



Learning Garden Philly

Family Handbook Policies and Procedures

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Welcome Message

We are delighted you have chosen Learning Garden Philly childcare center to fulfill your childcare needs. Caring for your child is a responsibility we take very seriously. It is our goal to provide a loving atmosphere that emphasizes the development of the whole child—mind, body, and spirit. Our administration brings over 25 years of experience in the field of education. Additionally, we have qualified teachers and staff who are dedicated to providing quality childcare and education for our children.

Please take time to read this handbook, as it will answer many of the questions you may have concerning our policies and procedures. Our goal is to maintain a safe and healthy environment where you feel comfortable leaving your children when not in your care. When you entrust your children to us, you can feel confident that their social, emotional and educational needs are being met in a nurturing setting. We encourage you to become an active participant in our school activities and programs we offer. If you have any questions or concerns or problems, feel free to talk to your child's teacher or the center's director. We want the best for you and your child.



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PHILOSOPHY

At Learning Garden Philly, we believe that early learners thrive through exploration and play. Our play-based curriculum allows learning to emerge naturally by encouraging a child's sense of wonder to guide their interaction with their environment, peers, and caregivers. We support and encourage our students to freely express themselves and their own organic beginning. Our caring and dedicated staff has been chosen for their education, experience, and genuine love of children. Trust and intimacy are best developed during routine caregiving.

Goals

Learning Garden Philly works to meet these goals for each child:

- 🌻 Offer a curriculum, which encourages social, emotional, physical and intellectual growth.
- 🌻 Teach the child to relate to others, to value friendship, and to respect all people.
- 🌻 Provide a safe, comfortable environment for these early learning and growth processes.
- 🌻 Help each child learn to develop self-discipline and independence and to deal with his/her emotions in an appropriate manner. Provide a well-balanced schedule of activity and quiet times.
- 🌻 Provide nutritious snacks contribute to the growth and development of a happy, healthy individual.

LICENSING INFORMATION

- 🌻 Learning Garden Philly Childcare center is licensed through the Office of Child Development and Early Learning (OCDEL).
- 🌻 Learning Garden Philly Childcare center Child Care is a participant of the Keystone Stars Program.

ENROLLMENT

Enrollment at Learning Garden Philly (LGP) is open to children from six weeks to age five. Enrollment shall be granted without regard to a child's race, color, creed, religion, national origin, gender, or disability; and without regard to a parent or guardian's race, color, creed, religion, age, national origin, gender, pregnancy or disability.

Parents can apply for enrollment of their child in LGP by completing a tour of our facility, the Enrollment Application Packet and paying the registration fee. The registration fee is non-refundable.

Initial enrollment is contingent upon receipt of the completed enrollment application, including the signed fee agreement, signed Family Handbook acknowledgement, and registration fee. Immunization records and health assessment must be received within the first 30 days from the child's start date in order to continue care.

The Enrollment Application and Fee Agreement are not meant to serve as contracts guaranteeing service for any duration.

Learning Garden Philly reserves the right to dismiss any parent or child at any time with or without cause.

Continued enrollment at Learning Garden Philly is contingent upon the parent's, emergency contact persons' and child's adherence to the policies and procedures of Learning Garden Philly as outlined in this handbook including, but not limited to, timely payment of all fees and tuition.

Parents are required to notify Learning Garden Philly immediately, should any of the information collected at the time of enrollment or any time thereafter change. Failure to do so may result in the child(ren) being withdrawn from the program and forfeiture of any deposit.

TUITION

Please see tuition schedule for current school year. A registration fee of \$100 with application is due upon enrollment and must be paid before child(ren) begins. Tuition rate is determined at the time of enrollment.

All custodial parents and/or legal guardians are required to sign a Fee Agreement prior to enrollment of their child in Learning Garden Philly. Parents or guardians are required to indicate to whom all billing information and correspondence are to be addressed.

As of January 1, 2019, Learning Garden Philly prefers online payment of tuition. Learning Garden Philly discourages the use of cash for tuition payment. Receipts will be given for all tuition payments made.

All payments are due by 1st of the month. Late payments are subjected to a \$20 per day Late Fee. There is no credit given for scheduled school holidays, child illness, or for closings due to emergency situations, inclement weather or acts of God. Timely payments are essential for continued enrollment at Learning Garden Philly. After two late payments, families may be required to pay a Tuition Deposit to continue enrollment.

Learning Garden Philly offers a multiple child discount for one or more children enrolled during the same school year. Tuition rates are discounted 10% for total tuition of the oldest enrolled child. Discounts are only applicable when tuition payments are made on time. The full tuition rate, plus any additional late fees will be charged when tuition payments are late as per the late tuition policy stated above. Tuition does not include field trips.

The tuition reserves your child's placement at Learning Garden Philly. A child that withdraws for the summer or for family vacation will be re-moved from the class schedule and placed on the waiting list. We cannot put your tuition charges on hold at any point.

Tuition rates may not be adjusted exactly on a child's birthday. Rates are changed the Monday following when fully transitioned into a new age group.

CONFIDENTIALITY POLICY

Within Learning Garden Philly, confidential and sensitive information will only be shared with employees of Learning Garden Philly who need to know in order to most appropriately and safely care for your child. Confidential and sensitive information about staff, other parents and/or children will not be shared with parents, as Learning Garden Philly strives to protect everyone's right to privacy. Confidential information includes, but is not limited to names, addresses, phone numbers, disability information, and health related information of anyone associated with Learning Garden Philly.

Outside of Learning Garden Philly, confidential and sensitive information about a child will only be shared when the parent of the child has given written consent, except where otherwise required by law. Parents will be provided with a document detailing the information that is to be shared outside of Learning Garden Philly, persons with whom the information will be shared, and the reason(s) for sharing the information.

You may observe children at our center who are disabled or who exhibit behavior that may appear inappropriate (i.e. biting, hitting, and spitting). You may be curious or concerned about the other child. Our Confidentiality Policy protects every child's privacy. Employees of Learning Garden Philly are strictly prohibited from discussing anything about another child with you.

MANDATED REPORTING OF SUSPECTED CHILD ABUSE AND/OR NEGLECT

Under the Child Protective Services Act, mandated reporters are required to report any suspicion of abuse or neglect to the appropriate authorities. The employees of Learning Garden Philly are considered mandated reporters under this law. The employees of Learning Garden Philly are not required to discuss their suspicions with parents prior to reporting the matter to the appropriate authorities, nor are they required to investigate the cause of any suspicious marks, behavior or condition prior to making a report. Under the Act, mandated reporters can be held criminally responsible if they fail to report suspected abuse or neglect. We at Learning Garden Philly take this responsibility very seriously and will make all warranted reports to the appropriate authorities. The Child Protective Services Act is designed to protect the welfare and best interest of all children.

As mandated reporters, the staff of Learning Garden Philly cannot be held liable for reports made to Child Protective Services which are determined to be unfounded, provided the report was made in "good faith."

Causes for reporting suspected child abuse or neglect include, but are not limited to:

- Unusual bruising, marks, or cuts on the child's body
- Severe verbal reprimands
- Improper clothing relating to size, cleanliness, season
- Transporting a child without appropriate child restraints (e.g. car seats, seat belts, etc.)
- Dropping off or picking up a child while under the influence of illegal drugs or alcohol
- Not providing appropriate nourishment
- Leaving a child unattended for any amount of time
- Failure to attend to the special needs of a disabled child
- Sending a sick child to school over medicated to hide symptoms, which would typically require the child to be kept at home until symptoms subside.

FAMILY CODE OF CONDUCT

Learning Garden Philly trusts that parents of enrolled children will at all times, behave in a manner consistent with decency, courtesy, and respect. One of the goals of Learning Garden Philly is to provide the most appropriate environment in which a child can grow, learn and develop. Achieving this ideal environment is not only the responsibility of the employees of Learning Garden Philly, but is the responsibility of each and every parent or adult who enters the center. Parents are required to behave in a manner that fosters this ideal environment.

Smoking

For the health of all Learning Garden Philly employees, children and associates, smoking is prohibited anywhere on agency property. Parents are prohibited from smoking in the building or on the grounds of Learning Garden Philly. The entire facility in and around Learning Garden Philly is a smoke-free zone.

Safety Policy

Learning Garden Philly trusts that parents will follow all safety procedures at all times. These procedures are designed to protect the welfare and best interests of the employees, children and associates of Learning Garden Philly. Please be particularly mindful of Learning Garden Philly entrance procedures. If you are unsure if a person is authorized to enter the building, please do not allow them to follow you in. Safety is everyone's responsibility. Be alert and mindful. Immediately report any breaches to the Director.

PARENT'S RIGHT TO IMMEDIATE ACCESS

Parents of a child in our care are entitled to immediate access, without prior notice, to their child whenever they are in care at Learning Garden Philly, as provided by law.

Court Orders Effecting Enrolled Children Policy

In cases where the child is the subject of a court order (e.g., Custody Order, Restraining Order, or Protection from Abuse Order) Learning Garden Philly must be provided with a

Certified Copy of the most recent order and all amendments thereto. The orders of the court will be strictly followed strictly.

In the absence of a court order on file with Learning Garden Philly, both parents shall be afforded equal access to their child as stipulated by law. Learning Garden Philly cannot, without a court order, limit the access of a one parent by request of the other parent, regardless of the reason.

Visitors

Visitors are asked to schedule appointments with the Director, and are allowed in the childcare facility only at the discretion of the Director. An employee of Learning Garden Philly will accompany visitors at all times, throughout the center.

DISMISSAL POLICY

Learning Garden Philly reserves the right to dismiss any child at any time, with or without cause.

Any balances must be paid within thirty (30) days of the dismissal. An invoice detailing the balance will be forwarded to the address indicated in the child's file within one week of the dismissal. Any balances remaining after the 30 day period will be referred to the agency's legal counsel for collection.

WITHDRAWAL POLICY

Four weeks written notice is required when withdrawing a child for any reason. If the proper notice is given, any unused tuition and/or deposit will be refunded within thirty (30) days of the withdrawal. If the required notice is not given, parents will be charged tuition for four additional weeks and will not have their deposit refunded.

Parents who wish to change their child's days or times of enrollment at Learning Garden Philly, must submit a request to do so two weeks in advance of the proposed change. Schedule changes are subject to a restructuring of the fee agreement.

At your written request, once all fees are paid, we may transfer non-confidential records from your child's file to another center.

ARRIVAL PROCEDURES

Upon arrival at Learning Garden Philly, the parents or the adult dropping the child off must sign the child into care. Children are required to be escorted by their parent or the adult dropping them off, to their designated classroom or arrival location. Children are required by law to be supervised at all times while in the child care facility. Latest drop-off time is 9:30 am. Exceptions are made for doctor or dentist visits with a note, or the occasional family emergency.

Learning Garden Philly encourages a healthy separation routine at arrival. Some children exhibit separation anxiety when it is time for their parent to leave. Learning Garden Philly believes it is best for parents to comfort an anxious child by offering a kiss, hug and say goodbye to the child, ensuring them of your return. This will prepare the child for their departure. The teacher present comfort and assist the child through the anxious time. Parents are asked to leave after saying goodbye. The longer the parent of an anxious child drags out the departure, the more anxiety the child is likely to feel. The professional employees of Learning Garden Philly are available to discuss other options if the child does not settle into the arrival routine after a reasonable period of time.

At arrival, parents are required to complete the appropriate paperwork if a child must receive medication during the course of the day.

Parents are required to notify the child's teacher or Director of any special instructions or needs for the child's day. The parent must present the special instructions in the form of a letter and verbally discuss them with either the classroom teacher or Director. These special instructions include but are not limited to: Early Pick Up, Alternative Pick Up Person, health issues over the previous night which need to be observed and/or any general issues of concern which the child care providers should be aware to best meet the needs of your child throughout the day.

NOTIFICATION OF ABSENCE

Parents are required to inform the center by 9:00 a.m. if a child will be late or absent on a scheduled day. This will enable the center to more effectively maintain appropriate ratios and help the classroom teacher effectively plan for the day.

If your child is ill, we request that you notify the Director not only of the absence, but also of the nature of the illness. This enables our staff to keep track of any illnesses, which may occur at our school. This information will only be shared with staff on a need to know basis. If your child has a communicable disease, we ask that you share the diagnosis with the Director, so that the parents of the children in the center may be notified that a communicable disease is present. Once again, only the communicable disease information will be shared. Learning Garden Philly will take all measures necessary to protect your child's confidentiality. Parents are not required to disclose this information by law. Your continued enrollment will not be based on your decision to share the reason for your child's absence from school.

RIGHT TO REFUSE ADMISSION

Learning Garden Philly reserves the right to refuse admission to any child at any time with or without cause. Learning Garden Philly strives to maintain an ample list of substitutes in anticipation of staff absences, however, there are times when substitutes are not available, and classrooms need to be closed to maintain compliance with licensing regulations.

Refusal will be based on a “first come first served” basis when seeking to maintain appropriate staff to child ratios and/or when closing classrooms.

Possible reasons for the refusal of admission include but are not limited to:

- Lack of staff to maintain appropriate Staff to Child Ratios as determined by State Licensing Regulations.
- The need to maintain compliance with Licensing Regulations.
- Staff deems the child too ill to attend based on Sick Policy.
- Domestic Situations that present a safety risk to the child, staff or other children enrolled at Learning Garden Philly if the child were to be present at the center.
- Parents’ failure to maintain accurate, up to date records.
- Parents’ failure to complete and return required documentation in a timely fashion.
- Parents WILL NOT be reimbursed tuition for days when their child is refused admission to the program.

PICK UP PROCEDURES

Parents, or other authorized adults, are required to sign their child out of care. Once a parent signs their child out, the parent is then solely responsible for supervising their child while on agency premises. The parent may not allow a child to wander through the hallways, bathrooms, or classrooms.

Late Pick-Up

All measurements of time are according to the Learning Garden Philly clock located in the pickup classroom. Late fees are a \$1.00 a minute after closing per child, per child.

Emergency/Alternate Pick-Up Forms

At enrollment, parents will be presented with an Emergency/Alternate Pick-up form. The persons on the Emergency/Alternate pick-up form will be required to provide Government issued photo ID prior to the agency releasing the child. There will be no exceptions to this rule.

SCHOOL CALENDAR

An annual school closing schedule is at the end of this handbook and at the center on the parent board.

EMERGENCY CLOSING AND INCLEMENT WEATHER INFORMATION

In the event of inclement weather, Learning Garden Philly will follow the closing schedule of the School District of Philadelphia. Emergency and inclement weather closings will also be announced on our family communication system.

Should the center need to close for any reason, tuition will not be refunded or reduced for closures of less than 10 school days. If the closure extends beyond 10 school days, parents may have their tuition reduced.

CURRICULUM INFORMATION

Sample Schedule of Activities

Time	Activities
7:30 - 8:30	Flexible Arrival
8:30 - 9:15	Self-Initiated snacks
9:15 - 9:30	Diaper check/Toileting older children
7:30 - 10:15	Individual & group activities, self-selected/teacher facilitated
10:00 - 10:30	Circle Time Activities
10:30 - 11:00	Small group learning activity
11:00 - 11:30	Outside Play/Gross Motor Room
11:30 - 11:45	Diaper check, toileting children
11:45 - 12:30	Lunchtime
12:30 - 3:00	Naptime
3:00 - 3:30	Self-initiated snack
3:30 - 3:45	Diaper check, toileting children
3:45 - 4:45	Outside play/Gross Motor Room
4:45 - 5:30	Diaper check, Toileting, self-selected activities
5:00 - 6:30	Free Exploration/Quiet activities - Departure

Curriculum Overview

Learning Garden Philly students will take part in group activity, individual play, outdoor play, and quiet time each day. We strive to meet the physical, cognitive, social and emotional growth of each individual child in a caring and supportive atmosphere.

Observations

We value your child's experiences. When your child starts at Learning Garden Philly Childcare center, observations will occur throughout their time here. This will help us meet your child's needs, both academically and socially. We respect each child as an individual and differentiate goals accordingly.

Classroom Assignments

Children are assigned to classrooms typically by age and developmental growth. When it is time for your child to move to the next classroom, you will be given notice and a transition plan for the child to gradually try the new classroom out. We encourage being an activity participant in the child's decision to move into a new classroom. Your teacher will discuss the decision to move your child's classroom prior to any transition. Whether a child transfers to another classroom or another educational setting we will work to ensure a smooth transition.

Staff to Child Ratios

	Staff	Children	Max. Group Size	Max. Group Staff
Infant	1	4	8	2
Young Toddler	1	5	10	2
Older Toddler	1	6	12	2
Pre-K	1	10	20	2

Nap/Rest Time

All children are encouraged to nap. The Pre-K classroom typically has children who may not sleep. The child is encouraged, but not forced, to sleep during this time. All children will be encouraged to observe the quiet rest time. A mat is provided for each child. Cribs for infants are provided. Parents must provide sheets and/or a blanket.

Educational/Personal Care Supplies Needed

All children need to bring a change of clothes, sheets for cot, and/or a blanket. Infants need to bring bottles, diapers and wipes.

Birthday/Holiday Celebrations

Birthdays at Learning Garden Philly allow for children to celebrate their milestones with friends. While healthy treats are preferred (i.e. fresh fruit), we will allow store purchased mini cupcakes for celebration during afternoon snack time. Items must be peanut free and contain an ingredient list.

Parent/Teacher Conferences/Communication

A getting to know you conference is offered at enrollment and around 45 days after enrollment. Periodic parent/teacher conferences are offered to discuss your child's development and progress and include child observations. A conference may be requested at any time by the parent(s) if there are questions concerning a child's progress or a specific problem.

DISCIPLINE

At Learning Garden Philly Childcare center, we believe that keeping children busy and actively engaged decreases the frequency of behavior problems in the classroom. Transition activities help the children move smoothly from one activity to another. Our teachers use only positive guidance and redirection. Setting consistent, clear, understandable limits fosters the child's ability to become self-disciplined, which is our ultimate goal. We encourage staff to try to ignore negative behavior as much as possible (since much of it is an effort for attention) and reinforce appropriate behavior. Hopefully this will draw the child into the group and thus avoid the need for frequent discipline. When these methods do not work, your child will be spoken to and removed from the situation as a first step. Children are born with enormous creativity! We feel that too much discipline (correcting a child for every little thing) destroys their spirit. By teaching the child that each choice they make has a direct consequence, they will begin to learn to be

responsible for their own actions. A negative choice will result in a negative consequence. Learning Garden Philly prohibits corporal punishment of any kind, cruel or severe punishment, humiliation, or verbal abuse. No child will be denied food as a form of punishment nor punished for soiling or wetting their clothing. If a behavior problem presents itself, every attempt will be made to remedy the situation.

DRESS CODE

Clothing

Children are engaged in various activities during the course of the day; some of these activities can be messy, and/or athletic in nature. Additionally, children are engaged in outdoor play daily, weather permitting. Due to these activities, children are required to be dressed in seasonably appropriate, comfortable clothing.

Coats, hats, gloves, scarves and winter boots must be provided in the winter months. It is not necessary for the children to wear their winter boots to school. Teachers will change the children into their winter boots when they go outdoors.

Children are not permitted to wear open toed, and/or open backed shoes. The most appropriate type of shoes for participation in school activities are rubber-soled, sneakers/tennis shoes.

Children ages 3 through 5 are required to have at least one seasonably and size appropriate complete change of clothing at the center at all times. Children under 3 years of age are required to have at least two seasonably and size appropriate, complete changes of clothing at the center at all times. A complete change of clothing includes, shirt, pants, underwear, socks, and shoes. Teachers will post reminders for parents to update changes of clothing as the weather begins to change. All clothing items must be clearly labeled with the child's first and last name. This includes coats, hats, gloves, scarves, and boots. Learning Garden Philly is not responsible for lost or damaged items of clothing.

Jewelry

Children are not permitted to wear jewelry of any kind. It is a safety hazard for your child as well as the other children enrolled in the program. In addition, Learning Garden Philly will not be responsible for lost or stolen valuables. It is the parents' responsibility to enforce this policy with their children.

Learning Garden Philly is not responsible for damage to or loss of any jewelry.

Items From Home

LGP is equipped with appropriate toys, games, and learning resources. Therefore, we request that playthings from home only be brought for Show and Tell Events. We do not allow the children to play with guns or violent toys of any kind.

PARENT PARTICIPATION/VOLUNTEERS

Parents are invited and encouraged to be involved in Learning Garden Philly activities. Parents who wish to volunteer in the classroom on a regular basis will be required to obtain all criminal background checks, as required by our licensing regulations.

HEALTH AND SAFETY

Enrollment Requirements

Each child is required to complete an enrollment packet. This packet is to be returned to the Director prior to the first day of attendance. All children are required to have a complete up to date immunization record on file at Learning Garden Philly. This is per our licensing regulations. If you have chosen not to have your child immunized, please ask the Director for an immunization waiver form. Immunizations may be waived for certain reasons. Please discuss this with the Director to determine whether you have the right to be enrolled and not have your child immunized. Parents are required to have a waiver on file in place of an immunization record, so that the center can maintain compliance with licensing regulations.

All children are required to have a physical examination form filled out by a licensed medical professional, in order to attend Learning Garden Philly within the first 30 days of enrollment.

Children With Severe Allergies

For the safety of your child, parents are required to provide a signed copy of the "Authorization For Emergency Care for Children with Severe Allergies" form, detailing any allergies, food or otherwise, from which their child suffers, at the time of enrollment or when the allergy is discovered. This form must be completely filled out by the child's physician and parent(s) or legal guardian(s), and must be updated every six months, or more frequently, as needed. In addition to this form, parents must provide a copy of any additional physician's orders and procedural guidelines relating to the prevention and treatment of the child's allergy. This form can be obtained by request from the center director.

Parents must also execute a "Release and Waiver of Liability for Administering Emergency Treatment to Children with Severe Allergies" form. This form releases Learning Garden Philly from liability for administering treatment to children with severe allergies and taking other necessary actions set forth in the "Authorization for Emergency Care for Children with Severe Allergies" form, provided Learning Garden Philly exercises reasonable care in taking such actions.

Any medication required to treat an allergic reaction must be provided in accordance with the Medication Policy detailed herein.

Communicable Diseases

Learning Garden Philly follows all health/communicable disease policies as outlined in the American Academy of Pediatrics Model Health Policies and Procedures Manual.

Children will be excluded from participation in the program if they exhibit symptoms of any communicable disease. They will not be permitted to return to the program until they are no longer contagious. Guidelines for determining the contagious period for a specific illness are based on the recommendations by the American Academy of Pediatrics. Children must present a doctor's note stating they are no longer contagious and can return to the program. Learning Garden Philly reserves the right to refuse to allow a child to return if the center director or designee believes the child to be too ill to participate in the program.

Children may be excluded from the program due to a fever may not return to the program until they are fever free, without fever reducing medication, for 24 hours. If your child is sent home due to a fever, he/she is not permitted to return to the program the following day at a minimum. A fever is defined as a temperature reading on a thermometer of at least 101 degrees Fahrenheit or more as taken temporally or under the arm.

Children are required to be excluded from the program for loose bowels or diarrhea which occur 3 or more times in a 24 hours period of time. Children may return to the program when normal bowel movements resume.

Children's Aggressive Behavior

In social settings where young children are just beginning to explore and experiment with ways of interacting effectively with their peers, it is not unusual for incidences of aggression to occur. At certain stages in early childhood development, children's desire to communicate their feelings and the need to assert themselves as individuals may often be expressed in non-constructive ways. Children at this stage in their development may sometimes express themselves by hitting another child, grabbing toys, or even biting. As a center committed to the education and development of young children, Learning Garden Philly understands the developmental context in which these behaviors may occur, and we provide an environment where children can develop and grow as individuals as they learn more constructive ways of interacting with their peers.

When incidences of aggression do occur, parents/guardians of the children involved are informed of the incident and of any specific information pertinent to an understanding of the situation. The information shared typically includes the details of the incident itself (e.g., the time and the place, preceding and subsequent events, the specific steps taken to comfort the child who was hurt and, more generally, to handle the situation). Plans are developed to teach more appropriate interactions and to prevent the recurrence of the aggressive behavior, and are shared with parents/guardians. However, the identity of the child who engaged in aggressive behavior is not disclosed.

Dispensing Medication

Learning Garden Philly will only dispense over-the-counter and/or prescription medication that is in original, labeled containers, and is accompanied by a doctor's note with explicit

dosage and administration instructions. Learning Garden Philly will only give medication to the child for whom the doctor's note is written and for whom the medication container is labeled. One doctor's note per course of treatment is required. If a child, for example, is to be given a course of antibiotics for 10 days, the doctor's note must identify the dates that the medication is to be given.

Parents are required to complete a Medication Form each day that medication is to be dispensed. Medication Forms can be obtained from the Director. Medication Forms, doctor's notes and medication are to be turned into the Director.

Parents are responsible for ensuring that all prescription medication is properly labeled by a pharmacist and replaced prior to the expiration date.

Fire/Emergency Drills

Learning Garden Philly conducts routine fire and emergency/evacuation drills. Parents, staff and children will not be made aware of drill dates or times, as this is the most effective way to assess the effectiveness of fire and emergency/evacuation plans.

During a fire/emergency drill or real fire/emergency situation, parents may not sign children into or out of the program. Parents must wait until the drill is complete and children have returned to the building to sign their child into the program. Parents may feel free to wait with the child's class in the designated safe-zone outside of the building until the drill is complete.

In the event of a real fire/emergency situation, the Director or designee will inform each classroom teacher that the school will be closing. At this time any parents waiting to sign their child in will have to leave the premises with their child. All other parents or emergency contact persons will be notified by telephone of the situation. As with the sick child pick up policy, children should be picked up as quickly as possible

Alternate Safe Location

Should the administration of Learning Garden Philly or any emergency services personnel determine the building which houses the child care agency to be too dangerous to be occupied, the staff and children will be taken to the location designated in the evacuation plan. Once the children are assembled, the staff will begin contacting parents or emergency contact persons for pick up. As stated before, children should be picked up as quickly as possible.

Incident/Accident Reports

Should your child be involved in an incident/accident during the course of the school day, a staff member will complete an Incident/Accident Report.

Parents or persons designated to act "in loco parentis" are required to sign any incident/accident reports from the day at pick-up. The classroom teacher will be able to briefly discuss the matter with you at pick-up. However, should you feel it necessary to have an in depth discussion or meeting, it is most appropriate to schedule the meeting for a

later date because the teacher is responsible for supervising the remaining children in the classroom. A telephone conference may be scheduled for later in the day or for the next day at nap/rest time if the parent(s) is unable to meet at the center during the course of the day.

Foods

Learning Garden Philly provides morning and afternoon snack and milk.

Infant Classrooms

Parents are required to discuss a feeding schedule for their child on a weekly basis, or as the child's feeding requirements change. Staff will complete a daily chart for each child detailing for the parent what the child ate, when, and how much.

Breastfeeding mothers are welcome to come to the center during the day to feed their child. Appropriate, private feeding locations will be made available. Please discuss your desire to come to the center to breastfeed your child with the classroom teacher.

Firearms And Weapons

At no time is any person permitted to carry any type of firearm, ammunitions and/or weapon on agency property for any reason. Violation of this policy will result in immediate dismissal from the program.