

THE CHILDREN’S CORNER PARENT HANDBOOK
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WELCOME

Welcome to The Children's Corner. Moravian Manor has taken much pride, time, and thought into developing a quality child care program. At The Children's Corner your child will be nurtured in a safe, healthy environment; at the same time, a developmentally appropriate educational program with individualized attention will be offered. This handbook will answer many questions you may have about the center, but we encourage your questions, input, and continuing support.

You have chosen an early childhood program for your child that is accredited by the National Academy of Early Childhood Programs. The Academy administers the only national, voluntary, professionally sponsored accreditation system for all types of preschools and child care centers. The Academy is a division of the National Association for the Education of Young Children, the nation's largest organization of early childhood educators.

WHAT IS ACCREDITATION?

Accreditation means Early Childhood Programs have voluntarily undergone an internal self-study, as well as an external professional review to verify their compliance with the National Academy of Early Childhood Programs Criteria. The National Association for the Education of Young Children Accreditation helps families find the best, high quality care for their young children, and provides early childhood educators with a credible means by which to identify and meet standards of excellence.

WHAT IS A HIGH QUALITY EARLY CHILDHOOD PROGRAM?

A high quality early childhood program provides a safe and nurturing environment while promoting the physical, social, emotional, and intellectual development of young children.

In accredited programs, you will see:

- frequent, positive, warm interactions among adults and children
- planned learning activities appropriate to children's age and development, such as block building, painting, stories, dress-up, and active, outdoor play
- specially trained teachers
- enough adults to respond to individual children
- many varied, age-appropriate materials
- a healthy and safe environment for children
- nutritious meals and/or snacks
- regular communication with parents who are welcome visitors at all times
- effective administration
- ongoing, systematic evaluation

The Children's Corner holds a four star rating with Keystone Stars. Keystone Stars is a voluntary quality improvement program that recognizes child care providers who exceed state health and safety licensing requirements.

All admissions, referrals, and provisions of programs for children will be done without regard to race, color, religious creed, handicap, ancestry, national origin, sex, age or LEP-Limited English Proficiency (excluding the age requirements mandated by the licensing requirements), in accordance with applicable Federal and State civil rights laws and regulatory requirements and guidelines. We will do our best to accommodate special needs children. We recommend a two (2) month trial basis to evaluate the child in our setting.

PROGRAM PHILOSOPHY

At The Children's Corner, children will be in a safe, healthy, nurturing, and stimulating environment. Each child is an individual and the child care setting will accommodate and plan for these differences. Children benefit from a core of trained, professional staff assisted by volunteers. Parents are a very important part of the child care process and are encouraged to be

active participants in their child's daily care. Moravian Manor, its residents, employees, and the children will all benefit from joint responsibility in the child care center.

The Children's Corner will meet or exceed the regulations of the PA Department of Welfare and the program will meet the standards of the National Academy of Early Childhood Programs.

OUR VISION

To inspire through play a sense of wonder that will create a passion for a lifetime of learning and the growth of a unique individual.

PROGRAM GOALS FOR CHILDREN

- Enhancement of the child's total development which includes social, emotional, cognitive, language, and physical growth.
- Implementation of a developmentally appropriate curriculum that incorporates concrete activities around social-emotional, language, reading readiness, science, art, music, math, social science, and physical education.
- Quarterly evaluation of each child using a formal assessment tool with screening and referral to appropriate agencies, if needed.
- Encouragement of intergenerational programming with Moravian Manor residents.

PROGRAM CURRICULUM

In addition to the developmentally appropriate curriculum followed by the NAEYC guidelines, we have chosen the Creative Curriculum, designed for Early Childhood Programs and the PATHS Curriculum (Promoting Alternative Thinking Strategies) A curriculum used to lay the foundation for lifelong social-emotional understanding.

In our classrooms the teachers create an atmosphere in which children are safe, feel emotionally secure, and have a sense of belonging. Teaching activities and strategies are challenging but within the children's reach. Children are given choices and a role in determining how they will learn. Children are encouraged to experiment, explore, and pursue their own interests. A balance of active and quiet play, child initiated and teacher initiated activities are part of each child's day.

Staff will make every effort to partner with our families in order to support children's healthy development and learning. Frequent communication between the center and home are a priority.

HOURS OF CARE

In order to facilitate your work schedule, The Children's Corner will be open between 6:30 a.m. and 5:30 p.m. Monday through Friday. The child care center will be open year round.

The center will be closed on the following holidays: New Year's Day, Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, the Friday following Thanksgiving, and Christmas Day. There is a chance the Center will be closed the day before or after a holiday depending on the number of children needing care. Five children must attend in order for the Center to be opened. You are not responsible for payment if the Center is closed.

In order to maintain an optimum of safety while children are in center care, parents dropping off and picking up their children are required to sign in and/or out on a daily attendance form. **Please accompany your child to and from the building.**

Children will only be released to designated individuals listed on the Emergency form unless a written notification is submitted by a parent or guardian of the child. If our staff has not met an individual who is picking up a child, they will be asked for a photo ID.

At registration, parents will contract for full-time or part-time child care. Please check with the center director if you have questions about contracted hours. Due to the nature of providing

child care for two shifts of workers and staying within teacher/child ratios, parental cooperation in honoring scheduled drop off and pick up times is essential. If your child is unable to attend on a scheduled day, please notify the head teacher or a staff member. Moravian Manor employees must be working at Moravian Manor while their child is in session at The Children's Corner to receive the employee discount.

SCHOOL CLOSING POLICY

The Children's Corner is usually open even if public schools close for snow or flood days.

The Children's Corner is always open on public school in-service days.

Please refer to the holidays previously listed on "Hours of Care" for a listing of days we will be closed.

In the rare case of a closing under extreme weather conditions or early dismissal, you will be contacted via e-mail and/or phone.

You may also log on to WGAL.com for closing announcements.

We are listed under The Children's Corner.

ACCESS TO THE FACILITY

Parents may visit any area of the facility at any time during the program's regular hours of operation. If you are planning to visit during a mealtime period, please let your child's teacher know ahead of time so that we can prepare an adequate quantity of food.

All doors to the facility with the exception of the Main Entrance will be locked during normal hours of operation. The Children's Corner entrance can be opened with the use of a key fob which will be available during the registration process. All families are required to have at least one key fob. You may have two per family. Additional fobs may be purchased at \$10.00 per additional fob.

For the children's security, we want to stress that you should not allow other people to enter the building with you unless they too, have a key fob.

HEALTH AND SAFETY

All efforts are made to maintain a safe and healthy environment at The Children's Corner. This important goal can be met only with the cooperation of the parents and staff.

Children are required to have a physical prior to admission and thereafter as recommended by the American Academy of Pediatrics. All children's immunizations must conform with the standards of the U.S. Public Health Department. The following immunization measures and tests are required: Diphtheria, Whooping Cough, Tetanus, Trivalent oral polio, Measles, Mumps and Rubella, HIB, Tuberculin test and Hepatitis B. The Varicella (chicken pox vaccine) is optional for all children over the age of 15 months. All children over the age of 15 months must have written proof, including day, month and year, of measles immunization. (See recommended physical schedule on page 12 under Infant Care.)

EMERGENCY INFORMATION AND ILLNESS

INFORMATION ON EMERGENCY FORMS MUST BE KEPT CURRENT AND UP-TO-DATE. THIS IS ESSENTIAL TO YOUR CHILD'S WELFARE. When changes occur, please notify the center director immediately, including any such changes in ADDRESS, TELEPHONE NUMBERS and all other EMERGENCY INFORMATION in your child's file.

No medications will be administered to children by day care staff, except under the following circumstances:

1. The parent and physician signs and submits a current Medication Form to day care staff. The parent must provide the medication to be stored in a locked cabinet and labeled with the child's name, dosage and instructions.
2. If a child has recovered past the infectious stage, and had no fever for 24 hours, but is still on antibiotics and requires regular doses to be administered, the medication may be administered to your child by the Children's Corner staff with written doctor's orders and a daily written medication permission form.

The parent must include:

- a. Medication in original container.
- b. Medication labeled with child's name, dosage and instructions.

Children who are ill need a quiet place to rest and will be isolated from others who may become infected. The Children's Corner is not able to provide the care required for sick children. A back up system for those days your child is ill is highly recommended.

A child should be fever free for 24 hours, without Tylenol or other similar product, before returning to the Center.

Care **will not** be provided for children who exhibit any of the following health problems:

- vomiting
- fever
- diarrhea
- childhood illness such as roseola, measles, fifth disease, whooping cough, chicken pox, mumps, rubella
- pink eye – (red, itchy, draining or crusty eyes may be conjunctivitis)
- skin infections such as impetigo
- head lice (a child may return after proper treatment and all signs of eggs are gone)
- strep throat
- bronchitis
- other illness which is contagious or prevents the child from participating in an active, group situation.

The director may request a note from the physician before your child's return after a highly contagious illness. In some illnesses, after a 48-hour period of antibiotics, the physician will give permission for your child to return to the center.

If your child becomes ill at the center, the staff will make your child comfortable in a quiet, isolated location. You will be notified to pick up your child within the hour.

All efforts are made to keep your child safe; however, there may be a time your child would require emergency medical attention. In this case, all attempts will be made to notify the parents immediately. In the event you cannot be reached, the child's physician and other emergency persons will be contacted. When the family doctor is not available, care will be provided by Lititz Family Practice. Responsibility for any resulting expenses from such treatment will be the parent's. There will be a contract for parents for this provision.

When a child comes in contact with an infectious disease here at the center, parents will be notified via posted notice of the illness on the classroom doors. If a child comes in contact with an infectious disease outside the center, it is important to notify the center immediately.

Reporting Child Abuse: A staff person who has reason to believe that a child enrolled in our program has been abused is required to report suspected abuse to Child Line as mandated by the CPSL.

Fire drills are held every 60 days with all staff and children participating. Other related weather drills are practiced annually. In order to respond to a variety of emergencies and to ensure the health and safety of the children enrolled, an emergency plan that addresses the facilities specific needs is on file in the Director's office.

NUTRITION

Providing nutritious meals and snacks is an integral part of the Children's Corner program. Breakfast will be provided following Moravian Manor's daily menu, from the hours of 6:30 a.m. to 8:00 a.m.

Lunch will be served at 11:30 a.m. for toddler and preschool groups. Snacks will also be provided. All meals will meet U.S.D.A. guidelines pertaining to quality and quantity.

Children are encouraged to taste all foods and to develop a taste for a variety of foods, however we will not force a child to eat. We will not deny any food and will allow children the time they

need to finish their meal. We encourage appropriate table manners and proper use of utensils. We encourage children to grow in the ability to serve themselves at mealtime, taking polite portions of food so that they all may be served.

A doctor's note is required if, for medical reasons, the child is unable to eat an item on our menu. In this case, after discussion with the director, the parent will need to supply a substitute that meets the Child Care Food Program guidelines.

Children with special needs related to their ability to eat or a nutritional need will have an individual management plan that includes a written description of each child's feeding history, including prohibited foods, and substitute foods where applicable, as supplied by the parent, legal guardian and the child's health care provider on admission to the program.

*We are a peanut free environment

Parents are welcome to bring in healthy snacks for sharing with the children in the center. The food must either be whole fruits or commercially prepared packaged foods in factory-sealed containers.

Following lunch the children are given the opportunity to brush their teeth using proper tooth brushing and gum cleaning techniques. Toothbrushes are provided by the center.

NAP TIME

A rest period is scheduled after lunch for all children who are spending a full day at the center. Staff help children relax with stories and soft music. The center provides rest mats for all the children. Please provide a blanket, a small pillow and a naptime lovey, which can be comforting. **BE SURE TO LABEL ALL ITEMS WITH YOUR CHILD'S NAME.** Blankets and pillows will be sent home weekly for laundering.

INTERGENERATIONAL PROGRAMMING

Your child will have the unique opportunity of interacting with elders in Moravian Manor. This intergenerational program will benefit both the child and the elder. The intergenerational aspect of the program will proceed at a pace determined by the residents of Moravian Manor, the children, and the staff at the Manor. Senior volunteers will assist in the classroom and there will be joint activities between the elders and the children.

Philosophy

The opportunity for the sharing of life experiences is often diminished for the older person. Residents in a nursing home setting find it difficult to take the initiative in establishing relationships, especially with younger people. In addition, children in today's society often lack opportunities to develop relationships with older persons.

Intergenerational programming provides an opportunity for the sharing of self, time, and experience across generations which enriches the lives of all involved.

Program Goals

1. Provide an opportunity for the children and the residents to learn and grow together.
2. Foster mutual respect based on knowledge and understanding.
3. Lessen negative stereotypes of aging.
4. Provide an opportunity to love unconditionally as one did with one's own children or family members.
5. Increase residents' sense of dignity, self-worth, and feeling of belonging.

CLOTHING

Dress your child in comfortable clothing for ease of movement. Art and outdoor activities can get messy, so clothing should be washable. Keep in mind that we go outside most days, even in the winter. Hats, mittens, scarves, boots, and warm outerwear are essential throughout the fall and winter months. In the summer months your child will need a bathing suit and towel, water shoes and sun screen for water play. If there are any special instructions regarding sun screen please let the center know. **Sneakers or other sturdy shoes are best for active outdoor play. No open-toed shoes, flip flops, jelly shoes, or crocs should be worn at any time for your child's safety.**

There will be times at the center when your child will get wet or messy and will require clothing to change into. Each child will need an extra set of clothing to keep at the center; items can be stored in his/her cubby. **Please label all clothing with your child's name.**

PERSONAL POSSESSIONS

Each child will have their own cubby to keep personal possessions. Parents should check the mailbox daily for notes, treasures, and other items that should go home. We will **not** be responsible for lost items of any nature.

If your child has a special toy, doll or blanket that is comforting, it may be helpful to bring it along. Other things from home such as toys, money, gum, etc. are best kept at home to prevent loss or breakage, and problems with sharing. Your child may want to share a favorite book, tell about a special event, or bring along something from nature instead.

PARENTAL INVOLVEMENT

Parents are an important part of The Children's Corner. Staff is available for parent conferences as well as day to day communications. Our doors are always open to you; please take advantage of this opportunity.

Parents are welcome to have lunch with their children. In order to plan adequately for meal times, a staff person must be made aware of these plans in the morning.

The Children's Corner schedules three family programs per year; A Fall Fest, Our Christmas Program and Summer Family Picnic.

Two parent representatives meet annually with the director to be sure we are meeting the needs of children of families, based on NAEYC standards and criteria. Annual parent meetings are offered on a variety of topics that are based on both staff and parents concerns or interests. We also post additional trainings that are available in the local community.

Parents are always welcome at The Children's Corner; however, teachers will also ask for parent volunteers throughout the year for various projects, trips or completing program evaluations.

Annual conferences will be scheduled for all children in which parents can review their child's progress and plan for on-going learning.

Parents with suggestions or complaints should speak directly to the head teacher or center director so that appropriate action may be taken.

The director will be available on a regularly scheduled basis to meet with parents informally. Other visits can be scheduled with a call.

Keeping the staff aware of significant changes at home enables us to better understand and communicate with your child on a daily basis. Parents can enrich the programs greatly by sharing their talents, skills, or resources. We welcome your ideas, suggestions, and participation.

NEWSLETTER AND DAILY MINI-REPORT

A newsletter is distributed monthly via e-mail to parents, staff, and various other interested persons. This helps to keep parents and others aware of what the children have been doing and what activities

will be coming up at the center. In addition, a daily mini-report is sent home with the child's progress in each area of the center.

Our children and teachers take great pride in creating a fun and enticing room for all to enjoy. Don't forget to take time to look over photos and the children's art in the room and in the hallways. Many parents have found that by taking a minute to look over the photos and artwork they can get beyond the "What did you do today?" ; "Nothing." conversation on the ride home! Statements such as, "Tell me about your picture, photo, etc.," or "Tell me about your day." may elicit many interesting stories.

FIELD TRIPS

On occasion the children are walked or transported to local places of interest, including public parks. They are under the supervision of authorized personnel of the center, and all precautions are taken for the children's safety. Parents will be notified of trips requiring transportation, and will be required to sign consent forms so that their child may participate. Parents may also assist with the field trips.

DISCIPLINE

A major goal for each child is to develop a healthy self-concept and to become self-directed. Each child should be able to function in their environment, taking care of as many of their own needs as possible and interacting with other adults and children in a positive way. The child care setting is planned to help meet these goals with materials the child can touch, explore, and manipulate. Days are planned with a balance of activities and a routine that allows children to anticipate what comes next. Rules are few, simple, and clearly stated. Expected behaviors are modeled and staff try to prevent problems before they arise. These are the keys to effective discipline and work most of the time.

If your child is disregarding a center rule, the staff will take the following steps:

1. State the rule in a clear and positive manner.
2. Give the child a choice of appropriate behavior.
3. Redirect the child.

The staff may also use some other strategies such as purposeful ignoring, logical or natural consequences, time outs, asking the child to state a rule, helping the child problem solve and referencing PATHS (see Curriculum One page 4) No discipline method used will be degrading, demeaning, frightening, or involve physical coercion. Our goal is to make each discipline situation a learning experience in which the child develops increasing self-control and is better able to deal with problems in a positive manner.

The Children's Corner reserves the right to disenroll any child who demonstrates the inability to benefit from the type of care we offer at our facility, after attempts have been made to meet his/her needs, or whose presence is detrimental to the group. At this time the child's and parent's needs will be considered through referrals to other facilities or agencies.

INFANT CARE

The Children's Corner will be able to provide care for children beginning at age six (6) weeks. Infant care is a specialized care that absolutely requires much communication between the parents and center staff. By working together, your child can be provided with the love and care needed to thrive.

Parents will need to provide all food and formula for infants. All bottles should be marked with your child's name and will be emptied daily and sent home to prevent contamination. Written meal plans and patterns should be given to the staff and updated as the child adds new foods to his/her regime. The switch to complete table foods as provided by Moravian Manor shall be a joint decision between the parents and the Nursery Supervisor. Supervisors will offer fluids from a cup when families and teachers decide the child is developmentally ready to use a cup. For bottle feeding, infants will either be held or fed sitting up. Bottle propping, feeding in cribs, beds or while using other sleep equipment, and carrying of bottles by young children will not be permitted.

To reduce the risk of Sudden Infant Death Syndrome (SIDS), infants, unless otherwise ordered by a physician, are placed on their backs to sleep.

Cuties Care: Cuties Care School Supply Program is a valued service that will be added to your monthly billing statement and will include diapers, wipes and training pants for children while at school only. Infants and toddlers will need at least two sets of extra clothing. As babies grow and change so quickly in the first year of life, it is important that the teachers have adequate health information on your child. Infants and toddlers are required to have physical forms completed by your physician at more frequent intervals than pre-schoolers and physical forms are always available to take along on your doctor visits.

The following schedule indicates when the center must have a completed physical:

2 months	12 months
4 months	15 months
6 months	18 months
9 months	24 months
yearly thereafter until age 6	

REGISTRATION

Your child's transition to the child care center is eased by a visit prior to the first day of care. It is also helpful to make staff aware of any special needs, fears, or other information regarding your child. If you anticipate that your child will have difficulty in separating, the head teacher will provide you with information of dealing with this problem.

Prior to your child's first day, you will need to complete an application, fee agreement, written consent form, and emergency contact form. Each child must have a physical completed by a physician no more than two (2) months prior to date of admission.

Also at the time of registration an initial registration fee of \$50 for one child and \$15 for each additional child in a family will be charged and payable before your child/children begin care. Thereafter, there will be a \$35 annual renewal fee for one child and \$15 for each additional child in a family which will be

charged on the first bill in January.
 Parents must complete an initial conference with the director, at which time the forms can be completed, information can be shared about the program and your child, and your child's preliminary visit can be scheduled.

SUMMER POLICY

The Children's Corner will require enrollment of 3 full days per week over the summer months.

FEE PAYMENT

The fee structure for the Children's Corner is as follows:
 Employees are eligible to receive the discounted rate if they authorize payroll deduction. Community contracts receive a 15% sibling discount (for 4 or 5 full-day contracts) or a 10% sibling discount (3 full-day contracts) for the older child. Contracts for 1/2 day services are not eligible for the sibling discount.

Fees are to be paid on a bi-weekly basis in conjunction with Moravian Manor payday. Parents will be paying on Fridays for the previous two (2) weeks of care. Care will not be provided for families who are thirty (30) days delinquent in their payments. A finance charge of 1 ½% (18% annual rate) will be assessed on unpaid balances which are past due 30 days.

Parents contract for specific time blocks and are responsible for fees for that time which is reserved for their child. This applies to the day the Center is in session, even if the child is not in attendance. Unless previous arrangements have been made, there may be an additional charge, if the child attends extra days.

Parents will receive half-fee credit for two weeks vacation annually. Vacation credit weeks are prorated to provide a consistent benefit (i.e., a parent is contracted for three (3) days per week child care. This means they are eligible for six (6) days of vacation credit per year.) Two (2) week's notice must be given to receive half-fee credit for vacation. At least two (2) weeks notice is required prior to withdrawal of a child from the program.

All fee payments are eligible under the Child Care Tax Credit on Federal Income Tax Returns.

Tax ID #14-0810461

Moravian Manor Fax # 626-6498

The Center closes at 5:30 p.m. We expect consideration for staff members who must leave at 5:30 p.m. Costs are increased by overtime. Therefore, after 5:30 p.m. parents will be charged a late fee of \$5.00 plus \$1.00 per minute.

DAILY SCHEDULE - PRESCHOOL

Phone No. (717) 625-6131

6:30 am - 8:00 am	Breakfast
8:00 am - 9:30 am	Interest Areas—Cleanup
9:30 am - 10:00 am	Group Time/Story
10:00 am - 10:15 am	Snack
10:15 am - 10:30 am	Bathroom/Transition Game
10:30 am - 11:30 am	Outside/Large Motor Skills
11:30 am - 12:00 pm	Lunch
12:00 pm - 12:30 pm	Bathroom/Quiet Time Books/TV/Story
12:30 pm - 2:30 pm	Nap Time
2:30 pm - 3:30 pm	Free Play
3:30 pm - 4:00 pm	Story/Snack
4:00 pm - 4:45 pm	Outside/Large Motor Skills
4:45 pm - 5:30 pm	Inside/Free Play/Departure

DAILY SCHEDULE - TODDLERS

Phone No. (717) 625 -6130

6:30 am - 8:00 am	Breakfast
8:00 am - 9:00am	Free Play
9:00 am - 9:30am	Story/Group Time
9:30 am - 9:50am	Snack
9:50 am - 10:30 am	Art
10:30 am -11:30 am	Outside/Large Motor Skills
11:30 am - 12:00 pm	Lunch/Potty/ Diaper Change
12:00 pm - 12:30 pm	TV/Books/Quiet Time
12:30 pm - 2:45 pm	Nap Time
2:45 pm - 3:30 pm	Wake Up/Potty/Snack
3:30 pm - 5:30 pm	Free Play/Outside/Departure

DAILY SCHEDULE - NURSERY

Phone No: (717) 625- 6129

Feeding

Diapering

Napping

Nurturing

Outside Time

Literacy– Reading Time

Music and Movement

Exploration of Objects

Due to the nature of the care, the Nursery does not have scheduled times for activities. Each baby/day is different.

A Child's Job

“Children have a job. They are born to learn: competent little scientists driven to move, to experiment, to know, and to connect with and learn from the people around them. Our job is to offer them a safe, rich world at their fingertips, and our knowledge, support, and love.”

Jim Greenman

The Children's Corner
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