

Family Handbook

2023



This Parent Handbook has been designed to provide important information that parents need when selecting the childcare program for their child. Please take the time to read all the following information to help you better understand our program and philosophy. If you have any questions, please feel free to contact the Director. Please scan the QR code to visit our website. www.greenwayelc.com.

General Admissions Requirements

- Upon registration, the registration packet must be complete and a current physical must be provided.
- Tour of facility and contract must be discussed.
- \$50 registration fee per child.
- All children not placed will be put on a waiting list to fill vacancies as they occur.
- Sign up for Brightwheel once spot is secured.

WELCOME TO GREENWAY!

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Our Programs

Ages 3 months to
12 months

Infants

Greenway accepts infants who are at least 12 weeks. Our Infant Room allows each child the opportunity to explore, to satisfy his/her natural curiosity, and to develop their social graces. Children are given daily exposure to stimuli such as language activities, fine motor, gross motor, cognitive activities, dramatic play and learning through play.

Ages 13 months to 23
months

Young Toddlers

This classroom focus on a young toddler's need for independence and safe exploration! With plenty of floor time and outdoor play, toddlers learn valuable self care and life skills, while interacting with other young toddlers. Our toddler classrooms contain "store front displays" on our shelves, along with wooden toys which add to the natural environment.

3s

Preschool

The classroom is arranged into activity centers to challenge the children, spark their enthusiasm, and continue their learning process. Areas covered are social-emotional, intellectual, physical development, as well as language, music, art, crafts, cognitive activities, and outdoor play.

4s and 5s

Pre-K

Our Pre-K classroom is designed to get children ready for Kindergarten while sparking creativity and a continued love of learning! Our open atelier allows children to have full access to a wide variety of art media. There is always an availability of books in every learning center including our outdoor environment. STEM: Children have an evolving discovery table, as well as measuring, weighing, estimating, and balancing with the materials. Our construction zone allows children to explore engineering and physics concepts. Daily meditation allows children time to relax and check in with our feelings as we re-center ourselves. Whole-group activities focus on teamwork and community-building.

Tuition Policies

PAYMENTS: Enrollment is a commitment to occupy a space in the program. The weekly enrollment fee applies to weeks with holidays, snow days, sick days and/or any days that you choose not to send your child to the center. Tuition is due every week that the child is enrolled in the program. Tuition is due by 6PM on the Friday prior to the coming week of care/service. If you have agreed to make monthly payments, the amount should be 4.35 X the weekly tuition amount and is due by the 1st of each month of care. Payments are accepted through Brightwheel.

Non-payment of tuition or fees will result in immediate dismissal from care. There will be a \$25.00 late payment fee charged to each bill that is received after the due date. Greenway Early Learning Center accepts Child Care Works, a subsidized childcare program, administered by the Early Learning Resource Center (ELRC). The parent must submit an application to ELRC to see if your family meets the qualifications for the program. The parent is responsible for the co-payment, plus the difference of contracted tuition.

LATE PICK UP FEE: A late pick up fee of \$25 will be charged for the first 10 minutes after your designated pick up time, with an additional \$10 fee for each additional 10 minutes thereafter.

REGISTRATION FEE: A fee of \$50 PER CHILD is payable at the time of initial enrollment to reserve your child's place in the program. This fee is non-refundable. If your child is unable to start on your start date, and it goes beyond 3 weeks from that date, fee must be resubmitted.

Contact Center for Tuition Costs

*Sibling discount 10% for second child of lower rate.

Vacation: ½ off tuition for 1 week of vacation per year.

1 Tuition Free Week Per Year: The week between Christmas and New Years.

Children may only be scheduled for drop off at or BEFORE 9:30AM. Drop off and pick up times must remain consistent with contracted times for staffing purposes.

Attendance

Children must come dressed for the day, as our teachers are not responsible for dressing or changing your child's outfit unless they have an accident or get dirty. We go outside daily, weather permitting, and they will go outside in the outfit they come to school in. Children may not get picked up between 12:30-2:30, as this is our nap time, and we ask for this time to be undisturbed and to please wait until after naptime to pick up your child, unless your child has an appointment. In the event that your child will be arriving late to school or will be absent for the day it is the parent's responsibility to notify us via Brightwheel.

You are still required to pay for all days and times on your contract regardless of whether your child is either absent or late. If you choose to bring your child on a day that you are not contracted for, extra tuition for that day will be due, but in order to do this you must first contact the director to see if space is available. If you drop your child off or pick up your child after the times printed on your contract you will be billed for the extra time of care. In order to hold your child's spot you must continue to pay for each week, with the exception of the week the center is closed for Christmas.

Drop-off Policy

All parents must use their designated classroom doors for drop off. Pickups are at the main door. All doors will remain locked. Please ring the bell. Teachers will clock children in on Brightwheel. Drop offs must be before 9:30, so as not to disrupt the integrity of the classroom, and allow children to participate in all morning activities and meals. Due to the COVID 19 pandemic, we have implemented a policy that allows children to be dropped off and picked up with a teacher at the door, to limit contact. Once a parent arrives to pick up their child, they are solely responsible for supervising their child in the facility. The parent may not allow their child to wander around any part of the facility alone. Please note, early drop off/late pick up must be approved by the staff first, as we are required to follow teacher to child ratio. We will only accept pick up/drop off outside of contracted times if there is a slot available.

Pick-up Policy

If someone besides the parent/guardian is picking up that person is required to be on the emergency contact sheet. They must bring along either a driver's license or state ID and the information on the ID must match what is on the emergency contact sheet. If adding someone to the sheet that resides at a different address than what is listed on their ID please provide us with the address that will be printed on the ID. If they are not on the list that we have on file they will not be permitted to take your child with them. Once receiving your child's tag from your child's teacher they are no longer responsible for your child, and you are responsible for hanging your child's tag back on the door. Teachers will clock children out on Brightwheel for the day.

Late Pick-up Policy

Hours of care per day may not exceed 10 hours, unless authorized by director, or the times listed on the contract, in the event that you exceed the contracted times of care per day or pick-up after our center closure time of 5:00 you will be charged extra care fees, see contract for fees. If you are running late please call us to let us know that you are running late, however the extra care fee will still apply.

School Closures

Adverse Weather/Holidays

In the event of inclement weather, we will try our best to stay open, however for the safety of the staff and children we will close based upon severe conditions of ice, snow, extremely cold temperatures, and road conditions. Families will be notified of delays or closures through Brightwheel. In some cases, an early dismissal may be called for severe weather conditions, in this event, families will be notified via Brightwheel.

School Closures for Holidays

Please see Annual School Year Closures and Special Events Calendar. School will be closed the last 2 days of August for Teacher Inservice, Labor Day, Indigenous People's Day, Thanksgiving Day and Black Friday, the week between Christmas and New Years, President's Day (Teacher Inservice), Good Friday and Easter Monday, July 3rd and 4th.

Child Illness Policy

Children must be fever free without medication for at least 24 hrs if not accompanied by any other symptoms and the child appears healthy. Children must be fever free for 48hrs if there is another symptom accompanying the fever, ie, (cough, congestion, body ache, sore throat, stuffy nose, headache) before returning to school. Children must be symptom free to return. Your child's physician should be consulted with unexplained rashes such as HFM, fever, Flu, respiratory illnesses, or COVID like symptoms.

You will receive a call to come pick up your child within an hour if any of the following occur: a fever of 100.0°F, if they vomit, have two uncontained BM's or diarrhea, blood in their stool, experiencing symptoms such as pink eye, vomiting, sore throat, ear ache, mouth sores, severe nose drainage that is yellow or green, diarrhea, or unusual skin rash while in care, or are just unable to participate in the day's activities. Please update any Emergency Contact information and Approved Pick Up individuals as needed. At the discretion of Greenway Early Learning Center, you may be asked to provide us with a doctor's note before returning to care.

Please keep your child home if they are experiencing any of the above symptoms prior to care. Parents are required to call or message via Brightwheel to inform staff if their child will be late or absent. A message will be sent via Brightwheel to the whole facility in the event a child has had a contagious illness, this way families can decide whether or not they wish to send their child.

Reminder: Tuition payments are required weekly/biweekly to hold your child's ongoing enrollment, rather than for their time here. Full tuition is required whether a child is in care or absent from care.

Medication

We will administer physician prescribed medication only. The first dose must be administered by the parent. All medication must come with a prescription or doctor's note in its original childproof, unbreakable, container labeled with the following: child and medication name, dosage, administration instructions, pharmacy name and number, physician's name, date filled, and expiration date. The medication must be taken home with you each night and brought back the next morning, with the exception of epi-pens. A medication log must be completed and signed each day in order for medication to be administered, without a signature or completing the form in its entirety, medication will NOT be administered. Medication must be handed to your child's teacher to be put into our locked medication box. Medication will only be administered as printed on the prescription or doctor's note.

If a child is enrolled with a special medical need, the "Caring for Our Children" form will be sent home for a physician to fill out. Staff will be trained in the necessary steps provided by the physician, and this form will be reviewed annually.

Action Plans

Allergies, Epi-pens, Seizures At the time of enrollment it is the families' responsibility to notify the director if their child has asthma, food allergies requiring an epi-pen, or has seizures as well as mark it on their enrollment packet on the Child Information Sheet under the special needs section. If so the appropriate action plan must be kept on file.

EMERGENCY COMMUNICATION CENTER-PARENTS

To Parents/Guardian:

This letter is to assure you of our concern for the safety and welfare of children attending Greenway Early Learning Center. Our Emergency Operations Plan provides for response to all types of emergencies. Depending on the circumstances, we will employ one of the following protective actions:

- Immediate evacuation
- In-place sheltering
- Evacuation to Gantz Farmhouse
- Modified Operation

Please look for Brightwheel notifications for announcements relating to any of the emergency actions listed above.

We ask that you do not call during the emergency. This will keep the main telephone line free for emergency communications. You may message on Brightwheel. We will call to let you know that we have taken one of these protective actions. Please keep your emergency contact information updated with the center. We will also call you when we have resolved the situation and advise you when you may pick up your child.

You may be provided with an alternate contact number to call in the event of an emergency.

Please fill out the Child Pick-Up Authorization section of the Emergency Contact Form and return it to the center within 10 days. This form will be used every time your child is released. Please ensure that only those persons you list on the form attempt to pick up your child.

Do not make alternate pick up arrangements during an emergency. This will only create additional confusion and divert staff from their assigned emergency duties.

Emergency Contacts

Current phone numbers for all people authorized to pick-up your child from school must be provided. In case of injury, emergency medical care will be given. In the event Greenway cannot reach the parent immediately, parents will be responsible for any medical bill incurred. In case of emergency, Greenway staff is authorized to seek medical treatment and physicians are authorized to provide all necessary emergency medical treatment. If the school needs to evacuate or close, parents will be notified by Brightwheel or phone call from a Greenway administrator or teacher.

Injured Child

If your child becomes seriously injured while at Greenway, the Medical Emergency Plan will be followed. You will be contacted by phone immediately by the person in charge.

Disaster Preparedness

Greenway ELC has an emergency disaster plan in place, reviewed annually by the Whitehall Fire Department Deputy Marshall.. Staff members are First Aid and CPR certified and prepared to handle an emergency. In case of a general power outage, you will be contacted by phone to pick up your child.

Emergency Medical Treatment Plan

Three copies of each child's emergency information will be kept in the center at all times. One copy remaining in the office in the child's file and a second copy remaining in the classroom folder and a copy in a folder in the outside/evacuation bag that is taken whenever leaving the center. Phone numbers of local hospital, ambulance, poison control center, and police and fire departments are posted by each telephone. Minor accidents/incidents shall be treated by staff trained in first aid. Also, necessary incident reports shall be filled out, one copy given to parents and one copy signed by the parent and kept in child's file. If emergency care is necessary parents will be contacted at earliest practical time. All attempts to reach parents and emergency contacts will be documented if not able to be reached. In the event parents are unable to transport their own child for emergency medical treatment an ambulance will be called at the parents cost, and parents insurance will be billed.

Emergency Transportation Plan

We will call 911 and provide first aid if needed. We will contact the parent/guardian and in the event that the parents are unable to be reached or unable to transport their own child for emergency medical, treatment an ambulance will be called at the parents cost, and parent's insurance will be billed. The director will travel in the ambulance with the child to the hospital or in the director's absence the next in command will then travel with the child, and additional staff will be brought in to cover ratios if needed. Once there, the director will stay with the child until the parent /guardian arrives to take over. In the event of an off-site emergency evacuation the children will walk to Gantz Farmhouse, located behind the center.

Accident/Injury Financial Responsibility Statement

Greenway is not responsible for medical bills related to or in conjunction with any accident, injury or illness that occurs while attending child care at Greenway. Parent or guardian is responsible for all bills related to medical treatment of their child/children. Greenway will make every effort to prevent any accident or injury from occurring while in care. Every classroom contains a health and safety inspection checklist for teachers and Director to check off daily.

Emergency Action Plan (rev 9/2022)

Our Emergency Action Plan provides a response for all types of emergencies. Depending on the emergency one of the following procedures will be followed:

- **Immediate Evacuation**

In the event of things like a fire children will be evacuated to their designated areas of the property. These designated areas can be found posted in each classroom by the door on their copy of the emergency exit plan for that room. The Medication box containing any and all inhalers and epi-pens etc. shall be taken with when exiting the building.

- **Inside Sheltering**

Sudden or weather related instances that may require taking shelter inside the center is in the best interest of everyone's safety. In the event that it is unsafe to go outdoors those in the center will be taken to the closest shelter in the center. These spaces should: Be in the interior of the center as to stay away from windows Be as close to, if not below ground level. Be areas like interior halls or walls, bathrooms, closets, basements. Sit facing the wall using arms & hands to protect heads & necks.

- **Off-Site Evacuation**

This is necessary if the children can no longer be safely cared for in the center or on the property. **Our off-site relocation facility is Gantz Farmhouse 2625 Mauch Chunk Rd Whitehall, PA. The children will walk to this location.**

- **Revised Operation Action**

Including cancellation/postponement of daily operation due to severe weather or building problems that make it unsafe for children to attend/be cared for in the center. Please check your Brightwheel messages and email for any cancellations or dismissals.

- **Lockdown**

Intruder or other possible safety risk inside or outside the center that would require the building to go into lockdown In the event of intruder or other safety risk the following would take place: The front door would be locked by the director or next in charge in director's absence and appropriate agencies would be contacted by director or next in charge. All windows and curtains would get closed. Lights would get turned off. Classroom Doors would get closed if open. Teachers would do their best to keep the rooms as quiet as possible. In the event of an emergency we will contact parents via the Brightwheel Alert Message system as soon as possible and also after the emergency has ended. We do have routine fire drills as required by the state. We will also practice other emergency drills for intruders and severe weather.

- **Fire Evacuation**

Staff will take the red attendance book (containing emergency contact information) and follow the emergency route map located in the classroom. If we can't go back towards the building, children will be kept in the parking lot area furthest from the building. Parents will be notified.

Follow the 3 C's prescribed by the American Heart Association:

- Check (Assess vital signs)
- Call (Director, Asst. Dir. OR qualified staff member, call 911)
- Care (Qualified person administer CPR or First Aid as necessary)

Infants: Infants will be carried out by an available teacher. All cribs in infant room have rolling wheels on them and infants will be put into 1 or 2 cribs depending on number in attendance that day and pushed out of the building in the cribs and will be kept in there until safely relocated.

Discipline

Measures To Produce Acceptable Behavior:

In order to maintain a happy, healthy, disciplined environment, the children are taught the importance of safety, care of property, good habits, rules of conduct and consideration and respect for others. Constructive methods of discipline are used to maintain group control and handle individual behavior. Our main focus on discipline (teaching/training) is preventative in nature, as we aim to build self-discipline in the child.

Measures to Extinguish Unacceptable Behavior:

When a child exhibits unacceptable behavior or attitudes, he/she is instructed as to what is wrong and then directed to a positive alternative approach/behavior. Along with these new attitudes and behaviors, the child is guided in the direction of self-discipline by encouraging him/her to make as many decisions as possible within limits.

Our Goals Are To Help the Children Learn To:

- Show respect, kindness, consideration and courtesy toward others.
- Develop a strong self-esteem, confidence and independence.
- Take care of the material provided to them.
- Understand what socially acceptable behavior is, and what is not.
- Helping the children learn appropriate behavior is a partnership process between the child's home environment and school. EXAMPLE IS THE BEST TEACHER. A child will tend to emulate what he/she sees demonstrated around him/ her.

If a child exhibits consistent behavior, which is injurious to the well-being and or education of others, Greenway will request a conference among the child's parents and the staff at Greenway. If the behavior cannot be corrected within a reasonable time, the child will be dis-enrolled from the school.

Biting

As with any behavior, how biting is dealt with depends upon the ages of the children involved, the reason for the biting, (if it can be determined), frequency of the biting, and many other specific circumstances. General guidelines for biting include:

- Helping the bitten child feel better or providing appropriate first aid, if warranted. Completing an incident/accident report for the parents of the biter and the bite-eye.
- Discussing the situation with the biter's parent(s).
- Depending on the ages of the children and the circumstances involved, additional actions might include:
 - Discussing a better solution for all children involved.
 - Separation of involved children.
 - Showing/giving the biter something appropriate to bite on.
 - Ensuring that the environment provides enough challenging activities.
 - Carefully observing the involved child to identify precipitating events and prevent recurrences.
 - Maintaining a log to track when the behavior occurs.
 - Conferences with parents to discuss the child's actions at home, parental discipline techniques, search for outside resources, etc...

Expulsion/Suspension Policy

Unfortunately, there are sometimes reasons we have to ask that a child be removed from our program either on a short term or permanent basis. Here are the steps we follow when a child is having a problem at our center:

Teacher will try to redirect the child from negative behavior. Teacher will reassess the classroom environment, activities and supervision. Teacher will always use positive methods and language while disciplining children, and praise positive behaviors. Teacher will consistently apply consequences for rules. Child will be given verbal warnings and time to regain control. Disruptive behavior will be documented and maintained in confidentiality. Parent/guardian will be notified verbally and given copies of the disruptive behaviors that might lead to expulsion. The teacher and parent/guardian will have a conference to discuss how to promote positive behaviors. The parent/guardian will be given literature or other resources regarding methods of improving behavior.

Recommendation of evaluation by professional consultation may be given. If after the remedial actions have not worked, the child's parent/guardian will be advised verbally and in writing about the child's or parent's behavior warranting an expulsion or suspension. The parent will be informed of the length of expulsion or suspension.

Trial Period/Withdrawal from Care

A 30 day trial period will be given from the date of enrollment to determine if Greenway Early Learning Center is the best suited environment for your child. If you feel at any time during these first 30 days that our center is not the best suited place for your child then you are not required to give a written two weeks' notice of withdrawal of care. After the first 30 days, a two weeks written notice of withdrawal is required. If at any time during care we feel that the other children in our care are at immediate risk or there is a concern regarding the other children's welfare or safety we have the right to immediately terminate care. Every effort will be made to correct a problematic situation before a final decision is made. A meeting with families will take place and then a Behavioral Plan or recommendation for outside screening/evaluation will take place. Progress will be tracked and communicated with families via Brightwheel. Another meeting will take place after a few weeks to discuss progress. Termination of enrollment may be the result of the following:

- Abuse of other children, staff or property
- Disruptive or dangerous behavior
- The center's inability to meet the child's needs

If you decide to terminate enrollment for any reason, you must provide written notice two weeks prior to the last day of enrollment. If written notification is not given two weeks prior to termination, two weeks of full tuition will be billed and due on the final day of enrollment.

Nutrition / Meal Time Policies

The facility provides two snacks. All meals will consist of a fruit/vegetable and a grain. Parents are to provide a lunch each day, lunchboxes must be stored in the classroom refrigerator. Per state regulations, ice packs are not permitted in your children's lunch. If a special diet is prescribed for a child, and if the diet is administered during care, written instructions and the parents written consent shall be retained in the child's file.

Birthdays

Birthdays are special and important occasions. You are welcome to bring store-bought cupcakes, cake, cookies, or pizza to share with your child's class. Please make arrangements with your child's teacher for any special plans to make your child's birthday special.

Allergies and Food Reactions

If your child has food allergies, a written doctor's note is required. If a child requires a special diet, the family is responsible for providing the child's food each day. Children's food allergies will be privately posted in each classroom.

Nap Time

Infant parents are responsible for providing a crib sheet for nap time and taking it home every Friday to wash, only other thing allowed in cribs is a sleep sack. Toddlers and Preschoolers may bring a small stuffed animal or SMALL pillow or pillow pet. Children are not required to sleep, however they must stay on their beds during nap time and will be given a nap bag which contains quiet activities they may do on their mats.

Inclusion Policy

Your child's individual learning style and development is important to us at Greenway. We work hard to make sure adaptations and modifications are made as needed so each and every child can learn and play here. Routines and transitions are tailored to make the experience a pleasant one for each and every child. We welcome children of all abilities and backgrounds in order to foster a realistic sense of community. Our focus is on the "whole" child. Parents are involved in the center's practices and referrals to outside agencies are made as needed. We welcome TSS workers and therapists at our center.

IEPs and Care Plans

A copy of your child's Individualized Education Program (IEP) or Individualized Family Service Plan (IFSP) or written behavioral plan is required in order to assist your child appropriately. We consider the individual needs of all children, and will integrate individual accommodations or strategies that therapists, special educators, and other professionals see fit. We will permit an adult individual who provides specialized services in the facility for the child in need, with appropriate documentation.

Civil Rights Policy

Nondiscrimination Policy: It is the policy of Greenway Early Learning Center, that no person shall be subjected to discrimination because of race, color, national origin, sex, sexual orientation, age, religion, creed, marital status, disabled, or veteran status, American with Disabilities Act or the presence of any physical, mental, or sensory disabilities. This policy applies to every aspect of our programs, practices, policies, and activities, including client services and employment practices. Greenway complies with the requirements of the Americans with Disabilities Act. Reasonable accommodations are made for employees and persons with disabilities. Complaints of discrimination may be filed with the U.S. Department of Health and Human Services, Office of Civil Rights, the DHS Bureau of Equal Opportunity (BEO) and/or the Pennsylvania Human Relations Commission (PHRC).

Center Cleanliness

Our staff thoroughly clean and sanitize their entire room and contents and bathrooms every evening before leaving for the day in addition to having a janitor who cleans after hours. We wash all of our dress up clothing, bedding, and pillows. We are not responsible for washing any of your child's things. We always wash hands upon arrival, after outdoor play, water/sensory play, bathroom use/changing diapers, before and after eating, and handling of class pets, etc.

Lost and Found

Please mark all items of personal property that your child brings to school. Items collected without names will be brought to the office. If your child loses an item, please check with your child's teacher. We are not responsible for lost or damaged items.

Dress Code

Children must be fully dressed when they arrive at school. Because play activity is such an important part of the curriculum, clothing should be practical and comfortable. No open toed shoes, sandals, or jellies are permitted. Little toes are easily hurt and children have a difficult time on the playground. We also prefer that children do not wear jewelry. Every child needs to always have a complete change of clothing including socks & underwear. If your child has changed clothing during the day, please take home the soiled items and replace them the next day. All clothing must be labeled with the child's full name.

What Your Child May Bring From Home

Please do not allow your child to bring in personal items on other days. Violent toys, DVDs, violent books, guns and swords may not be brought to school. Nap items may be sent such as stuffed animals.

Cubby and Book Bag Contents

On every child's first day of school they must bring at least one spare outfit, including shoes, in case of accidents or spills. If the spare outfit is worn home another must return the next day. For toddlers, during potty training, we ask that you bring multiple outfits and underwear. For infants, bibs and at least 2 spare outfits must be kept in your child's cubby. At no time may any of the following items remain in your child's diaper bag or cubby: medications, diaper creams, glass, food or drink. All creams and medications must be given to your child's teacher along with a completed medication log. Toys from home may not be brought, unless it is a stuffed animal for nap. Please provide your child with his or her own backpack to transfer items back and forth each day.



Curriculum

Children are constantly learning through everyday experiences and they are constructing their own knowledge and understanding of the world. It is important to be conscious of the whole learning environment such as time, utilizing classroom space, resources, and ideas. Our curriculum runs all year long and is aligned to the Pennsylvania Early Learning Standards.

Goals of the Curriculum:

- To develop the child as a whole.
- To provide a positive sense of identity and emotional well-being
- To develop age-appropriate social, physical, language and literacy skills
- To encourage thinking, reasoning, questioning and experimentation
- To provide exposure to the arts and encourage creative expression
- To demonstrate proper health, safety and nutritional practices
- To respect individuals based on their personal merit

Core Beliefs:

- Children learn best by a “hands-on” approach that is diverse in activity and purpose.
- Children need exposure to the beauty of the natural world.
- Children need exposure to nature, the arts, and literature in order for creativity to flourish.
- Each family is unique and we celebrate differences.
- Learning can take place in many different forms and in many different settings.
- Children need sensory rich environments that include plants, sand and water.

Areas of Development

Physical Development: Children are constantly on the go developing their large and small motor skills.

Emotional Development: Children are becoming aware of their feelings towards others and other people’s feelings towards themselves. They are developing a sense of belonging to family, friends and their community.

Cognitive Development: Children are becoming active learners who learn best through play and first hand experiences. They become curious of the world around them and their language and problem-solving skills begin to flourish immensely.

Social Development: Children are beginning to understand the concept that their peers have feelings and often show compassion towards each other. They are learning how to share and take turns developing friendships.



The Importance of Play

Play enhances language development, social behavior, creativity, imagination and thinking skills. During play children have the chance to practice what they already know and the time to develop new skills.

Five Types of Play:

- Onlooker behavior: Playing passively by watching or conversing with other children engaged in play activities.
- Solitary independent: Playing by oneself.
- Parallel: Playing, even in the middle of a group, while remaining engrossed in one's own activity. Children playing parallel to each other sometimes use each other's toys, but always maintain their independence.
- Associative: When children share materials and talk to each other, but do not coordinate play objectives or interest.
- Cooperative: When children organize themselves into roles with specific goals in mind (roles of doctor, nurse...etc.)

Outside Time

Outside is part of each classroom's daily schedule. In the winter months we will go out as long as the temperature is a real feel of 25°F or above and in the summer months we will also go outside daily as long as the real feel temperature is below 90°F. With this in mind if the weather permits for outside time each child must go outside with their class as we will not leave children inside, so please make sure your child is dressed appropriately for the weather. Also, if for any reason they are not permitted outside they must stay home for the day as we will not keep the whole class in to accommodate one child. We do sprinkler days in the Summer so on sprinkler days please bring your child dressed in their swimsuit under their clothing. Wet clothing must be taken home after every splash day to be washed.

Children must also come in shoes every day, and for sprinkler days must have water safe shoes to wear outside or will not be permitted to participate. You must also provide sunscreen for your child. If you wish for us to apply sunscreen parents must apply some before coming to school as we will only apply sunscreen for afternoon outside time. Please remember when dressing your child for the day that children will get dirty playing outside.



Transitioning to a New Room

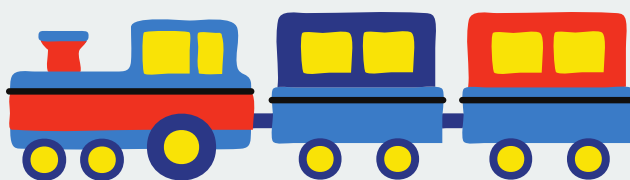
For a child to be moved to the next room, a number of factors are taken into consideration. Some of these factors include the child's age, developmental progression, and availability in the next room. In some cases, input from the teachers and parents are discussed prior to the room change. When it becomes time for a child to move to a new room, parents will receive notice. The Director will give parents important information about their child's new daily schedule, items requested to be brought, and who the child's new teacher will be. In the weeks prior to the actual room change, we will have the child meet the new teachers, visit the room, and even participate in activities in the new room in small time increments. Parent resources will include CDC Milestone Checklist.

Conferences/Developmental Checklists/ASQ

At a minimum of every 6 months your child's teacher will offer parent teacher conferences based on your child's development and you will be invited to sign up for a conference with your child's teacher to review your child's progress. Your child's teacher may also complete an additional ASQ if they feel that there is a need for improvement in an area of your child's development or learning. Based on these assessments and the results we may discuss the options of services available to you and how to start the referral service process.

Screenings and Referrals

Individual assessments, Ages and Stages, from Greenway will be done on your child after 45 days of attendance with us. This will help us in knowing what areas your child is strong, and what areas may need some additional attention. We repeat this assessment process mid-year. This allows us to know how your child is progressing and at what pace. Our final assessment will be done prior to the end of the school year.



Family Handbook Acknowledgment

I have reviewed and understand the Greenway Early Learning Center Policies and Procedures.

Please Sign and Date

Name of Child

Date:

Signature of Parent/Guardian