

PARENTS

MANUAL

Lamont Academy Early Learning and Development Parent Manual

BEFORE AND AFTER SCHOOL CARE:

Before and after school care is available to students in grades kindergarten through 6th grade or up the age of 10 years.

HOURS- Before care hours are 7:00am – 5:00pm. After school care are from time school lets out until 5:00pm.

PAYMENTS- Before and after school care rate is \$135.00 weekly. All payments are made by money order. Place your child/children name on top of money order, then place in drop off box. Payments are made no later than Monday by the end of the school day in which your payment is due. If a parent decides not to bring child for a full week, the parent is still responsible for a full weekly payment. In the event of a catastrophe, sick day, holiday, or you just know your child is going to be absent and it falls on your payment date you are responsible for payment the day before. Any payments made the day after is considered late and will accrue a late fee. If a child does not attend the day payment is due then the parents needs to plan for the payment to be made before 6:00pm or you will have accrued a late fee. These guidelines apply to CCIS parents if they have a co- payment. If there is inclement weather the day your payment is due, payment will be accepted the next business day without a late fee. If the tuition is not paid the next business day or by the end of the student's day all late fees apply. Late fee is \$25.00. If a parent is inconsistent with payment meaning.

- A. Constantly late with tuition (regardless of late fee).
- B. If payment is late and parent pays the tuition and not the late fee.
- C. Owing a balance
- D. Constantly picking child up late
- E. Not paying the late pick up fee.

Lamont Academy will dismiss family from childcare

CCIS / APPENDIX A / CO-PAYMENT

- a. The CCIS assesses each family a weekly co-payment which is paid on the first service day of the week and each week thereafter. Parents/Caretakers are also required to pay an equivalent advance co-payment to the provider, which is refunded to the parent/caretaker upon termination of the child's enrollment.
- b. The co-payment covers all the days of the week for which the CCIS authorizes childcare.
- c. The full co-payment amount is due to the provider regardless of the number of days of care a child receives a week.
- d. It is the provider's responsibility to collect the co-payment on a weekly basis and report any unpaid co-payment to the CCIS. The co-payment is delinquent if it is not paid by the last day of the service week. The provider must report a

Lamont Academy Early Learning and Development Parent Manual

delinquent co-payment to CCIS on the business day following the day the co-payment becomes delinquent.

- e. When the parent/caretaker incurs a delinquent payment, and the parent/caretaker makes a payment to the provider, the provider must apply the payment towards the co-payment due for the current week of care. The provider must then apply any remainder of the payment towards the delinquent amount. The provider must notify the CCIS when the delinquent co-payment is resolved.

All payment request and reminders will be reminded and requested of the enrolling parent and of the parent that has the agreement with CCIS. LAELD is not responsible for contacting a third party for payment. Payments consist of weekly tuition, weekly co-payment, tuition/ co-payment late fees and late pick-up fees.

LATE ARRIVALS- If a student arrives after 7:35am and a student misses the bus ride to school, the parent is now responsible for getting their child/ren to school. If the students still need afternoon pick-up the parent must inform the director.

ABSENCENCES- If a student is absent from before school care and the student need afternoon pick-up, the parent must call the center (before their child/ren school dismissal) to inform the director of the needed pick-up. If the parent does not call, LAELD will assume your child/ren do not need afternoon pick-up. The parent must inform the director if their child/ren do not need afternoon pick-up for a day due to early dismissals, doctor appointments etc....

MEALS- All school age students are required to have a food enrollment and income form submitted in order to receive meals provided by LAELD Breakfast is served between 7:00am – 7:20am and snack is provided when children arrive to the center from school. Lunch will be provided to students that are in H.A.B.'s care during lunch (when there's no school). Lunch is served at 11:30am.

EARLY DISMISSALS & SCHOOL CLOSINGS- LAELD will provide care for students that have early dismissals and school closing but regular rates will apply and care will never exceed 9 hours. If care is needed for 10 hours of care additional fees will apply. All payments must be made at the point of service.

- Early Dismissal Rate- \$8.00 a day per child (if a parent do not want to pay additional fees, the student must be picked up 4 hours after their child's early dismissal pick-up)
- School Closing Rate- \$33.00 a day per child (private paying parents)
Co-payments and balance (CCIS parents).
\$10.00 a day per child (If CCIS is only paying part time hours and parent needs full time care)
- Additional Hours Rate- \$5.00 an hour a day per child.

Lamont Academy Early Learning and Development Parent Manual

EARLY DISMISSALS- Before care and school drop off not is available on early dismissal days. Parents must plan for their child/ren pick up from school. Refer to LAELD school calendar.

INCLEMENT WEATHER- If a normal school day is delayed due to inclement weather, before school care is provided at the opening of LAELD day and breakfast will not be provided. If your child school closes due to inclement weather or any other emergencies and your child/ren needs afternoon care, the early dismissal rate will apply. If LAELD closes early due to inclement weather or any other emergencies, after school care and pick-up would not be available. The parent will be responsible for their child/ren pick-up from school. If LAELD. has a delayed opening due to inclement weather and your child/ren school opens at regular school hours, the parent would be responsible for getting their child/ren to school but the parent needs to call the center to inform the director if afternoon pick-up is needed.

HOMEWORK- LAELD will provide 20-30 minutes of homework help. Parents are responsible for assuring homework is completed and correct. If a student does not comply with LAELD staff during homework time, homework help will be declined for that student and the parent is responsible for assuring their child/ren homework is completed.

ILLNESSES- If a student was sent home from school due to an illness the student is automatically excluded from after school care. Refer to LAELD sick policy.

SIGN IN & OUT- Parents are responsible for signing their child/ren in and out when arriving before school care and when leaving after school care.

LATE PICK-UP- Every student attending Lamont Academy must be picked up no later than 6:00pm. If a student is picked up late, there is a \$1.00 per minute for the first 15 minutes and then \$2.00 per minute after the first 15 minutes, per child late fee. All late pick up payments must be paid at the time of pick up or the next morning before your child/ren is admitted to school. If the payment is not paid at that time, your child/ren will not be admitted. If your payment amount is \$51.00 or higher you can request a payment plan, but half of the payments have to be paid at the time of pick up or the next morning before your child/ren is admitted to the center. If the payment is not paid at that time, your child/ren will not be admitted. If a parent sends a designated pick up person to pick up a student, (grandmother, aunt, uncle, cousin, sister, neighbor etc.) that person needs to show photo identification and sign the dismissal log. If designated person picks student up late, the parent is still responsible for late pick-up fee. If the parent needs someone that is not on the pick-up sheet, to pick their child up, then a verbal request is needed. All designated pick up person is chosen by the enrolling parent. If both parents can decide on the designated person then both parents must sign the provider and parent agreement. All parties picking up a child has to be at least 18 years or older unless the parent of the child is younger than 18 years.

Notice of Responsibility- LAELD ONLY responsibility is to drop off to school and pick up students from school and to assure their safety during the ride to and from school. H.A.B. is not responsible for any lost or stolen items inside/outside of the center or any items left behind in any forms of LAELD. transportation. LAELD. will not be responsible for any communication with a student's schoolteacher or school administrators and/or any items that must be picked up by an adult from your child teacher or school administrators. If your child has anything missing from school, it is the parent's responsibility to contact their child school teacher or school administrator. LAELD. can't assure the safety of your child if you request that your child is drop off in a different manner, that's different from the original agreement when other students are required to be dropped off at a particular time.

Once you have read and agreed to H.A.B. policies, please complete all necessary forms to complete enrollment

Emergency Plans:

FIRE EVACUATION PROCEDURE

1. If you discover a fire or smell; follow **R.A.C.E.**
REMOVE-Remove anyone from immediate danger
ALARM-Sound the alarm: know the location of the closest fire Alarm box and
CONTAIN-Close the door to the room on fire
EVACUATE- Use primary or secondary exit route.
2. The director/ Assistant Director will immediately notify the Fire Department by dialing 9-1-1.
3. Feel the door that leads from the classroom/office, etc. before opening it. If it is hot or smoke is seeping in, do not open. If you become trapped and cannot reach an exit, keep the door closed and seal off any cracks. Use any available telephone to call the Fire Department, dial 9-1-1 and give the name and location of the building. If the door is cool, open cautiously and proceed with the evacuation plan.
4. **LEAVE AT ONCE!** Infants and young toddlers will be gathered up immediately and exit the building. Older toddlers and pre-school age children will leave through the nearest exit in accordance with the evacuation procedure.
5. If caught in smoke or heat, stay low where the air is better. Take short breaths (through nose) until you reach the exit.
6. **DISABLED PERSON:** A responsible person will be assigned to assist any disabled children or adults in the event of a fire.
7. When exiting the building, please meet at the designated meeting area, away from the building as not interfere with the Fire Department apparatus or personnel.
8. Remember to take the attendance/roll book; a roll call and head count will be conducted to account for all persons in the building.

Designated Meeting Area:

Sydenham St. door- Walk to your left & stand in front of Cellucap Company

Belfield Ave. Side Doors- Walk to your right & stand in front of the Cellucap Company parking lot

Belfield Ave. Back Door- Walk to your left, cross the street & stand in front of the church parking lot

Lamont Academy Early Learning and Development Parent Manual

Important: Fire exit doors are to be kept closed always to prevent the spread of smoke throughout the childcare center. If at any time, you observe fire exit doors tied or propped open, please report it to the director or administrator.

AWAY FROM FACILITY PROCEDURE

1. In the case of an emergency and everyone needs to be removed from the facility; everyone will be transported to **The Salvation Army Kroc Center Located at 4200 Wissahickon Ave 19129 and transported by Philly Trans Bus Co. 215-842-1222**
2. The director, supervisor and/or teachers will immediately notify parents and contact **Ms. Louise Smith (Education Director) at 215-558-1500. The Salvation Army Kroc Center direct number is 215-717-1200**
3. **LEAVE AT ONCE!** Infants and young toddlers will be gathered up immediately and exit the building. Older toddlers and pre-school age children will leave through the nearest exit in accordance with the evacuation plan.
4. **DISABLED PERSON:** A responsible person will be assigned to assist any disabled children or adults in the event of an evacuation.
5. When exiting the building, please meet at the designated meeting area, away from the building as not to interfere with personnel.
6. Remember to take the attendance/ roll book; a roll call and head count will be conducted to account for all persons in the building

Designated Meeting Area:

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Evacuation Route:

After everyone is picked from designated area and everyone in the facility is accounted for Philly Trans Bus Co will precede down Belfield Ave., bear right onto Broad St., make a right onto Hunting Park Ave., continue straight until you've reached Wissahickon Ave., make a right onto Wissahickon Ave. The Salvation Army will be on your left-hand side.

SHELTER IN PLACE PLAN

Purpose of Plan

The Philadelphia Fire Code requires various buildings to develop a plan to shelter occupants inside the building in the event of a hazardous material, biological or other emergency outside the building. The purpose of the shelter-in-place is to safeguard occupants during an emergency outside the building by preventing or limiting the infiltration of hazardous materials into the building by closing windows and doors and shutting off air handling/ HVAC systems. If possible, move occupants away from perimeter windows and doors to safer locations in the building. These locations at best should be near restrooms. TWICE yearly a shelter in-place drill will be conducted to ensure occupants know what to do and where to go during an emergency. Persons responsible for performing duties during the emergency will be provided with training.

Procedures

Child Care Director or appointee will announce when a shelter-in-place emergency is occurring. When an emergency is announced, occupants should immediately go to their designated shelter location. Occupants that have portable radios or cell phones should take them with them. Tune radios to news station to listen for instructions and updates related to the emergency. Handicapped persons requiring assistance will be assisted to their shelter location.

The following persons are responsible at the onset of an emergency to ensure that exterior doors and windows are closed and air-handling systems are shut down:

Na’Imah Skipworth & Shyeta Brown

Shelter Location

Occupants will go to the front of the building nearest to the Sydenham St. door in the play area.

All Clear

When notified that the emergency is over, childcare director or appointee will direct occupants outdoors until air-handling systems are operated to remove any contaminants.

Semi-Annual Shelter-In-Place Drills

Semi-annual drills will be conducted on the first Monday in March & October.

Communication

In the case of an emergency the director or designee will contact parents via text message and telephone to inform them of the emergency and when the emergency is over the director or designee will contact the parents via text message and telephone to inform the parent the emergency is over and where they can reunite with their child/ren.

Lamont Academy Early Learning and Development Parent Manual

Illness/sick policy

Here at Lamont Academy we work extremely hard to try to keep down all communicable diseases. All staff members practice hand washing and cleanliness guidelines to try and prevent the spread of bacteria and germs from spreading to other children and or staff members. In some cases, this may not be enough so we may be faced with excluding a child from the childcare setting. We are a “**Well Child Daycare Facility**”. We do not have a sick room or designated staff member who can care for a sick child at the facility.

Your child will be excluded from the facility if...

- **The Illness prevents the child from participating comfortably in the program’s activities as determined by the childcare provider.** (ex. Behavioral Changes)
- **The illness makes the child have a greater need for care than caregivers can manage.**
- **The child has a specific condition that is likely to expose others to a communicable disease.**

A communicable disease is an infectious disease that can be transmitted from one individual to another either directly by contact or indirectly.

Well child Assessment

Every child will be assessed when entering the daycare center. If your child is assessed and appears sick upon arrival you may be asked to take your child home. Please assess your child before bringing them in. If you ever have any doubts as to whether your child should be in care, please feel free to give us a call and ask before dropping them off. Please understand that this policy is for the best interested of your child, the children in the center and staff members.

Common Cold

Cold are common occurrences. This illness does not require exclusion from the center. If the child’s cold is accompanied with fever and behavioral changes that prevent him from participating in daily activities you will be called to pick up your child. If the weather is permitted to go outside please do not ask the teachers to leave your child behind because of the common cold. If you think your child is too sick to participate in daily activities, he/she may be too sick to be in care.

Conjunctivitis (Pinkeye)

There are several kinds of conjunctivitis including Bacterial, Viral, Allergic, or Chemical. These forms can cause some, or all symptoms including, mild or severe inflammation of the eyes, red or pink itchy eyes, green or yellow discharge, watery eyes, or crusted shut eyes. If we notice symptoms and can’t determine its cause, the child will be allowed to stay until the end of care unless the child meets other exclusion criteria in our policy. We will notify the parent of the child/children and the parent must bring the child back with a letter clearing them to return to school and/or return after 24 hrs. of the first start of medication.

Diarrhea/Vomiting

Diarrhea due to illness is highly contagious. Please understand that germs from diarrhea can spread through carpets, toys, swings, and direct contact. You will be called to pick up your child if the diarrhea exceeds 2 or more, the stool cannot be contained in the diaper or cannot be contained by toilet trained children. Diarrhea with blood/mucus that is not explained by a change in diet or medication, this child needs to be cleared by a health care provider before returning to school. All other children cannot return to care for 24hrs after the diarrhea has stop and there are no

Lamont Academy Early Learning and Development Parent Manual

behavioral changes. Any child who vomits 2 or more times needs to be picked up and cannot return to care until the vomiting has stop and they are able to participate in classroom activities. Any child excluded from care than returns and appears sick during assessment you will be asked to take them back home.

Fever

A fever **may** be an indication that the child's body is trying to fight off an infection. If your child has a fever with an armpit reading of at least 100.F with behavioral changes, an oral reading of at least 101.F with behavioral changes and/or an anal reading of at least 102.F with behavioral changes you or a designated pick-up person will be called to pick your child up. If a child is picked up for a fever with behavioral changes the child needs to remain fever free without the use of fever reducing medications for 24hrs before returning to care. The 24hrs begins when your child's fever has broken and remains in a normal range. If your child has a mild fever with no behavioral changes, he/she will not be excluded, and you will be notified by your child's teacher.

Administering Medication

The administration of medicines at the facility will be limited to:

a) Prescription or non-prescription medication (over the counter) ordered by the prescribing health professional for a specific child with written permission of the parent/guardian (medication log sheet). Prescription medication should be labeled with the child's name; date the prescription was filled; name and contact information of the prescribing health professional; expiration date; medical need; instructions for administration, storage, and disposal; and name and strength of the medication.

b) Labeled medications (over the counter) brought to the early care and education facility by the parent/guardian in the original container. The label should include the child's name; dosage; relevant warnings as well as specific; and legible instructions for administration, storage; and disposal.

Programs should never administer a medication that is prescribed for one child to another child. Documentation that the medicine/agent is administered to the child as prescribed is required. Medication should not be used beyond the date of expiration. Unused medications will be returned to the parent/guardian for disposal.

All medications, refrigerated or unrefrigerated, should have child-resistant caps; be stored away from food at the proper temperature, and be inaccessible to children.

Food Allergies

Each child with a food allergy should have a written care plan that includes:

a) Instructions regarding the food(s) to which the child is allergic and steps to be taken to avoid that food.
b) A detailed treatment plan to be implemented in the event of an allergic reaction, including the names, doses, and methods of prompt administration of any medications. The plan should include specific symptoms that would indicate the need to administer one or more medications.

Based on the child's care plan and prior to caring for the child, the staff will receive training for, demonstrate competence in, and implement measures for:

a) Preventing exposure to the specific food(s) to which the child is allergic.
b) Recognizing the symptoms of an allergic reaction.
c) Treating allergic reactions.

The written childcare plan, a mobile phone, and the proper medications for appropriate treatment if the child develops an acute allergic reaction will be routinely carried on field trips or transport out of the early care and education setting.

The primary teacher or designated person will notify the parents/guardians immediately of any suspected allergic reactions, as well as the ingestion of or contact with the problem food even if a reaction did not occur. The primary teacher/designated person will contact the emergency medical services system immediately whenever epinephrine has been administered.

Each child's food allergies should be posted prominently in the classroom and/or wherever food is served with permission of the parent/guardian.

Lamont Academy Early Learning and Development Parent Manual

Asthma

Refer to Administering Medication policy. Each child with Asthma will have a written care plan that includes:

- A) Instructions regarding what steps to take regarding an attack
- B) Recognizing the symptom of an Asthma attack
- C) Preventing exposure/activities that may cause an Asthma attack

The written childcare plan, a mobile phone, and the proper medications for appropriate treatment if the child has an Asthma attack will be routinely carried on field trips or transport out of the early care and education setting.

The primary teacher or designated person will notify the parents/guardians immediately of any Asthma attacks and or any symptoms they may cause an attack. The primary teacher/designated person will contact the emergency medical services system immediately whenever a student experience an Asthma attack.

Itching

If your child has any unexplained rash with itching and or behavioral changes exclusion may be necessary to obtain medical advice. If ringworm is present on your child, your child will be excluded and must remain out of care for 48 hours. When returning to care the child must return with a note stating that he/she was seen by a health care professional and its safe for him/her to return.

Emergency Contacts

An emergency contact is a person or persons that is designated to be contacted in the case of an emergency and that person or persons is able to pick the student up from care if the parent or guardian non reachable. It is especially important that someone is able to be reached at all times. It is the parent responsibility to make sure all emergency contact numbers are current, updated and the designated person or persons is able to be reached and able to pick up the sick child. A sick child needs one on one attention. We are not equipped with a sick room nor do we have staff that can personally care for one sick child. It will be unfair to your child if they have to remain at the center if no one is able to pick them up or care for them during their illness. If your child has a communicable disease it puts the staff members and the children in care at risk.

Sick Pick up

Once you or someone on your list is contacted because your child is ill and needs to be picked up you or the designated person has an hour from the time you were reached to pick up your sick child. In the event that you or someone cannot get here within an hour a late pick up fee will apply of 1 dollar a min for the first fifteen than 2 dollars every minute afterwards to be paid at time of pick up or before returning the child to care. We empathize with parents on how stressful and emotionally draining it can be to have an ill child and other obligations to attend to. One of the best ways to deal with this issue is to leave your sick child home with someone to care for them while you attend to your other obligations. These policies are designed to be fair to the sick child their family the staff and the other children in the facility. By enforcing this policy, we hope to keep down and control illnesses in our facility and to keep the children and staff healthy.