CORA

Early Years Fall Enrollment Packet and Manual

- CORA Early Years school year will begin on September 1, 2020
- Our adjusted operating hours will remain 8:00am-3:00pm
- The monthly Tuition rate for the Toddler room is $875 and $825/ monthly for Preschool and Pre-K Classrooms. This tuition fee covers all in house activities, materials and experiences.
- A full, complete registration packet including your child's health assessment and immunization record, and all signed forms is due the first day of camp.
- Things to bring to school: Lunch (no heat-ups), full set of extra clothes, diapers/pull-ups if needed. We will provide blankets for the children at rest time.
- Early Years will be using Tadpoles an app you can download right to your phone to get an update on your child's day with pictures. Please sign-up on the app using the email you provided CORA at time of registration.
- Please make sure you review our Updated Policies and Procedures manual in response to COVID-19.
-

Parent Name Parent Signature

Childs Name Date

CORA

Policies and Procedures for Reopening CORA Early Years Programs

- **Updated emergency contact and parent fee agreement** completed for each child
- Family cannot deviate from "persons whom the child may be released to" during this time. For the safety of children and staff, please keep drop off/pick up persons consistent
- Family must strictly **keep to time indicated** on the parent fee agreement form, ex. 9-2 (child must be picked up at 2)
- Zero tolerance **late drop off/pick up policy**. One and done
    - Children will not be accepted into the program past 9:00am. (The only exception will be if the parent notifies the center in advance.)
    - Admittance is up to the discretion of management
- Adults dropping children off are required to **wear a face mask**
- Drop Off Procedures: Children's temperature will be checked at drop-off- A **Screening Record Sheet** will be completed including drop off / pick up time, temperature, and symptoms.
    - Attempt to stand 6 feet apart to complete visual inspection.
        - Fox Chase will be accepting children outside of the center's main entrance of Early Years. (Next to Play Yard)
    - Staff will make a visual inspection of the child for signs of illness which could include flushed cheeks, rapid breathing or difficulty breathing (without recent physical activity), fatigue, or extreme fussiness.
        - Pediatric Multi-System Inflammatory System- Signs of this new diagnosis fever, red eyes, rash, upset stomach, and cardiac arrest (in some cases)
    - Persons who have a fever of 100.40 (38.00C) or above or other signs of illness should not be admitted to the facility. (Thermometer should be non contact)
    - Once the child is cleared, the childcare worker will bring the child to the front door and an assigned front door person will bring the child to their designated classroom.
    - Teachers will be responsible to assist children with washing hands vigilantly with soap and water for at least 20 seconds. (upon arrival, through-out center changes, before and after eating, after toileting, end of the day)
    - Early Years staff will conduct a second temperature and wellness check before rest time each day.
- No outside food, blankets/toys/personal items (extra clothes required for cubbies)
        - packed lunch required (no heat ups will be accepted)

- Outside workers (Specialists, Therapists, etc.) coming to see children in center will be asked to wear masks and gloves while working with children and will be subject to wellness and temperature check before working with children or entering site

- **Cots during naptime**
  - Will be Spread 6 feet apart
  - Children will nap in assigned classroom only
  - All Cots will be disinfected daily
    - Center will provide blankets and fitted sheets for rest mats/ cots. They will be labeled and laundered onsite.

- **Cleaning/Disinfecting**
  - Thorough disinfection of all surfaces and toys will occur daily. During outdoor play a staff member will be assigned to go into the classroom and disinfect all large surfaces. At the end of each day toys will be disinfected and blankets/ sheets will be washed.

- **Toys/ Materials:**
  - Classrooms will eliminate all soft toys, dress up clothing, playdough, and sand.
    - The amount of toys in the classroom will be reduced and switched out daily to keep children's interests. The toys that will be removed from the classroom at the end of the day will be placed in bins to be disinfected.

CHILD HEALTH REPORT

(55 PA CODE §§3270.131, 3280.131 AND 3290.131)

Parent/Provider fill in this part.

CHILD'S NAME: (LAST) (FIRST)	PARENT/GUARDIAN:
DATE OF BIRTH: HOME PHONE:	ADDRESS:
CHILD CARE FACILITY NAME:	
FACILITY PHONE: COUNTY:	WORK PHONE:

☐ I authorize the child care staff and my child's health professional to communicate directly if needed to clarify information on this form about my child.

PARENT'S SIGNATURE:

DO NOT OMIT ANY INFORMATION

This form may be updated by a health professional. Initial and date any new data. The child care facility needs a copy of the form.

HEALTH HISTORY AND MEDICAL INFORMATION PERTINENT TO ROUTINE CHILD CARE AND DIAGNOSIS/TREATMENT IN EMERGENCY (DESCRIBE, IF ANY):
☐ NONE

DESCRIBE ALL MEDICATION AND ANY SPECIAL DIET THE CHILD RECEIVES AND THE REASON FOR MEDICATION AND SPECIAL DIET. ALL MEDICATIONS A CHILD RECEIVES SHOULD BE DOCUMENTED IN THE EVENT THE CHILD REQUIRES EMERGENCY MEDICAL CARE. ATTACH ADDITIONAL SHEETS IF NECESSARY.
☐ NONE

CHILD'S ALLERGIES (DESCRIBE, IF ANY):
☐ NONE

LIST ANY HEALTH PROBLEMS OR SPECIAL NEEDS AND RECOMMENDED TREATMENT/SERVICES. ATTACH ADDITIONAL SHEETS IF NECESSARY TO DESCRIBE THE PLAN FOR CARE THAT SHOULD BE FOLLOWED FOR THE CHILD, INCLUDING INDICATION OF SPECIAL TRAINING REQUIRED FOR STAFF, EQUIPMENT AND PROVISION FOR EMERGENCIES.
☐ NONE

IN YOUR ASSESSMENT, IS THE CHILD ABLE TO PARTICIPATE IN CHILD CARE AND DOES THE CHILD APPEAR TO BE FREE FROM CONTAGIOUS OR COMMUNICABLE DISEASES?
☐ YES ☐ NO IF NO, PLEASE EXPLAIN YOUR ANSWER:

HAS THE CHILD RECEIVED ALL AGE APPROPRIATE SCREENINGS LISTED IN THE ROUTINE PREVENTIVE HEALTH CARE SERVICES CURRENTLY RECOMMENDED BY THE AMERICAN ACADEMY OF PEDIATRICS? (SEE SCHEDULE AT WWW.AAP.ORG)

☐ YES ☐ NO

VISION (subjective until age 3)	
HEARING (subjective until age 4)	
LEAD	

Parents may write immunization dates; health professional should verify and complete all data.

HEP-B						
ROTAVIRUS						
DTAP/DTP/TD						
HIB						
PNEUMOCOCCAL						
POLIO						
INFLUENZA						
MMR						
VARICELLA						
HEP-A						
MENINGOCOCCAL						
OTHER						

MEDICAL CARE PROVIDER:	SIGNATURE OF PHYSICIAN, CRNP OR PHYSICIAN'S ASSISTANT
ADDRESS:	TITLE:
PHONE:	LICENSE NUMBER: DATE FORM SIGNED:

AGREEMENT

55 PA CODE CHAPTERS 3270.123 &.181(C); 3280.123 &.181(c); 3290.123 &.181(c)

NAME OF CHILD		
FEE AMOUNT $	PER-DAY-WEEK	DAY PAYMENT TO BE MADE

Services to be provided as part of the day care fee (examples; transportation, care, meals, etc.)

CHILD'S ARRIVAL TIME	CHILD'S DEPARTURE TIME	PERSON(S) DESIGNATED BY PARENT TO WHOM CHILD MAY BE RELEASED
LATE FEE $	PER MIN-HR	

Extra services to be provided at an additional fee if applicable

I, the parent/guardian;

☐ received complete written program information at the time of enrollment. (§ 3270.121, 3280.121, 3290.121)

☐ agree to update the emergency contact/parental consent form information whenever changes occur or every 6 months at a minumum. (§ 3270.124, 3280.124, 3290.124)

SIGNATURE-OPERATOR DATE

SIGNATURE-PARENT OR GUARDIAN DATE

DATE OF CHILD'S ADMISSION
DATE OF WITHDRAWAL

PERIODIC REVIEW

SIGNATURE-PARENT OR GUARDIAN DATE

EMERGENCY CONTACT / PARENTAL CONSENT FORM

55 PA CODE CHAPTERS 3270.124(a)(b), 3270.181 & 182; 3280.124 (a)(b), 3280.181 & 182; 3290.124 (a)(b), 3290.181 & .182

CHILD'S NAME	BIRTHDATE
ADDRESS	
MOTHER'S NAME/LEGAL GUARDIAN	HOME TELEPHONE NUMBER
ADDRESS	
BUSINESS NAME	BUSINESS TELEPHONE NUMBER
ADDRESS	
FATHER'S NAME/LEGAL GUARDIAN	HOME TELEPHONE NUMBER
ADDRESS	
BUSINESS NAME	BUSINESS TELEPHONE NUMBER
ADDRESS	

EMERGENCY CONTACT PERSON(S)	NAME	TELEPHONE NUMBER WHEN CHILD IS IN CARE

PERSON(S) TO WHOM CHILD MAY BE RELEASED	NAME	ADDRESS	TELEPHONE NUMBER WHEN CHILD IS IN CARE

NAME OF CHILD'S PHYSICIAN/MEDICAL CARE PROVIDER	TELEPHONE NUMBER
ADDRESS	

SPECIAL DISABILITIES (IF ANY)	ALLERGIES (INCLUDING MEDICATION REACTION)
MEDICAL or DIETARY INFORMATION NECESSARY IN AN EMERGENCY SITUATION	MEDICATION, SPECIAL CONDITIONS
ADDITIONAL INFORMATION ON SPECIAL NEEDS OF CHILD	
HEALTH INSURANCE COVERAGE FOR CHILD or MEDICAL ASSISTANCE BENEFITS	POLICY NUMBER (REQUIRED)

PARENT'S SIGNATURE IS REQUIRED FOR EACH ITEM BELOW TO INDICATE PARENTAL CONSENT

OBTAINING EMERGENCY MEDICAL CARE	ADMIN. OF MINOR FIRST - AID PROCEDURES
WALKS AND TRIPS	SWIMMING
TRANSPORTATION BY THE FACILITY	WADING

PERIODIC REVIEW

_____ SIGNATURE OF PARENT or GUARDIAN _____ DATE

_____ SIGNATURE OF PARENT or GUARDIAN _____ DATE

CORA

Permission Form for Use of Student Picture, Voice, Video and/or Full Name On CORA Services, and/or School District of Philadelphia Materials

This letter is to both inform you and request permission for your child's picture, voice, video and/or full name to be published on the CORA Early Years website/Facebook Pages.

Student images are used on the Internet to promote student activities and celebrate student work. However, there are potential dangers associated with posting personal identifiable information on a website because global access to the Internet means that CORA Early Years cannot control who may view the website.

Accordingly, CORA Early Years will not release any information without prior written consent from you as the parent or legal guardian. Please complete this form to indicate if your child's image, voice, video and/or full name may be used on the Internet. This permission will be applicable to any use of full name, picture, voice or video taken in the school year in which permission is given and will remain in effect until the full name, picture, video or voice is removed from the website or until consent is withdrawn. As parent or legal guardian, you may withdraw your consent at any time by sending a written letter along with a new form, to the Director of the Center. Thank you for your cooperation.

Check on of the following options:

☐ I/We **GRANT** permission for any photo/image, voice, video, work and/or full name of this student to be published on CORA Early Years and/or CORA's Internet site.

☐ I/We **DO NOT GRANT** permission for any photo/image, voice, video, work and/or full name of this student to be published on the school and/or CORA's Internet site.

In addition, I agree to release and hold harmless CORA Services, Board Members, staff members, the School District of Philadelphia, its School Reform Commission members and Board of Education, agents, officers, contractors, volunteers, and employees from and against any and all claims, demands, actions, complaints, suits or other forms of liability that shall arise out of or by reason of, or be caused by the use of my child's picture, voice, video and/or full name on the Internet.

Student's Name: _____ **Center Name:** **CORA Early Years**

Print Name of Parent/Legal Guardian: _____

Signature of Parent/Legal Guardian: _____

Date: _____

Parent Handbook Acknowledgement

I have received my copy of the CORA Early Years parent and student handbook which outlines the policies, procedures, and rules that are required of parents and students

I will familiarize myself with the contents of this handbook. I understand that it constitutes the policies of the Center. I also understand that CORA Early Years reserves the right to make changes at any time to its policies.

I understand that the information in this handbook is to maintain a healthy learning environment for the children. I know that if I have any questions or concerns in regards to this handbook, I can contact the director or administrative staff at any time to answer any questions. I fully understand that information and expectations stated in this handbook.

_____ _____

PARENT NAME **CHILD/CHILDREN NAME(S)**

_____ _____

PARENT SIGNATURE **DATE**

EARLY YEARS PRESCHOOL AND CHILD CARE CENTER

2020-2021 CALENDAR

August 26– August 31	**CENTER CLOSED**
September 1	Beginning of 2020-2021 School Year
September 7	Labor Day- **CENTER CLOSED**
November 26-27	Thanksgiving Holiday - **CENTER CLOSED**
December 23-January 1	Winter Break - **CENTER CLOSED**
January 4	School Reopens
January 18	Martin Luther King Jr. Day-**CENTER CLOSED**
February 15	Presidents' Day- **CENTER CLOSED**
	****Parent Teacher Conferences****
April 1`	Grandparent/Special Friends Day **(More information will be sent home in March)**
April 2	Grandparent/Special Friends Day
April 2-5	Spring Break- **CENTER CLOSED**
April 6	School Reopens
May 19	Children's Art Show
May 31	Memorial Day - **CENTER CLOSED**
June 25	Last Day of School Year
June 25	Prekindergarten Class "Moving Up" Ceremony 10:00 AM
June 28- July 2	**CENTER CLOSED**
July 5–August 27	Summer Adventure Program
August 30– September 3	**CENTER CLOSED**
September 6	Labor Day- **CENTER CLOSED**
September 7	Teacher Orientation- **CENTER CLOSED**
September 8	Beginning of 2021-2022 School Year

Please check monthly newsletter for special center activities

Early Years Direct Dial # 215-742-3528

DATE:

CORA SERVICES EARLY YEARS PRE-SCHOOL AND CHILDCARE CENTER
NOTICE OF ADMISSION

CHILD'S LAST NAME:_____ FIRST NAME_____

PARENTS' NAMES:_____

ALLERGIES:_____ D.O.B._____

ADDRESS: _____

PHONE NUMBERS:

MOTHER/HOME:_____
MOTHER/WORK:_____
FATHER/HOME:_____
FATHER/WORK:_____

EMAIL ADDRESS:_____

EMERGENCY CONTACT (Other than parents):

_____

Child will be attending (please circle one):

1. Nursey: Room 2
2. Pre-School : Room 4
3. Pre-Kindergarten : Room 1 or 3
4. Summer Adventure

Time your child will need care in Early Years: _____

Days your child will need care in Early Years: _____

REGISTRATION FEE: $ 50.00

MONTHLY PAYMENT: $

EFFECTIVE DATE:

Child Pick-Up Authorization

I, _____, authorize CORA Early Years to release my child/children to the designated person (s). This is in agreement with the Early Years Emergency Plan.

Child's Name	Designated Persons Name and Relationship
_____	_____
_____	_____
_____	_____

_____

Your signature Relationship Date

_____

Print Name

_____

Address

_____

Address

Home Phone:_____

Work Phone:_____

Cell Phone:_____

*Note: Parents and Guardians should designate themselves as designated custodians. Friends, neighbors and relatives may also be designated.

PLEASE PRINT CLEARLY

SUBJECT: Nondiscrimination in Services

To: Clients

From: Anne Marie Schultz

CORA Services Inc.

Admissions, the provisions of service, and referrals of clients shall be made without regard to race, color, religious creed, disability, ancestry, national origin, age, or sex.

Program services shall be made accessible to eligible persons with disabilities through the most practical and economically feasible methods available. These methods include, but are not limited to, equipment redesign, the provision of aids, and the use of alternative service delivery locations. Structural modifications shall be considered only as a last resort among available methods.

Any individual/client/parent/student (and/or their guardian) who believes they have been discriminated against may file a complaint of discrimination with:

Ann Marie Schultz
CORA Services, Inc.
8540 Verree Rd.
Philadelphia, PA 19111

Department of Public Welfare
Bureau of Equal Opportunity
Room 223, Health & Welfare Bldg.
PO Box 2675
Harrisburg, PA 17105

U.S. Department of Health and Human Services
Office of Civil Rights
Suite 372, Public Ledger Building
150 S. Independence Mall West
Philadelphia, PA 19106-3499

Commonwealth of Pennsylvania
DPW Bureau of Equal Opportunity
Southeast Regional Office
801 Market St., Suite 5034
Philadelphia, PA 19107

PA Human Relations Commission
Philadelphia Regional Office
110 N. 8th Street
Suite 501
Philadelphia, PA 19130

CORA'S Early Years Program is an Equal Opportunity Care Provider

_____ _____

Parent's (Guardian) Signature Date

Child's Name: _____

Parents,

If Early Years will be closing or closed for the day due to inclement weather (OR ANY EMERGENCY) you will receive a message. It is imperative that you give us the phone numbers that you want to receive an emergency message. **We need a minimum of 2 phone numbers and an email address if you choose to. You must designate whose number is listed---ex: (mom's cell number).** These should be numbers that are easily accessible throughout your day and evening.

Please list the phone numbers that you will want called with any emergency closings and/or announcements.

Name	Phone Number
1)_____	( )_____-_____
2)_____	( )_____-_____

Email Address: _____

_____

(Parent/Guardian Signature)

Thank You,

Kristen Moore

Director

Early Years Program

Dear Parents/Guardians,

In the event of an emergency and we must evacuate the CORA Early Years building, we will move to the Club House at the Villages of Pine Valley. This building is located behind the CORA building.

Thank you,

Kristen Moore

Director of CORA Early Years Program

Please sign and date the bottom portion to Brittany or Kristen. Both parents/guardians must sign.

Child's name:_____

I, _____and date_____ have read and understood that CORA Early Years will evacuate to the Club House at the Villages of Pine Valley in the case of an emergency.

Dear Parents,

We are happy to have you join Early Years!

Communication is an important factor in the success of our preschool program.

In order to meet the needs of the children in our program, we ask that you complete the following:

_____No. My child,_____, is not receiving Early Intervention Services.

_____Yes. My child,_____, is receiving Early Intervention Services.

In order for us to work together to meet your child's needs, we request to have a copy of your child's IEP. I understand that this report is confidential and will only be shared with the Director, Center Manager, and classroom staff.

Parent Signature:_____

Date:_____

Thank you for your cooperation.

Sincerely,

Kristen Moore

Director of Cora Early Years Program

CORA Early Years

Children are the Heart of the Matter

Parent and Student Handbook

CORA

CORA Services, Inc. - Early Years Preschool

8540 Verree Road, Philadelphia, PA 19111

Phone: 215-742-3528 Fax: 215-701-2799

Where the Adventure Begins

Dear Parents & Guardians,

Welcome to Early Years! This is the year for our youngest learners to shine brightly in our classrooms. For some of you this may be the first time your child will be away from family and in a school setting. The teachers in Early Years work hard to provide the children with a warm and welcoming environment so that they can have a smooth transition. We are looking forward to working with you and your child as we teach them new and exciting things.

I believe that communication is key to your child's success and to a great parent/teacher relationship. I encourage you to contact me if at any time you have any questions or concerns. If you feel as though you need to touch base with your child's teacher please feel free to leave a message and they will contact you when they have the coverage in their classroom. For new families in the center there will be a 45 day meeting scheduled with the teacher. This will give your child's teacher the chance to go over how your child is doing with transitioning into the classroom. The meeting is a great opportunity for you to get to know your child's teachers and speak with them about any specific goals you may have for your child during the school year. Please feel free to contact the teachers if at any time you have any questions or concerns.

There will be special family events throughout the school year. This will give you an opportunity to see your child in their school setting and observe how they have flourished since their first day at Early Years. The teachers will send home a monthly newsletter that will provide you with information on what the children will be learning in their classroom. It will also provide you with updates on any special events coming up. You will find the newsletter and any other important information in your child's Parent Communication File that is located right outside their classroom.

I am looking forward to our preschool adventure with your child and family!

Sincerely,

Kristen Moore

Kristen Moore

Director, Early Years Preschool

Early Years

CORA's Early Years Preschool and Prekindergarten prepares children ages 2 ½ -5 years old for success in school and life. The early years are a critical time in a child's life and CORA provides a safe and nurturing environment for your child to grow and develop. CORA Early Years is a state licensed, accepts CCIS, and participate in Keystone STARS. Knowing that a school is participating in Keystone STARS assures parents and guardians that certain standards will be followed. We take pride in providing our children with the best education and making sure that they are prepared for the future.

Non-Discrimination

Admissions, the provision of services, and referrals of clients shall be made without regard to race, color, religious creed, handicap, ancestry, national origin (including limited English proficiency), age or sex. Our Center is nonprofit and nonsectarian.

Admissions

Children between the ages of 2 ½ to 5 years may enroll in CORA Early Years. Early Years hours of operation are Monday – Friday from 7:30am – 6:00pm.

A **non-refundable** $50.00 registration fee must be paid when picking up the enrollment packet. Enrollment packets must be dropped off one week prior to child's start date.

Early Years follows the Department of Human Services regulations regarding Health Reports and Immunization Records. All children must provide their initial Health Report and immunization records within 60 days following their first day of attendance at the facility**. A Health Report must be written and signed by a physician, physician's assistant or a CRNP. The signature must include the individual's professional title and be dated.** Early Years and DHS requires that all Health Records be updated annually.

If your child has an IEP (Individualized Education Program) the parent is required to provide a copy to the director which will be shared with the classroom staff and kept on file. Early Years will make reasonable accommodations to include a child with special needs in accordance with applicable Federal and State laws. Children receiving specialized services may receive those services at our facility.

Assessment Tools

Ages and Stages Questionnaire is a set of questionnaires about children's development. It has been used for more than 20 years to make sure children are developing well. It is called a screener because it looks at how children are doing in important areas, such as speech, physical ability, social skills, and problem-solving skills. ASQ can help identify your child's strength as well as any areas where your child may need support. This research-based developmental screening tool is used within 45 days of enrollment.

The Work Sampling System is a curriculum-embedded, authentic performance assessment for teachers to use to assess young students' development in multiple domains. The program features updated content, based on Common Core and state early learning guidelines and current research in the field of early childhood education.

The Ounce Scale is an observational assessment for infants' and toddlers' growth, accomplishments, areas of difficulty, and temperament. This developmentally appropriate observational assessment can be used for evaluating infants' and toddlers' development from birth to 3½ years.

Transitions

Transitioning Classrooms in Early Years

Early Years has procedures in place when moving children to a new classroom to help make this a smooth transition for children and parents.

1. Parent's will receive a letter home notifying them when and what room their child will visit.
2. Child will visit their new classroom and participate in their morning curriculum.
3. Teachers will write a report to send home to parents, giving information about their child's classroom visit.

*Early Years will host an Ice Cream Social in August for parents/ children to come visit their new classroom and teachers. (Information about this event will be sent out at the end of July.)

Transitioning to Kindergarten

Our Pre-Kindergarten teachers work hard through-out the school year to make sure children are "Kindergarten Ready" when leaving our program. In the beginning of the school year each family will receive a *"Kindergarten Here I Come"* calendar. This calendar includes family-friendly activities specifically designed for preschoolers to promote a wide-range of school readiness skills.

Each year our teachers in Pre-Kindergarten meet with our local Philadelphia Public School for their *Building Bridges Workshop*. This is an opportunity for kindergarten and pre-k teachers to work collaboratively in creating a framework that will enhance children's transition into kindergarten that is tailored to the individual needs of families and schools.

Information and flyers regarding Kindergarten Registration from the Philadelphia School District and Archdiocese will be sent home to parents of Pre-Kindergarten children. Early Years helps assist parents in making the right decision for their child's academic future that fits the family's needs. To help parents make this important decision Early Years sends home a catalog from *Greater Philly Schools*. This catalog gives information such as, mission statements, academic ratings, and demographics for schools in the Philadelphia area.

Starting the Day, Arrival, and Departure Procedures:

Starting the Day!

Starting school is an exciting experience for a young child but it can be a difficult one. Whatever the child's personality, however eager he or she may seem to be for their new school, there will be a moment when the child suddenly realizes that you are not going to be staying with them. The apprehension that accompanies this realization is a normal reaction. Every effort will be made by the director and staff to assist the child and parent with a smooth transition to the program.

Here are a few things to do when dropping your child off in the morning:

1. Make sure your child washes his or her hands.
2. Walk your child to his/her cubby to place their things inside.
3. Sign your name and arrival time by your child's name in the

   (Sign-in book located outside your child's classroom)
4. Walk your child to the morning room (room 2) or classroom if their teacher is in.
5. Please make sure to say good-bye to your child and teaching staff so that way they are aware that you are leaving and your child is now in their care.

ARRIVALS

We have arranged for center play activities between 7:30 a.m. and 8:00 a.m., so that teachers can facilitate parent/child separations and the transition to school activities, as well as have the opportunity for brief communication with parents as they arrive.

Early Years academic day begins by 9:30 a.m., and arrivals after that may cause disruptions to an activity in progress resulting in loss of attention. It is imperative to have your child in school by **9:30 a.m**. so that this can be avoided. **Children will not be accepted after 9:30am** unless previous notice is provided **(There is no grace period for late arrivals)**. Doctor's notes are required when arriving late due to a morning appointment (doctors notes for your child's appointment will only be accepted).

In the interest of safety, children must be brought to the classroom by an adult. **PLEASE DO NOT LEAVE YOUR CHILD AT THE FRONT DOOR TO ENTER ALONE**

School Closing Procedures:

In the event of an emergency closing (inclement weather) CORA Early Years will be using the Blackboard Connect System to notify parents of the emergency closing. All parents will be asked to provide a list of phone numbers prior to their child starting school. If we have an emergency closing you will be notified by an automated recording on the phone numbers you have provided.

Please note: Early Years will be closed when Philadelphia Public and Parochial Schools are closed due to inclement weather.

Telephone:

Teachers are available to speak on the telephone between 1:00 PM and 2:30 PM. Please use the number below when calling to inform the Center of illness or change in the person picking up your child at the end of the day.

Direct Number– 215-742-3528. If no one is available, please feel free to leave a message and we will be sure to return your call. If you need to speak with someone immediately and you cannot reach anyone at this number. You may also call us at 215-342-7600.

Health:

Your child's health is a matter of major importance to us all. Your child's file must be complete with a health appraisal filled out by the pediatrician. **Your child's physical must be updated annually.**

It is important to us that we ensure that our students and staff are provided with environment where they can stay healthy. We reserve the right to insist that you keep your child at home when he/she is not feeling well. We reserve the right to send a child home that, in our judgment, is not well and may infect the other children or staff members.

Please Keep your child home if he/she:

- Has a fever or has had a one during the night
- Has a heavy nasal discharge
- Has a constant cough
- Has conjunctivitis or "Pink Eye"
- Diarrhea
- Vomiting
- Symptoms of a possibly communicable disease

Please notify the Center immediately if your child has been diagnosed with a communicable disease. Your child must be symptom free for **24 Hours** before returning to Early Years.

Tuition

Tuition invoices will be sent out at the end of each month. If you chose to go paperless it will be sent to the email you provided in the beginning of the school year. TUITION MUST BE PAID BY THE 10TH OF THE MONTH.

Please be advised that all tuition must be in our office on the due date. If your tuition is not up to date by the end of the month, you will be given a written notice of your balance, and the balance must be paid by the date provided on the letter. If your child receives subsidy and your account is not up to date, your caseworker will be notified. If your tuition is not received within one week after receiving the notice, your child will be dismissed from our program. Your child then will only be able to return when the tuition is paid in full and if their slot in the classroom is still open. NO EXCEPTIONS.

Once the tuition gets behind it is very difficult to catch up. If at any time you are having trouble paying, PLEASE come and speak with the director or administrative assistant.

If the director or administrative assistant are not available, you may leave your payment in the drop box at the front desk. The teachers are not allowed to receive any payments from parents. **Please keep in mind that if your child is absent from school, tuition still needs to be paid for that day (This includes if your child is out for a vacation).** We do not charge tuition on a fee for service basis. You are paying for your child's slot at school and their tuition must be paid even if they are not present.

All parents will be given an **Individual Payment Agreement** to sign and the director or office manager will review it with you so all parties are clear on how much payments will be for your child's care. Cash, Checks, Credit Card, and Pay Pal are the four acceptable ways to make payments for tuition. If choose to pay by check and the bank notifies us that it has bounced, you are responsible for paying the $20.00 fee that CORA is charged.

Additional Fee

There will be a Graduation Fee for any child graduating from the Pre-Kindergarten in June. This fee will be due in May and will be used to purchase your child's graduation cap, gown, and tassel.

Discipline and Guidance

At CORA, the term guidance is used for several reasons. It is a positive term and implies working WITH the child to develop internal control of his/her behavior. Our goal is to encourage the children to become creative, independent, responsible, and socially mature human beings. This involves learning to make responsible choices and accepting the consequences of such choices.

Guidance takes several forms:

1. **Environment:** A place designed for children. The furniture is child-sized with lots of hands-on activities.
2. **Logical Rules:** Such as keeping our hands to ourselves and taking care of the learning environment. These are discussed with the children, as well as why such rules are needed.
3. **Curriculum:** Is developmentally appropriate, based on the children's interest and level of readiness.
4. **Positive Behavior:** We reinforce the behaviors we encourage. When we notice the child being a classroom helper and doing the right thing.
5. **Redirection:** Often interesting a child in another activity can eliminate a potential difficulty. We might ask a child to help us or send them to a different play area.
6. **Positive Reminder:** Telling the child what we want them to do, rather than using "no" or "don't."
7. **Renewal Time:** Occasionally a child needs to be removed from the situation for a brief time allowing them to consider alternate behavior.

Any on-going situations will be discussed with the parents to ensure a cooperative approach. Please feel free to discuss any questions or concerns.

Early Years Inclusion Policy

Philosophy:

CORA Services, Early Years Preschool, embodies the values, policies, and practices that support the right for every young child, with or without disabilities, to participate in a least restrictive and natural academic setting. Our goal is to offer support and a sense of belonging to all children and families enrolled in our program. Our mission is to offer the best academic experience to all children in an inclusive setting. In our program we do not focus on the differences of children, but each child's individual academic needs. Our goal as an Early Childhood Education provider is to give families and their young child with disabilities the tools to thrive and feel as though they are part of our ECE community. Every child should be given an equal opportunity to develop, while building positive relationships in a traditional school setting.

if you would like our program to help with completing this document you can fill out a release of information with both agencies.

- Early Years teachers will check back with parents/ guardians after 30 days to see if parent/guardian has moved forward with the referral.
- Early Years will continue to provide reasonable accommodations to work with families. If parents/ guardians do not use the referral given we will request a meeting.
- Every case is looked at on an individual basis. If we feel after 6 months of enrollment, and working together on the steps above with parents there has been no progress, we will request a meeting with the parent/ guardian. During this meeting, parents/ guardians will be provided with resources to help guide them in finding a program to support their child's academic success.
- While it is always our goal to help and support children and families in whatever way possible, please note that we cannot provide 1:1 care. If a student becomes a threat to themselves or others while in the program, or presents in a state of crisis, an emergency meeting may be requested to determine if it is safe for the child to remain in the program. All reasonable accommodations will be made for children and families, and a discontinuation of services will always be the last option after all other resources are exhausted.

Early Years understands that ChildLink and Elwyn are voluntary services and parents/ guardians have the right to decline all Early Intervention Services.

Child Abuse

Per state regulations, all childcare staff are mandated reporters. This means, that in the event any staff person suspects child abuse by a parent, guardian, or another staff member, immediate action should take place. Staff should implement agency procedures, which coincide with state regulations, for reporting child abuse. The health and safety of each child is the center's priority.

Client Grievance Procedures

Parents are encouraged to problem solve grievances in an informal fashion with the source of conflict while maintaining a respectful manner at all times. Parents should schedule an appointment with the staff person and director with whom there is conflict and discuss issues and concerns immediately. Each person should have the opportunity to discuss and problem solve during this time. If resolution cannot be met with the Director then the Administrator will be contacted to mediate.

HIPAA

The center keeps certain information on file regarding children and families, which may be considered personal in nature. Staff is expected to maintain this information in confidence and not discuss it or release it to persons outside the Daycare Center unless prior written permission has been obtained from the parties involved. Staff will also refrain from discussing confidential information concerning staff, the center or its families among themselves or with parents. Staff shall refrain from derogatory comments pertaining to the center, staff, children, or parents. Any staff found violating anyone's confidentiality would be disciplined. Information that has direct bearing on the welfare of any child shall be brought to the Directors attention immediately.

Nutrition:

We request that you pack a nutritious lunch for your child. Please refrain from sending gum and candy to school. It is in the best interest of your child to monitor sugar consumption and other foods which may not be beneficial to your child's wellbeing. Please place child's lunchbox in the bin provided at each classroom so lunches can be refrigerated.

Supplies:

Your child will need a complete change of clothing, in a backpack. Each article of clothing should be clearly marked with the child's first and last names. **Please label jackets, sweaters, hats, gloves, and any other belongings** Children are asked to bring a picture of their family. Children staying for rest-time are required to bring a small pillow and blanket, which also needs to be marked with your child's name. Please bring in a pillow case to store your child's mat.

Vacations:

CORA Early Years will be closed for the following holidays:

- Winter Break
- New Year's Eve
- New Year 's Day
- Martin Luther King Jr. Day
- Professional development days
- Good Friday and Easter Monday
- Memorial Day
- Fourth of July
- Labor Day
- Thanksgiving Day and the Friday after Thanksgiving
- Last week of June
- Last of August

Holidays and Vacations are subject to change. If changes in these days occur, parents will be given advance notice about any additional changes. Should you take your child/children for a vacation during the regular school year, you are expected to pay the regular tuition for that period of time. No credits are given. No exceptions.