



newport

Learning Center

A learning environment that grows with your child.

Family Handbook

Located at:

253 N. 6TH Street
Newport, PA 17074"

Phone:

717-567-3333

newportlearningcenter@gmail.com

Administration

Director of Child Care: Chelsea Wright
 Assistant Director of Child Care: Natasha Milliken
 Pastors: Leroy Bunker, Gary Bellis
 Family Life Pastor: Wanda Bunker
 Financial Secretary: Linda Finkenbinder
 Main Office Secretary: Susan Bentzel
 Infant Lead Teacher: Michaela Sath
 Waddler Lead Teacher: Shay Williams
 Toddler Lead Teacher: Sandra Campbell
 K-3: Lead Teacher: Michelle Huggins
 K-4 Lead Teachers: Natasha Milliken

Licensing

Newport Learning Center is a non-profit child care facility that is licensed to serve 138 children by Pennsylvania Department of Human Services. A copy of licensing rules is available for review in the child care office or on the web at:

<http://www.pacodeandbulletin.gov/Display/pacode?file=/secure/pacode/data/055/chapter3270/chap3270toc.html&d=>

PA Keys- Quality

Newport Learning Center is a part of a continuous quality improvement program through PA Keys (partner with OCDEL- Office of Child Development and Early Learning). These regulations are above and beyond what DHS- Licensing mandates.

Ratios

At Newport Learning Center, we maintain the following staff-to-child ratios at all times in our classroom:

Age of children

6 weeks to 1 year
 1 year to 2 years
 2 years to 3 years
 3 years to 5 years
 Kindergarten to 3rd grade
 4th through 6th grade

Minimum Ratio of Staff to Children

1 staff for every 4 children
 1 staff for every 5 children
 1 staff for every 6 children
 1 staff for every 10 children
 1 staff for every 12 children
 1 staff for every 14 children



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Newport Learning Center 2023-2024 Fees

Fees are in effect from August 21, 2023 through August 21, 2024

- **There is a \$40.00 yearly non-refundable registration fee**
 - All classes require a 2 day minimum
 - All fees are subject to change
 - Preschool Only Program offered to 3 year-5 year olds
- Preschool is held on Monday, Wednesday, and Friday from 8:00 am-11:00 am
 - Preschool is included for all children in full day rates
 - All children must be potty trained for the Preschool classes
- All preschool children that are not potty trained will be charged toddler rates



CHILD CARE PRICES

	6 weeks to 1 yr Infant Room	1 yr-2 yrs Waddler Room	2 yrs-3yrs Toddler Room	3yrs-5 yrs Preschool	Kindergarten-6 th SACC
Weekly Rate	\$227.00	\$214.00	\$204.00	\$194.00	\$180.00
Daily Rate	\$50.50 /day	\$45.50 /day	\$43.50 /day	\$41.50 /day	\$40.50 /day
				Preschool Only \$30.00	

Additional SACC Options (Newport School District Students Only):

Before and After School	After School	Additional Charges
127.00 / week	\$92.00 / week	\$4.50 / hr for delays
\$29.50 / day	\$22.50 / day	\$4.50 / hr for early dismissal

All families will receive a 10% percent discount on lowest tuition amount, for additional children.

About Us

Mission Statement

Our mission is to give each child the tools they'll need to succeed as they grow.

Our Vision

Our Vision is that each child in Newport is provided with an education that meets them where they are and prepares them for the future.

Our Goal



From the day they are born your child is learning and growing, from motor skills to math and reading. As a parent, you want your children to have every opportunity and to be prepared for what's next in life.

At Newport Learning Center, we believe that early education is for every child and we meet them as the stage they're in. Your child will be encouraged to learn and grow in our loving and faith-centered environment. Through age-appropriate Pre-school, after-school, and summertime programs, we give children quality education and provide parents with peace of mind until their kids reach middle school.

Education/Curriculum

Educational Approach

Newport Learning Center uses Teaching Strategies' *Creative Curriculum*® for Preschool to help teachers create a high-quality learning environment and build a thorough understanding of best practices. *Daily Resources* help teachers plan and manage every moment of their day. Through studies, which are hands-on, project-based investigations, *The Creative Curriculum*® for Preschool helps teachers build children's confidence, creativity and critical thinking skills, and promote positive outcomes. The components of *The Creative Curriculum*® for Infants, Toddlers & Twos were designed specifically to provide in-depth support for the unique demands of each day in an infant, toddler, and twos program.

Teaching Strategies Gold is part of our curriculum that our teachers use to post their individualized observations about each child and the system assists them in building the needs and next step for each child.

Preschool

The preschool program runs September through June from 8:00 am to 11:00 am. K-3 is for children who have turned three years old by September 1st. K-4 is for children who will be attending kindergarten the following school year, (age four by September 1). Classes are held every Monday, Wednesday, and Friday mornings that Newport School District is in session.

- The cost of \$30.00 a day is the same for both classes. You are charged for your assigned days whether your child is in attendance or not.
- Should there be a two-hour weather delay for the Newport School District, there will be no Preschool for that day. If this is one of the days your child is assigned, you will not be charged.
- Should there be a one-hour delay for Newport School District, we will have classes as normal and you will be charged for that day.

School Age Child Care (SACC)



The S.A.C.C. program operates from 6:00 am to 6:00 pm Monday through Friday during the summer. The children will come to the center by bus at approximately 2:50 pm.

- When there is a “no school” day and your child does not attend our center for that day, you will not be charged for that day, with the exception for holidays listed on page 6.
- When there is a “no school” day and your child does attend our center for that day, you will be charged for that day, the full day rate. You will also be charged an additional hourly rate for early dismissals and school delays.

The Learning Environment

Learning Environment

We believe that children learn through play so we provide them a rich stimulating environment in which to play and learn. There are different interest areas set up for children to move about and choose what interests them. We enhance the children's imaginations and development with questions and exploration. Children advance at their own pace and we provide the opportunity to do so.

Daily Schedule

Every classroom has a different schedule. Please see your child's class schedule posted outside their door.

Referrals to Services

There may be a time that our Early Childhood Educators may feel it necessary for you to seek further interventions for your student. We base referrals off of assessments and observations done on your student throughout the year. You will be given contact information as well as a brochure for the specified service. Referrals may include social, mental health, educational, wellness and medical services.

Inclusive Environment

Early childhood educators at Newport Learning Center use developmentally appropriate practices and consider the unique needs of all children when planning. Staff will make every attempt to make any adaptations or modifications necessary to meet the needs of the children. Schedules, routines and activities are flexible and early childhood educators will work with therapists, special educators and other professionals to integrate individual accommodations, modifications and strategies into classroom routines and activities. Any adaptations will be reviewed with families and other professionals supporting the child.

IEP/IFSP



If your child has an Individual Education Plan or an Individual Family Service Plan, please make sure we get a copy and any updates. We would also like to be involved in any meetings or trainings so that we may better serve your child.

Caring for Our Young Children

For children with special needs, we use a Care Plan that is found within Caring for Our Children that is put out by American Academy of Pediatrics, American Public Health Association and National Resource Center. These plans detail all services the child receives, accommodations that are made in relation to the disability, medications, allergies, and feeding schedules. You, as parents and guardians, will be involved when creating this document so that we can ensure its validity and accuracy.

Observations and Conferences

We encourage you to attend our Family Open House the week before school starts every August so that your family can meet your child's teacher and check out their new classroom. Be sure to complete your "Getting to Know You Survey", and bring it this day. If your child begins mid-year, ask your child's teacher to schedule a meeting.

We complete observations on a regular basis with the goal of preparing a complete "picture" of your child in the form of a portfolio. This portfolio will also contain a copy of your child's "Progress Report" (preschool friendly report card that you will receive fall and spring), samples of your child's work, and pictures of class and center-wide happenings. You will receive your child's portfolio as they progress to the next classroom. We also may complete an Ages & Stages Questionnaire, with your help, when we need more detailed information about your child.

All parents are offered a conference about the "Getting to Know You" form within forty-five days of the child starting each year. We will also do a developmental screening within the first 45 days and we will discuss this with you at that time. We encourage you to attend a parent teacher conference offered in the Fall and Spring of each year when Progress Reports are distributed. You are also welcome to request a conference or meeting with your child's teacher or the director at any time. We want to form a partnership with you!!

Progress Reports

Each child receives two written progress reports per year, one in the fall and another one in the spring. If your child starts after the Progress reports have been done, we will do a developmental screening within the first 45 days and then will receive the next regularly scheduled progress report (one in the fall and one in the spring). A conference with the teacher may be requested to discuss the child's progress and behavioral, social and physical needs at this or any other time.

Transitions



Your child's transition in childcare should be positive and exciting learning adventure. We will work with you and your child to ensure the smoothest possible transition occurs as new routine and new people are introduced.

- **Transition from home to center** – Prior to your child's first day, you and your child will have the opportunity to visit the center, meet with other students and teachers, and communicate any anticipated concerns. This would be either "Open House", right before school starts, or during a tour of the center. At this time please share the best communication methods that the teacher may use to reach you.
- **Transition between learning programs** – Children are transitioned to the next group based on their age, as of September 1, developmental readiness, state licensing requirements, and space availability. During this transition time the current and future teachers will meet and introduce your child into the new program.
- **Transition to elementary school** – Transition activities such as a field trip to the local elementary school will be one way we help transition your child to elementary school. We will provide you with information on kindergarten registration, orientation and other events designed to make the transition easier.
- **Transition to before/after school care** – Children who are of school age may continue with before/after school care at our center. The center will provide staff to ensure that your child is picked up at the center by the bus in the morning and dropped off at the center in the afternoon. Your child will enjoy a snack, activities and if you wish, a place to do homework. Children who are already enrolled in our preschool program get preference for before and after school care.
- **Transition to self care at home** – Children who are old enough to be left at home alone before and after present a unique set of needs. We will help your child prepare for this by teaching them about safety issues in the home. We will discuss fire safety, stranger safety, internet safety, and what they should do in an emergency. Any other topics parents wish us to discuss should be communicated with staff.

Rest Time

Infants make their own schedule when it comes to rest time. We will put them on their backs to sleep with nothing else in the crib with them. They will be within sight of the caregiver at all times while sleeping.

Your child will be required to have a time of resting during the day. The children are not required to sleep; however, they must rest quietly, not disturbing the other children who are sleeping. Your child may bring their favorite stuffed animal or "resting friend" to rest with.

Children will receive a mat or cot that is provided by the center to use during their stay with us. We will put your child's name on it and it will be cleaned every Friday. You may bring in a sleeping bag, blanket, pillow, or whatever will make your child more



comfortable and secure. These items need to be brought into the center in a marked bag with the child's name and taken home every Friday to be laundered. All items brought to the center must be marked with your child's name. *All ages will have rest time during the summer unless they are out on a day trip.*

Potty Training/Potty Trained

Every child has their own developmental timing and this goes for potty training also. Don't stress your child and make this a battle ground. Your child will start showing interest when they are ready. When they have a dry diaper for a length of time and you can see they feel the sensation, it's time to introduce it. We will work with you and your child to make this as easy of a transition as possible. When your child reaches the 3-year-old room we expect them to be potty trained to get the most out of our preschool program. If they are not, you will be required to pay the Toddler Tuition Fees to cover the staffing needed to appropriately continue potty training while in the 3 year old room. Children will use the potty immediately before and after nap time. Most children are able to go the 2 hours of nap time without having to pee. However, if the need arises, they are able to go quietly during nap time.

Health Policies

Physical and Vaccination Records

It is required by DHS for licensing that we have an updated copy every year of your child's signed physical and current vaccination record. A good practice to get in is at every well child check you obtain these documents from the doctor. It is also required that we have proof of a flu vaccine every year, or a refusal. If you refuse the flu vaccine for your child, that is your choice. However, you must write a hand written note explaining that your child will not be receiving this, and then sign it.

Medication

Because administration of medication poses an extra burden for staff, and having medication in the facility is a safety hazard, **families should check with the child's physician to see if a dose schedule can be arranged that does not involve the hours the child is in the center.**

Whenever possible, the first dose of medication should be given at home to see if the child has any type of reaction.

PROCEDURE:



1. **Staff will administer medication only if parent or legal guardian has provided a “Medication Log” filled out completely, signed by the parent.**
2. Medication must be signed in and out, either daily or weekly.
3. All medication must be in the original, child-resistant container.
4. Prescription medication shall be labeled by the pharmacist with child's name, the name of the medication, the date the prescription was filled, the name of the health care provider that wrote the prescription, the medication's expiration date, time and amount of dosage, and storage instructions.
5. Non-prescription medication will be labeled with child's first and last name; specific, legible instructions for administration and storage. If child is under two, permission and instructions must be faxed to us by the doctor (717-567-7013).
6. No medication will be given on an as-needed basis.

Admission and Exclusion of Ill Children

Children will be excluded from care if ...

- The child has nausea, vomiting, diarrhea (two or more bouts within a short period of time or is not containable in diapers), abdominal pains or is running a fever of 101 degrees F or over.
- The child does not feel well enough to participate comfortably in the usual activities of the program (including going outside).
- The child has an unidentified rash.
- The child's illness requires more care than the child care staff is able to provide without compromising the needs of the other children in the group.
- The child has signs or symptoms that indicate a contagious illness, other than a common cold, that threaten the health of the other children or staff (Example: Lice, Chicken Pox, heavy cough, runny nose with hazy discharge etc.) as per state law.
- The director or group supervisor, not the child's family, will make the final determination about whether the ill child can receive care in the child care program.
- **Please remember to prepare for illness by arranging for pick-up care in advance.**
- If your child becomes ill during the course of the day we will contact you. You must pick up your child within one hour of call. We cannot give a sick child the additional care he needs to give optimal care to the rest of the group. The presence of a sick child puts all the other children and staff at risk. NOTE: If you are not going to be able to be reached at your regular phone numbers remember to leave an alternative number with us.
- **Children who are sent home with a fever of 101 or more and must be fever free for 24 hours (without medication) before returning to the center.** If you cannot pick your child up within 30 minutes, or we cannot contact you right away, we ask that you sign the “Fever Reducer Permission Slip.”



- If your child has an illness, which your physician has prescribed an antibiotic for, they must take it 24 hours before they can return to the center.
- Because of the danger of contagion, all instances of communicable disease must be reported to the director immediately so that center parents can be notified.

Illness Chart

<u>Illness</u>	<u>Suggested Home Stay Periods</u>
Chicken Pox	When all blisters have scabs (usually 6 days after start of the rash)
Conjunctivitis (pink eye)	24 hours after the start of treatment (if drainage and excessive tearing have stopped)
COVID-19	5 day quarantine, 5 days masked (unable to mask properly will be a 10 day quarantine)
Coxsackie Virus (Hand, Foot, and Mouth)	72 Hours after onset of lesions
Croup	After illness has subsided
Diarrhea	24 hours after last loose stool OR after 1 normal bowel movement.
Vomiting resolved,	24 hours excluded from care, AND vomiting has been able to eat normally.
Rubella	At least 7 days after onset of rash.
Hepatitis A	At least 7 days after onset of illness
Impetigo	24 hours after treatment has started, lesions must be covered.
Fever	24 hours after temperature is normal with NO medication.



Influenza	24 hours after symptoms have subsided.
Measles	At least 2 weeks after onset of rash.
Lice	24 hours after treatment has begun and child is nit free.
Whooping Cough	At least 7 days after therapy has started.
Pin Worms	After treatment is completed.
Ring Worm	Once treatment is started.
Roseola	After illness has subsided.
Scabies	24 hours after the start of treatment.
Strep Throat	48 hours after the start of treatment
Pneumonia	Doctor's Note needed.
Bacterial Meningitis	Doctor's Note Needed
Mumps	Doctor's Note Needed

****Provider must be notified of communicable diseases***

Shaken Baby Syndrome/Abusive Head Trauma Policy

This policy is designed to prevent the possibility of abusive head trauma during care. Abusive head trauma (also referred to as Shaken Baby Syndrome) occurs in infants and young children, whose neck muscles are not well-developed and whose heads are larger relative to their bodies. As a result, they are especially susceptible to head trauma caused by any type of forceful or sudden shaking, with or without blunt impact. Damage can occur in as little as 5 seconds.

Abusive head trauma can occur in children up to 5 years of age; however, infants less than one year are at greater risk of injury. Shaken baby syndrome can lead to serious conditions including:

- Brain damage, problems with memory and attention, cerebral palsy;
- Blindness or hearing loss;
- Intellectual, speech or learning disabilities; and
- Developmental delays.

Signs and Symptoms: The signs and symptoms of shaken baby syndrome or head trauma include:

- Seizures;
- Bruises;
- Lack of appetite, vomiting, or difficulty sucking or swallowing;



- Lack of smiling or vocalizing;
- Rigidity, inability to lift the head;
- Difficulty staying awake, altered consciousness;
- Difficulty breathing, blue color due to lack of oxygen;
- Unequal pupil size, inability to focus the eyes or track movement; or
- Irritability.

Injury Prevention: Infant crying is normal behavior, which improves as a child ages. Caregivers should develop proactive strategies to manage stress levels and appropriate responses to a crying child. This includes being self-aware and noticing when the caregiver may become frustrated or angry. Parents/guardians, caregivers and coworkers should discuss what calming strategies are successful with a particular child at home or in the center.

Emergency Response: If a child presents any of the above symptoms or you suspect a baby has suffered abusive head trauma:

- Call 911, call the parent/guardian and inform your director and regional manager.
- Report to the appropriate child protective services agency (or law enforcement, if applicable) within 24 hours or less as required by law. See Child Abuse/Neglect and Mandated Reporting Policy and Procedure for further information.
- See Medical Emergencies-Calling 911 for additional information

Strategies for Caregivers and Parents: A child is usually shaken out of frustration, often when the child is persistently crying or irritable. The following strategies may work some of the time; but sometimes nothing will comfort a crying child. A teacher should seek support from a coworker or center management. If a child is inconsolable on a regular basis, the director and regional manager should be notified and determine if the right supports are in place for the child and for staff.

Do:

- Hand the child to another caregiver.
- Place the child somewhere safe in the classroom (or home) and call the office (or a neighbor) for support; take deep breaths and count to 10.
- Check to see if the baby's diaper needs changing.
- Give the baby a bottle. If baby readily takes bottle, feed slowly stopping to burp often. Do not force the baby to eat.
- Check for signs of illness and call the parent if you suspect the child is sick.
- Give baby a pacifier.
- Hold the baby close against your body and breathe calmly and slowly.
- Gently rock the baby using slow, rhythmic movements.
- Sing to the baby or play soft, soothing music.



- Use "white noise" or rhythmic sounds that mimic the constant whirl of noise in the womb
- Hold the baby on its side or stomach position to help with digestion.
- Babies should always be placed on their backs to sleep.
- Take the baby for a walk indoors or outside for a ride in the stroller.
- Be patient: let the baby cry it out if necessary.

Never:

- Shake a child.
- Drop a child.
- Throw a child into the air or into a crib, chair, or car seat.
- Push a child into any object including walls, doors, and furniture.
- Strike a child's head, directly or indirectly.

Pandemic Policy

In the event of a national/state pandemic the center will remain open as long as we can to service families whose jobs are deemed essential. In the event that we need to close the center, you may be charged a portion of the childcare fees to reserve your child's spot. This will be determined by the reason for closure and reason for absence of your student. Please know that we must follow all state and federal guidelines to operate our facility. Sometimes these guidelines are ever changing and you will be notified accordingly.

Emergencies

It is extremely important that we have all current information. As soon as there is any change in address, phone number, contact person, or any other information on the "Child Care Emergency Contact Form", please contact the Director immediately. Remember, accidents can happen.

Families and Family Responsibilities

Definition of Family

In this handbook we refer to family as a parent, legal guardian, sponsor, or anyone else who provides for the well-being, best interest, and responsibility of the child in our care.

Child Custody

So that all parents/guardians feel equally welcome at the center, Newport Learning Center strives to remain neutral in all custody disputes. Legally, unless there is an active restraining order, court order, or court ordered visitation schedule on file at the center that designates otherwise, the center cannot deny a parents/guardian access to his or her child. We require all families to resolve their differences or unsettled court orders through legal channels. Ultimately, our primary concern is the safety of all children and



staff at the center. For that reason, the center cannot be used as a place for scheduled visitations, nor can we be responsible for supervising parent or guardian visits.

Family Activities

Each family is a child's first teacher. We value families as partners in the growth and development of children in our program. We encourage parents and other family members to be involved in the program, visit children's classrooms, participate in events, and provide feedback on the program. We offer a variety of ways in which families can participate in helping us establish and reach our program goals. Please watch newsletters and classroom weekly papers for opportunities or talk to your child's teacher (See communication and family partnerships).

Labeling

All personal belongings (cups, jackets, sweatshirts, backpacks, lunchboxes etc) that enter the facility must be properly labeled with your child's name. We cannot be held responsible for items not returned home if they are not properly labeled.

Clothes

It is imperative that your child wear worry free, washable play clothes for activities. We go outside every day, weather permitting. Please dress your child appropriately to enjoy God's beautiful world. **Girls are required wear shorts under skirts or dresses to be allowed on playground equipment.** Parents are expected to bring

- Two extra set of clothes (shirt, pants, underwear, and socks)
- Shoes
- Sweatshirt
- Jacket

*** Please remember to check these clothes periodically to keep them current for weather and your child's changing sizes.**

Shoes

"SNEAKERS" are required! This way we avoid the problems that can be encountered with other types of footwear (sandals, flip-flops, cowboy boots, jellies, water shoes, dress shoes, etc...) that are not appropriate for the type of "play" we do here or on the playground equipment. (We encourage SACC children to wear sneakers also, but SACC can wear the shoes they wore to school. Parents, we will not be responsible for injuries that may be caused by other types of shoes). You child is welcomed to bring their sneakers along with them if they are wearing other shoes. If they do not having sneakers they will be required to stay off of the climbing structures.

Toys



We ask that you **do not** allow your child to bring toys from home, unless it is a rest-time toy.

- Rest-time toys need to be put in your child's basket when you drop them off. Please make sure
- A rest-time item does not light up and doesn't make noise.

Gum

Because of possible damage to clothing, furniture, and carpets, there will be no gum chewing allowed anywhere on church property.

Diapers and Wipes

Parents are responsible for supplying diapers, baby wipes, and diaper rash cream as needed for your child. Your child's teacher will send a note or message in Brightwheel when they are getting low. If the child is not supplied with the needed items

Nutrition

Breakfast

We do not provide breakfast. You are welcome to provide a breakfast for your child. Breakfast time ends at 7:00 for SACC and 7:30 for younger children. If your child comes later than this, please feed them their breakfast before coming to the center. We ask that any breakfast brought for your child to eat here consists of food that are nutritious and needs no preparation and all utensils must be provided.

Lunch

Lunch is provided every day. A menu will be sent home at the end of each month. Please review the menu. Foods prepared at the center are properly planned, prepared, and portioned according to the USDA's nutrition guidelines for each age. The children are encouraged to try one bite of each item on their plate and only complete the things they do like. If there is a lunch your child will not like **or has food restrictions against**, please pack them a lunch from home for that day. When providing lunch from home, we offer the following suggestions. All food should be cut into bite sizes that are easy to swallow. Please make sure all lunch boxes, bags, and containers are labeled with your child's full name. When packing your child's lunch please follow the USDA's Nutrition Guidelines to ensure that your child's meal is well balanced. Providing healthy lunches ensures that your child has the energy and stamina to get the most out of their day and fully participate in all learning activities. There are no substitute/partial lunches served. Please visit <https://www.choosemyplate.gov/> for more information.

Lunch Times

Infants: 10:15-10:45 AM



Waddlers and Toddlers: 10:30-11:00 AM
 K-3 and K-4: 11:15-11:45 AM
 SACC-12:00-12:30 PM

Snack

Snack is provided every day, one in the morning and one in the afternoon. If you would like to bring a special snack to share with the class please let your child's teacher know in advance. Food brought from home is permitted under the following conditions:

- Perishable food to be shared with other children must be store-bought and in its original package.
- Baked goods may be made at home if they are fully cooked, do not require refrigeration and were made with freshly purchased ingredients. A list of ingredients is required, and there must be enough food for all children.
- Foods should be labeled with the child's name, date, and type of food.
- Children will not be allowed to share food provided by the child's family unless the food is intended for sharing with all of the children.

Leftover food will be discarded except for foods that do not require refrigeration and/or come in a commercially-wrapped package that was never opened

Administrative

Our Staff

Christian adults from Newport Assembly and other area churches teach each class. They undergo yearly training in child development and health and safety and view their job as a ministry as well as employment. There are substitutes that meet the same standards when it is necessary for regular staff to be absent.

Hours of Operation

Child Care services are provided from 6:00am to 6:00pm, Monday through Friday, except on 11 paid holidays. If you have an emergency that does not allow you to reach our center by 6:00 pm we ask that you make other arrangements. If unable to make other arrangements, please call our center so we are aware of the situation. If you pick your child up after 6:00 pm, there will be \$1.00 per minute charge for every minute you are late. This amount will be added to your bill.

Holidays

There are eleven holidays throughout the year this facility will be closed. If your child normally attends on that day of the week, you will be charged for that day. If the holiday falls on a weekend, we will be closed the day that the holiday is



nationally recognized (Typically: If it falls on a Saturday it is observed on Friday. If it falls on a Sunday it is observed on Monday)

New Years Day	Good Friday	Memorial Day
4 th of July	Labor Day	Thanksgiving
Black Friday	Christmas Eve	Christmas
Martin Luther King Day	Columbus Day	

Holiday Celebrations

As Christians, we all have different ways of celebrating holidays. For example, some Christians allow Halloween activities, some include Santa as part of their Christmas celebration, and others allow the Easter bunny to be part of their celebration of Easter.

We here at Newport Learning Center we celebrate the Christian meaning of holidays and ask you to keep these things in mind when you give gifts, snacks, or decorations for your child to bring to school. Please do not send any of the following items; anything that pictures or mentions; ghosts, witches, Jack-O-Lanterns, Easter Bunnies (with baskets), Santa Claus, Santa Claus hats, reindeer, elves, North Pole or Cupids. This would include decorations on cupcakes, cupcake papers, cookies, candy, cakes, paper goods, wrappings, etc. If you have any doubt, please contact your child's teacher before sending items to child care. Thank you for your cooperation in this matter.

Admission and Enrollment

All families considering enrolling their child must come in for a tour and a meeting with the director to discuss the policies and procedures.

- All enrollment forms must be completed.
- Registration fee of \$40 and first week of tuition must be paid prior to your child's first day of attendance.
- Based on availability and openings, our facility admits children from 6 weeks to 12 years of age.

Confidentiality of Records

The records of all children are handled confidentially. No information will be given from a child's records unless written request from the parent or legal guardian has been received. We are happy to forward your child's information to other daycares, schools, or the IU at your request.

Tuition and Fees

Payments must be made the week prior to dates of service. You are required to pay a flat weekly rate for your child. When you register your child, you circle the



days in which your child will be in attendance. Those are the number of days in which you will pay whether your child is in attendance or not. If your child is entitled to vacation days, please make sure their teacher is informed and they are specified to the director. This allows us to credit them accordingly, we will not apply them just by saying you are going on vacation. To make payments easier please use the child care management system called Brightwheel. You can set Brightwheel to auto payment if that is something that you wish to do. We do charge a \$30.00 fee for each returned check we receive. You will then need to make cash or credit card payments.

Vacations

If your child is in attendance year round, you will receive the number of days in which they attend on a weekly basis for vacation days. For example if your child attends five days per week year round, you will receive five vacation days. If they attend four days per week year round, you would receive four days vacation and so on. Vacations days may only be taken after the first full year of attendance.

- There are no vacation days given for Preschool.
- There are no vacation days given for S.A.C.C. during the school year.
- SACC In the summer months, if your child attends year-round, your child will receive an equal amount of vacation days according to the amount of days in which they attend the center. This would be 5 vacation days for a child that attends 5 days year round, 4 for 4, and so on.

Subsidized Child Care

Child care subsidy does not pay the full amount that our child care program charges. We require you to pay your co-pay and the difference between the subsidy payment and our private charges. You can get more information online by looking up Child Care Works in PA.

Overdue Accounts

When your account has a balance that is greater than one week of your tuition payment you will accrue a \$15.00 late fee weekly until the account is brought current. When your account holds a balance that is greater than two weeks tuition you will be given a one week notice to bring the account to "zero balance" or services will be terminated.

Non Discrimination Policy

The Newport Learning Center does not exclude, deny benefits to, or otherwise discriminate against any person on the ground of race, color, nation of origin, religious creed, disability, ancestry, sex, age, or sexual orientation in employment or in admission to, participation in, or receipt of the services and benefits of any of its programs and activities, whether carried out by Newport Learning Center directly or through a



contractor or any other entity with whom Newport Learning Center arranges to carry out its program and activities.

Diversity and Language Policy

All families are welcome here at Newport Assembly. We know and understand that everyone comes from extremely diverse backgrounds and do our best to support each one. The center would love for you to discuss all differences with us so that we can help your child to feel right at home by presenting information that is relevant and on point with what they see at home. Language barriers may also exist and we will make use of all technology to bridge this barrier. Upon enrollment, please notify us of your families first language on the Getting to Know You form. This will help us to label our rooms in your families first language as well as begin to learn the language.

Drop Off/Pick Up

- We have a no cell phone policy for parents that are entering the center to drop off or pick up their children. This is a safety concern for the obvious reason that talking on a cell phone can be very distracting. Pick up and drop off time is a time when attention should be focused on transitioning your child/children safely to and from daycare.
- Upon arrival, each child will be observed by the caregiver for signs of illness/injury that could affect the child's ability to participate in the days activities.
- The parent will sign their child in using Brightwheel. No children may be left at the center with out completing the sign in process.
- When your child is leaving for the day, a parent or authorized person (person on your pick up list) must sign the child out for the day.
- If the staff do not know you from previous pickups, he/she will ask for picture I.D. If you are sending someone to pick up your child who is not on the pick-up list, you must make the request in writing.
- In an emergency we will expect a phone call or message on Brightwheel from you for someone not on the list.
- Either way, anyone we do not know must show picture I.D.
- It is imperative to stick to your contracted time (times listed on your agreement form). My staff work 9 hour days, in order to maintain ratios and consistency we ask that you adhere to this time.
- Children must be transported according to PA State Motor Vehicle Laws . There are no exceptions to this! For the well being of your child, we will not allow a child to be driven in a vehicle without being in a car seat or proper restraint system for their age. We are mandated reporters and there, we will report any violation to the local authorities as well as Child Protective Services.



Absence/ Late Drop Off

If your child is going to be absent or late, please mark them absent or late drop off on Brightwheel by 9:00 am. This way we don't worry and we know whether to put your child down for the lunch count. If your child will be arriving after their assigned lunch times we ask that you feed them before bringing them in, no lunches will be held. No drop offs will be allowed during nap time (12:00-2:00) hours. If you are picking up during nap time hours we ask that it is pre-arranged that morning, before pickup. Also remember that other students are sleeping so please leave quickly and quietly as to not disturb our other students.

End of the Day

At the end of the day when picking up your child, please make sure you have all of their belongings, except their bedding that goes home on Fridays. Check their mailboxes for classroom papers/projects, parent information. Soiled Clothes will be in their cubbies or baskets in a zip top bag. Please wipe out and return this bag the next day with new clothes. Please remember that our facility is used for much more than just a child care center. We will not be responsible for items left behind.

Parking

The parking lot across the street belongs to Newport School District; they ask that we not use the lot during school hours when school is in session. When dropping off or picking up your child during these times please use the space beside the sidewalk directly in front of the church or the gravel lot beside the church. When using the spaces in front of the church, please be sure you are parked facing the correct direction; police can ticket you otherwise. Please use the sidewalk in front of the building to safely walk your child to and from the center. If you use the gravel lot on the side of the building please back into your space as this makes it easier to see children walking by when leaving. Also do not leave other children unattended in your vehicle, this is against the law.

Failure to Return Needed Paperwork

While we strive to give plenty of time to return paperwork, we also struggle with getting them returned in a timely fashion. During assessment time your child's teacher will be sending home ASQ permission slips with instructions as well as conference forms and other various paperwork. If you fail to return the paperwork by the deadline you are waiving the opportunity that is offered (conferences, participation in the ASQ Assessment etc). You will then be required to sign a paper that states you declined what was offered. All this paperwork is required by the DHS and PA STARS by a certain time, and we must adhere to that. When it comes to enrollment paperwork, it is crucial that it is completed in its entirety. Any missing information will result in your child not being able to attend until it is completed.

Outings and Field Trips



Occasionally field trips are taken. Any expense incurred (admission, spending money, meals, etc.) will be the parents responsibility. Permission slips will be sent home and required back with a parent/guardian signature by stated date.

Guidance

Children are encouraged to treat each other and adults with self control and kindness. Each student at Newport Learning Center has a right to:

- Learn in a safe and friendly atmosphere
- Be treated with respect
- Receive the help and support of caring adults

We believe the parent is the ultimate authority in each child's life. We ask for your support in discipline situations. If a child chooses an inappropriate behavior, they also have chosen to spend time in "time out." The child is warned before this about what he should be doing instead of what he is doing. The child is talked to before and after their "time out" concerning the choice they made and the consequences of each choice.

Challenging Behaviors

When a child becomes verbally or physically aggressive, we intervene immediately to protect all of the children. Our usual approach to helping children with challenging behaviors is to show them how to solve problems using appropriate interactions. When discipline is necessary, it is clear, consistent and understandable to the child. We will remove the aggressor from the situation and talk to them. We also use time-outs if we deem it to be appropriate. We maintain a zero tolerance for bullying!

Notification of Behavioral Issues

Parents are notified of discipline situations with a "Behavior Report" attached to your child's sign in/out sheet, which you sign; keep the original and the copy will be put in your child's permanent file. If a child's behavior/circumstance is of concern, communication with the parents is our first step to understanding the child's individual needs. We will work together to evaluate these needs in the context of our program. We may refer parents to early intervention, behavioral health and other services. Many of these support services can be provided at the center.

Expulsion Policy

On rare occasions, a child's behavior may warrant the need to find more suitable setting for care. Examples of such instances include:

- Parents are unwilling to cooperate with staff to obtain support services.
- A child appears to be a danger to others.
- Continues care could be harmful to, or not in the best interest of the child as determined by a medical, psychological, or social service personnel.
- Undue burden on our resources and finances for the child's accommodations for success and participation.



We will work with you and your child to try to resolve any behavioral issues. If you have any concerns about this at any time, please report it to the Director of the Center.

Withdrawal

If you plan on withdrawing your child, you are required to give us a two-week notice so we can try to fill the vacancy. Failure to provide a two-week notice will result in you having to pay for those weeks of tuition or it being deducted from any refund that may be owed.

Snow Days

As much as possible, this facility will be open full days on snow days. If the facility is closed or delayed opening due to inclement weather, you will hear announcements on our centers Facebook Page, alert from Brightwheel, as well as a message on Brightwheel.

Stakeholders

If you or someone you know would like to become a stakeholder of Newport Learning Center please submit your business card to the director. Each family is welcome to join our list of stakeholders each year. We ask that interested persons contact the director for information about their business and how they can partner with our center and community. The list of stakeholders is in the flyer "Early Childhood Resources" included in this packet.



Fever Reducer Permission Slip

If _____ begins to run a temperature over 101 degrees, and I cannot be reached I give permission for the child care staff to give my child _____ (amount) or amount as per manufacturers directions, of aspirin-free fever reducer. (Such as children's chewable Acetaminophen) I understand that the center will be contacting my "emergency pick up person" to pick my child up.

We will always try to contact you first.

Parent or Legal Guardian Signature

Date



Sun Screen Permission Slip

I will provide sun screen and/or other sun protection for my child

_____.

If I do not supply sun-screen for my child, I give permission for the child care staff to apply the sun screen that they may have to my child before sun exposure.

Parent or Legal Guardian Signature

Date

PHOTO RELEASE FORM



Providers name: [Newport Learning Center](#)

Child's full name: _____

Photographs are taken on different occasions such as birthdays, holidays, outings and special occasions.

We use these pictures in our child care for teaching, graduation slide show, arts & crafts, albums, web

site information, private facebook page updates, and various other things.

Please mark the appropriate box:

I give permission

I do not give permission

to the above named provider to take photographs or have photographs taken of the above named child should the occasion arise.

I give permission

I do not give permission



to the above named provider to take videos or have videos taken of the above named child should the occasion arise.

I understand that these photographs and/or videos will not be sold, or distributed or placed on any other internet websites nor will my child's name be used without my written permission.

Parent Signature: _____ Date: _____

Provider Signature: _____



“Getting to Know You”

- * We would like to be as attentive as possible to your child and their needs and favorites, as well as, home situation. Please fill out the following page with what you are comfortable sharing with us.

Child's Name: _____ Age: _____

Does your child have any nicknames and which one(s) may we use?

Tell us about the child's family—who lives with them and how many homes they have or visit:

Tell us what the primary language of your home is and if your child also has a secondary language?

Please share about the child's or family pets:

What is your child's favorite snack, color, game, book, toy, and song?



Is your child afraid of anything?

“About You”

Is there any information about your family’s culture, ethnicity, language, or religion that is important for us to know? Would you and/or your family like to be a resource for any cultural awareness activities?

Are you willing or do you have another family member willing to be a volunteer in your child’s classroom?

Are there any other ways that you would like to be involved or are there any other talents or interests you would like to share with us?

I would like to have a 45 day “Getting to Know You” Conference:

YES OR NO

If YES, date: _____

Parents Signature _____ Date _____



Newport Learning Center
Enrollment Form

Child's Name: _____ Birthdate: ___/___/___ Gender (circle one): M F

Address: _____

City: _____ State: _____ Zip Code: _____

School District you reside in: _____

Legal Guardian #1: _____ Relationship: _____

Address: _____

Cell: _____ Work: _____ Hours: _____

Email: _____

Legal Guardian #2: _____ Relationship: _____

Address (If different form above): _____

Cell: _____ Work: _____ Hours: _____

Email: _____

Days / Hours when care is needed: _____

Returning Student? Yes or No If yes, Classroom: _____

Potty Trained? *Yes or *No ***Toddler Rate is charged for 3-5 year-olds not yet potty trained**
(see potty trained definition in handbook)

All enrollments are subject to availability. A \$40.00 non-refundable enrollment fee will be payable immediately upon child's registration. Sibling discounts offered for private pay families. Please see Parent Handbook for complete tuition policies. All rates are subject to change with 3 weeks notice.

Legal Guardian's Signature: _____ Date: _____

Child's Admission Date: _____ Child's Withdrawal: _____



Please fill out and return to center's office

Child Care Agreement

I, _____, the legal guardian of _____ am enrolling my child on: _____

and agree to the following: **(Initial all spaces)**

_____ Pay \$_____ for days circled. M T W TH F

_____ Pay a yearly \$40.00 registration fee per child.

_____ Payment is to be made on Fridays **prior** to the week of service.

_____ I understand I will owe an additional \$15.00 along with any payment 5 days past due.

_____ I have read and will follow all policies and procedures set in application packet.

_____ Does your child currently have an IEP or IFSP? If so please provide a copy and obtain a *Special Care Plan*. We would like to be part of your meetings setting these up. Services my child currently has:

_____ Services to be provided as part of the child care fee are 1 snack in the morning, 1 snack in the afternoon, lunch, transportation to any scheduled outings, and craft or classroom supplies. I understand I am responsible for the cost of anything beyond above listed items.

_____ Child's Arrival time _____ departure time _____.

_____ Pay \$1.00 per minute late after 6 p.m.

_____ Submit a health assessments filled out by child's physician no later than 60 days following the first day of attendance, every six months until the age of two, every 12 months until entering Kindergarten, and a copy of physicals as the school requires thereafter.

_____ I understand that there are 11 holidays throughout the year in which child care will be closed. If my child normally attends on this day of the week, I will still be charged for this day.

_____ Notify the teacher 2 days in advance if I plan a special birthday treat for my child and his/her class. (You must contact teacher ahead to discuss any food allergy precautions.)

_____ Notify the staff when my child is ill or any family member has a contagious disease.

_____ I will contact the center via Brighthwheel if my child is not coming by 9 am on any given day.

_____ Complete a medication consent form when requesting medication administration.

_____ I will provide the program staff with a sleeping bag, blanket, pillow, or comfort items for rest time and will take said items home to be laundered weekly. I will also check child's basket to change out clothes due to seasonal changes and size changes.

_____ Provide information on how to contact me in an emergency situation which I will notify the center upon any changes and/or every 6 months. (*Emergency Contact / Parental Contact Form*)

_____ Notify a teacher every time my child arrives, and notify a teacher and sign my child out every time my child departs with a pre-designated person or me.

_____ Everyone Listed on my child's emergency contact sheet is allowed to pick up my child.

Parent or Legal Guardian's Signature _____ Date _____

Directors Signature _____ Date _____

PERIODIC REVIEW (EVERY 6 MONTHS)- This information is still correct or corrected.

Parent or Legal Guardian's Signature _____ Date _____



Emergency Contact / Parental Consent Form

CHILD'S NAME:	DOB
Home Address	
MOTHER'S NAME/LEGAL GUARDIAN	Home Phone
Home Address	
Business Name	Business Phone
Business Address	
Email	Cell Phone
FATHER'S NAME/LEGAL GUARDIAN	Home Phone
Home Address	
Business Name	Business Phone
Business Address	
Email	Cell Phone
EMERGENCY CONTACT PERSON(S)	Name Address Phone # when child is in care
1.	
2.	
PERSON(S) TO WHOM CHILD MAY BE RELEASED	Name Address Phone # when child is in care
1.	
2.	
NAME OF CHILD'S PHYSICIAN/MEDICAL CARE PROVIDER	Phone number
Address of Physician	
Special Disabilities (if any)	Allergies (including meds)
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)
PARENTS INITIALS ARE REQUIRED FOR EACH ITEM BELOW TO INDICATE PARENTAL CONSENT	
OBTAINING EMERGENCY MEDICAL CARE	ADMIN. OF MINOR FIRST-AID PROCEDURES
WALKS AND TRIPS	PHOTOGRAPHED
TRANSPORTATION BY FACILITY	WADING/WATER PLAY

Yes No I WOULD LIKE TO HAVE A 45 DAY GETTING TO KNOW YOU MEETING WITH MY CHILD'S TEACHER
Please Circle one

PERIODIC REVIEW (EVERY 6 MONTHS-JANUARY) (Below)

P

SIGNATURE OF PARENT / GUARDIAN

DATE

SIGNATURE OF PARENT / GUARDIAN

DATE





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): <input type="checkbox"/> 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. <input type="checkbox"/> NONE
CHILD'S ALLERGIES (DESCRIBE, IF ANY): <input type="checkbox"/> 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. <input type="checkbox"/> 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? <input type="checkbox"/> YES <input type="checkbox"/> 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

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

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/TD						
HIB						
PNEUMOCOCCAL						
POLIO						
INFLUENZA						
MMR						
VARICELLA						
HEP-A						
MENINGOCOCCAL						
OTHER						
MEDICAL CARE PROVIDER:				SIGNATURE OF PHYSICIAN, CRNP OR PHYSICIAN'S ASSISTANT		
ADDRESS:				TITLE:		
				PHONE:		DATE FORM SIGNED:
				LICENSE NUMBER:		

