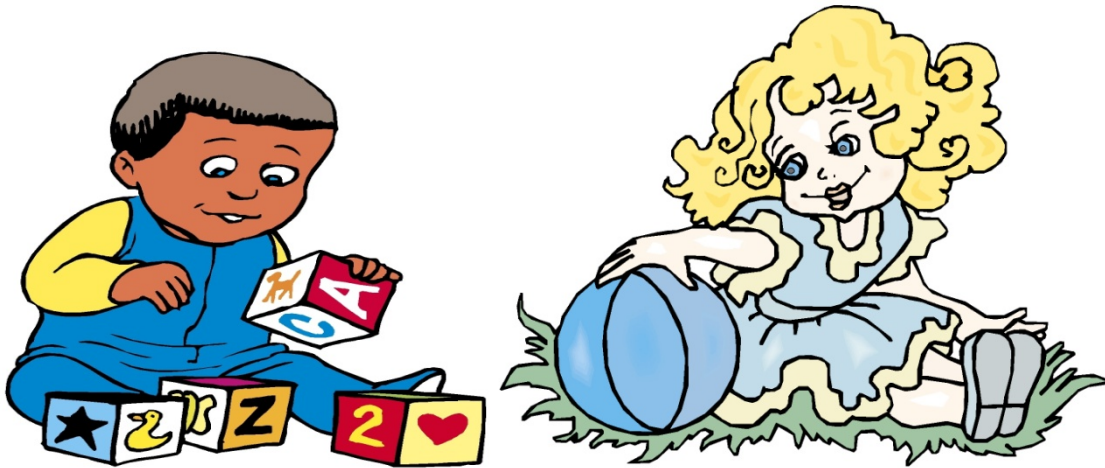


Hush Little Angels Daycare Center



Parent Handbook

THIS FACILITY IS AN EQUAL EMPLOYMENT OPPORTUNITY COMMISSION

Revised 8/14

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GOALS AND OBJECTIVES

Hush Little Angels LLC. Daycare's objective is to provide high-quality childcare in early childhood education. Developmentally appropriate programs are designed for infants through school-age. Along with caring, qualified teachers, we provide meals, school-age transportation and non-traditional working hours for families in the greater Lehigh Valley.

Hush Little Angels Programs:

- Foster social, cognitive, emotional and physical development
- Focus on education
- Are play-based, child-centered and teacher-guided
- Emphasize creative, open-ended activities
- Encourage learning through hands-on activities
- Include individual and group activities
- Support child health through nutritious meals and active play
- Offer a cheerful environment with ample toys, books, activities and supplies

HLA CURRICULUM STATEMENT

The Curriculum is divided into areas of learning including:

- Emotional Development
- Social Development
- Development of Self-Help Skills
- Fine Motor Development
- Gross Motor Development
- Creative Development including Art and Music
- Cognitive Development including Math, Reading, Language and Literacy, Vocabulary, Science

Under each area above are specific GOALS. Corresponding to each goal are specific OBJECTIVES that the children will be expected to learn from. Development will always vary from child to child and innate abilities will vary from child to child. The preschool staff understands that varied development is acceptable and is expected.

Infant, Toddler, and Preschool programs use Creative Curriculum, a researched-based developmental program to design the environment and plan activities. Its assessment tools evaluate each child and help in the planning of activities. This process will further develop his or her skills and knowledge of basic concepts.

ASSESSMENTS

Young children learn best with child-centered, teacher-guided play as the essential component of the program, according to the National Association for Education of Young Children. Programs are child-centered and teacher-guided. This means that the environment is organized into distinct activity/learning areas, allowing each child to make choices and learn through hands-on activities. The teacher helps your child explore the range of materials and activities offered. Using effective, researched-based Curriculum and teaching practices are tailored programs to meet the developmental needs, abilities and interests of your child.

INFANT PROGRAM

As infants create their own schedules for activity time, eating and sleeping, We are responsive to the child's needs. Our program provides a warm, safe, and stimulating environment. In addition, we plan activities that help, foster language development,

fine motor skills (eye tracking, eye-hand coordination, grasping), social skills, strength, and physical coordination.

TODDLER PROGRAM

An inviting environment has been created that is loving and responsive, respecting your child's individuality. The program nurtures healthy growth and development in a safe, clean, comfortable and relaxing setting. Toddlers are supported in their social contacts with other children and adults through playful interactions that foster emotional, physical, and intellectual well-being.

The place and time for eating, sleeping, and playing are based on each child's personal rhythms, style and strengths. Children also participate in activities such as story time, singing songs, simple comparison games, and finger plays.

Toilet training begins at home with parents and we agree to assist your child when he or she is ready, based on the child's observable behaviors and interests.

PRESCHOOL PROGRAM

****All three year-olds must be fully potty trained to enter this program.**

Three to five year-olds are imaginative, independent and creative. Our preschool programs are designed so that children can explore the environment and work with a variety of materials and equipment. The program enhances children's natural interest in their world and builds on their experiences to support learning. There are learning centers for activities such as art, dramatic play, science, block building, manipulative toys, math, and language experiences.

In the preschool program, your child is encouraged to make decisions and choices develop self-control and self-awareness, build pre-reading and pre-writing skills, and develop the ability to relate well with others. Activities are designed to promote fine motor skills, including eye-hand coordination and spatial relationships, and large motor skills such as climbing, balancing, and throwing.

Teachers serve as guides, preparing a stimulating environment, observing and interacting with the children while posing additional challenges to expand each child's world.

KINDERGARTEN PROGRAM

Kindergarten children face many new challenges as they make the transition to school. This is a time for encouragement and reassurance as your child explores new found independence and responsibilities. For the kindergartners, we encourage your child to participate in educational and recreational activities that challenge his or her skill development and complement school activities. These include music, building blocks, games, books, and a variety of art media, and dramatics.

SCHOOL AGE PROGRAM

School age children have widely varying needs and interests. This program is recreational, giving your child an opportunity to unwind at the end of a school day. The structure of the program and activities offered reflect the interests of the participating children.

Space for doing homework is always available. School-age children may also participate in arts and crafts, computer fun, physical activities, table games, or other areas of interest to the children. The program provides an environment where each child can learn about him or herself and others in an informal setting.

SUMMER SCHOOLAGE PROGRAM

The summer school-age program is recreational and fun. It is designed around weekly, child-centered themes, along with all the activities available during the school year.

PROGRAM MANAGEMENT

The long-term goal of discipline is for the child to develop self-control. If a child's behavior becomes aggressive towards others, he or she is redirected to a new activity or toy. Older children are spoken to about acceptable behaviors. The extent of the discussion and consequences are based on the child's developmental level. Predictable routines, clear expectations and flexibility are important parts of successful program management. Hush Little Angels LLC. Daycare policies and Pennsylvania Child Day Care Regulations strictly prohibit physical punishment.

ASSESSMENT PROCESS

As a Star 3 facility, we are required to conduct a development screening within 45 days of enrollment and 3 quarterly assessments. As you may know, assessments are an ongoing process. The purpose of assessment is to screen for mental or physical delays. If a delay is determined, we will schedule a meeting to refer you to the appropriate program to get the help that your child needs on the journey to success.

DISMISSAL POLICY

We understand that each child is an individual. Reasonable accommodations are made to the best of our abilities to meet each child's needs. We try to explore all reasonable alternatives when negative or difficult behaviors occur.

A Child /Parent or Guardian who demonstrates the following pattern(s) of behavior may be suspended or have services terminated immediately:

- A Child/ Parent or Guardian behavior which may be deemed to cause possible physical harm to themselves as well as others, i.e. Hitting, biting, spitting, kicking, punching, smacking throwing objects, Profanity
- A Child whom leaves the supervision of the group without permission
- A Child/Parent or Guardian whom is destructive to the property of the center or other Children/Staff/Parent or Guardian
- A Child/Parent or Guardian whom attempts to intimidate other Children/Staff/Parent or Guardian, either verbally or physically
- A Child/Parent or Guardian whom uses offensive language or displays offensive behavior
- A possible suspension maybe considered depending on the severity of the actions and will be determined by the Owner/Director.

**** A Child who has Bitten another Child**

Depending on the severity a child may be given three notices. However in the event of broken skin, Immediate Termination will be implemented.

Toys from home can be disruptive to the child and to the program. **Please leave all toys at home, as they can become lost or broken.** **Hush Little Angels LLC. will not be responsible for lost or damaged toys.** If a parent exhibits disruptive behavior or does not follow daycare rules including nonpayment and lateness with either payments or pickups, childcare services may be suspended or terminated.

HOURS OF OPERATION

Hush Little Angels LLC is open at 6:00 am-11:30 pm, 7 days per week. The type of service and the needs of the parents enrolled determine the hours of daycare. Parents requiring days that change from week to week, must supply weekly schedules. They must be given in advance one week prior or the beginning of the new week so that we may staff accordingly.

There is a maximum of 10 hours of care provided. Your child may only attend your scheduled five working days. The maximum days per seven-day week your child may be in care is five. These five days are based on your written schedule. These days may not be substituted. For example:

Jane is Monday thru Friday but she was sick Tuesday and mom decides to bring Susie on Saturday. That is not acceptable. There is a maximum of 10 hours per day, per child. For example: 7am-5pm or 8am-6pm, etc. Parents requesting additional hours will be required to pay additional fees for listed part time rates.

HOLIDAYS

The following holidays HLA is closed:

New Years Day	Good Friday	(Employee In house Training)
Mothers Day	Black Friday	(Employee In house Training)
Memorial Day	Independence Day	
Labor Day	Thanksgiving Day	
Christmas Day	Martin Luther King Jr.	(Employee In house Training)

The following days are early dismissal:

Father's Day	5pm closing
Thanksgiving Eve	5pm closing
Christmas Eve	5pm closing
New Years Eve	5pm closing

EMERGENCY CLOSINGS

Every effort is made to remain open during bad weather. In the event of severe weather conditions, tune in to local 69 News television station for information on changes in daycare hours or closings. Your child must be picked up within one hour of being called, as early as possible on days when weather conditions are hazardous. In cases of inclement weather, you may call our centers main number 610-351-8048 as there will also be a recording.

PARENT INVOLVEMENT

Parents are encouraged to visit the center at any time. Please feel free to voice your questions or concerns. (Please make sure your child is not within earshot during discussions of his or her behavior.) It is important that you understand my program philosophy and policies since your child's well being are both our primary concern. The more we work together, the better our program works! Please check your child's mail slot daily for information, messages, and works of art.

DAILY REPORTS

Parents of children receive a written report daily. The report is age appropriate. It includes information about the amount your child ate,

how long he or she slept,(Infant/Young Toddler room). Older Toddler room will list any special accomplishments, and or other comments.

- An operator shall establish and maintain an individual record for each child enrolled in the facility.
- Information in a child's record shall be kept current by the operator. It is the responsibility for each Parent/Guardian to provide current contact information at all times.
- A parent is required to review and update the record for accuracy at least once in a six-month period or as soon as there is a change in the information.
- Following review, a parent shall attest to the record's accuracy by affixing a dated signature to the record.

PARENT-PROVIDER MEETINGS/CONFERENCES

Each child's developmental progress is assessed within the first 45 days after Enrollment or Transitioning. Our Child Observations are held in May and November of each calendar year. Parent Teacher conferences are held twice a year both September and April.

FUND RAISING

Several fundraisers are held throughout the year, which directly benefit the daycare. You will be informed when these events are going to occur. Your report is needed to make these successful. These fundraisers benefit your child's extracurricular activities and so much more.

DONATIONS

Your donations of toys, books, magazines, blankets, sheets, children's clothes, dress-up clothes, scrap material, or baby equipment are greatly appreciated.

CHILD AND ADULT CARE FOOD PROGRAM

Breakfast, lunch, snacks and dinner are served, free of charge to you, when your child is in care. The children are encouraged to try a wide variety of foods, including vegetable and fruits. Meals are designed to be well balanced and nutritious. Monthly menus are posted for parent review and are available upon request. Hush Little Angels LLC participates in the Federal Child and Adult Care Food Program and it is a requirement that each enrolled family complete yearly forms.

If your child is on a special diet or has allergies to certain foods, please notify your teacher, as a note from your doctor may be needed. Although simple substitutions may be available, if you wish to provide a special treat for the children, please make arrangements with management.

CACFP: Admission is open to all regardless of race, color, national origin, sex, age, or disability. All meals served to children under the CACFP are served at no separate charge. There is no discrimination in admission policy, meal service, or the use of facilities. Any complaints of discrimination should be submitted in writing within 180 days of the incident to the USDA, Director Office of Civil Rights, Washington, D.C. 20250.

NECESSARY ITEMS FOR CARE

PARENTS MUST PROVIDE: (All items must be LABELED)

Infant/Young Toddler (Birth 23 months)

- Creams/Powders or Ointments
- Slipper socks (5+months)
- Diaper
- Diaper wipes
- 3 Capped Bottles
- 1 Blanket
- 2 Crib Sheets
- 3 Bibs
- 4 Complete Sets of Seasonably appropriate clothing including pants, shirts, socks, disposable diapers (rule of thumb: at least 1 diaper for every 1 ½ hour child is in care).

Older Toddler (24-35 months/not potty trained)

- Disposable diapers or a large supply of training pants (rule of thumb: at least 1 diaper for every 1 ½ hour child is in care).
- Diaper wipes
- 1 Blanket/Crib Sheets
- 3 Complete Sets of seasonable appropriate clothing including pants, shirts, socks, and underwear
- Creams/Powders/Ointments (rule of thumb: at least 1 diaper for every 1 ½ hour child is in care).

Preschool/Kindergarten/School age(36months (potty trained)-12years old)

- Blanket/Sheet
- 2 Complete Sets of seasonably appropriate clothing including pants, shirts, socks, and underwear

Please label everything with your Child's name.

We are not responsible for loss or damage to personal property.

CHILD ARRIVALS

The hours and days your child attends the center are arranged at your enrollment interview. Please give as much notice as possible of any changes in hours so that we may schedule accordingly. Once your child arrives for care, We will not be able to transport a child to any scheduled appointment you may have made. Care may not be available for your child at times other than scheduled hours. As sufficient coverage may not be available, please call if your child will be late or absent.

CHILD DEPARTURES

The daycare must be notified if you will be delayed in picking up your child. Please arrange for someone else to pick up your child at the scheduled time if you are going to be late. Once your child has been picked up your child may not be returned until the following business day. As taking a child in and out of its learning environment can make things stressful.

Children get anxious if they are not picked up at the regular time. You must notify the main office if some one who is not designated on the application will be picking up your child. Unfamiliar escorts must supply picture identification and sign a release form.

Please be sure you check with your teacher, your child's daily information and messages. At departure, please remember that you are in charge of your child even when Hush Little Angels staffing are visible. This clarification of "who's in charge" is necessary to prevent disruption and potential child injury, which can occur at transition times when responsibilities may be confused.

ALL CHILDREN MUST BE SIGNED IN AND OUT BY APPROPRIATE APPROVED INDIVIDUAL

Children must be picked up by contacts that have been listed and must come with a picture ID, as they all will be checked before release. We can better assure the safety of all children enrolled at the daycare if parents understand and support the following safety measures: You must practice safety precautions in the parking lot/stair case. Please hold your child's hand. Do not allow them to run in the parking lot, as this can be dangerous and may cause harm or serious injury to all parties involved. Do not allow your child to sit or run up and down the stairs or walkway. They may not sit or be seated on the front outdoor hand railing.

TUITION POLICIES AND PROCEDURES

PAYMENTS

A registration fee is assessed for all tuition-paying families upon enrollment. The registration fee is \$25 per child or \$35 per family. Fee is non-refundable. Tuition payments are due in full the first day of your child's week. Cash or money orders are accepted. **This policy is nothing personal, only business. You are required to pay the full weekly fee whether or not your child attends.**

LATE PAYMENT CHARGES

If payment is not made on time, the child will not be allowed to attend until the full fee and a late charge of \$10.00 are paid. When payment is more than one-week delinquent, childcare will be suspended or terminated. The child will not be re-enrolled until the delinquent tuition, late charges, and registration fee are paid and there is an opening in the daycare.

LATE PICK UP CHARGES

Parents picking up their child(ren) after their scheduled time are required to pay a fee assessed at \$10.00 per child after the first seven minutes and \$1 after each additional minute per child.

******* All late fees must be paid prior to re-entry*******

PICK UP/DROP OFF CHILDREN

Transportation for children is currently available for school age children. These services must be confirmed with the owner at enrollment prior to pick up. Rule of thumb if there are siblings of the school age child and they do not attend for the day, you must call in advance or the school age child will assume to not be in need of pick up for that day. You must call by 12pm that day with any changes. In the event we attempt to pick up your child three times without warning that they do not need the service, you will lose this courteously service. Effective 9/1/13 there will be a weekly fee of 5.00 per child for transportation. Arrangements must be made in advance by Hush Little Angels LLC. As stated previously, we follow Allentown School District closings when providing transportation. We will cannot and will not jeopardize the lives of any child by transporting in inclement weather.

PART-TIME STATUS

Part-time status is determined by use of service less than five hours a day. Four or fewer days weekly is considered a part-time drop-in.

WITHDRAWAL

Parents withdrawing their child are required to give **two week's written notice. With all balances being zero.**

SUBSIDIZED FUNDING

Parents receiving tuition assistance from the State of Pennsylvania must follow all rules and regulations set by the Department of Public Welfare

regarding payments. My policies for late pick-up and withdrawals

are in effect for families receiving all types of subsidized funding or out of pocket pay, as they must be covered by the parent.

Please be advised: Parents schedules that vary you are solely responsible for providing all changes to your appointed worker. In the event you bring your child in on a day that is not covered by CCIS you will be responsible to pay. Services will be suspended until all payments have been made.

CHANGES TO TUITION AGREEMENT

I reserve the right to change the conditions of the Tuition Agreement at any time upon notice to the parents, at which time the changed conditions shall become part of the Agreement and binding on the parties. Parents will receive as much advance notice as possible.

HEALTH POLICIES

State regulations require age appropriate health appraisals on entrance and at intervals recommended by the American Academy of Pediatrics. These are requested at the following ages:

6 weeks	2 months	4 months
6 months	9 months	12 months
15 months	18 months	2 years
3 years	4 years	5 years
6 years	8 years	10 years

The majority of these visits coincide with immunization schedules of local physicians and clinics. If you have a doctor appointment and have not received the physical exam form, please request one from me in advance.

Physicals and shot records must be kept current.

Physicals and TB shots must be stamped, signed and dated by attending physician.

MEDICATION

Prescription medication is administered to a child only in its original container, with current orders from a physician and written permission from the parent. The label on prescription medication is accepted as a physician's order. Non-prescription medication, such as non-aspirin products or cough syrup, **is not given** without a physician's instructions and/or the parent's written consent. If medication is to be given over a long period of time, an update is required from the physician every three months.

MEDICAL EMERGENCY/INSURANCE COVERAGE

Small children in a group setting occasionally receive and cause bumps, scratches, bruises, and bites. We administer minor First Aid to children as required. In the case of a medical emergency, the parent is notified immediately. Please be sure to keep your emergency contact information up to date in the office, especially the telephone numbers. In case of accidents requiring medical attention, the parent's insurance is the primary source of coverage.

ILLNESS

Parents are encouraged to keep A sick child at home and seek medical attention for severe or chronic illness. Parents are contacted to take a child home if the child appears too ill to remain at the daycare. A physician's note is required prior to readmitting a child for an illness or suspicion of a contagious condition.

CHILDREN ARE SENT HOME FOR THE FOLLOWING REASONS:

FEVER

A child with an auxiliary temperature (under the arm) greater than 100° for an infant under four months, and 101° for children five months and older, is sent home. The child may not return until the temperature is normal for 24-48 hours without the use of medication with a doctor's note.

UPPER RESPIRATORY INFECTION/ VOMITING OR ACUTE COLD

A child with difficulty breathing, wheezing, severe coughing, vomiting, and/or thick nasal discharge will be sent home. The child may not return until the temperature is normal for 24-48 hours without the use of medication with a doctor's note.

LICE/RINGWORMS OR SKIN CONDITIONS

This child may return with a doctor's note after 48 hours of scalp treatment. A child with lice/ring worms and or any possible infectious hair/scalp conditions may not return to care without a doctor's note stating the condition specifically is not contagious.

LICE- As well as all nits must be removed. Your child must return with NO EGGS/Nits!!!

RINGWORMS- As well infected area must be covered when the child returns with doctor's note!!!

DIARRHEA

A child who has multiple diarrhea-type bowel movements in one day will be sent home and may not return until the diarrhea has stopped for 24 hours without the use of medication. The child may not return until the temperature is normal for 24 hours without the use of medication with a doctor's note.

EYE INFLAMMATIONS

A child with an eye inflammation is sent home and may not return until the inflammation has cleared or until the parent provides the daycare with a doctor's note stating that the inflammation is not contagious. The child may not return until 48 hours without the use of medication with a doctor's note.

UNEXPLAINED RASH

A child with an unexplained rash will be sent home until the entire rash disappears or until the parent provides the facility with a doctor's note stating the rash is not contagious. At minimum 24-48 hours.

PAYMENTS

Late Payments/Pickups - Just a friendly reminder all co-pays and payments are due and must be paid on **Mondays/ first day** of your child's scheduled week. **Late fees will be enforced.** Your child will **NOT** be allowed back into care if there is a payment that is due. Effective 1/1/13 there will be a \$10.00 fee added per week that your payment is late.

Late Payments

Please be aware service can and will be suspended if more than one week is owed. It is not management's responsibility to "**Baby-sit Payments**" it is solely the responsibility of the Parent/Guardian.

Late Pickups

There is a late charge for children picked up late (More than 10 hours of care). The first 7 minutes is the grace period after 10 hours of the time dropped off. On the 8th minute a \$10.00 charge will be assessed and \$1.00 per minute thereafter, per child. Effective 1/1/13 children picked up late (after 11:30pm close of business) there will be no grace time given. Fees will be assessed immediately at 11:30pm. On the days the center closes at 5:00pm, anyone picking their child up after 5pm will be charged \$10.00 after seven minutes and \$1.00 per minute after that per child. Sorry no exceptions.....

Registration Fees- A registration fee is assessed for all tuition paying families upon enrollment. The registration fee is equal to \$25 per child or \$35 per family (multiple siblings). This is due at enrollment. Extended coverage for an additional two hours of care is \$11.00 per day/per child.

Sickness- In the event your child is out due for any reason, you are still required to pay your weekly co pay/ tuition payments. Sorry no exceptions.....

Vacation Time- We will honor **one week per year** of nonpayment for vacation time providing this time is submitted a minimum of two weeks in advance. Sorry no exceptions.....

WITHDRAWAL PROCESS

You must give the center a two weeks' notice before withdrawing your child. Be sure that your payments are up to date, for CCIS will not transfer your child to a new center if they are not. Your child's records may be transferred upon request by the Owner or Director.

NON DISCRIMINATION POLICY

HLA is committed to providing the highest quality services to all children in out care, regardless of their race, color, ethnicity, religion national origin, cultural heritage, disability, special needs, gender, age or sexual orientation. Admission, the provisions of services, referrals of clients shall be made without regard to race, color, religious creed, disability, ancestry, national origin (including limited English Proficiency), age or sex.

Program services shall be made assessable 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 aides and the use of alternative service delivery locations. Structural modifications shall be considered only as a last resort among available methods.

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

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

STAKEHOLDERS LIST

Lincoln Early Childhood
Learning Center
1402 Walnut Street
Allentown, PA 18103
(484)-765-5440

Jefferson Elementary School
750 St. John Street
Allentown, PA 18102
(484) 765-4420

Lincoln Leadership Academy
Charter School
1414 E Cedar Street
Allentown, PA 18109
(484) 860-3300

McKinley Elementary School
1124 W Turner Street
Allentown, PA 18102
(484) 765-5460

Mosser Elementary School
129 S Dauphin Street
Allentown, PA 18109
(484) 765-4000

Roberto Clemente Charter School
136 S 4th Street
Allentown, PA 18102
(610) 439-5181

Ritter Elementary School
740 N. Plymouth Street
Allentown, PA 18104
(484) 765-5660

Roosevelt Elementary School
210 W. Susquehanna Street
Allentown, PA 18104
(484) 765-4461

Sheridan Elementary School
521 North 2nd Street
Allentown, PA 18102
(484) 765-4880

Executive Education
Charter School
555 Union Blvd
Allentown, PA 18109
(610) 509-6090

Washington Elementary School
837 N 9th Street
Allentown, PA
(484) 765-4940

Head Start
1520 Hanover Avenue
Allentown, PA 18109
(610) 437-6000

South Mountain Middle School
709 W. Emaus Avenue
Allentown, PA 18103
(484) 765-4300

Early Childhood Mental Health
1520 Hanover Avenue
Allentown, PA 18109

Valley Youth House
524 W Walnut St
Allentown, PA 18101
610) 432-6481

SCHOOL TRANSPORTATION LIST

Head Start (Hanover)
Jefferson Elementary
Lincoln Leadership Academy
Jefferson Elementary School
Lincoln Early Childhood
Learning Center



Ritter Elementary School
Roosevelt Elementary School
Sheridan Elementary School
Executive Education
Washington Elementary School

Mosser Elementary School
Roberto Clemente Charter School

THANK YOU FOR ENROLLING YOUR
CHILD(REN) WITH HUSH LITTLE ANGELS.

“EDUCATING THE MIND WITHOUT EDUCATING THE
HEART IS NO EDUCATION AT ALL.”
-ARISTOTLE