

Arrival and Departure

Due to COVID-19, the parent or adult dropping your child off must wait in hallway or front door to have child's temperature taken. **Release of children:**

We will release your child to the parent(s) or guardian(s) who signs the Agreement, and to those adults for whom you have given written authorization on the emergency contact form. If someone else is to pick up the child, we will not release the child unless you call us in advance and provide full name and description and then proper ID is presented by this person in question. We have also the form that can be completed for those types emergency situations. This form should be completed in person, not over the phone. Only in an emergency, this form may be completed over the phone upon the oral designation of the parent, if the identity of a parent can be verified by a staff person.

To make our school safer, we have a security system installed at both our front doors. It is a number pad coded system. Only right door (the main entrance) if you are in front of the building is available for parents to enter but both are used to exit. In the interest of our schools safety, we appreciate parents keeping this number code private. The code will be given to parents verbally when agreement is signed. Please do not give out the number code to **your children/** relatives/friends who are picking up your child from school. Please let them know that they can use the doorbell at the school's main entrance. All other doors remain locked from the outside.

COVID19 –specific addendum:

Due to COVID 19, we ask that all parents who enter the school to pick up their child are wearing a mask and do not enter the child's classroom. You must knock on the door or get the teacher's attention and the teacher will pack up the child's belongings and bring them to you at the door. If and when things return to normal our normal policy will be in place: Once you have picked up your child from their classroom, please sign the Sign In/Sign Out sheet at the main entrance. Once a parent signs their child out, the parent is then solely responsible for supervising their child while on Central Bucks Children's Academy premises. COVID-19 - We ask parents to sign 'wearing mask waiver' for 4 year olds and older. You do not have to disclose your reasons if you do not want your child to wear the mask, in case no waiver is signed we enforce 'wear mask policy' for kids 4 year old and older. COVID19- in case you are traveling / vacationing out of PA State – you have to present COVID19 test results upon arrival. Otherwise you have to quarantine. Please note that you have to pay for quarantine time off if you do not want to take a test.

Parents must drop off and pick up each of their children in their assigned classrooms. In order to keep our infant room calm for our infants and their teachers. We ask that if you are the parent of both an infant and an older child, we ask that you drop off your older child first/pick up your infant first so that we can keep unnecessary people and commotion out of our infant room.

Be sure to have your child stay with you as you help him/her gather their possessions. Your child's teacher will be able to briefly chat with you about your child's day at pick-up. However, should you feel it necessary to have an in-depth conversation or meeting, please call us to schedule one for a later date, because the teacher's foremost responsibility is supervising the remaining children in the classroom.

In cases where an enrolled child is the subject of a court order (custody order, restraining order, protections from abuse order), Central Bucks Children's Academy must be provided with a certified copy of the most recent order and all amendments thereto. The orders of the court will be strictly followed unless the custodial parent (s) requests are more liberal variation of the order in writing. In the case where both parents are afforded shared/joint custody by order of the court, both parents must sign the request for more liberal interpretation of the order. In absence of a court order on file with Central Bucks Children's Academy, both parents shall be afforded equal access to their child as stipulated by law. Central Bucks Children's Academy cannot, with a court order, limit access of one parent by request of another parent, regardless of the reason. If conflicting orders are presented, the most recently dated court order will be followed.

Once presented with a protection from abuse order or a restraining order, Central Bucks Children's Academy is obligated to follow the order for the entire period it is in effect. Employees of Central Bucks Children's Academy cannot, at the request of anyone except the issuing judge, allow a protection from abuse order and/or restraining order to be violated. Central Bucks Children's Academy will report any violations of these orders to the court.

Persons appearing to be impaired by drugs/alcohol at pick up: Central Bucks Children's Academy will contact local police and/or the other custodial parent should a parent appear to the staff to be under the influence of drugs/or alcohol. The parent's rights to immediate access do not prevent Central Bucks Children's Academy from denying a custodial parent access to his or her child if the parent is or appears to be impaired. Any other authorized person who attempts to pick up a child and appears impaired will be denied access to the child. The staff of Central Bucks Children's Academy will contact the parents, local police, and child protective services to notify them of the situation.

CALLING THE SCHOOL

Central Bucks Children's Academy can be reached by calling 215-343-8647 during school hours (6:30am-6:00pm). Our email address is info@cbchildrensacademy.com. Our website is www.cbchildrensacademy.com and face book page and are updated frequently.

WHAT TO BRING TO SCHOOL

Any child who is not completely toilet trained should bring a Ziploc plastic bag with a change of clothes boldly **LABELED** with his/her name on it. This change of clothes should include: underwear (if appropriate), socks, shirt and pants. If we need to use this change of clothes, we will give you the wet or soiled ones in that bag, and ask for replacements to be brought **THE NEXT DAY**. Soiled clothes left after Friday afternoon will be discarded. Don't forget to check or ask about your child's change of clothing periodically as seasons change and children grow quickly.

Children attending Pre-K and Kindergarten should bring a backpack to transport schoolwork and messages to and from school. Cubbies are provided for children 3 and up.

We discourage toys from home due to being misplaced, borrowed or broken while in our care. Please leave them home or in the car. If toys are brought to school, they will be left in the backpack and need to be taken out when the bag is taken home. Special Show N Tell days are scheduled for the older children, that is when they may bring a special toy.

DRESSING CHILDREN FOR SCHOOL

At Central Bucks Children's Academy, children engage in various activities throughout the day, some of which are messy and/or athletic in nature. Additionally, children engage in outdoor play daily. We go outside to play, even in the winter unless the feels like temperature is 32 and under. The fresh air and natural sunlight keep us healthy. Please be sure your children are dressed for the weather, wearing hats and gloves if needed. The children place all cold weather accessories in a pocket or sleeve for safe-keeping and easy accessibility. Please be sure to dress your child in seasonable, appropriate, comfortable clothing. Fancy or restrictive dresses, overalls, or clothes with difficult closures or belts (which present particular challenges to children at bathroom breaks) are inappropriate, as are any clothes that you or your child couldn't bear the thought of getting paint, food, dirt or grass stained.

Sneakers or close toed shoes are the preferred footwear. Open toed and/or open backed sandals or slip-on shoes can be dangerous on our mulch playgrounds or engaging in sports activities in our open space area.

During the late spring and summer months, please send your child to school wearing sunscreen. We will send out a letter asking for permission to put the sunscreen you sent in on your child. All sunscreen will be kept in classrooms to reapply as needed throughout the day. Please label all bottles of sunscreen.

Please mark **ALL GARMENTS** that are not on your child (i.e. Outer garments or changes of clothes) with the child's name.

BIRTHDAY CELEBRATIONS

We enjoy sharing your child's birthday with them. If you would like to bring a special snack to share with the class on your child's birthday, please give his/her teacher a heads up one week beforehand, so that she can give you a head count and let you know whether there are any food allergies.

NAPTIME

Children 3 and under have scheduled nap times. Infants nap according to their own individual schedules. Some children have a special comfort item like a blanket or a teddy that helps them fall asleep, and we are happy to accommodate these items. The blanket should be put in your child's designated cubbie when your child arrives. Please clearly mark the comfort item with your child's name. Blankets will be sent home every Friday to be cleaned.

We ask that you bring in your own sheets for the infant and young toddler classes. We have a few set aside in case of the accidents. Children must have their sheets and blankets labeled. Sheets are sent home each Friday and must be washed weekly. Sheets that belong to school are washed on regular basis as well.

ATTENDANCE

Attendance is important to the success of your child's school year. Please make every effort to have your child in school every day and on time (9:00 AM). Kindergarteners have mandatory attendance and your child will need a written excuse if they are absent. We are PA State mandated to report consistent unexcused lateness or absences. While we are open during most public school holidays, your child will not be counted absent for state reporting purposes if he or she does not attend on a public school holiday.

We ask out of courtesy that you let us know the night or morning of if your child will be absent. This can be done via phone call, Tadpoles or email. This is very helpful to us.

CONFERENCES AND REPORT CARDS

Child service reports for Infants through Kindergarten will be distributed every 6 months. You may request a conference to discuss your concerns regarding your child's comfort and/or progress at Central Bucks Children's Academy at any time. Please make your conference at a private time between the Director, your child's teacher, and yourself. Discussion of your child's behavior in front of him/her is counterproductive. Daily reports will be given via Tadpoles every day for children 3 and under. The

Tadpoles app will describe your child's day as a whole, showing what they learned in all subjects. Pictures will be sent either throughout the day or at the end of the day.

BEHAVIOR AND DISCIPLINE

At Central Bucks Children's Academy, we believe that children learn better and are happier and more secure in a moderately structured environment. Using consistent, clear rules that are appropriate for each age group, we strive to make discipline common sense and positive rather than judgmental and punitive.

As children grow and are able to understand more, we carefully discuss with them the rules and the reasons behind them. We use techniques such as planning ahead to prevent problems, encouragement of appropriate behavior, positive guidance, and redirecting a child's activity (i.e. "try another toy").

If a child needs further correcting, we use a "time-in" to remove him/her from the situation and offer him/her an explanation for the removal. This gives the student time to get IN control. If discipline problems are ongoing, a conference between the parents, the child's teacher and/or director will be arranged so that we can help the student be a productive part of his/her class.

ILLNESS

Central Bucks Children's Academy follows all health/communicable disease policies as outlined in the American Academy of Pediatrics model health policies and procedures manual.

Children are not permitted at Central Bucks Children's Academy with any condition that the director or your child's teacher considers contagious, such as:

- Colds with heavy nasal discharge, continuous sneezing, or serious continuous coughing
- Chronic cough
- Diarrhea
- Vomiting
- Fever of over 100 degrees (within the past 24 hours)
- Contagious rash or rash of unknown origin
- Conjunctivitis
- Or any sickness that limits the child from participating in his/her group (too sick to function)
- COVID19 addendum : all children and their families have legal responsibility and duty to quarantine themselves for 10 days or get a test result if they suspect any COVID19 related symptoms or aware if they have been in contact with someone with COVID19

We clean everything regularly and wash hands frequently. Children will be excluded from the program if they exhibit symptoms of any communicable disease.

We request that you or another authorized person pick up your ill child within 45 min of notification by phone. If a parent is reached but cannot pick up his or her child within 45 min, it becomes the parent's responsibility to arrange for alternate pick up with someone listed on the child's Emergency Contact Form. The director will **not** continue to call those listed on the emergency contact form once a parent is reached. If a parent cannot be reached, the director will begin to call the people listed on the form until arrangements can be made for the child to be picked up.

If your child is absent due to a communicable illness, we request that you notify the director. This enables our faculty to keep track of any illness that might occur at our school so that parents of the children in the school may be notified that a communicable disease is present. This information will be shared with faculty on a need to know basis. Only communicable disease information will be shared.

Head lice: a child who has head lice or nits will be excluded from the program. Parents must pick up a child with head lice or nits within 45 min of notification by phone. The child can return only after he/she has been inspected by the director or her designee, and has been found free of head lice and nits. Understand that head lice pose a public health problem.

Ticks: Teachers will check the children for ticks after playing outdoors. If a tick is found, we will use tweezers to gently pull ticks straight out. You will be notified in writing if this occurs. Call your pediatrician if your child develops rash or flu-like symptoms after a tick bite.

CHILDREN PRESCRIBED ANTIBIOTICS MUST WAIT 24 HOURS AFTER THE FIRST DOSE BEFORE RETURNING TO SCHOOL.

CHILDREN SENT HOME WITH FEVER AND OTHER VIRAL OR FLU-LIKE SYMPTOMS, SUCH AS VOMITING OR DIARRHEA, MUST BE ABSENT FOR AT LEAST 24 HOURS BEFORE RETURNING TO SCHOOL.

About children's Health and Wellness By The American Academy of Pediatrics

Children when first entering a daycare or school setting regardless of age, usually get sick frequently. We know that the child who enters daycare or school will get an average of 12-14 infections (either colds or gastroenteritis) per year. This is because a child who attends daycare or school for the first time is exposed to many new germs in these settings.

Young children are more vulnerable to illness because their immune system, the body's natural defenses against disease, is not yet "built up." Infants and toddlers tend to get sick more often than older children because their immune systems have not yet experienced many pathogens. Exposure is actually necessary to build up the body's immune system for a lifetime.

As the years go by, the child who has been introduced to a group setting develops immunity or protection against these infections and is sick less often. By the time the child becomes preschool age the average number of infections drops to 3-5 per year. The best way to combat these infections when they occur is to make sure your child eats well, gets plenty of water and rest, and washes his/her hands frequently.

GIVING MEDICATION

We will gladly give your child his/her needed medication. State law requires that you:

- Give CBC Academy's director all medications-both prescription and non-prescription. Per state law, this includes items such as sunscreen and diaper cream. A form must be filled out for both items, labeled with the proper name of either the sunscreen or the diaper cream. Each form must have the name of the item, expiration date of the item, the child's name, parent's signature and date when form was signed. This is a State Law Requirement through the Department of Human Services.
- State law mandates that these medications-again, including non-prescription items such as diaper creams-may **not** be left in your child's diaper bag or lunchbox. They must be handed over to your child's teacher or the director.
- Fill out and sign the school's Medication Dispensing Form located in your child's classroom or the office for every medication we are able to administer, whether prescription or non-prescription, for every day that this medication is to be dispensed.
- Medication must be left in their original containers, with labels intact (drug store labels printed clearly with your child's name for prescriptions).

In cases where the "Medication Dispensing Form" is not available and administration of the medicine is necessary, the Director may obtain verbal orders from the parent and/or attending physician by phone. Such verbal orders must be documented on the "Medication Dispensing Form" by the director. In order for the medication to be administered again the following day, a signed "Medication Dispensing Form" must be made available by the parent.

Any food allergies/special need (medical, dietary, or other) that your child has should be documented on your emergency contact form.

INJURIES

All teachers at Central Bucks Children's Academy complete pediatric First-Aid and CPR training. For accidents of a minor nature, we will use our first aid supplies and the teacher or the director will fill out an incident report known as the "Ouch Report" for you to sign. In addition, your child's teacher or the director will speak with parents in person at pick up time or call parents with details of the accident.

If a child has been involved in an accident we deem serious, we will give your child appropriate first aid and call 911. Parents/legal guardians will be called as soon as possible, but if unavailable, one of the emergency contacts on your child's Emergency Contact Form will be called. It is the parent's responsibility to keep all emergency contact information current and accurate. ***Each classroom has a manila envelope with your child's emergency contact information in it. There is another envelope with all emergency contact information for outside play.***

MEALS AND SNACKS

As part of our "Eating Healthy, Nutritional Foods" Central Bucks Children's Academy provides a nutritious morning breakfast (fruit, yogurt, muffins, bagels, cereal with milk) as well as an afternoon snack.

Hot Food Program:

- **Monday – Friday** we serve Hot Food lunches for ages 2 years old and UP. This is an additional weekly cost - \$12.00 The Hot Food Program consists of the following foods: Chicken meat, Noodles, or Potatoes & Vegetable. The Hot Food Program is an optional but we encourage you to use it to make your life easier as a parent. Should you desire to start, CBCA faculty will inform you how your child is eating. If your child does not like the food and will not eat we will inform you and encourage you to bring a packed lunch that you know your child will eat and enjoy.
- **First Friday of the month lunch:** We provide Pizza at no extra cost for children ages 2 years old and UP.
- We encourage you to pack simple to eat, healthy balanced lunches for your child with items such as: sandwiches, yogurts, string cheese, cut-up vegetables, fruit, and a sweet treat along with a juice box/water. State law prohibits raisins, nuts of any kind (except peanut butter) or popcorn in lunches. We do not permit soda or candy. We discourage trading foods. We emphasize good table manners and self-help skills.

Should your child develop any food allergy that will affect long term please speak with the director so she can make your child's classroom allergy free, for example: peanut butter, soy, milk, etc.

All other classes need to provide a juice bag/water bottle for lunch. We do heat lunches.

We encourage finger foods as infant transitions to our young toddler class. This helps develop small motor skills as well as independence for your toddler. Some suggestions are cut up sandwiches, chicken fingers, pasta as well as foods that have already been served at home.

Refrigeration is available in each classroom. Please place any food that needs to be kept cold (yogurt/milk/cheese) in a **plastic freezer bag clearly labeled with your child's name**. Due to limited space, please do **not** put lunchboxes or juice bags/water bottles in the refrigerator. Also, if your child has a food that requires a spoon or fork, please include the utensil(s) in their lunchbox.

REGISTRATION

You will have an opportunity to meet your child's teachers and get information about the year ahead in August/September at our Parent/Teacher night. At that time, you will receive a packet with forms that must be completed and returned in order for your child to begin. This includes:

- Emergency Contact Form
- Contract
- Current physical (5 days for new clients)

In addition, Pennsylvania State Law requires that we have a physical examination form on file for your child within 5 days of enrollment. This **Physical form** must be updated:

- Every three (3) months for Infants
- Every six (6) months for children 12-24 months old, and
- Annually for children over 2 years of age.

These forms give us valuable information for maintaining the safety and security of all children in the facility. We suggest you make and keep copies for your records. It is your responsibility to update your child's physical examination forms. Your child will not be permitted to attend school without the proper and updated forms.

CONTRACTS

Each fall parent(s) and the director sign a contract for each child. The contract states days and times during which the school will care for your child and sets forth the amount and terms of your payment. We ask that you keep the days consistent so that your child or children know when they attend school and know what to expect each day. There are no make-up days. For example: if your child attends on a Monday, Tuesday, Wednesday basis but gets sick on Tuesday. You are **not** permitted to bring them in on a Thursday to make up for the Tuesday that was lost.

We require two (2) weeks written notice and/or payment in lieu of notice for any changes in schedule or to withdraw your child from the contracted program for any reason.

POLICY FOR RECORDS TRANSFER

Central Bucks Children's Academy will gladly transfer records to another school in order to request a records transfer:

- (a) The parent(s) of record must provide a written request. Such request must include the specific contact information for where the records are to be sent.

(b) Parents must be current in payment

Please allow (10) business days from the date your written request is received by the director for your child's records to arrive at his/her new school.

PAYMENT

Payments **are due the morning of the first attendance day** of the week/month per the terms of your contract with the school. Payments will be considered late if not received by the end of the first attendance day of the week, and a **\$20** per week late fee will be charged. **Payments two weeks late starting Monday of the second week, will prevent your child from attending school until late payment's issues are resolved.**

EARLY ARRIVAL OR LATE PICK UP CHARGE: You will be charged \$5.00 per child for every 15 minutes you are late in accordance with the times set forth in your contract.

RETURNED CHECK FEE: \$25.00 will be charged for any check returned by your bank for insufficient funds. This fee must be paid before your child can attend the next day. Payment in cash will be required for checks consistently bounced. Sometimes a check is re-deposited and incurs a second return fee. Please advise your bank if you do not want a check to be re-deposited.

ANNUAL ACTIVITY FEE: a non-refundable Registration Fee of \$100.00 must be paid by the first week of school for children. This covers "in school" field trips, special treats, and honorariums for guests to our school.

Monthly Activity Fee: With COVID19 cleaning/sanitizing expenses as well as general educational products prices' rise CBCA collects \$10 monthly activity fee. It is due by the first Friday of the month.

As CBCA has not raised tuition rates for almost 2 years, please be aware that we are not going to raise prices this School Year 20/21, however all families enrolled before December 2020 should be aware that their tuition rate is not going to decrease while moving up.

VACATIONS: For children attending our school and camp 12 months a year (not school-year students), Central Bucks Children's Academy grants one week's "vacation" (i.e. you aren't required to pay for a week when you don't attend). This week may be taken at any time after your child has attended CBCA for 12 months, and must be taken as a full week, not individual days. **Payment is expected for all other absences, whether for illness or vacations, as well as our contracted/closed holidays.**

CONTINUED ENROLLMENT POLICY

Central Bucks Children's academy reserves the right to dismiss a child for the following reasons:

- Failure to make payments for 1 week and a half
- Parents and/or children do not serve the best interests of the school or other students
- Children who are physical danger to themselves and/or others
- CBCA encourage to read our suspension/expulsion/behavior policies
- CBCA has a legal right under PA privately owned Centers/entities regulations to make decisions re expulsion / suspension if welfare of other students are threatened
- Families who do not provide CBCA with up-to-date forms, including but not limited to state-mandated physical examination forms and emergency contact forms, in a timely manner

Providing an appropriate and safe environment for children to grow, learn and develop is a priority for Central Bucks Children's Academy.

SUMMER CAMP

Summer camp is held for children three to ten years of age. College students with a special interest and /or some early childhood education and/or experience combine talents with our regular staff to make summer an especially fun time.

Registration for summer camp opens in spring. Look for summer schedule details and events on our website and handouts. We update our face book page on regular basis with exciting news, events, pictures and posts. We also put emergency closing times and snow days on Facebook as well. Central Bucks Children's Academy is closed on the following days:

2020-2021

Labor Day	September 4 & Sept 7, 2020
Thanksgiving/Friday	November 26nd & 27rd, 2020
Christmas Eve	Close at 2:00 PM
Winter Holiday	December 25th, 2020
New Year's Eve	Close at 2:00 PM
New Year's Day	January 1st, 2021
Martin Luther King Day	January 18st, 2021
President's Day	February 15th, 2021
Good Friday	April 2nd, 2021
Memorial Day	May 31st, 2021
Independence Day	July 4th, 2021

SCHOOL CLOSINGS

If we need to open late or close due to inclement weather, we will post announcements on:

- TadPoles application -email
- Our Facebook page.
- via Email in the event of snow emergency / any emergency and/or weather related events

*We will follow Central Bucks School District, however at times CBCA snow days schedule may vary from the school district.

CENTRAL BUCKS CHILDREN'S ACADEMY EMERGENCY PLAN

STATEMENT OF POLICY IN THE EVENT OF EMERGENCY FOR: CENTRAL BUCKS CHILDREN'S ACADEMY 832 EASTON ROAD, WARRINGTON PA 18976

1. **EVACUATION PROCEDURES:** Emergency shelter will be found at the Doylestown Hospital Wellness Center, 847 Easton Road, Warrington PA, located directly across the street from Central Bucks Children's Academy. The teachers will, at this point, have accountability for all students in their class. The students will evacuate through one of the exit doors of the classroom (depending on the location of the hospital facility) and enter the main front entrance. They will gather in the auditorium supervised by teachers and staff. The parents will be notified via telephone that the children may be picked up (by parents or person parents have authorized) at the Doylestown Hospital Wellness Center. The phone number at the wellness center is 215-918-5500.
2. **SHELTER IN PLACE PROCEDURE:** Teachers will have accountability for all students in their class and will direct children to the lower level of the building (CBCA) identified as a safe area. Teachers will again account for all students after arriving in the safe area. All exterior doors will be closed and windows boarded and covered. All ventilation leading outdoors will be turned off and cracks will be caulked to prevent fumes from entering. Blankets, first aid kits, food and water will be available and distributed by teachers and staff. The parents will be notified via

telephone and informed when the children may be picked up (by parents or person parents have authorized).

Central Bucks Children's Academy is an equal opportunity school for all children.