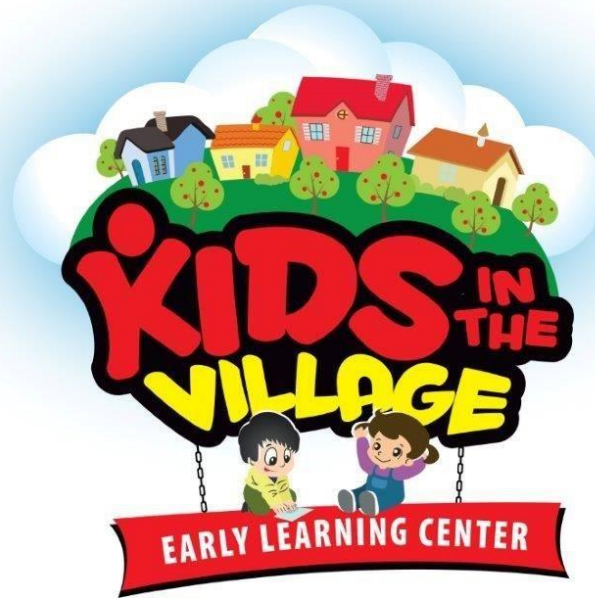


# FAMILY HANDBOOK & POLICIES

Revised February 2020



*Serving the community as a ministry of Fairview Village Church since 1970*

*Celebrating God as Creator, Savior, and Friend.*

*Connecting with families.*

*Caring for children.*

3050 West Germantown Pike Eagleville, PA. 19403

Office (610) 539-5664 Fax (610) 635-0114

[www.kidsinthevillage.com](http://www.kidsinthevillage.com)

Hours of Operation 6:45am - 5:45pm

Tadpoles Automated Text & Email Messaging System

**TABLE OF CONTENTS**

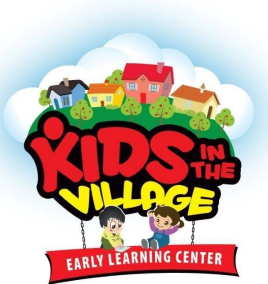
**I. INTRODUCTION**

- A. Welcome letter and Affiliation.....4**
- B. Fast Facts .....5**
- C. Our Mission, Philosophy and Vision.....6**
- D. Our Organizational Structure, Objectives, and Programs.....8**
- E. Linking Home and School.....11**
  - 1) Student Records**
  - 2) Kindergarten Records**
  - 3) Lunch Menu**
  - 4) Meet the Teacher**
  - 5) Parent Information Night**
  - 6) Classroom Visits**
  - 7) Conferences**
  - 8) Observation Updates**
  - 9) Report Cards**
  - 10) Field Trips**
- F. Kids in the Village-Early Learning Center Discipline Policy .....13**
- G. Calendar, Hours of Operation, Emergency Closings .....14**
- H. Enrollment Information .....15**
  - 1) Tuition & Fees**
  - 2) Vacation Credits**
  - 3) Changes in Enrollment**

**II. GENERAL INFORMATION .....17**

- A. Signing in and out**
- B. Attendance, Absences, Promptness**
- C. Closing Time**
- D. Child Release Policy**
- E. Private Care Arrangements**
- F. Safety Tips**
- G. Clothing and Personal Belongings**
- H. Meals and Snacks**
- I. Birthday Celebrations**

	<b>J. Pictures of Your Child</b>	
<b>III.</b>	<b>HEALTH AND SAFETY .....</b>	<b>19</b>
	<b>A. Child Health Assessment Forms</b>	
	<b>B. Special Needs</b>	
	<b>C. Potty Training</b>	
	<b>D. Rest Time</b>	
	<b>E. Outdoor Exercise</b>	
	<b>F. Sick Children</b>	
	<b>G. How Long to Stay Home</b>	
	<b>H. Notification of Infectious Diseases or Other Problems</b>	
	<b>I. Prescription and Non Prescription Medications</b>	
	<b>J. Biting During Early Years</b>	
	<b>K. Child Abuse</b>	
	<b>L. Emergency Involving the Child</b>	
<b>IV.</b>	<b>ATTACHMENTS .....</b>	<b>22</b>
	<b>A. Emergency Operations Plan – ATTACHMENT A</b>	
	<b>B. Civil Rights Compliance Parent Awareness – ATTACHMENT B</b>	
	<b>C. Family Life Values Statement</b>	



**Kids in the Village**  
**Early Learning Center**  
3050 West Germantown Pike  
Eagleville PA 19403  
(610) 539-5664 F (610) 635-0114  
[www.kidsinthevillage.com](http://www.kidsinthevillage.com)

**Welcome to Kids in the Village - Early Learning Center.** Thank you for choosing us to partner with you in the care, nurture, and education of your child. The staff at our school works to provide a loving, safe, and stimulating environment for your child to grow physically, emotionally, socially, cognitively, and spiritually. Research has shown that it's during the early years that the brain is most receptive to stimuli. Therefore, interaction with people and experiences surrounding your child are crucial to future learning and well being. The partnership we enjoy with you, and the investment we make in our staff, programs, and facilities on behalf of your child, will provide a strong foundation for the years ahead. You are a vital part of our school and we value you and all you have to offer.

This handbook is meant to provide you with information about our programs, policies, and procedures, and to answer questions you may have. Please read it carefully and thoroughly, and retain it as a ready reference so that you can understand what to expect while your child is enrolled at our school, and your role in making this a positive experience for your family.

**In an ongoing attempt to keep you informed, we ask that you read every communication that you receive from the school, which could include daily notes from your child's caregivers. Please check your child's book bag, cubby, or mailbox daily for notices, updates, newsletters, memos, receipts, etc. In addition, all teachers have a Parent Information Board in the classroom, or post important reminders on the classroom door. Additionally, through our messaging system, Tadpoles, teachers will keep you informed of your child's daily activities, learning experiences and care events through photos and daily reports. Also, our website includes news about current events, schedules, the lunch menu, and classroom activities.**

Thank you, again, for entrusting your child to us. "The Lord bless you and keep you; the Lord make His face shine upon you and be gracious to you; the Lord turn His face toward you and give you peace." Numbers 6:24-26

Partnering with you,

Suzanne Meenen, Director  
Kids in the Village Early Learning Center

Kid in the Village- Early Learning Center is licensed by the Pennsylvania Department of Human Services. The school is registered with PA Department of Education, and is a Keystone Star participant.

## FAST FACTS

### GENERAL

Hours of operation: 6:45am - 5:45pm

- Class starts at 8:30am for all Kindergarten students

Phone: 610-539-5664 Fax: 610-635-0114

Tax ID #23-1743453 United Way # 00377

Web site - [www.kidsinthevillage.com](http://www.kidsinthevillage.com)

### FINANCIAL- Pgs. 15-16

- Tuition is due in full by the first Friday in August, or you must create an account for automatic payments through the FACTS Tuition Management Co.
- At least two weeks notice in writing is required for withdrawal.

### SAFETY

- Children may only be released to someone other than the parent with written permission from the parent. ID required.
- Please keep all file information updated: work numbers, home numbers, cell phones, emergency contacts, insurance info, etc.
- Sign your child in and out each day through Tadpoles using the last 4 digits of your cell phone #. Pg. 17
- Please escort your child to and from classroom/care areas. Pg. 17
- Please turn off cars when not in them.
- Older siblings may not enter the infant and young toddler classrooms. Pg.18
- Identification may be required when picking up a child. Pg. 17
- Please see pg. 22 for information on our Emergency Operations Plan.
- Please be sure the main entrance doors are closed after you. (No tailgating, please)

### HEALTH

- Please inform the school immediately if your child has or develops allergies.
- Health assessment forms must be updated as required by the state in order for your child to attend.
- For guidelines regarding illnesses, administering medication at school, and reporting infectious/communicable conditions, please refer to pages 19-21.
- Please do not feed the ducks.

### HOUSEKEEPING

- Please call the office, or indicate through Tadpoles, each day your child is absent.
- Please dress children for active and sometimes messy play. Sneakers are a must!
- Please mark all clothing and other items with your child's name.
- Each child must have an extra set of clothing at school at all times, including socks.
- Birthday snacks welcome - mini muffins and other healthy snacks encouraged.
- Please check your child's bag every day for notes or other correspondence.

## Our Mission, Philosophy and Vision

### Mission Statement

Celebrating God as Creator, Savior and Friend. Connecting with Families. Caring for Children.

Kids in the Village – Early Learning Center provides students with an exemplary early education and enduring values, rooted in the gospel of Jesus Christ.

### Philosophy of Teaching

We believe that God is our Savior, Creator and friend and that each child is uniquely created in God's image. Therefore, we are committed to meet the needs of each child and involve their families by providing a Christ-centered learning environment. At Kids in the Village-Early Learning Center, we teach our children with love and respect, modeling God's character. The natural development of children is acknowledged and stimulated in spiritual, physical social, emotional and cognitive learning domains through guided and meaningful experiences. Our ultimate goal is to celebrate God's love in everything we do.

### Vision

#### For Students

We see parents, teachers, and the staff working together to train the children that they might continue to grow according to God's will in the knowledge of His world. Therefore we see the children of Kids in the Village- Early Learning Center.....

- Image bearers of God, taking up their rightful place as responsible learners with the goal of bringing every thought captive to Jesus Christ;
- Filled with joy, wonder and enthusiasm in learning truths about the world which God has made, over which He rules in sovereign grace and in which He acts in redeeming love;
- Engaged in interpersonal relationships displaying the loving kindness of God, enabled by the Holy Spirit;
- Skilled and active learners capable of critical, analytical, and independent thought;
- Endowed with a great beginning which serves as the foundation for a life-long pursuit of study and learning.

## For Parents

We see parents, teachers, and the staff working together to train the children that they might continue to grow according to God's will in the knowledge of His world. Therefore we see the parents of Kids in the Village- Early Learning Center.....

- Committed to and engaged in their God-given role as those who are responsible for their children's education;
- Wholly committed to the unique educational approach of the integrated curriculum, confident in its effectiveness, and supportive of the teachers;
- Providing familial nurture and care which serves as the necessary prerequisite for all learning both inside and outside the home;
- Participating in their child's educational experience through personal encouragement, tutelage at home, and service in the classroom.

## For Teachers

We see parents, teachers, and the staff working together to train the children that they might continue to grow according to God's will in the knowledge of His world. Therefore we see the teachers of Kids in the Village- Early Learning Center.....

- Revealing a clear commitment to Jesus Christ as Lord of life and a complete dependence upon the Holy Spirit as the enabler of all things;
- Demonstrating a servant's heart and a call to teaching which views the vocation in terms of a calling to ministry;
- Working competently to fulfill the tasks associated with their calling;
- Enabling the children to achieve their God-given potential.

## For Leadership and Staff

We see parents, teachers, and the Leaders working together to train the children that they might continue to grow according to God's will in the knowledge of His world. Therefore we see the leaders and staff of Kids in the Village –Early Learning Center.....

- Revealing a clear commitment to Jesus Christ as Lord of life and a complete dependence upon the Holy Spirit as the enabler of all things;
- Providing clear, consistent and relentless articulation and promotion of the school's mission and the realization of its vision;
- Providing encouragement and administrative support for the daily operations of all aspects of the school;
- Providing competent leadership which will inspire and foster the school's future growth and development.

**Our Organization** – Kids in the Village – Early Learning Center is a ministry of the The Village Church, amenable to its governing body, the Church Board. The Executive Director, and the official Church Board must approve all policies and procedures. The Director of our school is hired by the Executive Director of The Village Church, and is responsible for the overall leadership, direction, and supervision of the school and its programs. Qualified teachers and caregivers are hired by the Director of our school, approved by the Executive Director, and charged with the care, training, and supervision of the children, planning and implementing the daily program, and preparing the learning environment for their assigned areas of responsibility.

- Kid's in the Village – Early Learning Center is registered with the Pennsylvania Department of Education, licensed by the Pennsylvania Department of Human Services and is a Keystone STAR participant.

**Our Objectives –**

- to provide developmentally appropriate activities that stimulate the child's growth in the areas of physical and motor skills, cognitive and problem-solving skills, social and emotional skills, self-help skills, and self-discipline;
- to provide opportunities for children to develop an appreciation for, and to explore and discover, interests and abilities in the area of fine arts;
- to help children develop positive relationships with adults and other children;
- to provide children opportunities for serving others by giving of themselves, their time, and their resources;
- to help children develop an understanding of, and compassion for, people who are different than themselves;
- to provide opportunities for children to know and love God as their Creator, Savior, and Friend and to share Him with others.



## Programs

Since we view children holistically, we focus on their social, emotional, physical, cognitive and spiritual needs. Our hands-on learning environment is designed with an understanding of child development, knowledge of each child's strengths, interests, and needs, and an awareness of their social and cultural uniqueness.

Kids in the Village – Early Learning Center serves approximately one hundred and thirty children from two months of age through Grade 5. We are open from 6:45am -5:45pm each day. Full Care programs are offered year round for Infants through Kindergarten. Part time options are available for Kindergarten and school age children. Children enrolled in our Full Care programs may attend a maximum of ten hours a day, five days a week.

### Infants – 2 months to approximately 14 months old

Our infant care areas are warm, inviting, home-like rooms with loving, attentive and responsive care givers. There is ample space for older infants who are starting to crawl and explore their environment.

### Young Toddlers – 13 to approximately 23 months old

Our younger toddler classes provide ample space for young toddlers to practice walking and climbing, and to socialize through play. The learning environment is enriched with music and movement activities and art and literacy experiences for your child.

### Older Toddlers – 2 year old children

Our older toddler classes support the growing need for independence and the emerging skills of our 2 year olds. The emphasis is on introducing them to basic academic concepts, as well as developing their fine and gross motor skills. Our toddlers engage in weekly Bible, Music and Gym classes.

### Preschool – 3 and 4 year old children

Our Preschool classes provide students with hands-on, developmentally appropriate activities that increase your child's knowledge in the areas of language, math, science, and social studies and develop kindergarten-readiness skills. Preschoolers participate in weekly Bible, Music, and Gym classes.

Kindergarten – Children must be 5 by August 31st to be eligible.

Our teacher is guided by the Pennsylvania Learning Standards as well as utilizing the Methacton Kindergarten curriculum for Kindergarten in developing the academic program, creating the learning environment, and planning curriculum activities.

Besides our 8:30-3:00 Full Day Kindergarten program, we offer 3 additional care options to meet your needs.

Full Care (10 hours)

6:45-5:45pm

Enrichment program

12:00-3:00pm

Before/After KDG

6:45 am – 8:40 am and/or 12:00 – 5:45 pm

Before and After School Care – Kindergarten – Grade 5

Kindergarten and elementary students in grades K-5 can read and do homework, create art projects, play computer games, and enjoy physical activities as they wait to begin or wind down from the school day in the Barn, a two story campus facility with a gymnasium and a variety of activity rooms.

Before School Program – 6:45-8:30 After School Program – 3:00-5:45

Full Day Programs are available when the Methacton Elementary Schools are closed and our school is open. (See calendar)

Bussing – Our Office Manager will work with you to arrange bussing where offered.

Summer Camp – Children who are entering 1<sup>st</sup> through 6<sup>th</sup> grade are invited to participate in Kids in the Village Early Learning Center's summer camp program, which features weekly themes, field trips, inflatables, swimming, and Christian teaching.

Music and Bible Enrichment – Children in our Young Toddler program through Kindergarten participate in a variety of musical experiences and Biblical insights integrated into their weekly lesson plans.

The goal for the Bible program is that each child would know that they are uniquely created and loved by God. The Bible lessons use age-appropriate stories from the Bible, songs, props, puppets, learning activities and crafts to introduce God to the children as Creator, Savior and Friend.

The goal of the Music program is to instill a love and appreciation for music in your child. A variety of musical experiences are introduced including singing, moving, listening, playing instruments and creating rhythms and sound. Your child will also learn the basic elements of music such as tempo, volume, staccato and legato, and note names. Since music is a gift from God, we will especially use music to praise, worship and thank God.

Physical Education Enrichment – The goal of the Physical Education program is to provide our 2 year old through Kindergarten age children with creative and exciting activities to help them learn about the amazing ways their bodies work and develop. They practice new skills, improve endurance and coordination, and learn games that will encourage active play and regular exercise.

### Art Enrichment

Children in our Young Toddler program through Kindergarten participate in a variety of art enrichment projects. Some of the materials and techniques we use are: water colors, chalk, charcoal, paper, colored pencils, crayons, and different types of paints. The children are given freedom to experiment and explore with color, motion, design, and physical movement, which encourages originality.

## **LINKING HOME & SCHOOL**

Student Records – A record will be maintained for your child in accordance with the law. Your access to the information in your child’s record is guaranteed by law and may be reviewed by scheduling an appointment with the Director. Personal records are confidential and will not be divulged to any individual, other than as required by local, state, or county laws, without your written consent.

Kindergarten records – When registering your child for First Grade, the School District will ask you to sign a Record Release form which will be sent to our school. Upon receipt, we will forward directly to the school your child’s original medical records, copies of academic records, and any other records you specify on that form.

Lunch – All students must pack lunch daily. Pizza lunch will be offered weekly and on occasions special lunches will be offered during the school year. Sign-ups will be in the individual classrooms.

Meet the Teacher - Before school begins, children and parents are invited for an open house. Meet your teacher, check out your classroom, bring supplies, and get ready for a great year!

Parent Information Night (Late September or early October) – Includes important information and updates from the administration, classroom time with your child’s teacher learning about the program, and meeting other parents.

Classroom Visits – Parents are always welcome to visit the school and their child’s classroom. If you plan an extended visit, scheduling with the teacher will help to make the most of your time. For example, sharing a book, craft, cooking project, special interest, or just helping out is always welcome!

Conferences, Observation Updates, Report Cards – Parents, Teachers, or Director may request a conference at any time.

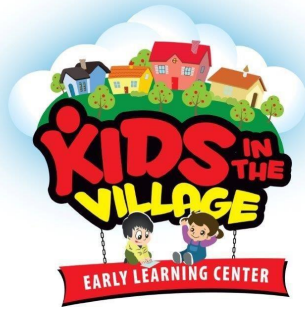
Infant – Preschool conferences are scheduled for an evening in January. These conferences are optional. Observation updates are discussed at this time.

Kindergarten conferences are held in November and May (see calendar). At least one parent is required to attend. Report Cards are distributed in January and June.

Field Trips – These are valuable learning opportunities that provide the children with experiences they might not otherwise enjoy. They supplement the curriculum, and enhance the overall program. These take different forms:

- 1) On site programs – Even our youngest children enjoy a visit from the fire trucks and meeting real life rescue heroes, a petting zoo set up on the front lawn, a space lab or a virtual whale watch with exciting hands-on activities, a magician, musicians, and more (some cost may be involved).
- 2) Off campus – Camp children enjoy trips to museums, theaters, orchards, etc. Transportation is provided by chartered bus.

Parents are notified and signed permission slips are required for all field trips. Emergency forms with contact information and first aid supplies are taken on all trips.



**Kids in the Village**  
**Early Learning Center**  
3050 West Germantown Pike  
Eagleville PA 19403  
(610) 539-5664 F (610) 635-0114  
www.kidsinthevillage.com

### **Kids in the Village Discipline Policy**

**Discipline** – The dictionary defines discipline as imparting knowledge or skill. It is an opportunity for discipleship – walking alongside, nurturing, guiding and supporting children, and training them in the values and character qualities that will determine their actions and choices as they interact with others. Respect for God, self, other people, and property is our basis for conduct and we are guided by the words of Jesus, “Love the Lord your God with all your heart, soul, mind, and strength, and your neighbor as yourself.”

Children will best learn self-discipline, cooperation, problem solving, and how to make responsible choices when home and school work together to provide consistent, loving boundaries with clearly-communicated expectations. While at school, our staff will encourage this by:

- \* accepting each child at his/her current level of development;
- \* creating a supportive atmosphere of love, acceptance, and community;
- \* carefully planning the environment to promote meaningful, active learning and interactions and a sense of community;
- \* being actively involved, providing supportive supervision and timely redirection.
- \* helping children understand the established rules and expectations;
- \* being consistent, reasonable, and positive: rules offer protection and security;
- \* focusing on the positive, modeling problem solving and other acceptable behaviors;
- \* intervening when necessary in ways that encourage personal responsibility and better, more thoughtful choices.

If a child does not respond to attempts at redirection, or hurts another child or caregiver as a result of his/her behavior, an Incident Report will be written and kept in the child's file and the parent(s) may be contacted. The Director will become involved, and the parent(s) notified immediately if the child is deliberately defiant, disrespectful, disruptive, or behaves in a way that is harmful to self or others. **Kids in the Village Early Learning Center reserves the right to suspend or disenroll a child with or without notice for behavior that is potentially dangerous or repeatedly disruptive to the learning environment.** Families may be asked to leave the program if a parent's behavior is abusive, potentially dangerous, reckless, or disruptive.

If damage to toys or other learning materials occurs as a result of a child's deliberate and/or reckless behavior, the family may be billed. The child should be encouraged to earn money for the replacement or repair of damaged items.

**Staff members will not administer any form of corporal punishment, even at the request of the parent.**

Recommended Resources:

- Boundaries for Kids by Drs. Henry Cloud and John Townsend;
- Dare to Discipline, Bringing Up Boys, & Hide and Seek by Dr. James Dobson
- Shepherding a Child's Heart by Ted Tripp.

*Celebrating God as Creator, Savior, and Friend. Connecting with families. Caring for children.*

## **CALENDAR, HOURS OF OPERATION & EMERGENCY CLOSING**

Hours of Operation – 6:45am – 5:45 pm

The summer camp program is for children entering 1<sup>st</sup> through 6<sup>th</sup> grade and operates from 7am-5:45pm.

Calendar – Please refer to the annual calendar for exact dates. The school year typically begins for most classes on the day after Labor Day. Our school typically is closed 2 days in August for cleaning, and renovations in preparation for the new school year.

School is closed to students for two staff in-service days.

School is closed for the following holidays:

Labor Day, Thanksgiving (Thursday & Friday), Christmas (2 days),  
New Years Day, Martin Luther King Day, Good Friday, Memorial Day, July 4

Emergency School Closing – Weather or other emergencies may necessitate closing, opening late, or dismissing early. Our school provides two sources of relaying this information to our staff and families.

Tadpoles - Our automated text and email messaging service provides us with the ability to deliver messages to the staff and families at any time of day. It gives us peace of mind to know that we have a fast, dependable means of communication in the event of an emergency or weather-related closing. Text messages will be delivered to your personal cell phone number that is listed on your child's emergency form.

In the event of snow, ice, or other extreme weather conditions we will either be closed for the day or opening late. A two-hour delay means we will open at 8:45.

If bad weather is predicted and your child is already at school, we will post any early closings by text and email through our automated Tadpole messaging system. We will follow the same procedure if other emergencies require that we close or have delayed openings.

It is extremely important that all contact information is updated in your child's file.

Emergency Operations Plan – see Attachment A

## ENROLLMENT INFORMATION

Nondiscrimination Policy – Admissions to our school shall be made without regard to race, color, religious creed, disability, ancestry, national origin, age or gender. Please see Attachment B for addresses if you wish to file a complaint of discrimination.

Initial Visit – The Director will provide information about the class you are interested in, visit the classroom with you, and walk you through the rest of our building if your schedule permits. You will then have one week to confirm enrollment. Before enrolling, your child must visit with you.

Enrollment Procedures – If there is an opening in an appropriate class, registration materials will be provided. All forms must be completed before the child is admitted. Payment of the registration fee confirms enrollment. A receipt will be given to you upon payment of the registration fee. An original or notarized copy of your child's birth certificate must be presented at registration for all Kindergarten student enrollments. The Health Appraisal must be signed by a doctor and is due within 30 days of enrollment. Kindergarten and camp physicals must be completed by the first day of school. An age-appropriate health assessment shall be conducted according to the recommended schedule for routine health supervision as referenced in the most current edition of the American Academy of Pediatrics.

Tuition and Fees – Tuition rates are approved by the Executive Director and Church Board annually in time for registration in January/February for the following September through August. All tuition rates are calculated with consideration for holidays, emergency closings, and normal absences due to illness. The tuition rate is consistent through the year unless an adjustment is necessary when the child changes classes (i.e., toddler to preschool class). For two or more children from one family, tuition will be reduced for the child with the lesser tuition. Please see the current tuition schedule for more information. It is available in the office.

- a. Tuition Payments – You are expected to create an account with FACTS Tuition Management Co. for automatic payments to our school.
- b. Other Payments – Locked payment boxes are located in the front office. Teachers are instructed to receive payments for book orders only. Drop payments for lunch and field trips in these boxes. All payments must be made by check only. **No cash.**
- c. Registration Fee – A non-refundable registration fee must be paid for each child to confirm enrollment. This may be paid by check only.
- d. Late Fees and Bank Fees – A late fee of \$1.00 per minute will be charged after closing time which in most cases is 5:45PM. For part-time students and Full day Kindergarten students the late fee is added when the time exceeds the contracted time on the agreement form. This is to discourage late pick-ups and allows our staff to meet their personal responsibilities after work. Tuition for full care covers up to 10 hours per day. Any checks returned to our school must be replaced by certified check. There is a returned check charge. You will receive notification and an updated copy of your account.
- e. Delinquent Accounts – If a FACTS transfer is unsuccessful due to insufficient funds or you closed the account, the Registrar will contact you immediately.

**Advance Payment – An advance payment equal to one week's tuition (Infant/Toddler/Preschool-Full-Care/Elementary) is due at the time of**

**enrollment. This escrow payment is deducted from your annual tuition and your FACTS calculations.**

- f. Kindergarten Application Fee – A \$200.00 payment must accompany the Kindergarten application. It is nonrefundable if enrollment is canceled, but will be deducted from your annual tuition and your FACTS calculations.
- g. Statements and Receipts – Printed as needed at your request. You may be able to print what you need online at the FACTS link.
- h. Vacation Credits – Full-time families that are here year-round will receive 1 week (5 concurrent days) of vacation credits. The vacation week dates must be submitted in writing or emailed to the Financial Coordinator.
- i. Change – We cannot make change. Please use check or money order for field trips, lunches, and book orders.
- j. Full-Day Elementary – Please sign up by the date indicated for care to be guaranteed. Your tuition account will reflect credits or additional charges for the optional full-care elementary days of school at Kids in the Village – Early Learning Center. A refund of your money or your personal check for the extra care must be settled each June by the last day of the school year.
- k. School Closings – In the event that our school has to close for weather or power failures, please note that there will be no reimbursement for days missed due to closures.

Changes in Enrollment –

- a. Parent-Initiated Withdrawal: Parents must submit a written notice of intent to withdraw at least two weeks prior to the child's last day.
- b. Director-Initiated Withdrawal: We reserve the right to terminate services as a result of:
  - 1.) Non-payment of tuition
  - 2.) Excessive late pick-ups
  - 3.) Excessive absences or late arrivals for kindergarten
  - 4.) Behaviors or actions that endanger the child and/or others or disrupts the learning environment
  - 5.) Continued disregard of our school's policies (for example, not returning or completing required enrollment or medical forms)

We also reserve the right to terminate a child without prior notice if a parent's actions are threatening or harmful to another student or adult or disrupts the learning environment.

- c. Director-Initiated Suspension – We reserve the right to suspend services for one or more days. The parent will be notified immediately as to the basis and terms of the suspension. Tuition charges will continue throughout the suspension.



## GENERAL INFORMATION

Signing In & Out – **All children must be logged in and out of Tadpoles every day upon arrival and again upon departure.** Upon logging the child out, the parent immediately assumes responsibility. Please continue to adhere to all policies and procedures as long as you remain on the premises. **Please do not send your child to his/her classroom unattended, or call your child to come to you.**

Attendance – Weekly attendance forms are maintained for each class through our Tadpoles program. A paper copy is readily available in the event Tadpoles is down.

Notification of Absence – Please call the office or enter your child out in Tadpoles each day your child is absent so the teacher can be notified. If planning a family vacation, please inform the office or enter in Tadpoles at least one week in advance.

Parents of Kindergarten students may request a form from the office, which must be submitted for approval. This becomes part of their official record.

Promptness – Kindergarten begins at 8:30. All Kindergarten students must be in the classroom at that time. All other children are to arrive by 9:00.

Closing Time – Our school closes at 5:45 PM. Repeated lateness is cause for disenrollment. We require prompt pick-up at 3:00 (KDG) when our full-day classes are dismissed.

Child Release Policy – **We cannot release a child to anyone other than the parents without specific authorization.** Enrollment forms allow parents to indicate such permission. Picture ID is required and must be presented to someone in the office or to the teacher. Please write a note to your teacher ahead of time when you know someone else will be coming. State the date, name of adult, phone #, and approximate time of pick-up. Any situation involving special custody arrangements requires original or notarized legal documentation that will be kept on file in the office.

Private Care Arrangements – The administration of our school does not encourage or endorse babysitting, transporting children, or house sitting by its employees for families enrolled in our program.

Safety –

- **Please observe the speed limit of 15 MPH while on the premises.**
- **Do not leave cars running while dropping off or picking up children. This is a huge safety concern.**
- **Please be sure doors are closed behind you when entering and exiting the building.**
- **Children must stay with a parent and may not be unescorted at any time while in the building or on the premises.**
- **Please enforce our safety rules concerning no running in the hallways.**
- Please do not give your child anything to eat in the hallways during arrival and pick up time.
- Please do not feed the ducks or geese.
- Follow parking guidelines posted at the entrance so large school buses can easily reach our entrance.

- **No hot beverages permitted in the classrooms and hallways**
- **The school is designated as a nut-free environment**

**NOTE: For health and safety purposes, older siblings may not enter the infant and young toddler classrooms.** Please ask for assistance if needed.

Fire Drills – To ensure safety of all the children and staff, fire drills are held throughout the school year. Annual workshops involving fire safety are held for the staff.

Clothing and Personal Belongings – Children should wear comfortable, washable clothing to school. Sturdy play shoes are also important. Sneakers are preferred. Please—no flip-flops, jellies, open-toe sandals, or slippery dress shoes. Your child's name should appear on all clothing, including boots, mittens, sweaters, gloves, etc. Overshoes and gloves/mittens should be large enough that preschoolers can put them on without assistance. A complete change of clothing should be clearly marked and available in the classroom in case of spills or other accidents. Include underwear, socks and seasonal clothing.

Backpacks are necessary for preschoolers and older children so projects, correspondence, and other items can be safely transported between home and school. Please label.

Please do not allow your child to bring toys from home. A small stuffed animal, doll, and/or blanket for naptime is recommended. Show and Share Themes will be assigned by the teacher and we ask that you help your child make selections accordingly. **Toy weapons, and other items promoting aggressive behaviors and play are not permitted at school.**

Meals and Snacks – When special occasion lunches are offered, they may be purchased by the day, week, or month. Sign-ups will be in the individual classrooms. Checks can be deposited in the office box marked lunch payments. Camp and Elementary full care students must bring a packed lunch unless otherwise noted.

Breakfast items from home are served from 6:45-8:30AM during the school year and 6:45-8:00AM in the summer session. Please be sure your child has everything needed including bowls, spoons, cups, etc. Please provide a morning snack for your child. Milk or water will be supplied. Afternoon snacks will be provided or you may choose to send one in for your child.

**Note: Our school has been designated a nut free environment.**

Birthdays and Special Days – Coordinate simple treats or special activities directly with the teacher. Mini muffin pans make the perfect size muffin or cupcake for young children. Healthy alternatives to cake with icing are always encouraged.

Unless you are inviting everyone in the class to a party outside of school, please do not distribute invitations at school.

Pictures of Your Child – Your signature on the emergency form covers candid pictures with no last names attached. Photos may appear in classrooms and hallways.

## HEALTH AND SAFETY

Child Health Assessment Forms – Updated health and immunization records are required for every child within 30 days of enrollment. Kindergarten and Camp physicals must be completed by the first day of school. An age-appropriate health assessment shall be conducted according to the recommended schedule for routine health supervision as referenced in the most current edition of the American Academy of Pediatrics. These forms are available from the brochure rack outside the office, our website, or by calling the office. Each update must be signed and dated by the physician or primary care giver. This is a STATE MANDATED REQUIREMENT and students may be excluded from the program unless all records are up to date.

A health professional from the Methacton School District oversees all Kindergarten health records. Proof of immunization and health forms are required by the first day of school in order for your child to be admitted.

Special Needs – It is our goal to provide the best opportunity for each child to grow and thrive. The appropriateness of our program for children with special needs will be considered with input from the parents, therapists, and other professionals involved in his or her care.

Potty Training – This is introduced in the Polar and Care Bear rooms, with the emphasis on making the child feel comfortable with the transition from diapers to sitting on the potty. Potty training is reinforced daily to prepare them for preschool.

Rest Time – Flexible schedules are expected and accommodated in infant classes. Our younger toddlers are transitioning from two to one nap a day with flexibility for individual needs.

Preschoolers and older children have varied sleeping needs, but a rest period is required by State regulations. Not all children will sleep, so quiet play is permitted after a rest time of approximately  $\frac{3}{4}$ -to-1 hour. Cots are provided for each child. Parents supply bedrolls or a sheet and a small blanket, which must be washed at least weekly.

Outdoor Exercise – Fresh air, exercise, and sunshine are essential for healthy growth and development. Weather permitting; all children will be taken outside in strollers, for walks, and to the playgrounds each day. Please dress your child appropriately for outdoor play, including boots, mittens, and hats for cold and snowy days. Different clothing or outerwear may be needed in the afternoon than in the morning.

**Sick Children – We will make every effort to protect the health and safety of all children. Cooperation in helping prevent the spread of communicable diseases is of great importance. Parents should be alert to detect symptoms such as sore throat, nausea or vomiting, fever of 101° or higher, yellow or greenish runny nose, coughing, diarrhea, and colds – and keep the child home or at alternate care at such times. This will protect your child and others in the school. Please notify the office when your child is home sick.**

If your child develops symptoms of illness during the day, a parent will be contacted and we expect the parent to make every possible arrangement to have the child promptly picked up. These symptoms include:

- Temperature of 101° or higher.
- Two episodes of vomiting, or two episodes of diarrhea, or one episode each of vomiting and diarrhea, or vomiting and diarrhea accompanied with or without fever.
- Head lice infestations – A child will report to the office to determine that he or she is free of head lice before returning to his/her class.
- Symptoms consistent with contagious disease such as:
  - Red, watery eyes or a thick yellow discharge from the eye(s).
  - Rashes consistent with chicken pox, impetigo, etc. or accompanied by fever.
  - Thick yellow/green discharge from the nose, especially if accompanied with excessive coughing and/or sore throat and fever.

How Long to Stay Home – Children must be fever-free, diarrhea-free, and vomiting-free without medication for those symptoms for 24 hours before returning to school. Children must be on antibiotics for a minimum of 24-hours before returning to school. Children with pink eye may return to school as soon as medication is started. Children with head lice need to be nit free (this is consistent with Methacton School district Policy) before being allowed to return to school. **Office staff will examine the children and determine if they are nit free. They will also need to be reexamined in one week to make sure that all lice and nits have been killed or removed. Chicken pox or other weeping lesions must be dry and scabbed over before your child returns. Most cases of chicken pox involve the child being absent at least 5 days of school. Parents may be asked to provide documentation from a physician if questions persist.**

Our staff will use their best judgment. If your child is behaving in a manner significantly different from usual (excessive fatigue, change in sleeping patterns, lack of appetite, etc.), they may call you to keep you informed of your child's condition.

Notification of Infectious Diseases or Other Problems – A memo to parents will be distributed if there is a possibility your child has been exposed to a contagious disease or problem that we've been told about. Parents, please notify the office when your child has been diagnosed with a condition such as these so we may inform other parents. Your child's name will not be used in these notices. Thank you.

Prescription and Non Prescription Medications –

- All prescribed or non-prescribed medications will be accepted only in an original container.
- The medication shall remain in the container in which it was received.
- Medication shall not be placed in sippy cups or baby bottles.
- A staff member shall administer a prescription medication only according to the directions on the label. The label must include the child's name and name of the medication. Please provide an appropriate measuring device for liquids.
- The medication shall be stored in an area that is out of reach of the children (no lunch boxes). Please give all medication directly to the teacher as you sign your child in.

-The medical log posted in the classroom or the medication form sent home to kindergarten/elementary children must be completed daily. Information to be supplied includes name of child, name of medication, refrigeration instructions, amount to be administered, date and time of administration, “p” or “n” indicating prescription or non prescription, and time of the last dose. We are unable to administer any medication without this information.

-If a child is under the age indicated on non-prescription medication, a doctor’s note must accompany the medication with the amount indicated.

-A parent may come to school at any time to administer medication to his/her child.

-When a child requires medication several times during the school day, he/she is too ill to be in school.

-On October 8, 2008 the U.S. Food and Drug Administration (FDA) released a statement that supports recent actions by many drug manufacturers to change the product labels of cough and cold medicines to state “do not use” in children under 4 years of age. **To prevent the misuse of these products in children, Kids in the Village Early Learning Center will not administer over-the-counter cough and cold medication to any child in our care.**

Biting During Early Years – We recognize that some children will bite others while teething, when frustrated, to reduce a conflict, or to gain a sense of power. Strategies used by our staff include caring for the victim immediately, removing the biter and restructuring their environment, providing additional supervision during busy times and transitions, and the occasional use of teethingers or other aides as agreed upon by parents and staff. The parents of both children will receive notices of the incident. In the case of persistent biting, a conference is held with the parents to determine an appropriate strategy. In extreme cases, disenrollment may be necessary.

**Biting by Preschool, Kindergarten, and older children is never acceptable and may result in immediate suspension and other actions.**

Child Abuse – The Commonwealth of Pennsylvania requires that all personnel of child care centers and schools report any suspicion of child abuse. Therefore, we are mandated to report any suspected cases of child abuse or neglect.

Emergency Involving the Child – **In case of serious accident or sudden illness, the following procedures are used:**

- a. **Child’s parents (and 911 if necessary) are called.**
- b. **The child and his/her health records are taken by emergency service to the closest hospital. A staff member will accompany and remain with the child until the parent arrives.**
- c. **In all cases, an emergency report is completed and given to the parent, director, and the Department of Human Services.**

**It is very important that your work numbers and emergency contact information be kept current. Report any changes, including changes in address, telephone numbers, and physician and health insurance information to the office immediately.**



**Kids in the Village**  
**Early Learning Center**  
3050 West Germantown Pike  
Eagleville PA 19403  
(610) 539-5664 F (610) 635-0114  
[www.kidsinthevillage.com](http://www.kidsinthevillage.com)

January 2020

ATTACHMENT A

Dear KITV Parents,

This letter is to inform you of our concern for the safety and welfare of your children while they are at Kids in the Village, Early Learning Center. At times of uncertainty in the life of our nation, it's comforting to remember that our times are in God's hands. He holds our future and our present, and both are secure in Him. Knowing that, it is out of a sense of responsibility and gratitude for the trust you've placed in us that we have made these preparations in case of an emergency.

Our Emergency Operations Plan provides responses to a variety of emergencies. Depending on the circumstances, we will respond with one of the following protective actions:

**Immediate Evacuation** – Children are evacuated to a safe place on the grounds of the school. If unable to return to the main school building, children will be moved to the church, the barn (the building at the top of the driveway as you enter from Germantown Pike), or the maintenance building (the building near the lower playground). You will be contacted through the Tadpoles automated messaging system to keep you apprised of any emergency situations.

**Modified Operation** – May include cancellation, late opening, early dismissal, etc. in case of inclement weather or building problems that make the facility unsafe. Please know that your children will always remain under the supervision of our staff until you or someone you designate is able to come for them. Any unexpected change in normal operation will be communicated to you through Tadpoles.

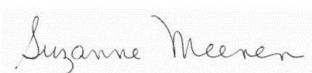
**In Place Sheltering** – Sudden weather occurrences, unsafe activity near the proximity of the school, and/or a hazardous materials event may dictate that taking cover inside the building is the best immediate response. In this case, the children may be moved to a designated safe place within the building. Several areas throughout the church and school building have been designated as safe places where your children will be cared for by our staff and by church personnel until you can safely come and pick them up. During such an event, personnel from Worcester Township and/or Montgomery County Emergency Response may be on site directing the operation. Parents will be informed by any means possible of the situation, the actions being taken, and when the situation has returned to normal.

**Total Evacuation** – In some circumstances, total evacuation from the campus may become necessary. In this case, Worcester Township and/or Montgomery County Emergency personnel will be on site directing the evacuation. The children and staff will be taken to a relocation facility. In Montgomery County, children in child care settings are assigned to be transported to Montgomery County Community College in Blue Bell, but alternative locations may be used, as well. Information about the relocation will be communicated to you through Tadpoles. In addition, the exact location and map of the relocation site will be posted on the main entrance of the school.

**It is extremely important that your home, work, and cell phone numbers and other contact information are accurate and kept up to date. Please make sure that your emergency form is completely filled out including the space on the back for “extraordinary circumstances.”** In an emergency situation your child will be released to someone designated on this form only after every attempt to contact you has failed. During such times it will be necessary for anyone, even those who pick up on a regular basis, to present identification.

We have assembled several Master Emergency Supply Suitcases on campus that contain supplies such as water, flashlights, food, blankets, radios, batteries, first aid kits, diapers, etc. for our use if ever needed. Please supply an extra set of clothes in a gallon ziplock bag to put in the suitcases. These will be updated twice a year.

Again, please be assured that no matter what the situation, your children will remain in our care until you are able to come for them. We will do our best to meet all of their needs and to keep them safe, secure, and comfortable. Please join us in praying for our country and its leaders, and know that we pray daily for the safety of all of the children entrusted to our care at Kids in the Village Early Learning Center.

A handwritten signature in cursive script that reads "Suzanne Meenen". The signature is written in black ink on a light-colored background.

Director  
Kids in the Village  
Early Learning Center



**Kids in the Village**  
**Early Learning Center**  
3050 West Germantown Pike  
Eagleville PA 19403  
(610) 539-5664 F (610) 635-0114  
[www.kidsinthevillage.com](http://www.kidsinthevillage.com)

## **CIVIL RIGHTS COMPLIANCE PARENT AWARENESS**

In accordance with applicable Federal and State Civil Rights laws and regulatory requirements, you and your children have the right:

- to be provided services at this agency and to be referred for services of other agencies without regard to your race, color, religious creed, disability, ancestry, national origin, age or sex.
- to file a complaint of discrimination if you feel you have been discriminated against on the basis of your race, color, religious creed, disability, ancestry, national origin, age or sex.

Complaints of discrimination may be filed with any of the following:

Kids in the Village  
Early Learning Center  
3050 West Germantown Pike  
Eagleville, PA. 19403

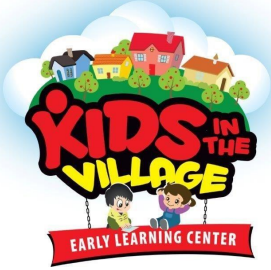
PA Human Relations Commission  
Philadelphia Regional Office  
110 N. 8<sup>th</sup> Street  
Suite 501  
Philadelphia, PA 19107

Commonwealth of Pennsylvania  
Department of Human Services  
Bureau of Equal Opportunity  
Room 225, Health and Welfare Building  
P.O. Box 2675  
Harrisburg, PA. 17110

U. S. Dept. of Health and Human Services  
Office for Civil Rights  
Suite 372, Public Ledger Building  
150 S. Independence Mall West  
Philadelphia, PA. 19106-9111

Commonwealth of Pennsylvania  
Department of Human Services  
Bureau of Equal Opportunity  
Southeast Regional Office  
801 Market Street, Suite 5034  
Philadelphia, PA. 19107





**Kids in the Village**  
**Early Learning Center**  
3050 West Germantown Pike  
Eagleville PA 19403  
(610) 539-5664 F (610) 635-0114  
[www.kidsinthevillage.com](http://www.kidsinthevillage.com)

## Family Life Values Statement

Kids in the Village –Early Learning Center is a ministry of Fairview Village Church and exists to partner with families in the care, nurture, and education of their children in an atmosphere that acknowledges God as Creator, Savior, and Friend.

- It is our goal that all of our staff members have a personal relationship with Christ.
- Our curriculum is taught from a Christian perspective and is based on the principles and truths of the Bible.
- We honor the parenting roles and child development principles taught in scripture, which include:

Genesis 1:27 “God created people in His own image; God patterned them after Himself; male and female He created them.”

We believe and teach that we are all created with equal value in the image of God and that He loves us unconditionally.

Ephesians 5:21, 6:4 “Submit to one another out of reverence for Christ... Don’t provoke your children to anger by the way you treat them. Rather, bring them up in the nurture and admonition of the Lord.”

We believe that in His perfect plan, God intended family to be a partnership between a husband and wife who submit to one another out of love for each other and respect for their Creator. (We understand that this cannot always be the case and that as individuals, we each must submit to God out of love and respect for Him.) Parents, in turn, out of the same kind of love and respect for God, should honor their children and raise them to love God and others.

Deuteronomy 6:6-7 “You must commit yourselves wholeheartedly to these commands I am giving you today. Repeat them again and again to your children. Talk about them when you are at home and when you are on a journey, when you lie down and when you get up.”

We firmly believe that the primary teachers of children are their parents. Our intent is to assist you as parents by partnering with you to teach your children the truths of God, the importance of loving and accepting others, and the skills and knowledge necessary to equip them for life.