



2020-2021

# FAMILY HANDBOOK

1200 Clifton Avenue  
Collingdale, PA 19023  
Tel: 610-522-2101  
[Changinglanes@comcast.net](mailto:Changinglanes@comcast.net)

## Mission Statement

The Mission of Changing Lanes Learning Center is to engage children in a challenging educational program guided by the highest of values, especially those of respect for all people and peaceful problem solving.

- Changing Lanes is a Private Preschool Center
- We treasure each child and cultivate creative, compassionate, and capable individuals.
- Each child will have comfort in knowing that they will have their needs met be it socially, emotionally, academically, or physical.
- Our program supports academic growth and the beliefs that all children should feel empowered.
- Experience their teacher as a facilitator rather than a dictator.

## Curriculum

Our Preschool Program uses Learning Standards for Early Childhood Education. We are currently using Creative Curriculum in both paper and on-line form.

Our Curriculum is aligned with the PA Early Learning Standards and we supplement our curriculum with NAEYC and DVAEYC as well with the help of Young Children and Teaching Young Children magazine resources.

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**WELCOME  
TO  
CHANGING LANES LEARNING CENTER**

We are pleased that you and your child have joined our learning community. This handbook contains important information including our school policies and will be a guide as you learn about CLLC.

**Our Philosophy of Learning**

**Changing Lanes Learning Center** is a Private preschool and pre-Kindergarten program which is a totally peanut and tree-nut free facility located in Collingdale, PA. Education at Changing Lanes Learning Center is based on a belief in the presence of God within each person. Central to our philosophy is faith in the integrity of each child. Our respect for the individual leads us to care for one another and for the larger community.

- promotes each child's potential
- support with growth in academic skills
- cultivation of an inner discipline and a strong sense of self
- enjoyment of learning provide opportunities for self-directed learning
- Enrolled in Keystone Stars

Our preschool program develops a community where teachers and children learn together. We encourage each child to

- help students to develop compassion and care for others.
- helps develop initiative and independence
- support children in building trust relationships with peers
- strengthen and refine problem solving,

Our program builds on the natural curiosity our children have for their immediate surroundings and supports exploration of their ever unfolding world.

## Parents and Teachers Working Together

### 1. The School Routine

It is never too early for parents and children to develop good school habits and routines. Here are the basic CLLC routines to know

It is normal for some children to have difficulty separating from parents or cry when being dropped off. Please be very brief (no more than a couple of minutes are sufficient) during drop-off times; the longer you prolong the departure the harder it gets. A smile, a cheerful good-bye kiss, and a reassuring word that you will be back are all that is needed. In my experience, children are nearly always quick to get involved in play or activities as soon as parents are gone. This is typical of this age group and they grow out of it quickly with a normal routine that feels comfortable and safe as they get accustomed to their new environment.

- Arrive on time: Instruction time begins at 8:30. (The center opens at 7:00) Young children rely on a regular routine to learn well. Part of their routine is to arrive at the same time each day—they are most successful when they start each day with the same schedule.
- Sign in every morning;
- Sign out every afternoon/evening;
- Talk with the teacher every day; exchange important information about home and school;
- Look for notices on the door, the parent bulletin board, and the classroom information board;
- Read your child's daily report every day so you know what your child did in school.
- Take home everything in your child's cubby every day;
- On Friday take home your child's linens for laundering;
- Leave your child's special toys at home so they do not get lost or cause jealousy or conflicts. Additionally, children tend to be very interested in a "new toy" and the owner is usually less than happy to share his or her toy with everyone. CLLC will not be responsible for lost or broken toys! Your child may bring a book to share, which CLLC will put in a safe place until it is read to the children.

## 2. Communication between Parents and Teachers

As your child grows and learns, you will certainly want to know all about what is happening in his or her life at school. And we will want to know as much as you would like to share about your child's well-being outside of school. We value our partnership with you, and encourage all our parents to take a moment to talk with your child's teacher each day.

Your child's teacher will be offering feedback to you about your child in an informal, ongoing way- at arrival time, at pick-up time, and by phone. They will be looking for valuable information from you that will help them care for your child in the best possible way. Here are some typical areas of communication between home and school:

- ❖ about any change in your child's health or well-being, including accidents, injuries, sleep or eating issues;
- ❖ if there have been any changes in your household that might upset or disrupt your child's routine;
- ❖ if you notice anything about your child that causes you concern
- ❖ plans that will affect your child's school participation (like vacations)
- ❖ your child's recent accomplishments; milestones reached
- ❖ happy or sad news in your family that affects your child

The conversations that teachers have with parents at the beginning and end of each day are the most important ways we stay in touch. But not all parents pick their child up themselves, so we have other ways of communicating.

CLLC welcomes questions, feedback, or discussions of any kind that result in a positive outcome for the child. Sensitive issues will be discussed outside of regular hours either by email, or at a scheduled conference.

You may call CLLC between 7:00 a.m. -6:00 p.m. If you call during the day, please be aware that CLLC may be busy with the children and may not be able to answer the phone. If you leave a message on CLLC voice mail, we will call you back as soon as possible. Contact CLLC via email at: [changinglanes@comcast.net](mailto:changinglanes@comcast.net) if we are away from the center on an outing, we can always be reached via my cell phone.

Parents should check the "parent board" for important information, items you need to bring, special announcements, etc.

CLLC sends home a weekly newsletter and monthly calendar to keep parents informed of upcoming activities, field trips and other tidbits.

**2.1 Daily Report:** This is a brief written description of your child's day. We encourage you to spend a few minutes talking with your child about school every day. When you do this, your child knows that you think school is important and you think he or she is important. (It also helps children develop their language skills!) If you do not pick up your child yourself, make sure the person who picks up for you get this report for you.

**2.2 Parent Conferences:** You will be invited to at least two parent conferences during the school year. This is an opportunity for you and your child's teacher to review how your child is growing, learning, and getting along as well as addressing any areas where there may be difficulties. Our conferences are usually scheduled in the fall and spring but **a parent may request a conference with the teacher at any time.**

**2.3 Family Resource Center:** located at front entrance. We have information sheets, brochures, and other educational literature.

**2.4 When there is a concern about your child:** The earlier a question is addressed, the earlier it is to resolve! So if you are puzzled or concerned about your child's development, health, or behavior, talk with your child's teacher about it. She will be glad to share information about common issues that arise as young children grow and learn. Together, we can develop a plan for home and school that address your concern.

Because of the diverse set of needs of the children in our program, we gather as much information about the best ways to educate each child as possible. IEP's and IFSP's are created by service providers working with children with special needs and include this information. The Keystone STARS Performance Standards therefore require each early learning provider to request copies of IEP's and IFSP's for the children in their care. In order to better facilitate the needs of our children in our program we try and make this request as early as possible. Often times it may more than a difficult morning separation from parent's, or following the school's daily routine. Our goal is for your child to have the right program to meet his or her physical, educational, and emotional needs in a safe and appropriate environment. However, the center reserves the right to enforce a child's suspension or termination from Changing Lanes Learning Center if we are not able to resolve physical issues that may pose a harm or are threatening to other students enrolled in our program

The termination process is used only as a last resort. Prior to the issuance and two weeks' notice given to the parent/guardian, there would have been a conference to discuss the inappropriate behavior of the initial and 1st incident in writing given to the parent/guardian and a signed copy given to the parent/guardian. The 2nd incident will be documented in writing and signed by the parent/guardian and a copy given to the parent/guardian with the understanding that if there is a 3<sup>rd</sup> incident the parent/guardian would be given two weeks written notice of their child's termination from the center. The termination process will be enforced when the 3<sup>rd</sup> incident occurs. The reason for the termination will be documented in writing and a copy given to the parent/guardian and a copy will remain on file in the center.

### 3. Family Involvement

Changing Lanes Learning Center offers families different ways to be involved in our learning community: (see pg.9 for volunteer opportunities and pg.30 for a list of resources and agencies).

**3.1 Celebrations & Workshops:** Throughout the year we offer holiday events that give you the chance to meet and celebrate with other families. We also plan programs that offer information and discussion on topics like child development, kindergarten transition, and other subjects of interest to parents of young children. We also welcome your involvement in the ongoing life of our school. Here are some ways you can participate as a volunteer:

**3.2 In the Classroom:** Become a classroom volunteer-Parents who can give an hour or two once a week can help with lunchtime, class activities, community visits or other classroom events. We welcome your participation and encourage you to speak to the Director if you would like to volunteer.

**3.3 Trips:** Help chaperone field trips - we welcome parents who wish to join us on a class trip. It can make the experience special for your child and will help us, too. **(Further information will be sent home at a later date as there are additional fees to cover summer trips).**

CLLC will give parental notice beforehand; however, some trips are spontaneous. (Walking distance trips only!) Parent approval must be given on the child's enrollment form. There may be fees related to the field trips to cover entry fees, parking, gas and on-site refreshments, etc.

### 3.4 Special Projects & Events

- Partner with us on special projects- We sometimes have one-time jobs like sorting, cleaning out or painting in which a few extra pair of hands can be very helpful.
- Work together on special events-throughout the year we have some special celebrations such as Move-Up Day/Graduation, Valentine's Day, St. Patrick's Day, Easter, Thanksgiving and Christmas; we always appreciate extra help for these fun but busy events. **School Fees for Move-up Day/Graduation ( Due in May )**

- **Parties**

A birthday is a special event in a child's life. Children enjoy sharing this exciting day with their friends. CLLC is happy to have you participate with us on that day. Please feel free to bring "goodies" to celebrate the special day.

**\*Please be aware and make sure that all products brought into the center must be Peanut, and Tree-nut free not excluding other known allergens of our students.**

**\*Please check to make sure that the food you pack for your child is not processed in facilities that may share or contain peanut and tree-nut products.**

**3.5 Pictures** CLLC will take candid pictures of the children at various times during the day and/or on field trips. Some of these pictures may be used on my web site, placed in photo albums that are viewed by prospective clients, in marketing flyers as well as in the center. Please provide email addresses for your family members to be on our digital photo email list.

**3.6 Share your talent or special skills:** Do you play an instrument, do arts and crafts or draw? Do you like carpentry or cooking? Talk to your child's teacher about how you can share your skills with the children at our center. We consider families a wonderful resource in our learning community. (All volunteers/helpers may provide clearances in advance)

#### **4. Kindergarten Transition**

When your child is ready to leave CLLC for elementary school, there are ways we can help make that big jump easier for you and your child. Our teachers are familiar with many of the schools your family may be considering, so feel free to talk with us about what you want for your child.

Schools make arrangements for new students in kindergarten or first grade to visit and look around. A new school is much less frightening for a child if he or she has had the chance to see what it looks like and to learn about the class activities. We will let you know when our local schools are having "Open House" for new students.

Additionally, if you request it, we will prepare a summary of your child's progress and development that you can share with your new school.

#### **4.1**

##### **School Fundraisers**

We rely on school fundraisers to help offset tuition fees in addition to purchasing items that break or need to be replaced. We have (4) fundraisers throughout the year and need 100% participation from all families. There is an opt-out fee of \$50.00 per fundraiser if you should choose not to participate.

#### **4.3**

##### **Activity Fees**

School trips are not included in the tuition in addition each family is required to pay a family fee for our Move-up Day/Graduation in June in addition to our Holiday Party in December. **(More details will be sent home for these events at a later date).**

#### **5.0**

##### **School Uniforms**

Changing Lanes Learning Center, Inc. has instituted a school uniform policy. Children must be in uniform during regular school hours unless otherwise instructed by the schools director. The uniform policy is in compliance with the schools governing rules and guidelines ascribed in your Family Handbook. The handbook and schools policies are subject to change! **(A separate Document will be provided at time of enrollment)**

## **6. Parents Rights and Responsibilities**

You have a right to:

- Be assured that your beliefs, concerns, and values are sought out, respected and reflected in your child's care.
- Ask questions of staff
- Visit at any time
- Information about all aspects of the program in relation to your child participation
- Information about your child's experience in the program
- Be informed about changes in school program or schedule
- Confidence in the complete confidentiality of all matters involving the welfare of your child and family

You have a responsibility to:

- Pay fees on time
- Volunteer current important information (addresses, medical exams, etc.)
- Know and accept the policies and procedures in this handbook
- Review daily your child's experience sheets and notes
- Exchange essential information about the care of your child with staff
- Respect staff as professionals who work with you to provide quality child care

### **6.1 Changing Lanes Learning Center's Rights and Responsibilities**

We have the right to:

- make decisions and take actions for the safety of our community
- have pertinent information about the children we serve
- terminate services at any time with written notice

We have the responsibility to:

- meet all Department of Public Welfare (DPW) licensure requirements
- follow all city/ borough health, safety and fire safety codes
- provide a high quality early childhood program
- follow mandated child abuse reporting procedures
- show respect for the beliefs, concerns, and values of each family served, and ensure that our program reflects that respect
- ensure professional behavior of all staff
- respect parents as children's first and primary teachers
- exchange essential information about your child with you, the parent(s)
- Ensure that your child will be supervised at all times.

## Your Child's Health and Development

### 7. Health Assessments

**Your child must have a medical check-up before starting school, and once a year while enrolled in our school.** This is a state requirement. If you need help finding a doctor for your child or yourself, please ask someone in the office or check the resources in our Family Resource Center.

### 8. Meals and Nutrition/Physical Activity and Movement

CLLC provides a morning snack and afternoon snack. Morning snack is served about 9:30am. Lunch is served about 12:00pm. Afternoon snack is served between 2:30 and 3:00pm.

Nutrition is an important part of health education. Healthy foods provide the fuel necessary for successful learning. Please pack a nutritious lunch each day for full-day children. Non-processed fruits, vegetables, or proteins provide children with the energy required for a successful, busy morning. Children may not have gum, candy, or soda at school. Candy may be an exception such as on Halloween, Christmas or special days and parties as they can bring in for Easter Baskets and Halloween Bags, however they will be sent home.

We go outside everyday for fresh air and moving exercises. Children need to move around, run, jump, hop, skip to develop gross movement to develop large motor skills. Kids need to be active and moving for a minimum of 120 minutes of daily active play time with outdoor active play 2 or more times each day. At least 60 minutes of structured and at least 60 minutes of unstructured physical activity. From time to time, your child will have the opportunity to participate in cooking activities in the classroom and to help in preparing special foods. This is another way we expose children to new and different foods and increase their interest in trying new things. **If your child has any dietary restrictions and/or food allergies, we must have a doctor's note on file detailing the restriction/allergy.**

If a student forgets lunch and the parent has not provided one by the time lunch begins we will make every effort to give that child something sustainable to eat until they get home from school. **The teacher's are no longer accepting money to place food orders for your child as this one time courtesy has become too routine and causes hard feelings and jealousy among the other students.**

**NO PEANUT OR TREE-NUT PRODUCTS SHOULD EVER BE PACKED IN YOUR CHILD'S LUNCH AND SENT INTO THE CENTER!**

### 9. Personal Care Routines

#### Hand washing

For everyone's health, we teach children good hand washing and hygiene practices. **Please help by making sure your child washes his or her hands when arriving at school and before leaving for the day.** We will help them learn the best way to wash their hands

when at school, and remind them throughout the day-before eating, after toileting, when coming in from outside play- to make sure their hands are clean. Remember: Research shows that good hand washing significantly reduces the number of children who get sick in preschool and early care centers.

### **9.1 Toileting**

Typically, children use the toilet independently by the time they start at Changing Lanes Learning Center. We do realize that our young children may have occasional toilet accidents (or may get their clothes wet or dirty in a mealtime spill or a painting mishap). Please put a **complete set of clean clothes (uniform)** that are appropriate to the season in your child's cubby. If your child needs to change clothes during the day, we will let you know and will send the soiled clothes home with you to be cleaned.

CLLC is designed to keep children active - both indoors and out. We want children to take advantage of all classrooms and outside activities without worrying about their clothing. To this end, sensible, appropriate and safe clothing should be worn to school. Sneakers or comfortable shoes are always a good choice for active children.

Please remember to label all of your child's items as sometimes things do get misplaced but they are more than likely to be reunited with your child if they are properly labeled. **Remember label, label, and label!**

### **9.2 Nap Time Needs**

Each class includes time for afternoon nap every day. The center provides a comfortable sleeping mat, and parents should provide a sheet or light blanket, as well as a pillowcase and a small pillow (12"x12" or smaller.) Most children fall asleep although some just rest while listening to music.

On Friday we will have your child's linens ready for you to take home to wash. It is very important that you **bring back clean linens each Monday.**

## **10. Sick Children**

### **10.1 When to keep our child home**

We want all of our children to stay healthy and to be actively involved in learning activities every day and so do you, but sometimes they do get sick. At Changing Lanes Learning Center, we are not staffed to care for sick children and ask that you make other arrangements for your child when he or she is ill.

We follow recommendations of the American Academy of Pediatrics about when young children should be kept out of the center. Please **DO NOT** bring your child to the center if he or she has

- fever (above 98.6\* orally) \* The child must be fever free for 24 hours without the aid of fever reducing medicines such as Tylenol or Motrin.
- diarrhea- no diarrhea for 24 hours while eating a normal diet

- vomiting (more than twice in the past 24 hours)
- rash with fever- 24 hours
- earache with fever- 24 hours
- Pinkeye (irritated whites of the eyes) with white or yellow discharge - must be seen by a doctor and return with a doctor's note stating that treatment is being given or is not required.
- Skin infection (of unknown origin) - must be seen by a doctor and return with a doctor's note stating that treatment is being given or is not required.

There are other conditions in which your child should not be around other children, but these are the most common. **Your child must meet the criteria listed above before returning to CLLC.**

**Even when children do not pose a risk to others, they may be too sick to come to the center.** If your child is unable to participate in routine activities or will require more care than staff can provide, you should keep him or her home.

Please call to let us know when your child will not be at school because of illness.

If a child comes to school not feeling well, **Changing Lanes Learning Center staff** will determine whether the ill child should be sent home. If you have questions about this, please talk to your child's teacher or the director.

## **10.2 If your child becomes ill at school**

When a child gets sick while at school, we will call the parents right away. If the parent is not immediately available, we will call the individuals that you have designated as Emergency Contacts for your child. Please make sure that the people you name as Emergency Contacts are able to respond to your child's needs if you cannot.

If your child is only mildly ill and we determine that he or she can stay at Changing Lanes Learning Center without risk, we will talk with you about a plan of care, and will make note of any symptoms or changes.

**If a child experiences a true medical emergency, we will call Emergency Medical Services first, and then call the parents.**

## **11. Medication Policy**

In order to give your child medication at school, we need these things from you:

- Whenever possible the first dose of medication should be given at home to see if the child has any type of reaction.
- Parents or legal guardians may administer medication to their own child during the childcare day.
- a Medication Form which includes your permission for us to give the medication and instructions for administration of medication - dose, time, method and duration of administration;

- The medication in its **original, labeled prescription or manufacturer's container** that meets standard safety requirements. Medication should have child's name, the name and strength; the date the prescription was filled; the name of the health care provider who wrote the prescription; the medications expiration date; and administration, storage and disposal instructions.

We will store the medicine in a lock box (or the refrigerator) away from the children. Medicine will be given to your child at the appropriate time and the teacher/caregiver will sign a log noting the time the medicine is administered.

Staff members are not, by law able to dispense medications unless these conditions have been fulfilled. **Open-ended orders should be updated and provide clarification from parent and/or medical provider each year. Students are not permitted to carry medication at school.**

### **Your Child's Safety and Well-Being**

#### **12. Days & Hours of Operation**

Monday-Friday 7:00 a.m.-6:00 p.m. (Year round 12 month program)

##### **12.1 Parking Guidelines**

- ❖ Please observe that there are no reserved parking spaces for CLLC.
- ❖ Parking is very limited because of our nearby residential community.
- ❖ Please be careful not to park on sidewalks or in the driveways. The driveways are private and may not be blocked.
- ❖ Please be aware of all pedestrians traveling about.
- ❖ For both drop-off and pick-up parents should walk their children into the center and sign the attendance sheet.
- ❖ Always proceed with caution as children are our first priority at CLLC, which maintains the safety of all its students during operational hours.

#### **13. Arrival Procedures**

Changing Lanes Learning Center opens at 7:00. Please bring your child to school no later than their assigned time per your signed agreement form. We staff the teacher's based on arrival times, so if you need to update your arrival time please let us know. 8:30 is the latest your child should arrive each day unless they have a doctor's appointment or with prior notice given. If your child arrives after 9:00 am they will have missed the cut-off time and

cannot be admitted to school. When children arrive to school late during our instruction time it disrupts the morning flow of our program. The parent or adult dropping off the child must sign-in using Tadpoles system. Children must be escorted inside the center by their parent or the adult dropping them off.

## **Pick-up Procedures**

### **14. Daily Pick-up Procedures**

The center closes at 6:00 p.m. At the end of the day, parents or designated adult must come into the center to pick up their child and must sign their child out of care using the Tadpoles system. This is for the safety of our children. Please be prompt. Leave enough time to read important notices remove all items from your child's cubby and sign out by our closing time, 6:00 p.m.

- **According to the updated Rules and Regulations of (DPW) Department of Public Welfare, and in accordance with CCIS Subsidy guidelines, no child is to be in childcare more than 10.0 hours per day.**

#### **14.1 Late Pick-up Procedures**

Parents will be expected to provide a pick-up time in the application. If parents are going to change from their normal routine, advance notice is required. In the event your child isn't picked up on time and you cannot be reached, the center will contact a person listed on file. There will be no charge for the first lateness as a courtesy with advanced notice given and only a 15 minute grace period. After the 15 minute grace period fees will apply. Additionally if future lateness's occur, it will result in your child being charged a fee if picked-up after hours. There will be a \$10.00 fee for any child picked up after 6:00pm and an additional \$20.00 added each 15 minutes thereafter.

### **15. Emergency/Alternate Pick-up Procedures**

At enrollment, parents will be given and Emergency/Alternate Pick-up form. Parents are encouraged to list on this form any and all person who in the course of events, may at one time be asked to pick up their child from Changing Lanes Learning Center. In an emergency situation the child's parents will be called first. If they cannot be reached, staff will call the persons listed in this form until someone can be reached.

Parents do not need to be listed on the Emergency/Alternate Pick-up form. The nature of the parental relationship gives the parents (in the absence of a court order indicating otherwise) the right to pick up their child.

We will require the individual to show identification before releasing your child. We will NOT release your child to anyone other than the child's parents/guardian without written authorization from parents/guardians.

#### **15.1 Emergency Contacts**

When your child starts coming to Changing Lanes Learning Center, you will need to complete an "Emergency Contact/parental Consent Form (CY-867)". This form, when completed,

informs us who we should contact if your child has an emergency and we cannot reach you. This information is required by the State of Pennsylvania.

**Please make sure that the individuals named on this form can act in your place if you cannot be reached.** They should be able to pick up your child if he or she is sick or arrange for emergency care if necessary. Your emergency contacts should be able to make decisions about your address, phone numbers, and emergency contacts every six months. It is essential that we have current phone numbers in order to assure the safety and care of your child.

## **16. Weather Emergencies**

CLLC is closed due to weather when transportation conditions become hazardous, or if most of the township's buses will not be operating. If you feel that transporting your child will be unsafe, even if we do not close school, please feel free to keep your child at home.

The Director of CLLC makes the decision regarding the cancellation of school and contacts the media. This information will be posted as early as possible on the school blog, on the CLLC website. The School's phone message will be revised to reflect any changes, as early as possible. School closing information may also be found on

- ❖ KYW (1060 AM) You may also check school closing on their website at <http://www.kyw1060.com>
- ❖ Fox 29
- ❖ WPVI (ABC) Channel 6
- ❖ WCAU (NBC) Channel 10

## **17. Non-weather Emergencies**

In the unlikely event that an emergency requires us to evacuate our building, we will proceed to the closest exit door and walk outside of Changing Lanes Learning Center. Our meeting place will be in our play yard area (directly outside of the center) or the Collingdale Fire Company # 1 on Clifton Avenue. Once the children are safe and attendance has been taken we will attempt to contact all parents, but if we do not reach you please go directly to the Collingdale Fire Company #1 to pick up your child.

**If there is a serious community emergency that does not endanger our building, we are prepared to shelter the children here in the center until parents arrive. No one will be allowed to enter or exit the building during lock-down procedures. Parents will be notified by e-mail and phone of such details and will be updated of their child's status. We will prepare to shelter for a minimum of one day and upwards up two days or as long as the emergency situations exists. We will keep constant email and phone communication with parents/guardians as much as we can.**

## **18. Emergency Drills**

### **Emergency Drills**

Emergency drills will be held periodically to acquaint the children with evacuation procedures. This may make quite an impression on your child the first time a drill is held, but your child will soon become accustomed to it and know just what to do in the event of an emergency.

### **Written Plan for Evacuation and Route**

#### **Personnel in Charge of evacuation procedures:**

The Director is responsible for all phases of the evacuation procedures. In the director's absence, the assistant teacher shall assume responsibility.

#### **18.1 Disaster Evacuation Plan**

1-----long bell 2----short bell 1-----long bell, Director Calls 911.

**Teachers must quickly, but orderly line up, and count the children and quietly walk out the building using their designated route.**

1. The Director will ring the bell to notify everyone of an emergency. In her absence the Assistant teacher will assume responsibilities.
2. The Director is responsible for removing the attendance sign-in/out sheets and the emergency contact list with current phone numbers, and addresses.
3. All the children and teachers will report to the designated emergency area and no one is to re-enter the building until proper authorities have deemed the building safe to enter.
4. The Director and teachers will be responsible for the children and the attendance sheet for all children.
5. The Director and teachers are required to be familiar with the evacuation plan.

#### **Precautions to Observe**

1. Keep all children as calm as possible.
2. Keep all children together in a group
3. Remind children to walk quickly to exit the building.
4. Close all classroom doors.
5. Reassure the children of your presence and their safety
6. Move the children as far out of danger as possible. Take children to emergency shelter as designated on plan.
7. Take attendance as you go exit.
8. After the children are evacuated from the building, the director, or assistant will check the attendance sheet, and the sign-in sheet, and count the children to be sure all children and teachers are accounted for and no one has returned for personal belongings.
9. Director will check restrooms for children and staff members.
10. No one is to re-enter the building until proper authorities have deemed the building safe.

## **18.2 Emergency Routes:**

The Director, teachers and all students will line up and proceed to the closest exit door and walk outside of Changing Lanes Learning Center. Everyone will meet in the play yard area (directly outside of the center). Attendance will be taken again to ensure that every child is accounted for. We will wait for all clear bell 1-----long bell before proceeding back into the classroom.

### **(Emergency Routes are posted near both exits)**

#### **Emergency Medical Transport Plan**

In the event of an emergency the Director will accompany the emergency rescue team during the transport of your child to receive emergency care and notify you of where they have been taken. In her absence the group supervisor will remain with the rest of the preschool students.

## **19. Choking Hazards/Slip and Fall/3270.103 Small toys and objects**

Toys and other small objects such as hair beads with a diameter of less than 1 inch, objects with removable parts that have a diameter of less than 1 inch may not be accessible to children who are still placing objects in their mouths. This also includes younger siblings as well as other young toddlers and small children who may be visiting in our center.

These small objects could also be a slip and fall hazard to the staff and other visitors' should they fall onto the floor within the preschool center.

## **Things We Must Tell You**

### **20. Non-discrimination Policy**

Changing Lanes Learning Center does not discriminate or limit access to its programs, activities or employment on the basis of age, race, color, creed, religion, gender, national origin, pregnancy, disability (including the impairment of vision or hearing), veteran's status, or sexual orientation.

### **21. Required Reporting of Child Abuse**

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

ways, so please be sure to talk with your child's teacher if your child has gotten a cut, bruise, burn or other injury that may cause concern. This is especially important if the injury is covered or hidden.

## **22. Confidentiality**

Your child's school records are confidential. School records are open only to the child's teachers, the director, and any authorized employee of the Department of Welfare and of course, to the parent or legal guardian.

If you request it, we will forward your child's health and educational records to a new school your child will be attending upon their entry to Kindergarten. **We can only release school records with your specific written permission.**

## **23. Tuition, Fees, Withdrawal, and Dismissal**

### **23.1 Tuition**

Tuition is due on the first weekday of every month.

- You can find your tuition invoice in your child's folder on the 1<sup>st</sup> of every month.
- Place the tuition slip and check or exact amount of money in an envelope with your child's name on it.
- Please hand it directly to the Director or one of the teachers
- We will give you a receipt for payment.
- Your child is enrolling in a 12 month program which means that you agree to paying your child's tuition for the entire school year. If you need to remove your child prior to this 12 month period you need to give the director two weeks' notice or you will be charged an early termination fee of 360.00. The only exception is for a child entering into Kindergarten, and will be attending until their graduation day in June. Tuition fees cover 5 full days a week, 4 weeks a month, for a cost of \$900.00 per month based on a full week of attendance at \$225.00 per week. (Equivalent to \$45.00 per day). When there is a 5 week month the monthly fee will be \$1,125.00

Tuition is due even when your child is absent or when school is closed for holidays, weather or teacher trainings. If your child will be absent for an extended period of time please see the director.

### **23.2 Late Fee**

A **late tuition fee** of \$10.00 will be charged for tuition payments made on the third (3rd) day after it was due and an additional \$20.00 on the fifth (5th) added to the initial late fee and \$20.00 added for each day until received. If a weekend or Holiday falls when tuition is due, you are required to pay in advance prior to any weekend or Holiday school closings.

A \$35.00 fee will be charged for any check returned due to insufficient funds and other bank associated fees associated with the non-payment of the check. More than one check returned will result in no longer accepting any more checks from the client.

## **24. Withdrawal**

If a child needs to withdraw from Changing Lanes Learning Center, please let us know as soon as possible, at least two weeks before the change. This gives us a chance to help prepare your child for a big change. Without two weeks' notice of withdrawal we are unable to refund paid tuition if paid in advance. If you do not give two weeks' notice to the Director prior to your child leaving you are responsible for paying the tuition amount as indicated on the invoice in addition to early termination fees, as indicated in **23.1 Tuition Fees**.

### **24.1 Withdrawal for children entering Kindergarten**

If your child will be entering Kindergarten in the Fall and will not be enrolled during the summer session please notify the Director of your child's last day as soon as possible. By doing so, we can notify new families on our waiting list that a space is available to enroll their child into our program.

## **25. Dismissal**

Changing Lanes Learning Center reserves the right to dismiss any child at any time, with or without cause including delinquent tuition bills. If a child is dismissed by the Director for non-tuition reasons and the parent has paid their child's tuition in full. Parents will be refunded any unused tuition within two weeks of the dismissal. Any past balances must be paid within 30 days of the dismissal. An invoice detailing the past due balance will be forwarded to the address indicated in the child's file within one week of the dismissal. Any balances remaining after the 30 day period will be referred to the agency's legal counsel for collection. The Center Director or a staff member will assist the parent in gathering their child's belongings at the time of the dismissal and parents are required to leave Changing Lanes Learning Center's property in a calm and respectful manner, immediately. Changing Lanes Learning Center will request assistance from local police should any parent become disruptive and/or uncooperative while gathering their child's belongings upon dismissal. A dismissed child and his/her parents are required to call and request an appointment with the Center Director if they wish to return to Changing Lanes Learning Center's property following a dismissal. Appointments are made at the discretion of the Center Director and are not a right of the dismissed child or parent. Following a dismissal, any parent or child who harasses, threatens or in any manner causes harm to anyone affiliated with the center by calling, writing, or any other means, will be prosecuted to the fullest extent of the law, by Changing Lanes Learning Center.

\*Dismissal of students for delinquent tuition bills:

1<sup>st</sup> offense will result if you are more than three (3) days late in paying your child's tuition with a late fee assessed.

2<sup>nd</sup> offense will result in you getting a written warning with intent to dismiss your child should there be a third (3<sup>rd</sup>) offense in paying your child's tuition late.

3<sup>rd</sup> offense will result in immediate dismissal of your child.

\* Dismissal of students for Behavioral Problems:

We will document inappropriate behavior and will provide you a copy of the specific events. If your child behavior is an ongoing issue they will be suspended, and possibly receive a letter of intent to dismiss should the problem persist. The Changing Lanes Learning Center staff cannot put the other students at risk for injury and will not support negative behavior in our center.

## **CALENDARS AND SCHEDULES**

**(School closings & holidays are updated each calendar year)**

### **26. Holidays**

**WE ARE ALWAYS CLOSED FOR THE FOLLOWING HOLIDAYS** so that we can share these special days with our own families. We hope you enjoy the holidays with your families as well. (PAID HOLIDAYS)

- New Year's Day
- Martin Luther King Day (Subject to change)
- President's Day (Subject to change)
- Memorial Day
- Independence Day
- Labor Day
- Veterans Day (Subject to change)
- Thanksgiving Day and the day after Thanksgiving
- Christmas Eve Day through New Year's Eve Day

### **27. In-service Days**

In addition to holidays, there may be days each year when our center will be closed so that our teachers can receive in-service training. This training is required by the state and helps our teachers continually improve their skills and knowledge in caring for and teaching your child.

### **28. Early Closing**

There may be several days a year when we ask you to pick your child up early, usually by 3:00, so that we can arrange for training for our staff or safely perform maintenance on our building.

## OUR PROGRAMS

### 29. Our Preschool Program

When children come to school for the first time, it's often a BIG change for them. Our preschool class gives three to five- year-olds the chance to make a smooth transition from home to school. At CLLC, they learn to follow a class schedule, to follow group rules, to learn about their world as they play with other children, and to become more independent as they learn some important self-help skills.

### 30. Summer Enrichment Program

During the summer we offer a full-day program in addition to our regular year round (12 month) preschool program.

- Our summer program includes arts and crafts, sports, music, science and nature as well as field trips in the community. (**See the director for more information.**)

**\*There is NO additional fee for the students who are currently enrolled in the center as full-day year round students enrolled in our 12 month program.**

## Frequently Asked Questions

Who will care for and teach my child?

At Changing Lanes Learning Center we are very lucky to have an experienced, well-qualified staff of professionals to teach and care for your children. Our teachers are your partners in helping your child to grow and learn, so get to know them- they're here to help!

Our Teachers have been teaching collectively in the Educational Field for over 18 years. They maintain CPR and First Aid certification as required by Pennsylvania law. Our teachers are active members of the National Association for the Education of Young Children. Our teachers are also active members of the Delaware Valley Association for the Education of Young Children.

Our teachers attend workshops and conferences throughout the school year as an ongoing commitment to staying informed and current with the ever changing curriculum and technological advances. These workshops and professional development opportunities keep them updated and well informed so they can provide your child with an invaluable education.

**So many rules!**

**So much paperwork!**

**Why?**

Changing Lanes Learning Center is fully licensed by the state of Pennsylvania, because we follow all the state rules and regulations. We follow those regulations because they help assure the safety and well-being of children, and because **we need to keep our license in order to stay in business.**

We try very hard to work with families when they are having difficulties meeting requirements, but in cases where parents are uncooperative in providing mandatory forms, information and so on, we may be required to dismiss the child from our program. This is for the protection of all our children and families!

**And We're Proud To Tell You ...**

Changing Lanes Learning Center is fully licensed by Pennsylvania's Department of Public Welfare Regional Child Care Office. Changing Lanes Learning Center is a successful participant and members of the National Association for the Education of Young Children. Our teachers are also active members of the Delaware Valley Association for the Education of Young Children. We are also enrolled in Keystone Stars.

Thank you for choosing  
Changing Lanes Learning Center!

**All Lanes lead you to a successful education!**



### **Changing Lanes Learning Center Family resources, Agencies & Affiliates'**

<http://www.foodallergy.org/home> FAAN The Food Allergy & Anaphylaxis Network

<http://www.allerbling.com/> Allerbling Allergy Alert

<http://firstup.org> First Up

<http://www.naeyc.org/> NAEYC

[teachingstrategies.com](http://teachingstrategies.com) Teaching Strategies

[www.scholastic.com](http://www.scholastic.com) Scholastic Books

<http://successby6-fl.org/> United Way's Success By 6

[www.pakeys.org](http://www.pakeys.org) PA Keys

<http://www.lifeisgood.com> Life is Good Playmakers

[www.statkids.org](http://www.statkids.org) Stat Kids carry products designed for children with food allergies

<http://dciu.org> Delaware County Intermediate Unit (DCIU)

<http://www.co.delaware.pa.us/humanservices/childcare.html>  
Delaware County Department of Human Services/Childcare Information Services



1200 Clifton Avenue  
Collingdale, PA. 19023  
School # 610-522-2101/Fax # 610-522-9103  
E-mail: Changinglanes@comcast.net

**INDIVIDUALIZED EDUCATION PLANS (IEP) &  
INDIVIDUALIZED FAMILY SERVICE PLANS (IFSP)  
INFORMATION SHEET  
2020-2021**

Because of the diverse set of needs of the children in our program, we gather as much information about the best ways to educate each child as possible. IEP's and IFSP's are created by service providers working with children with special needs and include this information. The Keystone STARS Performance Standards therefore require each early learning provider to request copies of IEP's and IFSP's for the children in their care. In order to better facilitate the needs of our children in our program we try and make this request as early as possible. There are many ways to make this request, and the "sign off sheet" is included in your child's enrollment packet. Other possibilities include asking during the enrollment meeting or during your child's Parent/Teacher conference. Because of the importance of the IEP/IFSP to a child's learning, we provide a copy of this form before the child is to attend.

The information found on an IEP/IFSP is protected by privacy laws including the Health Insurance Portability and Accountability Act (HIPAA). Releases of information may also be required to speak to members of a child's treatment team. Professional development regarding privacy issues, and HIPAA in particular, is highly recommended.

**Child's Name:** \_\_\_\_\_

Your child's growth and development is measured with developmental assessments. If your child currently has an IEP/IFSP, it would be beneficial to share a copy of this plan with us so we can work together to ensure that the guidelines are put into practice. You do not have to provide this information if you do not wish to do so.

- I am providing a copy of my child's IEP or IFSP.
- I am not providing a copy of my child's IEP or IFSP and/or this is not applicable to my child.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Printed Name:** \_\_\_\_\_



Private Preschool  
1200 Clifton Avenue  
Collingdale, PA. 19023  
School # 610-522-2101/Fax # 610-522-9103  
E-mail: [Changinglanes@comcast.net](mailto:Changinglanes@comcast.net)

Changing Lanes Learning Center, Inc. has instituted a school uniform policy. These items are available at Walmart, Forman Mills, Kmart, and Old Navy. The uniforms will not require our school's logo as they can then be used for Kindergarten transition into the neighboring schools, such as Aldan Elementary, and Southeast Delco Kindergarten Center. The uniforms will consist of the following:

(Boys)

- Baby blue or navy blue polo long or short sleeve
- Navy blue pants

Summer Uniform (optional)

- Navy blue walking shorts
- Baby blue or Navy short sleeve polo

(Girls)

- Baby blue or navy blue polo short or long sleeve
- Navy blue pants
- Navy blue or Khaki skirt or jumper

Summer Uniform (Optional)

- Navy blue walking shorts
- Navy blue or Khaki skort
- Baby blue or Navy blue short sleeve polo

Thank you,

Naomi Pereira-Lane (Director)

## Changing Lanes Learning Center

Please sign this page and return it by the end of your child's second week.

I have read the Changing Lanes Family Handbook  
And agree to follow the policies contained in it.  
I also agree that by signing this form I am enrolling for a 12 month program.

\_\_\_\_\_  
Child's Name

\_\_\_\_\_  
(Parent's signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Parent's signature)

\_\_\_\_\_  
(Date)

**Parent/Guardian Copy**

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I also agree that by signing this form I am enrolling for a 12 month program.

\_\_\_\_\_  
Child's Name

\_\_\_\_\_  
(Parent's signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Parent's signature)

\_\_\_\_\_  
(Date)

Office Copy