

**Parent Handbook**

**TABLE OF CONTENTS**

Goals and Objectives**​……………………………………………………………………….…​…​.** Page 3

Curriculum Statement​**…………………………………………………….…​..** Page 3

DISMISSAL/SUSPENSION POLICY/BEHAVIORAL CONCERNS**…………………………….………..** Page 3

Hours of Operation/Holidays​**………………………….………………​……….​…​.**  Page 3

Emergency Closings​**……………………………………………………………​...** Page 6

Parent Involvement**​……………………​.​………………………………………..** Page 6

Daily Reports **………….……………………………………………………………​** Page 6

Meetings and Conferences​**………………………………………………………**  Page 6

Child and Adult Care Food Program​**…………………………………………….**  Page 6

Necessary Items for Care of Child​**……………………………………………….**  Page 7

Arrivals/Departures **………………………………………………………….​.....**  Page 7

Supervision​**…………………………………………………………………….​..**.. Page 8

Tuition Policies and Procedures​**…………………………………………​.​…​...​......**​ Page 8

Health Policies**​……………………………………………………………….….…**​ Page 9

Medication/Sick Policy**...​…………………………………………………​.​…​...​…** ​Page 10

Care Plan **…………………………………………………………………………………………………...…** Page 10

Safety Procedures​**…………………………………………………………….…​.** Page 10

Payments Withdrawal**​………………………………………………………….** Page 11

Non-Discrimination Policy/ Inclusion Policy **……………………………………**  Page 11

CDC Regulations​**…​.​……………………………………………………………….** Page 12

IEP and IFSP**​………………………………………………………………………** Page 12

Therapeutic Support **………………………………………………………​............**Page 12

Process Stakeholders**​…………………………………………………………….…​**Page 13

List School​**……………………………………………………………………​……….** Page 14 Transportation List​**………………………………………………………………….**Page 14

Revised 1/2021



GOALS AND OBJECTIVES Learning Minds Education Center. Our objective is to provide high-quality childcare in early childhood education. Developmentally appropriate programs are designed for infants through school-age. Along with caring, qualified teachers, we provide meals, school age transportation and non-traditional working hours for families in the greater Lehigh Valley.

Programs offered:

* Foster social, cognitive, emotional, and physical development​
* Focus on education​.
* Are play-based, child-centered and teacher-guided​.
* Emphasize creative, open-ended activities y Encourage learning through hands-on​ activities.
* Include individual and group activities​.
* Support child health through nutritious meals and active play​
* Offer a cheerful environment with ample toys, books, activities, and supplies.​ CURRICULUM STATEMENT

The Curriculum is divided into areas of learning including:

• Emotional Development • Social Development • Development of Self-Help Skills • Fine Motor

Development • Gross Motor Development • Creative Development including Art and Music • Cognitive

Development including Math, Reading, Language and Literacy, Vocabulary, Science

Under each area above are specific GOALS. Corresponding to each goal are specific OBJECTIVES that the children will be expected to learn from. Development will always vary from child to child and innate abilities will vary from child to child. The preschool staff understands that varied development is acceptable and is expected. Infant, Toddler, and Preschool programs use Creative Curriculum, a researched-based developmental program to design the environment and plan activities. Its assessment tools evaluate each child and help in the planning of activities. This process will further develop his or her skills and knowledge of basic concepts. ASSESSMENTS Young children learn best with child-centered, teacher-guided play as the essential component of the program, according to the National Association for Education of Young Children. Programs are child-centered and teacher-guided. This means that the environment is organized into distinct activity/learning areas, allowing each child to make choices and learn through hands-on activities. The teacher helps your child explore the range of materials and activities offered. Using effective, researched-based Curriculum and teaching practices are tailored programs to meet the developmental needs, abilities, and interests of your child.

**INFANT PROGRAM** As infants create their own schedules for activity time, eating and sleeping, We are​ responsive to the child’s needs. Our program provides a warm, safe, and stimulating environment. In addition, we plan activities that help, foster language development,

fine motor skills (eye tracking, eye-hand coordination, grasping), social skills, strength, and physical.

coordination.

**TODDLER PROGRAM** An inviting environment has been created that is loving and responsive, respecting​ your child’s individuality. The program nurtures healthy growth and development in a safe, clean, comfortable, and relaxing setting. Toddlers are supported in their social contacts with other children and adults through playful interactions that foster emotional, physical, and intellectual well-being.

The place and time for eating, sleeping, and playing are based on each child’s personal rhythms, style, and strengths. Children also participate in activities such as story time, singing songs, simple comparison games, and finger plays. Toilet training begins at home with parents and we agree to assist your child when he or she is ready, based on the child’s observable behaviors and interests.

**PRESHOOL PROGRAM** \*\*All three-year-old must be fully potty trained to enter this program. Three to​ five-year-old are imaginative, independent, and creative. Our preschool programs are designed so that children can explore the environment and work with a variety of materials and equipment. The program enhances children’s natural interest in their world and builds on their experiences to support learning. There are learning centers for activities such as art, dramatic play, science, block building, manipulative toys, math, and language experiences. In the preschool program, your child is encouraged to make decisions and choices develop self-control and self-awareness, build prereading and pre-writing skills, and develop the ability to relate well with others. Activities are designed to promote fine motor skills, including eye hand coordination and spatial relationships, and large motor skills such as climbing, balancing, and throwing. Teachers serve as guides, preparing a stimulating environment, observing, and interacting with the children while posing additional challenges to expand each child’s world.

**KINDERGARTEN PROGRAM** Kindergarten children face many new challenges as they make the transition​ to school. This is a time for encouragement and reassurance as your child explores newfound independence and responsibilities. For the kindergartners, we encourage your child to participate in educational and recreational activities that challenge his or her skill development and complement school activities. These include music, building blocks, games, books, and a variety of art media, and dramatics.

**SCHOOL AGE PROGRAM** School age children have widely varying needs and interests. This program is​ recreational, giving your child an opportunity to unwind at the end of a school day. The structure of the program and activities offered reflect the interests of the participating children. Space for doing homework is always available. School-age children may also participate in arts and crafts, computer fun, physical activities, table games, or other areas of interest to the children. The program provides an environment where each child can learn about him or herself and others in an informal setting. SUMMER SCHOOL AGE PROGRAM The summer school-age program is recreational and fun. It is designed around weekly, child-centered themes, along with all the activities available during the school year.

**PROGRAM MANAGEMENT** The long-term goal of discipline is for the child to develop self-control. If a​ child’s behavior becomes aggressive towards others, he or she is redirected to a new activity or toy. Older children are spoken to about acceptable behaviors. The extent of the discussion and

consequences are based on the child’s developmental level. Predictable routines, clear expectations and flexibility are important parts. of successful program management. Learning Minds Education Center policies and Pennsylvania Child Day Care Regulations strictly prohibit physical punishment. ASSESSMENT PROCESS As a Stars facility, we are required to conduct a development screening within 45 days of enrollment and quarterly assessments. As you may know, assessments are an ongoing process. The purpose of assessment is to screen for mental or physical delays. If a delay is determined, we will schedule a meeting to refer you to the appropriate program to get the help that your child needs on

the journey to success.

# DISMISSAL/SUSPENSION POLICY/BEHAVIORAL CONCERNS

We understand that each child is an individual. Reasonable accommodations are made to the best of our abilities to meet each child’s needs. We try to explore all reasonable alternatives when negative or difficult behaviors occur. A Child /Parent or Guardian who demonstrates the following pattern(s) of behavior may be suspended or have services terminated immediately: A Child/ Parent or Guardian behavior which may be deemed to cause possible physical harm to themselves as well as others, i.e. Hitting, biting, spitting, kicking, punching, smacking throwing objects, Profanity A Child who leaves the supervision of the group without permission A Child/Parent or Guardian whom is destructive to the property of the center or other Children/Staff/Parent or Guardian A Child/Parent or Guardian whom attempts to intimidate other Children/Staff/Parent or Guardian, either verbally or physically. A Child/Parent or Guardian whom uses offensive language or displays offensive behavior A possible suspension maybe considered depending on the severity of the actions and will be determined by the Owner/Director.

\*\* A Child who has Bitten another Child Depending on the severity a child may be given three notices. However, in the event of broken skin, Immediate Termination will be implemented.

Toys from home can be disruptive to the child and to the program. Please leave all toys at home, as they can become lost or broken Learning Minds Education Center will not be responsible for lost or damaged toys. If a parent exhibits disruptive behavior or does not follow daycare rules including nonpayment and lateness with either payments or pickups, childcare services may be suspended or terminated.

**HOURS OF OPERATION** Learning Minds Education Center is open at 6:00 am-11:30 pm, M-F and​ Weekends 6am to 6pm. The type of service and the needs of the parents enrolled determine the hours of daycare. Parents requiring days that change from week to week, must supply weekly schedules. They must be given in advance one week prior or the beginning of the new week so that we may staff accordingly. There is a maximum of 10 hours of care provided. Your child may only attend your scheduled five working days. The maximum days per your child may be in care is five. These five days are based on your written schedule. These days may not be substituted. For example: Jane is Monday thru Friday, but she was sick Tuesday and mom decides to bring Susie on Saturday. That is not acceptable. There is a maximum of 10 hours per day, per child. For example: 7am-5pm or 8am-6pm, etc. Parents requesting additional hours will be required to pay additional fees for listed part time rates.

# HOLIDAYS

The following holidays Learning Minds Education Center is closed:

New Year’s Day

Good Friday (Employee In house Training)

Mother’s Day

Black Friday (Employee In house Training)

Memorial Day Independence Day

Labor Day

Thanksgiving Day

Christmas Day

Martin Luther King Jr. (Employee In house Training)

Father’s Day

Thanksgiving Eve

Christmas Eve

New Year’s Eve

**EMERGENCY CLOSINGS** Every effort is made to remain open during bad weather. In the event of severe​ weather conditions, tune in to local 69 News television station for information on changes in daycare hours or closings. Your child must be picked up within one hour of being called. as early as possible on days when weather conditions are hazardous. In cases of inclement weather, you may call our centers main number 610-435-0454 as there will also be a recording.

**PARENT INVOLVEMENT** Parents are encouraged to speak with your child teacher and or Director. Please​ feel free to voice your questions or concerns. (Please make sure your child is not within earshot during discussions of his or her behavior.) It is important that you understand my program philosophy and policies since your child’s wellbeing are both our primary concern. The more we work together, the better our program works! Please check your child’s mail slot daily for information, messages, and works of art.

**DAILY REPORTS** Parents of children receive a written report daily. The report is age appropriate. It​ includes information about the amount your child ate, how long he or she slept, (Infant/Young Toddler room). Older Toddler room will list any special accomplishments, and or other comments. An operator shall establish and maintain an individual record for each child enrolled in the facility. Information in a child’s record shall be kept current by the operator. It is the responsibility for each Parent/Guardian to always provide current contact information. A parent is required to review and update the record for accuracy at least once in a six-month period or as soon as there is a change in the information. y Following review, a parent shall attest to the record’s accuracy by affixing a dated signature to the record.

**PARENT-PROVIDER MEETINGS/CONFERENCES** ​ Each child’s developmental progress is assessed within​ the first 45 days after Enrollment or Transitioning. Our Child Observations initial September and May of each calendar year. Parent Teacher conferences are held twice a year both October and March. -CDC Developmental Milestones Checklist

-ASQ’S Assessment Tool

-ECERS- Early Childhood Environmental Rating Scale

**FUND RAISING**​ -Several fundraisers are held throughout the year, which directly benefit the daycare. You will be informed when these events are going to occur. Your report is needed to make these successful. These fundraisers benefit your child’s extracurricular activities and so much more. DONATIONS Your donations of toys, books, magazines, blankets, sheets, children’s clothes, dress-up clothes, scrap material, or baby equipment greatly appreciated.

**CHILD AND ADULT CARE FOOD PROGRAM** ​Breakfast, lunch, snacks, and dinner are served, free of charge to you, when your child is in care. The children are encouraged to try a wide variety of foods, including.

vegetables and fruits. Meals are designed to be well balanced and nutritious. Monthly menus are posted for parent review and are available upon request. Learning Minds Education Center participates in the

Federal Child and Adult Care Food Program and it is a requirement that each enrolled family complete yearly forms. If your child is on a special diet or has allergies to certain foods, please notify your teacher,

as a note from your doctor may be needed. Although simple substitutions may be available if you wish

to provide a special treat for the children, please plan with management. CACFP: Admission is open to all regardless of race, color, national origin, sex, age, or disability. All meals served to children under the CACFP are served at no separate charge. There is no discrimination in admission policy, meal service, or the use of facilities. Any complaints of discrimination should be submitted in writing within 180 days of the incident to the USDA, Director Office of Civil Rights, Washington, D.C. 20250.

# NECESSARY ITEMS FOR CARE

**PARENTS MUST PROVIDE:**

(All items must be LABELED)

## Infant/Young Toddler (Birth 23 months)

* ​Creams/Powders or Ointments
* ​Slipper socks (5+months)
* ​Diapers/ Diaper wipes
* ​3 Capped Bottles
* ​1 Blanket
* ​2 Crib Sheets
* ​3 Bibs
* ​4 Complete Sets of Seasonably appropriate clothing including pants, shirts, socks, disposable diapers (rule of thumb: at least 1 diaper for every 1 ½ hour child is in care).

## Older Toddler (24-35 months/not potty trained)

* ​Disposable diapers or a large supply of training pants (rule of thumb: at least 1 diaper for every 1 ½ hour child is in care). ● ​Diaper wipes
* ​1 Blanket/Crib Sheets
* ​3 Complete Sets of seasonable appropriate clothing including pants, shirts, socks, and underwear.
* ​Creams/Powders/Ointments (rule of thumb: at least 1 diaper for every 1 ½ hour child is in care).

## Preschool/Kindergarten/School age (36months (potty trained)-12years old)

* ​Blanket/Sheet
* ​2 Complete Sets of seasonably appropriate clothing including pants, shirts, socks, and underwear.

Please label everything with your Child’s name. We are not responsible for loss or damage to personal property.

**CHILD ARRIVALS** ​The hours and days your child attends the center are arranged at your enrollment interview. Please give as much notice as possible of any changes in hours so that we may schedule accordingly. Once your child arrives for care, we will not be able to transport a child to any scheduled appointment you may have made. Care may not be available for your child at times other than scheduled hours. As sufficient coverage may not be available, please call if your child will be late or absent.

**CHILD DEPARTURES** ​The daycare must be notified if you will be delayed in picking up your child. Please arrange for someone else to pick up your child at the scheduled time if you are going to be late. Once your child has been picked up your child may not be returned until the following business day. As taking a child in and out of its learning environment can make things stressful. Children get anxious if they are not picked up at the regular time. You must notify the main office if someone who is not designated on the application will be picking up your child. Unfamiliar escorts must supply picture identification and sign a release form. Please be sure you check with your teacher, your child’s daily information and messages. At departure, please remember that you are in charge of your child even when Learning Minds Education Center staffing are visible. This clarification of “who’s in charge” is necessary to prevent disruption and potential child injury, which can occur at transition times when responsibilities may be confused.

**ALL CHILDREN MUST BE SIGNED IN AND OUT BY APPROPRIATE APPROVED INDIVIDUAL** ​Children must be picked up by contacts that have been listed and must come with a picture ID, as they all will be checked before release. We can better assure the safety of all children enrolled at the daycare if parents understand and support the following safety measures: You must practice safety precautions in the parking lot/staircase. Please hold your child’s hand. Do not allow them to run in the parking lot, as this can be dangerous and may cause harm or serious injury to all parties involved. Do not allow your child to sit or run up and down the stairs or walkway. They may not sit or be seated on the front outdoor hand railing.

**SUPERVISION**

Each employee will have regularly scheduled “supervision time.” Ongoing supervision with a designated Owner/Director will assist in developing skills, promoting personal and professional growth, and assure center policies and procedures are being followed. Basic elements of the supervisory process include a clear statement of what is expected, an opportunity to participate in establishing individual goals, and periodic performance reviews. Supervision requires all staff personnel to actively watch children, listen to, interact with, and continuously monitor children at all times. LMEC staff members will use a Health Safety Checklist for childcare providers (ECELS- Healthy childcare Pennsylvania).

## Transitioning

At the end of each school year, teachers help smooth the children’s transition into the next classroom age group. Children moving from a 2s group to 3s and 4s or from 3s and 4s to 4s and 5s visit their new classrooms, engaging in familiar activities, such as meeting time, story time or snack in the new environment. Children moving to a classroom with new teachers meet with these teachers several times before the transition. Children transitioning into kindergarten have many opportunities to discuss this move through class meetings and through children’s literature dealing with the many issues surrounding the transition from pre-school to “big kid school.” Your child’s file can be sent to the school district by request of the parent or by the school itself.

# TUITION POLICIES AND PROCEDURES PAYMENTS

A registration fee is assessed for all tuition-paying families upon enrollment. The registration fee is $25 per child or $35 per family. Fee is non-refundable. Tuition payments are due in full the first day of your child’s week. Cash or money orders are accepted. This policy is nothing personal, only business. You are required to pay the full weekly fee whether your child attends.

**LATE PAYMENT CHARGES** If payment is not made on time, the child will not be allowed to attend until​ the full fee and a late charge of $10.00 are paid. When payment is more than one-week delinquent, childcare will be suspended or terminated. The child will not be re-enrolled until the delinquent tuition, late charges, and registration fee are paid and there is an opening in the daycare.

**LATE PICK-UP CHARGES** Parents picking up their child(ren) after their scheduled time are required to pay​ a fee assessed at $10.00 per child after the first seven minutes and $1 after each additional minute per child. \*\*\*\*\* All late fees must be paid prior to re-entry\*\*\*\*

**PICK UP/DROP OFF CHILDREN** Transportation for children is currently available for school age children.​ These services must be confirmed with the owner at enrollment prior to pick up. Rule of thumb if there are siblings of the school age child and they do not attend for the day; you must call in advance or the school age child will assume to not be in need of pick up for that day. You must call by 12pm that day with any changes. In the event we attempt to pick up your child three times without warning that they do not need the service, you will lose this courteously service. Effective 8/1/2020 there will be a weekly fee of 10.00 per child for transportation. Arrangements must be made in advance by Learning Minds Education Center. As stated previously, we follow Allentown School District closings when providing transportation. We cannot and will not jeopardize the lives of any child by transporting in inclement weather.

**PART-TIME STATUS** Part-time status is determined by use of service less than five hours a day. Four or​ fewer days weekly is considered a part-time drop-in.

**WITHDRAWAL** Parents withdrawing their child are required to give two week’s written notice. With all​ balances being zero. Be sure that your payments are up to date, for CCIS will not transfer your child to a new center if they are not. Your child’s records may be transferred upon request by the Owner or Director.

**SUBSIDIZED FUNDING** Parents receiving tuition assistance from the State of Pennsylvania must follow all​ rules and regulations set by the Department of Public Welfare regarding payments.

My policies for late pick-up and withdrawals are in effect for families receiving all types of subsidized funding or out of pocket pay, as they must be covered by the parent. Please be advised: Parents schedules that vary you are solely responsible for providing all changes to your appointed worker. In the event you bring your child in on a day that is not covered by CCIS you will be responsible to pay. Services will be suspended until all payments have been made.

**CHANGES TO TUITION AGREEMENT** I reserve the right to change the conditions of the Tuition​ Agreement at any time upon notice to the parents, at which time the changed conditions shall become part of the Agreement and binding on the parties. Parents will receive as much advance notice as possible.

**HEALTH POLICIES** State regulations require age-appropriate health appraisals on entrance and at​ intervals recommended by the American Academy of Pediatrics.

These are requested at the following ages:

6 weeks 2 months 4 months 6 months 9 months 12 months 9

15 months 18 months 2 years 3 years 4 years 5 years 6 years 8 years 10 years

The majority of these visits coincide with immunization schedules of local physicians and clinics. If you have a doctor appointment and have not received the physical exam form, please request one from me in advance. Physicals and shot records must be kept current. Physicals and TB shots must be stamped, signed, and dated by attending physician.

**MEDICATION** Prescription medication is administered to a child only in its original container, with​ current orders from a physician and written permission from the parent. The label on prescription medication is accepted as a physician’s order. Non-prescription medication, such as non-aspirin products or cough syrup, is not given without a physician’s instructions and/or the parent’s written consent. If medication is to be given over a long period of time, an update is required from the physician every three months.

**MEDICAL EMERGENCY/INSURANCE COVERAGE** Small children in a group setting occasionally receive​ and cause bumps, scratches, bruises, and bites. We administer minor First Aid to children as required. In the case of a medical emergency, the parent is notified immediately. Please be sure to keep your emergency contact information up to date in the office, especially the telephone numbers. In case of accidents requiring medical attention, the parent’s insurance is the primary source of coverage.

**ILLNESS** Parents are encouraged to keep A sick child at home and seek medical attention for severe or​ chronic illness. Parents are contacted to take a child home if the child appears too ill to remain at the daycare. A physician’s note is required prior to readmitting a child for an illness or suspicion of a contagious condition. CHILDREN ARE SENT HOME FOR THE FOLLOWING REASONS:

**FEVER** A child with an auxiliary temperature (under the arm) greater than 100° for an infant under four​ months, and 101° for children five months and older, is sent home. The child may not return until the temperature is normal for 24-48 hours without the use of medication with a doctor’s note.

**UPPER RESPIRATORY INFECTION/ VOMITING OR ACUTE COLD** A child with difficulty breathing,​ wheezing, severe coughing, vomiting, and/or thick nasal discharge will be sent home. The child may not return until the temperature is normal for 24-48 hours without the use of medication with a doctor’s note.

**LICE/RINGWORMS OR SKIN CONDITIONS** This​ child may return with a doctor’s note after 48 hours of scalp treatment. A child with lice/ring worms and or any possible infectious hair/scalp conditions may not return to care without a doctor’s note stating the condition specifically is not contagious. LICE- As well as all nits must be removed. Your child must return with NO EGGS/Nits!!! RINGWORMS- As a well infected area must be covered when the child returns with a doctor's note!!!

**DIARRHEA** A child who has multiple diarrhea-type bowel movements in one day will be sent home and​ may not return until the diarrhea has stopped for 24 hours without the use of medication. The child may not return until the temperature is normal for 24 hours without the use of medication with a doctor’s note.

**EYE INFLAMMATIONS** A child with an eye inflammation is sent home and may not return until the​ inflammation has cleared or until the parent provides the daycare with a doctor’s note stating that the inflammation is not contagious. The child may not return until 48 hours without the use of medication with a doctor’s note.

**UNEXPLAINED RASH** A child with an unexplained rash will be sent home until the entire rash disappears​ or until the parent provides the facility with a doctor’s note stating the rash is not contagious. At minimum 24-48 hours.

# Care Plans

Care plans are expected for children with any severe medical conditions. Severe medical conditions may include, Asthma, Diabetes, Allergies, etc. Some of these conditions require daily treatments and medications, while others only require observations for signs of impending illness. It is important that a medical care provider completes a care plan form to help staff know what symptoms they need to recognize and what to do if a medical emergency arises. Our Director/Owner will review the medical form completed with parents and instructions will be shared with childcare staff.

# Safety Procedures

Parking in the Front of our building is for pick-up and drop-off only. Families exercising or taking a class while their children are in school should park in the main lot on the right side of our main entrance. Please do not block the roadway at the school entrance. Please do not make any U-turns across the street of our building. No matter how rushed you are at drop off or pick-up times, never leave a child or infant unattended in your car in the LMEC parking lot! Do not hold the door open for other families. Our security system is always on for the safety of your child. Parents are not allowed past our main doors without a LMEC staff member. In case of an emergency our evacuation center is located at Dieruff High School located at 815 N Irving Street, Allentown PA 18109.

## PAYMENTS

**Late Payments/Pickups** ​- Just a friendly reminder all co-pays and payments are due and must be paid on Mondays/ first day of your child’s scheduled week. Late fees will be enforced. Your child will NOT be allowed back into care if there is a payment that is due. Effective 8/1/2020 there will be a $10.00 fee added per week that your payment is late. Late Payments Please be aware service can and will be suspended if more than one week is owed. It is not management’s responsibility to “Baby-sit Payments” it is solely the responsibility of the Parent/Guardian. Late Pickups There is a late charge for children picked up late (More than 10 hours of care). The first 7 minutes is the grace period after 10 hours of the time dropped off. On the 8th minute a $10.00 charge will be assessed and $1.00 per minute thereafter, per child. Effective 8/1/2020 children picked up late (after 11:30pm close of business) there will be no grace time given. Fees will be assessed immediately at 11:30pm. On the days the center closes at 5:00pm, anyone picking their child up after 5pm will be charged $10.00 after seven minutes and $1.00 per minute after that per child. Sorry no exceptions​……​.

**Registration Fees**​- A registration fee is assessed for all tuition paying families upon enrollment. The registration fee is equal to $25 per child or $35 per family (multiple siblings). This is due at enrollment. Extended coverage for an additional two hours of care is $11.00 per day/per child.

**Sickness-** ​In the event your child is out due for any reason, you are still required to pay your weekly co pay/ tuition payments. Sorry no exceptions​……​.

**Vacation Time-** ​We will honor one week per year of nonpayment for vacation time providing this time is submitted a minimum of two weeks in advance. Sorry no exceptions​……​..

### NON-DISCRIMINATION POLICY /INCLUSION POLICY

Learning Minds Education Center is committed to providing the highest quality services to all children in our care, regardless of their race, color, ethnicity, religion, national origin, cultural heritage, disability, special needs, gender, age, or sexual orientation. Admission, the provisions of services, referrals of clients shall be made without regard to race, color, religious creed, disability, ancestry, national origin (including limited English Proficiency), age or sex. ​Children benefit from an environment that promotes diversity and respect for differences. Program services shall be made accessible to eligible​ persons with disabilities through the most practical and economically feasible methods available. These methods include, but are not limited to, equipment redesign, the provision of aides and the use of alternative service delivery locations. Structural modifications shall be considered only as a last resort among available methods. Any individual/parent/student and (or their guardian) who believes they have been discriminated against, may file a complaint of discrimination with: Commonwealth of Pennsylvania Department of Human Services Bureau of Equal Opportunity Harrisburg Regional Office Room 225, Health & Welfare Building P.O. Box 2675 Harrisburg, PA 17110. Children with disabilities will be included in all activities and educational settings. Children with disabilities will be included together with their peers without disabilities, holding high expectations and promoting participation in all learning activities. Our program offers a learning environment for all children to explore. Our program promotes a Learning Environment where all children can develop and grow.

“There needs to be a lot more emphasis on what a child can do instead of what they cannot do.”

(Temple Grandin)

**CDC Regulations**

* CDC is requiring that all children who are 2 years of age and up will need to wear​ their protective masks full day.
* There is no entry in our building without a mask. Parents or visitors will no​ longer be able to walk through the facility.
* Upon entry, you will need to ring the front doorbell and a staff member will​ great you with a touch less thermometer om which we also take each child temperatures. As each child is received in the morning, they will then be re-checked again at 11:30AM and once again at 2:30PM.
* Our staff will be wearing the proper mask coverings and we have brought on​ additional staff to help continue with the cleaning process.
* If a child and or family member is tested for Covid-19, they may not return until​ the results are confirmed, and they provide us with a copy of their negative results.
* If a child and or family member has traveled outside of our state, they must​ quarantine for 14 days prior to returning.
* Follow CDC guidelines and regulations with PA Health Bureau​

Thank you for your cooperation, your health and safety is our number one priority.

# IEP and or IFSP

Individual Education Plans (IEP) and Individualized Family Service Plans (IFSP) It is important to our School and Child Care programs to gather as much information as we can about the

best ways to care for and educate each child. All children have special educational needs. If your child already has an educational or behavioral plan in place, through a school, other child services organization, or through private testing and therapists, we should have the plan in your child’s file to help us meet your child’s special needs. Our Keystone STARS

Performance standards require us to request copies of IEPs, IFSPs, and behavioral plans for each child enrolled in our School, Child Care and School Age programs. The information on

these forms is protected by privacy laws, including the Health Insurance Portability and

Accountability Act (HIPAA.) We require each member of our teaching teams to sign a

Confidentiality Agreement. We instruct our teachers to discuss useful confidential information only in relation to a child’s care and education.

# Therapeutic Support Staff

Policy Guiding the Use of Special Consultants, Therapists, and Therapeutic Support Staff in the

Classroom We respect the professional knowledge and expertise of the consultants and

therapists visiting our center to work with children enrolled in our classrooms. It is always our intention to form a cooperative team with classroom teachers, consultants/therapists, and families working together to reach the common objectives the team sets for the child. Using the natural setting for therapies in general, we believe that therapists should work with children within the child’s regular classroom setting and within the child’s normal classroom routines. Our staff is eager to collaborate with consultants/therapists on classroom curriculum and activities. Many activities that are helpful for children with special needs also meet the needs of typically developing children. Therapies that take place outside the classroom When therapy must take place outside the child’s classroom, we make every effort to reserve an appropriate space in the LMEC for the child’s therapeutic sessions. When the child must leave her familiar classroom setting, we ask that the therapist check in with the classroom teacher to create a smooth transition from the classroom and back into the classroom. A smooth transition may require that the therapist engage in transitional activities with the child in his classroom before and after therapy sessions. Our staff is happy to help. If you have a therapist that is looking to work in our classroom with your child speak with the owner/and or director.

## STAKEHOLDERS LIST

Lincoln Early Childhood Learning Center 1402 Walnut Street Allentown, PA 18103 (484)-765-5440

Jefferson Elementary School 750 St. John Street Allentown, PA 18102 (484) 765-4420 Lincoln

Leadership Academy Charter School 1414 E Cedar Street Allentown, PA 18109 (484) 860-3300

McKinley Elementary School 1124 W Turner Street Allentown, PA 18102 (484) 765-5460

Mosser Elementary School 129 S Dauphin Street Allentown, PA 18109 (484) 765-4000 Roberto

Clemente Charter School 136 S 4th Street Allentown, PA 18102 (610) 439-5181 Ritter

Elementary School 740 N. Plymouth Street Allentown, PA 18104 (484) 765-5660 Roosevelt

Elementary School 210 W. Susquehanna Street Allentown, PA 18104 (484) 765-4461 Sheridan

Elementary School 521 North 2nd Street Allentown, PA 18102 (484) 765-4880 Executive

Education Charter School 555 Union Blvd Allentown, PA 18109 (610) 509-6090 Washington

Elementary School 837 N 9th Street Allentown, PA (484) 765-4940

Head Start 1520 Hanover Avenue Allentown, PA 18109 (610) 437-6000

South Mountain Middle School 709 W. Emmaus Avenue Allentown, PA 18103 (484) 765-4300

Early Childhood Mental Health 1520 Hanover Avenue Allentown, PA 18109

Valley Youth House 524 W Walnut St Allentown, PA 18101 610) 432-6481

## SCHOOL TRANSPORTATION LIST

Head Start (Hanover)

Lincoln Leadership Academy

Lincoln Early Childhood Learning Center

Mosser Elementary School

Ritter Elementary School

Sheridan Elementary School Executive Education

\*School Transportation for 2021 is currently in pending due to COVID-19.

**THANK YOU FOR ENROLLING YOUR CHILD(REN)WITH Learning Minds Education Center.**

**“EDUCATING THE MIND WITHOUT EDUCATING THE HEART IS NO EDUCATION AT ALL.” -ARISTOTLE**