

Lamont Academy Parents:

Welcome to Lamont Academy Early Learning and Development. As a goal, we remain committed to providing our students with a challenging curriculum, presented by skilled professionals in a learning environment that encourages and rewards academic excellence. We firmly believe that every student can achieve a high level of academic success and that doing so will enable him/her to meet future educational & vocational challenges. We urge you, the parents, and guardians of our students, to join wholeheartedly with our staff in supporting and encouraging your children's commitment to education. Our collaboration with each other and with the community should help us achieve the goal of a better life for each of our students through a superior education.

Site Address                4693 N Sydenham St.

Telephone #                215-329-2200

School Hours                7:00am - 5:00pm

Site Director                Na'Imah Skipworth

### **NON-DISCRIMINATION STATEMENT**

Lamont Academy offers an equal program service & employment opportunity. Procedures and practices will be designed to prohibit discrimination on the basis of race, color, religious creed, disability, ancestry, national origin, age or sex.

### ***Philosophy Statement:***

*To spread knowledge, we can start with our children first; but before we start with our children, we must work on ourselves. As educators and a Keystone Star participant we are continuously improving our quality. The process of Continuous Quality Improvement is,*

- 1. Identifying, describing, and analyzing strengths and weaknesses.*
- 2. Testing and implementing solutions*
- 3. Learning from and revising your plan.*

*We use the continuous quality improvement model and professional development to make small incremental changes and small incremental changes become a natural part of the way every day work is done. As a result of a quality program, we are able to provide a great service to our "clients" - the children and families that we serve, we become better educators and an asset to our community.*

*Lamont Academy ELD provides the best hands-on experience based on the students' academic and developmental ability. We aim to provide an inclusive environment to create a community amongst teachers and students. The teacher will provide students with the necessary tools for success in and out of the classroom. Students will learn through play, social interactions and technology. Lamont Academy ELD will have open communications with parents and guardians about their students' progress. We'll rely on these partnerships to aid the teachers in understanding and enriching their students.*

**HOURS-** Lamont Academy hours of operation are 7:00am-5:00pm Monday-Friday. There isn't any coverage for care of a child before 7:00am nor is there care for children before their agreed scheduled time. Lamont Academy provides 9 ½ hours of childcare per family. All families are required to adhere to their daily schedule, which they have signed and agreed to at enrollment. Parent can change their schedule at any time but they are limited to three changes within a year. If a parent needs care before their schedule drop off time, all requests are needed at least 24 hours in advance and approved by the director. If a child is picked up after the time the parent has agreed to, late fees will apply.

**PAYMENT-** Lamont Academy weekly rate is \$185.00 for student's 12 months (toddler) to 5 years old (preschool). Payments are made within the program parent communication app Procure. Only in approved situation will the program except a money order as a form of payment. If a money order is used for payment, place the student's name on top of money order, complete all required fields and then place in drop off box. Payments are made on Monday by the end of the school day including early dismissal. If a parent decides not to bring child for a full week, the parent is still responsible for a full weekly/monthly payment (pro-rated amounts aren't offered). In the event of an uncontrollable event such as but not limited to a catastrophe, vacation, sick day or sick week you're responsible for your payment at arrival the day your child returns to school (this includes past due and current balances). In the event of a 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 your child returns to school. Any payments made the day after is considered late and will accrue a late fee. These guidelines apply to ELRC 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 payment 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 terminate family services

#### **CCIS / APPENDIX A / CO-PAYMENT**

- a. The ELRC 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 ELRC 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 ELRC. The co-payment is delinquent if it is not paid by the last day of the service week. The provider must report a delinquent co-payment to ELRC 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 ELRC when the delinquent co-payment is resolved.

All payment request and reminders will be reminded and requested of the enrolling parent and or the parent that has the agreement with ELRC. Lamont Academy 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. Refunds are only given if copay/tuition is paid and the enrolling parent decides to withdraw services

**ATTENDANCE-** If your child is not in attendance for two weeks or more (without notice) your child will automatically be dropped from roll (including ELRC students).

**PERSONAL INFORMATION-** During the enrollment process every parent has to fill out an emergency contact form, if at any time your information changes, you are required to update that information immediately. Parents are also required bi-annually to periodically review all information and a signature is needed.

**ARRIVAL/ DISMISSAL-** Lamont Academy cut off time for all students is 9:00am. If your family is going to be later then 9:00am, you must call the center no later than 8:45 am or your family will not be admitted into the center. Every family is allowed three unexcused lateness a month after the third lateness an appointment note is required after. Your family will be denied admittance without an appointment note. If a child arrives late due to an excused lateness and the child arrives after 11:30 am, the parent must provide lunch and the lunch must be eaten prior to arrival. L.A.E.L.D will not admit any student after 12pm for an excused lateness. Every child attending Lamont Academy needs to be picked up no later than the hours the parent agreed to during enrollment. If the parent or guardian send or call to inform L.A.E.L.D. of a designated pick-up person that is on the child/ren pick up list or not on their pickup list, and the designated person does not have proper identification, L.A.E.L.D. staff will not release the child/ren to the designated pick-up person. L.A.E.L.D. will attempt to contact the parent or guardian via telephone to verify the designated pick-up person. If someone from L.A.E.L.D staff reaches the parent(s) or guardian of the child/ren L.A.E.L.D. will verbally verify the designated pick-up person with the parent or guardian. Once the parent(s) or guardian have verbally verified the designated pick-up person and agreed to the release of their child/ren and the child/ren is released, L.A.E.L.D. will **NO** longer be responsible for the care of the child/ren. If someone from L.A.E.L.D. staff is unable to reach the parent(s) or guardian, L.A.E.L.D. will not release the child/ren to the designated pick-up person. If the child/ren are in the care of L.A.E.L.D. staff

after the student childcare hours has expired, because L.A.E.L.D. staff was unable to reach the parent(s) or guardian, all late fees will apply. If a child is picked up late, there is a \$30.00 fee for the first 15 minutes and then \$2.00 per minute starting at the 16<sup>th</sup> minute, per child late fee. These fees apply to early dismissal. 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 isn't received 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 must be paid at the time of pick up or the next morning before your child/ren is admitted schooling. If the payment isn't received at that time, your child/ren will not be admitted. If a parent sends a designated pick-up person to pick the child up, (grandmother, aunt, uncle, cousin, sister, neighbor etc.) that person needs to show photo identification and sign the dismissal log. If designated person picks child 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.

If child/ren are here after school closing and a parent or designated pick-up person is unable to be reached 20 minutes after closing, the remaining staff member and or director will contact the 35<sup>th</sup> police district (Broad St. & Champlost St.) and the child/ren will be in the care of the police until the parent is contacted. Once the police are involved L.A.E.L.D is no longer responsible for the child/ren.

Parents should not block traffic by double parking on any of the streets surrounding the site. In spite of everyone's best effort, some mishaps are going to occur. For the sake of the children, please remain calm and avoid unpleasant confrontations. Above all retain a respectful attitude toward the staff. Our staff members are attempting to create safe conditions for your children. If a staff member asks you to move car please do so immediately.

**BEHAVIOR-** There isn't any tolerance for unacceptable behavior from the students, parent designated pick up person, friends or other family members. Parents, students, designated pick up person, other family members and friends are not allowed to use obscene language or have any type of rude or irrational behavior in or around the facility. All parties needs to display good/respectful behavior at all times in and out of the facility. If any party displays disruptive behavior there is a chain of discipline to follow.

- A. Informing the primary parent either verbally, a phone call or letter.
- B. A three-day suspension and meeting with primary parents.
- C. Lamont Academy will dismiss family from childcare.

Disruptive behavior is but not limited to; bad language, hitting, kicking, disrupting the order of the class etc. these behaviors are not accepted towards other children, other parents or staff members. In addition to disruptive behavior L.A.E.L.D. offers mental health services to families that are interested. If L.A.E.L.D. offer the services to a family and the family denies services or the family accept services and the child behavior does not improve L.A.E.L.D will dismiss family from childcare.

## **INCLUSION/MENTAL HEALTH-**

**INCLUSION:** Lamont Academy includes students with IEP and IFSP. L.A.E.L.D. primary goal is to include students with mild disabilities in our early childhood program with the intent to promote participation in all learning and social activities; facilitating individualized accommodations; and using evidence-based service and supports to foster development of (cognitive, language, communication, physical, behavioral, and social and emotional), friendships with peers and a sense of belonging. LAELD works towards creating an environment that supports, reflects and promotes equitable and inclusive behaviors and practices creating a sense of belonging for all students, families and staff, where diverse identities, backgrounds, experiences, skills and interests are respected, valued and given opportunities to be expressed/developed. LAELD ensures the program is reflective of, and responsive to, the values and cultural beliefs of families using the service of those within the local community. LAELD works to ensure students are not discriminated against on the basis of background, ethnicity, culture, language, beliefs, gender, age, socioeconomic status, level of ability or additional needs, family structure or lifestyle.

**MENTAL HEALTH:** If LAELD, a parent or guardian has concerns about a students' developmental and or social and emotional growth, LAELD will complete an Ages and Stages (refer to screening tool policy). If the results of the screening tool, determines the student needs additional assistance beyond the classroom, and the parent doesn't have the resources to contact an outside agency, LAELD will offer families behavioral health assistance through the Pa Keys, provide families with a Child and Adult Reference sheet and the programs Resource Handbook, If a parent or guardian is interested in an evaluation for their child but are unsure or uncomfortable, LAELD and parent or guardian will conference call the outside agency to obtain the family a contact person and or an appointment for their child's evaluation. Depending on the age of the student LAELD will refer the parent to either ChildLink (Birth-2yrs) or Elwyn (Ages 3-5). If a student behavior is deemed a serious safety threat that cannot be reduced or eliminated by the provision of reasonable modifications and the parent denies seeking outside services or doesn't obtain outside services (intake, observation, one on one etc.) within in 14-30 days after request (days can differ based on student needs), the student will receive a temporary suspension of services until parent provide proof of an intake appointment or proof of specialist first site visit to the school. After the intake appointment or site visit to the school, the parent is required to keep communication with the agency providing services to assure their child will have consisted visits and update LAELD with the child's service schedule. If the parent doesn't provide LAELD with a service schedule within 14 days, the student will receive a suspension of service until parent provide proof of service schedule. The parent must inform LAELD immediately if services are discontinued and LAELD will provide the parent with a new deadline for their child to receive services again. If the child doesn't receive services with a new agency or a new practitioner within the agency, they were already working with within 14 days, the child will receive a suspension of services until parent provide proof of new practitioner.

**MEALS-** Lamont Academy provides breakfast, lunch, and snack to every child. Breakfast is from 7:30 -8:20am. Any child arriving after 8:20am the parent is responsible for the child breakfast. No outside food is allowed for breakfast, lunch, or snack unless due to an allergy or diet restrictions. Every parent will receive a monthly menu. This menu will inform you of the foods your child will eat throughout the month. If the parent objects to the foods being served



due to an allergy or diet restriction, please inform the director or your child teacher in writing immediately.

**HEALTH ASSESSMENT-** Every enrolled child shall have an age-appropriate health report. These documents should be submitted no later than sixty days after enrollment. If your child has an exemption from immunization for religious belief or strong personal objection equated to a religious belief shall be documented by a written, signed and dated statement from the child's parent. Exemption from immunization for a reason of medical need shall be documented by a written, signed and dated statement from child's health care provide If documents are not submitted within in sixty days of enrollment, your child will be dismissed until proof of documents are given.

**MEDICATION/DIET RESTRICTIONS-** Lamont Academy is not required to administer child medication. If medication is administered, the following requirements apply.

1. A prescription or nonprescription medication may be accepted only in an original container. The medication shall remain in the container in which it was received.
2. A staff person shall administer a prescription or nonprescription medication only if written instructions are provided from the individual who prescribe the medicine. Instructions for administration contained on a prescription label are acceptable.
3. The label of the medication container shall identify the name of the medication and the name of the child for whom the medication is intended. Medication shall be administered to only the child whose name appears on the container.
4. All medications need to be in a clear sandwich size bag.
5. A staff member is only allowed to serve outside food in the case of an allergy or diet restriction with a physician note or parental note.

**ILLNESS-** If your child has diarrhea, is vomiting or any type of contagious illness, do not send them to school. Upon the arrival of your child and they have diarrhea, is vomiting or any type of contagious illness they will be sent home immediately.

**BELONGINGS-** Parents must label everything that belongs to their child. If something gets mistaken and then taken, Lamont Academy will not be held responsible. Personal items are not allowed (bracelet, toys, rings etc.) no hoop earrings, beads, small barrettes, gum or anything small enough to fit inside of a toilet paper roll in the building at any time (these items are a choke hazard). Please check your child before entering the building.

**CLOTHING-** All students attending Lamont Academy must wear clothing that are comfortable and school friendly (including socks and shoe to cover the entire foot). Students should not wear clothes that are considered their "Good Clothes". Although LAELD try it's best to maintain the quality of all clothing, LAELD will not be responsible for clothing that may have been stained or become warn due to daily age-appropriate activities. All students that are being potty trained are not allowed to wear onesies, jumpers, or rompers due to the complication it causes during potty time. If your child is in the younger toddler class, jumpers and rompers without snaps are prohibited.

**SCHOOL CLOSING:**

**INCLEMENT WEATHER-** Lamont Academy will ultimately use its best judgement to determine if weather conditions are deemed unsafe for opening or for a delayed opening. Lamont Academy follow the public-school closing schedule for inclement weather.

**HOLIDAYS-**Lamont Academy is closed for all major and federal holidays

**EARLY DISMISSAL-** Lamont Academy will close the last Wednesday of every month for staff meetings and professional development. If a holiday falls on a Wednesday, parents will be notified in advance of the week closure date. LAELD will have a mini winter and spring break. Refer to school closing calendar for dates

**OUTDOOR ACTIVITIES & TRIPS-** Every child is allowed to participate in any outdoor activity as long as they maintain good/respectful behavior. If your child displays unexceptional behavior, while outside of the school, your child will not be allowed to participate in the next scheduled activity. For **ALL** trips every child is required to have a signed permission slip and responsible chaperone. Staff chaperones are available to students on a first come first serve basis. If a student displays unexceptional behavior on a trip with a staff chaperone, the student will be on a mandatory parent chaperone trip for at least two scheduled trips. That means the student will only be allowed on a trip with a parent chaperone or with a chaperone assigned by the parent. If the student resumes attending trips with a staff chaperone and continues to have unexceptional behavior, that student will not be able to have a staff chaperone for the duration of their attendance at LAELD. If a parent owes any form of payment (tuition, co-payments, late fee etc..) to LAELD or a LAELD staff member, LAELD will not accept trip money until all fees are paid in full first. If a parent pays for a trip and the trip wasn't paid for (by LAELD) and the parent owes any fees to LAELD or a LAELD staff member, the parent has the choice to apply the unpaid trip money to the fees that are owed or LAELD will reimburse trip money and the student will not attend the trip.

**FOOTWEAR-** During the warm months your child is still required to wear shoes covering their entire foot.

**LEGAL MATTERS-** If there is a court order in regard to whom or how your child is released, and sent to daycare, please submit a copy of the order immediately and give to the director to place in your child file. If a parent is requesting documents for court, LAELD requests that the requesting parent provide LAELD with a subpoena and LAELD will submit the supporting documents according to the subpoena.

**COMPLAINTS-** If any parent has any complaints about staff members, children, other parents, or the school program; please direct all complaints to the director. All complaints are acknowledged and handled in the necessary precautions.

**CHILD ABUSE-** All LAELD staff is required to report allegations and/or visible abuse to director and/or supervisor. The director will investigate all allegations and report all allegations to Child Line at 800-932-0313.



**FAMILY CONFERENCES/SCREENING TOOL/ASSESSMENT TOOLS-**

**ASSESSMENT TOOL:** LAELD staff will complete an Ounce assessment tool on every infant, young toddler, and older toddler (Birth-36 months) three times a year, twice as family conference (fall & winter) and once where the families will receive only the assessment tool in the Spring. LAELD staff will complete a Work Sample assessment tool on every preschooler (37months-60 months) three times a year, twice as family conference (fall & winter) and once where the families will receive only the assessment tool in the Spring. Assessment tools are used to determine if the students are reaching age-appropriate milestones, to determine students' academic strengths and to create future goals.

**SCREENING TOOLS:** LAELD staff will complete an academic and/or a social emotional screening tool Ages and Stages after forty-five days of initial enrollment. This screening tool is only used to determine if your child/ren need additional assistance academically and or social and emotionally. We do not use this tool to diagnose nor do we have the ability to diagnose any students.

**FAMILY CONFERENCES:** LAELD will provide an assessment three times a year and meet with parent/guardian twice a year, twice as family conference (fall & winter) and once where the families will receive only the assessment tool in the Spring. The family conference is the time to discuss program goals, instructional strategies, the student's strength, progress, behavioral, social, physical needs and family goals. LAELD will inform parent/guardian of family/teacher conferences. Parent/guardian will sign up for an appointment to meet with their child/ren teacher for a conference.

**TRANSITION-** This time is used to allow students and teachers to adjust to the upcoming changes. Parents are provided with a transition sheet with dates and details explaining their child transition activities to their new classroom. All transitions and official move up day will reflect the child developmental stage. As a practice of quality, if a student is not developmentally ready to transition into a new classroom, toddlers & preschoolers will remain with their teachers up to two years with the exception of a child between the ages 36 months – 40 months and show their developmentally ready, will move up to the preschool classroom.

Transition activities are as follows:

*Infant-Young Toddler*

As a new enrollment, the teacher and family will communicate the best time to visit the classroom

The infant teacher will talk with student about moving to new classroom.

The student will be introduced to new teacher and classmates.

The student will spend short amount of time in new classroom until comfortable.

The student will be introduced to the sippy cup and sitting at a table for meals.

The student will be encouraged to sleep on a mat.

*Young Toddler-Older Toddler*

As a new enrollment, the teacher and family will communicate the best time to visit the classroom

The young toddler teacher will talk with student about moving to new classroom.

The student will be introduced to new teacher and classmates.

The student will spend short amount of time in new classroom until comfortable.

The student will be introduced to the potty and a cup.

The student will be encouraged to take walks on the rope.

*Older Toddler-Preschool*

As a new enrollment, the teacher and family will communicate the best time to visit the classroom

The older toddler teacher will talk with student about moving to new classroom.

The student will be introduced to new teacher and classmates.

The student will spend short amount of time in new classroom until comfortable.

The student will be introduced to the toilet.

The student will be encouraged to participate in free choice and larger group activities.

*Preschool-Kindergarten*

The preschool teacher discusses the expectation of kindergarten.

Introduce kindergarten activities.

Read books about kindergarten.

Visit a kindergarten classroom.

**EXPULSION/SUSPENSION-**

**SUSPENSION:** LAELD will severely limit the use of suspension due to a child's behavior. Such suspensions may only be temporary in nature. A temporary suspension will be used only as a last resort in extraordinary circumstances where there is a serious safety threat that cannot be reduced or eliminated by the provision of reasonable modifications. Before LAELD determines whether a temporary suspension is necessary, LAELD will collaborate with the parents/guardians regarding mental health consultant and utilize appropriate community resources – such as behavior coaches, psychologists, other appropriate specialists, or other resources – as needed, to determine no other reasonable option is appropriate. If a temporary suspension is deemed necessary, LAELD will help the child return to full participation in all program activities as quickly as possible while ensuring child safety by: Continuing to engage with the parents and a mental health consultant if applicable, and continuing to utilize appropriate community resources, developing a written plan to document the action and supports needed and determining whether a referral to a local agency responsible for implementing IDEA is appropriate.

**EXPULSION:** When a student exhibits persistent and serious challenging behaviors, LAELD will explore all possible steps and document all steps taken to address such problems and facilitate the child's safe participation in the program. Such steps will include, at a minimum, engaging a mental health consultant, considering the appropriateness of providing appropriate services and supports under section 504 of the Rehabilitation Act to ensure that the child who satisfies the definition of disability in 29 U.S.C. §705(9)(b) of the Rehabilitation Act is not excluded from the program on the basis of disability, and consulting with the parents and the child's teacher. If the student has an individualized family service plan (IFSP) or individualized education program (IEP), the program must consult with the agency responsible for the IFSP or IEP to ensure the student receives the needed support services; or, if the child does not have an IFSP or IEP, the LAELD will collaborate, with parental consent, with the local agency responsible for implementing IDEA to determine the child's eligibility for services. After LAELD has explored all possible steps and documented all steps taken as described, LAELD will consult with the parent/guardian, the student's teacher, the agency responsible for implementing IDEA (if applicable), and the mental health consultant to determine that the child's continued enrollment presents a continued serious safety threat to the child or other enrolled children and determines the program is not the most appropriate placement for the child, LAELD

will work with such entities to directly facilitate the transition of the child to a more appropriate placement.

**LIMITED ENGLISH PROFICIENCY POLICY-** It is our responsibility to ensure that all clients have meaningful and equal access to services. This responsibility encompasses the most basic of human needs, the need for communication and understanding. In order to ensure effective communication Lamont Academy staff will make every effort to ensure communication and understanding for those clients or their immediate families who are identified as having Limited English Proficiency (LEP). In addition, Lamont Academy label furniture with multiple languages, provide and reads books in different languages & staff are required to learn some words, to help communicate with the family & student. The public spaces have been equipped with universal symbols for bathrooms, exits and water fountains. Once a client or their family has been identified as needing translation or interpretive services, Lamont Academy staff will contact the corresponding appropriate agency.

**PARENT/GUARDIAN PARTICIPATION-** All families will receive a Program Survey beginning of the school year and at the end of the school year. This survey will ask families program related questions for families to score. The data will be used to make program improvements. LAELD staff will provide families with daily reports via our family communication portal. The family communication portal is used to provide families with photos, activity descriptions, messages, information about meals, napping, bathroom, incidents, medication, toileting & diapering. Parents can make comments and respond to teachers and administrators via the family communication portal. All families are welcomed to attend all out of school events such as field trips and in school events such as movie night, parent picnic etc. Families are encouraged to attend two family workshops a year. Workshops are related to but not limited to, parenting classes, literacy and math assistance, potty training etc. and families are also encouraged to share and return books from LAELD lending library or shared book project. The shared book project is when a student take a book and book buddy home. The readers draw a picture or print/paste a photo of them reading the book with the book buddy.

**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

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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/lockdown 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:**

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

**Evacuation Route:**

After everyone is picked up 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/ lock down 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 ant 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.



## **Illness/sick policy**

Here at Lamont Academy, we work very 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 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.

### **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 very 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.