this matter.

Sincerely,

V.P. of Operations & Executive Director

Holidays and Closings:

We are closed in observance of the following holidays: New Year's Day, Memorial Day, Labor Day, Thanksgiving Day, the day after Thanksgiving and Christmas. The center will also be closed on Good Friday and Columbus Day for required Staff Development.

The center will be closed for one week during Independence Day ("Summer Break"). Tuition is not due on this week. The center is closed for one day (typically in June) for our annual staff development day.

We reserve the right to close or have early closings on other days with written notice to parents a minimum of two weeks in advance. We also reserve the right to close at any time due to poor weather conditions or other emergencies due to safety. We follow the School District of Philadelphia Schedule simply because many of our families have children who attend our local, public community schools. Parents receive email notification of emergency closing information.

Attachment 4: Provider Attendance Policy

Students who attend school on a regular basis excel academically as well as in the social environment. We want all students to do their best and maximize the number of days your child attends school; on time and prepared. We will support your effort to ensure he/she achieves and attend school every day!

Students and parents are given attendance policy during the initial interview and "Getting to Know You" process.

Parents are responsible for signing their children in and out of the classroom each day which will allow the teaching staff to report accurate attendance.

Absences:

If a student is absent from school, the parent is required to send an absence note from his/her doctor if ill. All absences are considered unexcused until a note is provided to the teacher for the official role book.

All teachers should know in advance if students are absent because of family vacation or event other than illness.

Absence note must be received within three days of child's return or absence is considered and documented as UNEXCUSED.

7:30am

Center Opens

7:30am-9:00am

Free Play and Breakfast Served (optional- must be brought from home)

9:00am

Play Centers

9:30am

Circle Time (name recognition, numbers, letters, shapes, days of the week, months of the year, songs) and Story Time

10:00am

Bathroom Time (diaper changes or potty)

10:15am

Morning Snack

10:30am

Table Activity (i.e. finger painting, playdough) or Learning Centers (i.e. letter recognition, counting bears, stamping shapes)

11:00am

Gross Motor Play/Outdoor Time

11:30am

Lunch Served (must be brought from home)

12:00pm

Bathroom Time (diaper changes or potty) and Nap Prep

1:00pm-3:00pm

Nap Time

3:00pm

Bathroom Time (diaper changes or potty)

3:15pm

Afternoon Snack

3:30pm

Pretend Play (i.e. puppet theater, grocery store, dress up)

4:00pm

Gross Motor Play/Outdoor Time

4:30pm

Play Centers

5:00pm

Story Time, Free Play or Group Games

6:00pm

Center Closes

Exclusion Policy for Ill Children

A child shall be temporarily excluded from our center or program, or the child must be picked up from the center or program by a parent, legal guardian or other authorized party, if one or more of the following conditions exist.

- * Fever combined with lethargy, sore throat, rash, vomiting, uncontrolled coughing, earache, irritability, or confusion.
- * Diarrhea that is not associated with changes to diet and consists of runny, watery, or bloody stools.
- * Vomiting- two or more times in a 24hr. period.
- * Persistent abdominal pain that continues for two or more hours
- * Sever coughing, causing child to get red or blue in the face or make high-pitched whooping sound after coughing
- * Conjunctivitis (eye discharge) that is indicated by fluid drainage from the eye.
- * Yellowish skin or eyes
- * Head lice/nits or other infection
- * Measles until four days after onset of rash
- * Pertussis (whooping cough)
- * Varicella (chicken pox)
- * Mumps , Rubella, and Shigella (until stool cultures are negative)
- * Tuberculosis, until health care provider authorizes a return
- * Strep throat or other streptococcal infection, until 24hrs. after initial antibiotic treatment and cessation of fever.
- * Scabies, Impetigo or Hepatitis A virus until one week after onset of illness, jaundice, or as directed by the Health Department

Children with Cytomegalovirus (CMV), HIV, or Hepatitis B virus should not be excluded from care. Contact Risk Management Department for guidance.

*******A child's parent or legal guardian shall be immediately notified when a child has any sign or symptom that requires exclusion from Little Learners Literacy Academy. The center director or other site director should inform the parent or legal guardian to consult with the child's health care provider concerning exclusion from the child care setting.**

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Policy Memo

CLEAN INDOOR AIR ACT

The Clean Indoor Air Act is a new law concerning smoking in a variety of settings. Child care facilities are specifically mentioned in the new law. Child care is specifically noted because of the grave concern about children being exposed to secondhand smoke. Exposure of children to secondhand smoke leads to decreased lung functions, asthma, pneumonia, ear infections, bronchitis, and even sudden infant death syndrome.

The new law prohibits all smoking in child day care facilities. Family child care homes are specifically included in the prohibition. Smoking in family child care in any part of the home is prohibited during the hours when the home is used for child care. This prohibition means that no one, including other household member and guests, may smoke in any part of the house during child care hours. The law also prohibits any smoking in vehicles, private or otherwise, which are being used to transport children.

The law is stricter than the existing family, large family, and center child care regulations. This law overrides those regulations.

This law becomes effective on **November 27, 2002**. Beginning on that date, the Office of Child Care Licensing will begin checking for compliance with the Clean Indoor Air Act as a part of the compliance visits and in response to complaints.

AGREEMENT

55 PA CODE CHAPTERS 3270.123 & 181(c); 3280.123 & 181(c); 3290.123 & 181(c)

NAME OF CHILD		
FEE AMOUNT \$	PER-DAY-WEEK	DAY PAYMENT TO BE MADE
Services to be provided as part of the day care fee (examples; transportation, care, meals, etc.)		
~ Daily Care		
~ Evaluations twice a year (Fall and Spring) Child Service Re.		
~ A.M. P.M. Snack (toddler & pre-k)		
CHILD'S ARRIVAL TIME	CHILD'S DEPARTURE TIME	PERSON(S) DESIGNATED BY PARENT TO WHOM CHILD MAY BE RELEASED
LATE FEE \$	PER MIN-HR	
Extra services to be provided at an additional fee if applicable		

I, the parent/guardian;

received complete written program information at the time of enrollment (§ 3270.121, 3280.121, 3290.121)

agree to update the emergency contact/parental consent form information whenever changes occur or every 6 months at a minimum. (§ 3270.124, 3280.124, 3290.124)

SIGNATURE-OPERATOR
DATE
SIGNATURE-PARENT OR GUARDIAN
DATE

DATE OF CHILD'S ADMISSION
DATE OF WITHDRAWAL

PERIODIC REVIEW	
_____	_____
SIGNATURE-PARENT OR GUARDIAN	DATE

EMERGENCY CONTACT / PARENTAL CONSENT FORM

55 PA CODE CHAPTERS 3270.124(a)(b), 3270.181 & 182; 3280.124 (a)(b), 3280.181 & 182; 3290.124 (a)(b), 3290.181 & 182

CHILD'S NAME		BIRTHDATE
ADDRESS		
MOTHER'S NAME/LEGAL GUARDIAN		HOME TELEPHONE NUMBER
ADDRESS		
BUSINESS NAME		BUSINESS TELEPHONE NUMBER
ADDRESS		
FATHER'S NAME/LEGAL GUARDIAN		HOME TELEPHONE NUMBER
ADDRESS		
BUSINESS NAME		BUSINESS TELEPHONE NUMBER
ADDRESS		
EMERGENCY CONTACT PERSON(S)	NAME	TELEPHONE NUMBER WHEN CHILD IS IN CARE
PERSON(S) TO WHOM CHILD MAY BE RELEASED	NAME	ADDRESS
		TELEPHONE NUMBER WHEN CHILD IS IN CARE
NAME OF CHILD'S PHYSICIAN/MEDICAL CARE PROVIDER		TELEPHONE NUMBER
ADDRESS		
SPECIAL DISABILITIES (IF ANY)	ALLERGIES (INCLUDING MEDICATION REACTION)	
MEDICAL or DIETARY INFORMATION NECESSARY IN AN EMERGENCY SITUATION	MEDICATION, SPECIAL CONDITIONS	
ADDITIONAL INFORMATION ON SPECIAL NEEDS OF CHILD		
HEALTH INSURANCE COVERAGE FOR CHILD or MEDICAL ASSISTANCE BENEFITS		POLICY NUMBER (REQUIRED)
PARENT'S SIGNATURE IS REQUIRED FOR EACH ITEM BELOW TO INDICATE PARENTAL CONSENT		
OBTAINING EMERGENCY MEDICAL CARE	ADMIN. OF MINOR FIRST - AID PROCEDURES	
WALKS AND TRIPS	SWIMMING	
TRANSPORTATION BY THE FACILITY	WADING	
PERIODIC REVIEW		

SIGNATURE OF PARENT or GUARDIAN

DATE

SIGNATURE OF PARENT or GUARDIAN

DATE

P15

CHILD HEALTH REPORT

(55 PA CODE §§3270.131, 3280.131 AND 3290.131)

Parent/Provider fill in this part.

CHILD'S NAME: (LAST)	(FIRST)	PARENT/GUARDIAN:
DATE OF BIRTH:	HOME PHONE:	ADDRESS:
CHILD CARE FACILITY NAME:		
FACILITY PHONE:	COUNTY:	WORK PHONE:
<input type="checkbox"/> I authorize the child care staff and my child's health professional to communicate directly if needed to clarify information on this form about my child.		
PARENT'S SIGNATURE:		

DO NOT OMIT ANY INFORMATION
 This form may be updated by a health professional. Initial and date any new data. The child care facility needs a copy of the form.

HEALTH HISTORY AND MEDICAL INFORMATION PERTINENT TO ROUTINE CHILD CARE AND DIAGNOSIS/TREATMENT IN EMERGENCY (DESCRIBE, IF ANY):
 NONE

DESCRIBE ALL MEDICATION AND ANY SPECIAL DIET THE CHILD RECEIVES AND THE REASON FOR MEDICATION AND SPECIAL DIET. ALL MEDICATIONS A CHILD RECEIVES SHOULD BE DOCUMENTED IN THE EVENT THE CHILD REQUIRES EMERGENCY MEDICAL CARE. ATTACH ADDITIONAL SHEETS IF NECESSARY.
 NONE

CHILD'S ALLERGIES (DESCRIBE, IF ANY):
 NONE

LIST ANY HEALTH PROBLEMS OR SPECIAL NEEDS AND RECOMMENDED TREATMENT/SERVICES. ATTACH ADDITIONAL SHEETS IF NECESSARY TO DESCRIBE THE PLAN FOR CARE THAT SHOULD BE FOLLOWED FOR THE CHILD, INCLUDING INDICATION OF SPECIAL TRAINING REQUIRED FOR STAFF, EQUIPMENT AND PROVISION FOR EMERGENCIES.
 NONE

IN YOUR ASSESSMENT, IS THE CHILD ABLE TO PARTICIPATE IN CHILD CARE AND DOES THE CHILD APPEAR TO BE FREE FROM CONTAGIOUS OR COMMUNICABLE DISEASES?
 YES NO IF NO, PLEASE EXPLAIN YOUR ANSWER:

HAS THE CHILD RECEIVED ALL AGE APPROPRIATE SCREENINGS LISTED IN THE ROUTINE PREVENTIVE HEALTH CARE SERVICES CURRENTLY RECOMMENDED BY THE AMERICAN ACADEMY OF PEDIATRICS? (SEE SCHEDULE AT WWW.AAP.ORG) <input type="checkbox"/> YES <input type="checkbox"/> NO	NOTE BELOW IF THE RESULTS OF VISION, HEARING OR LEAD SCREENINGS WERE ABNORMAL. IF THE SCREENING WAS ABNORMAL, PROVIDE THE DATE THE SCREENING WAS COMPLETED AND INFORMATION ABOUT REFERRALS, IMPLICATIONS OR ACTIONS RECOMMENDED FOR THE CHILD CARE FACILITY.
	VISION (subjective until age 3)
	HEARING (subjective until age 4)
	LEAD

RECORD DATES OF IMMUNIZATIONS BELOW OR ATTACH A PHOTOCOPY OF THE CHILD'S IMMUNIZATION RECORD

IMMUNIZATIONS	DATE	DATE	DATE	DATE	DATE	COMMENTS
HEP-B						
ROTAVIRUS						
DTAP/DTP/ID						
HIB						
PNEUMOCOCCAL						
POLIO						
INFLUENZA						
MMR						
VARICELLA						
HEP-A						
MENINGOCOCCAL						
OTHER						

MEDICAL CARE PROVIDER:	SIGNATURE OF PHYSICIAN, CRNP OR PHYSICIAN'S ASSISTANT
ADDRESS:	TITLE:
PHONE:	LICENSE NUMBER: DATE FORM SIGNED:

Parents may write immunization dates; health professional should verify and complete all data.

P16



Academy
1517 Jackson Street
Philadelphia, PA 19145
Phone: 267-930-3241
Fax: 267-930-3243
Email: tnaiken@philasd.org

**CIVIL RIGHTS COMPLIANCE
PARENT AWARENESS FORM**

In accordance with applicable Federal and State Civil Rights Laws and Regulations, you and your children, as clients of this facility have the right:

To be provided services at this facility and to be referred for services at other facilities without regard to race, color, religious creed, handicap, ancestry, national origin, age or sex.

If you feel you have been discriminated against on the basis of your race, color, religious creed, handicap, ancestry, national origin, age or sex, you may file discrimination complaints with any of the following agencies:

Department of Public Welfare
Civil Rights Complaint Unit
State Office Building, Room 502
1400 Spring Garden Street
Philadelphia, PA 19130

Office for Civil Rights
U.S. Department of Health and Human Services
Region III
P.O. Box 13716
Philadelphia, PA 19130

Pennsylvania Human Relations Commission
711 State Office Building
Philadelphia, PA 19130

By signing below I indicate I have received a copy of this form for my records.

Parent/Guardian Signature Date

Director's Signature Date

Child Information Form

Child's Name _____ Nickname _____ Age _____

Birthday _____ Address _____

Phone _____ Scheduled days to attend _____

Mother's name _____ Father's name _____

Name and age of brother(s) _____ Name and age of sister(s) _____

Has your child been cared for by anyone other than parents? _____

Has your child previously attended a day care center? _____

Does your child use the restroom independently? _____

Does your child need help dressing or undressing? _____

Does your child take a nap? _____

Does your child have any special fears? _____

Does your child dislike any particular foods? _____

Does your child require any special medical care? _____

Explain _____

★ Does your child have any allergies? _____

Does your child have a history of physical impairment? _____

visual impairment? _____ speech problems? _____ hearing impairment? _____

Explain _____

Current prescribed medication _____

Doctor _____ Phone _____

Play Experiences

Favorite games _____ Favorite toys _____

Outdoors _____ With other children _____

Books _____ Favorite TV show _____

Parent Signature _____ Date _____

Local Family Resources

Philadelphia County Child Care Information Services (CCIS)

South & West
5548 Chestnut Street, 2nd Floor
Philadelphia, PA 19131
215-382-4762 (Phone)
215-382-1199 (Fax)

Philadelphia Welfare Office (Headquarters)

801 Market Street
Philadelphia, PA 19107
215-560-7226 (Phone)
215-560-1583 (LIHEAP)
215-560-3214 (Fax)

WIC (Women, Infants and Children) – South Philadelphia

1165 South Broad Street, 2nd Floor Rear
Philadelphia, PA 19146
215-463-5571 (Phone)

Philadelphia Intermediate Unit 26

440 North Broad Street
215-400-4100 (Phone)

Child Guidance Resource Centers

South West Philadelphia (Island Avenue)
2000 Old West Chester Pike
Havertown, PA 19083
484-454-8720

Childline (Child Abuse Reporting)

1-800-932-0313

Connect (Child Development Info)

1-800-692-7288

ECELS (Health & Safety Issues and Trainings)

1-800-243-2357

South Philadelphia School District Administration Building

440 North Broad Street
Philadelphia, PA 19130
215-400-4000 (Phone)

Parent to Parent of Pennsylvania

1-570-321-8585 or 1-800-986-4550

(Connect with families in similar situations, and/or share experiences)

Little Learners Literacy Academy Emergency Plan

The Emergency Operations Plan describes the procedures that Little Learners Literacy Academy will follow to provide for the care and well-being of the children under our care, and for our staff. Our plan is meant to address extraordinary circumstances that pose a threat to lives and property. The procedures outlined in the plan constitute those temporary measures that will be taken to provide the best available protection for persons under our care. The plan relies on the organization and procedures that are followed on a daily basis. The intent is not to introduce new ways of handling high-stress situations.

Much of the information that is needed to implement a plan like this one should be treated as sensitive. The exact locations of shelter and assembly areas and the routes to be taken during an evacuation may be useful information to potential criminals. For this reason, parts of the plan will not be released to the general public. Important details from the plan are sent home with parents in orientation materials and periodic newsletters. The entire plan is available for parents to review within the facility.

The plan itself is organized into three parts: the "Basic Emergency Plan," a series of checklists and supporting documents. The basic emergency plan provides overall concepts and assignment responsibility, and it does not include great detail. The detail within the attachments and checklists should be kept confidential. The information in the checklists is arranged by function; recognizing that the evacuation planned for a HAZMAT spill will work just as well for a winter storm (and is practiced several times a year.)

Public safety officials review this plan; the Department of Public Welfare licensing representative will also review the plan when inspecting the facility. It is the responsibility of our daycare facility to maintain and implement the plan. A current copy of the plan is provided to county management agencies.

Please feel free to contact us with any questions

Thank You,

Little Learners Literacy Academy

L3 Team at 1517 Jackson Street

and 1336 W. Porter Street

Incident Management Quick Reference

For Administrators

School Based Safety Team Assignments and Incident Command System (ICS)

School Incident Commander
(NAME) **Tanisha Woods**

Safety & Evacuation Coordinator
(NAME) **Tanisha Woods**

Public Communications Coordinator
(NAME) **Tanisha Woods**

Operations & Planning Coordinator
(NAME) **Tanisha Woods**

Students/Staff Accountability Coordinator
(NAME) **Tanisha Woods**

Parent/Child Reunification
(NAME) **Ms. Tanisha Woods**

Building Operations Coordinator
(NAME) **Tanisha Woods**

Logistics & Information Coordinator
(NAME) **Klara Jenkins**

- In general, staff should take the following actions in the event of any emergency:
- Move students from immediate vicinity of danger.
 - Assist students needing special assistance.
 - Provide basic first aid (if needed) until emergency responders arrive.
 - Report missing or injured students
 - Restore order and assist other staff
 - Reassure students and occupy students with an activity as appropriate
 - Document all activities

Incident Command System (ICS)

ICS is an organizational structure for handling emergencies. It involves Management (or "Command"), with Operations, Planning, Logistics, & Administration.

In ICS, staff transition from their day-to-day job to a similar function in addressing an emergency. Depending on the scope of the emergency the system can expand or contract as needed. For relatively small incidents/events, one person may handle all ICS functions, while for large-scale incidents/events the School and Central Offices may be mobilized.

School Based Response to Emergencies

Emergencies can range from severe weather to threats of harm. Staff is responsible for learning all **Universal Emergency Response Procedures** and share responsibility for overall school safety and preparedness.

When an emergency situation occurs, school administrators must quickly determine what initial response actions are required. Determining the appropriate actions to take is a four-step process:

- 1) **Identify the type of emergency**
- 2) **Activate the 3 Step Emergency/Crisis Communications Procedure**
- 3) **Identify roles and responsibilities based on the Incident Command System (ICS) Chart and,**
- 4) **Determine immediate action(s) that are required.**

Universal Emergency Response Procedures assist administrators with maintaining appropriate supervision of students and ensuring the health and safety of all students and personnel. **NOTE:** For more details please see the **Readiness & Emergency School Safety Plan**.

Evacuation

When announcement is made or alarm sounded:

- Take the closest and safest way out as posted (use secondary route if primary route is blocked or hazardous)
- Take roll book for student accounting
- Assist those needing special assistance
- Do not stop for student /staff belongings
- Go to designated Assembly Area
- Check for injuries
- Take attendance; report according to Student Accounting and Release procedures
- Wait for further instructions

Reverse Evacuation

When announcement is made or alarm sounded:

- Move students and staff inside as quickly as possible
- Assist those needing special assistance
- Report to classroom
- Check for injuries
- Take attendance; report according to Student Accounting and Release procedures
- Wait for further instructions

Lockdown

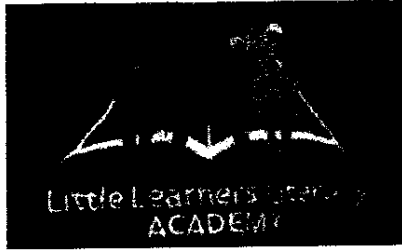
When announcement is made or alarm sounded:

- Students are cleared from the halls immediately and are to report to the nearest available classroom
- Assist those needing special assistance
- Close and lock all windows and doors and do not leave for any reason
- Cover all room and door windows
- Move students to interior walls and drop
- Shut off lights, **BE QUIET!!**
- Wait for further instructions

Shelter-In-Place

When announcement is made or alarm sounded:

- Students are cleared from the halls immediately and are to report to the nearest available classroom or designated location
- Assist those needing special assistance
- Close and tape all windows and doors and seal the gap between bottom of the door and the floor (external gas/chemical release)
- Take attendance; report according to Student Accounting and Release procedures
- Do not allow anyone to leave the classroom
- Stay away from all doors and windows
- Wait for further instructions



**Little Learners Literacy
Academy**

1336 W. Porter Street

Philadelphia, P.A. 19148

(215)279-7051

Emergency Plan Parent Letter

Dear Parents,

This letter is to inform you that Little Learners Literacy Academy has steps in place to address student and staff safety issues through the use of our *Little Learners Literacy Academy Emergency Plan*. The plan would be implemented in the event of a local disaster or school emergency.

In the event of...

A Shelter-In-Place: Staff and children will remain in the school building located at 1336 W. Porter Street, Philadelphia P.A. 19148 (215)279-7051.

Utilizing the staffs' cell phones, we will attempt to contact via phone call, text message and e-mail, all parents to let them know their child is safe and that we will contact them via phone call, text message and e-mail to let them know when they can come and pick up their child.

An Evacuation: Staff and children will relocate by walking to the Fumo Family Library, located at 2437 S. Broad Street, Philadelphia P.A. 19148. (215)685-1758. There will be a sign posted on the front door of the school indicating where we have relocated to.

Utilizing the staffs' cell phones and the relocation facility's telephone, we will attempt to contact all parents, via phone call, text message and e-mail to let them know our location and when they can come pick up their child.

When Emergencies are over staff will inform parents via phone call, text message and e-mail with the details of the designated pick up area for your child.

Reuniting with your Child:

No student will be released unless you or an individual designated on the student's Emergency Form arrives to pick up that child. You or the person designated on the child's Emergency Form will be required to sign the child out. If you are unable to pick up your child, he/she will stay with a teacher at the designated pick up area until alternate arrangements can be made.



FAMILY MEETING GUIDE DOCUMENTATION

Child's Name: _____

Names of Meeting Attendees: _____

Meeting Date: _____

Type of Meeting: Enrollment Partnership Meeting (45 days) Other

If meeting invitation was declined:

1. Date parent/family declined invitation: _____
2. Attach a list of the information that you shared in written form.

Agenda for the meeting:

Follow up activities:

Photography Consent Form

Dear Parent/Guardian

As the parent of a child/children at _____, I agree to the following:

I understand that my child(ren) whose name(s) are listed below may be photographed at _____ during normal daycare hours, field trips, or activities. I understand that these photographs may be used in promoting child care services, either in print or on the Internet.

Parent/Guardian Name		Relationship To Child	
Child 1 Name			
Child 2 Name			
Child 3 Name			
Address			
City		State	Zip
I give permission for my child(ren) to be photographed, or their images recorded for print or electronic use in promoting our child care services. I understand that it is my responsibility to update this form in the event that I no longer wish to authorize the above uses. I agree that this form will remain in effect during the term of my child's enrollment. I understand that there will be no payment for me or my child's participation.			
Parent/Guardian Signature			Date

Parent Handbook Contract

Please re-read this handbook periodically to familiarize yourself with its contents. Below is a recap of important items that were mentioned. Please initial and sign this contract, then return to the director; it will remain a part of your child's file for the duration of service.

(Please Initial)

_____ Contractual times must remain the same. You may not drop your child off earlier, or pick them up later than the contracted times. Late fees will be assessed and staff ratio is of concern.

_____ Tuition fees are due on the Monday beginning the week of service.

_____ A bounced check fee of \$25.00 will be applied to all checks that are not honored by your bank.

_____ Emergency contact information and agreements must be reviewed every six months.

_____ Emergency pickups must be announced. The emergency pickup person must have photo ID.

_____ Little Learners Literacy Academy and staff are not responsible for lost or stolen items.

_____ If your child is absent 1 or more days during the week the tuition will be the same as a full week's attendance. (Except "Daily Payment Plans")

_____ Two weeks advanced notice is to be given when withdrawing your child(ren) from Little Learners Literacy Academy. Failure to do so may result in additional charges.

I have read the attached handbook, which details the policies and procedures of Little Learners Literacy Academy. If necessary, I have asked the Director to clarify any misunderstandings I may have.

My signature below confirms my agreement to adhere to the terms described in this handbook. I am aware that failure to adhere to these procedures as set forth could result in my child(ren) being removed from Little Learners Literacy Academy.

Parent/Guardian Signature

Date

Parent/Guardian Signature

Date

Little Learners Literacy Academy Staff

Date