



Active Learning Centers

Parent Handbook

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Philosophy

Active Learning Centers & Lehigh Valley Martial Arts, Inc (referred to as Active Learning Centers or ALC) offers a solution to childcare and before and after school programs. Our commitment is to develop programs that encourage mental, physical and emotional well-being. We will provide a high quality of instruction with the end result being a well-rounded program that enables children to develop a high quality of moral virtues, high expectations in them, and strong skills in achieving goals. It is also our commitment to expose our students to a varied array of the arts not being limited to martial arts, dance, music, theater, academic achievement, community service, sports, and healing arts.

Mission Statement

To provide a family environment dedicated to leadership, fun, and learning.

Vision Statement

The vision of Active Learning Centers & Lehigh Valley Martial Arts is to transform every student into confident character based leaders who are successful and will inspire others to greatness.



Welcome

Welcome to Active Learning Centers!

We are excited to have you as part of our family. Active Learning Centers offers a different approach to childcare. We like to think of our center as a safe and caring place where kids can be kids. A place where they can learn and grow through exploring the world around them. We take pride in our center. We see it as a big family. Our staff takes pride in what they do. They have been selected for their caring commitment to our program and the children in it. As part of our family we encourage you to become an active member of our center and your child's life. We are committed to quality and unparalleled childcare. We look forward to working with you!

Sincerely,

Center Director

History/ Focus

Active Learning Centers is a for-profit organization that operates five child care centers in the Lehigh Valley. The centers provide quality child care for children varying from ages 6 weeks through 15 years old while the goal is to take an active approach to childcare.

Based on the idea that children need to be provided with quality care, where academic achievement, physical fitness, and fun are equally important the center's philosophy reflects on a balanced program to provide children with skills that they will use throughout their lives. Our commitment to develop programs that encourage mental, physical, and emotional well-being was the foundation for the development of our company. Our program is a way to help teach the children a healthy well-balanced lifestyle and encourage a love of learning and community.

Active Learning Centers is a child care center focused on physical and mental balance. Our goal is to take an active approach to childcare and allow kids to be kids. All of our programs have weekly themes to intrigue children to explore a varied array of activities and children are provided a safe and secure environment to grow and learn. Each child has the opportunity to participate in sports, arts and crafts, drama, scientific experiments, martial arts, and other special events in an exciting fun-filled educational environment.

The curriculum is also designed to provide a variety of developmentally appropriate activities that are fun and where children learn how to develop self-discipline, set goals, build self-confidence, gain respect for one another and adults, acquire a strong sense of moral values, and an unbelievable non-quitting spirit. This unique approach is well rounded and will help each participant to succeed in their own way and time, as well as help develop character values and social-emotional skills which are major components in childhood development.

The martial arts are integrated into our program and are the foundation upon which Active Learning Centers was built. This integration enables children to improve their confidence, self-discipline, and self-esteem. Martial arts training is a technique that has been time tested for effectiveness. Programs start for children as young as toddler age in most of our facilities and can continue through school age, where students will practice their skills, both technique and form as well as respect and character, as they develop into leaders.



Keystone Stars Program

Active Learning Centers, LLC & Lehigh Valley Martial Arts, Inc. are active members of the Keystone Stars Program.

The following is information regarding the program, taken from the <http://www.pakeys.org> website. Please feel free to visit the website or ask your Center Director for more information!

Keystone STARS: Improving the quality through

- Standards
- Training/Professional Development
- Assistance,
- Resources and
- Support

Keystone STARS is an initiative of the Office of Child Development and Early Learning (OCDEL) to improve, support, and recognize the continuous quality improvement efforts of early learning programs in Pennsylvania that go above and beyond the minimum licensing requirements set forth by the Department of Human Services (DHS).

The Keystone STARS Performance Standards provide the foundation for our program. The Performance Standards are grouped into four levels: **STAR 1, STAR 2, STAR 3, and STAR 4**. Each level builds on the previous level and utilizes research-based best practices and increasing quality requirements to promote quality early learning environments and positive child outcomes. The standards address staff qualifications and professional development, the early learning program, partnerships with family and community, and leadership and management.

Keystone STARS is managed through a partnership of the Office of Child Development and Early Learning (OCDEL) and the Pennsylvania and Regional Keys.

Staff

Our staff includes a group of highly qualified caring adults. Each staff member brings vast experience in working with children in different instructional settings with backgrounds that include knowledge in science, athletics, swimming, martial arts, education, and much more. Our staff offers children a fun, yet disciplined environment to learn and grow.

The directors have degrees in early childhood education, elementary education or a related human service field and have experience working with children in a childcare setting, most of which have been with Active Learning Centers for many years. Lead teachers and Group Supervisors have degrees in early childhood, elementary education, or related field and have two years' experience working with children. Assistant Teachers must have a high school diploma with two plus years' experience working with children, however many of our Assistant Teachers do also hold degrees in education as well. All teachers work under the guidance of the director and their supervisors to plan developmentally appropriate activities for the children.

Each staff member has the following items on file:

- Health Assessment, TB Test Results, FBI Clearance, PA State Criminal Check Child Abuse Clearance, National Sex Offender Registry Clearance, Pre-Employment Drug Screening, and two written references in addition to documentation of their qualifications.
- All drivers (school bus or otherwise) are licensed appropriately and have additionally had a driver's license record check completed.

Active Learning Centers emphasizes the importance of continued education. Every staff member must hold current first aid and CPR certifications as well as Fire Safety and Water Safety certifications that are completed annually. Each staff member is required to have a minimum of 24 hours of professional development each year on various topics directly related to Early Childhood and School Age education and development and professional growth and training opportunities are an important part of our employment philosophy.



Active Learning Centers

Subject: **Nondiscrimination in Services**

To: Parents/Clients
From: Center Director

Admissions, the provisions of services, and 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 accessible to eligible persons with disabilities through the most practical and economically feasible methods available. These methods include, but are not limited to, equipment redesign, the provision of aides, and the use of alternative service delivery locations. Structural modifications shall be considered only as a last resort among available methods. Any individual/client/student (and /or their guardian) who believes they have been discriminated against, may file a complaint of discrimination with:

Active Learning Centers
7200 B Windsor Dr.
Allentown, PA 18106
Tel. 610-366-8084

Active Learning Centers
7150 Hamilton Blvd.
Trexlerstown, PA 18087
Tel. 484-557-2839

Lehigh Valley Martial Arts, Inc
544 Jubilee St.
Emmaus, PA 18049
Tel. 610-966-2234

Palmer ALC, LLC
3601 Nazareth Rd
Easton PA, 18045
Tel. 610-829-1818

Department of Human Services
Bureau of Equal Opportunity
Room 223, Health & Welfare Building
PO Box 2675
Harrisburg PA 17105

PA Human Relations Commission
Harrisburg Regional Office
333 Market St, 8th Floor
Harrisburg PA 17101

U.S. Department of Health and Human Services
Office for Civil Rights
Suite 372, Public Ledger Bldg.
Room 331, 150 South Independence Mall West
Philadelphia, PA 19106-9111

Classes

Our classes are divided by age groups and have planned transition scheduled based on an age developmentally appropriate practices – these typically occur in September, January and June or based on the director’s discretion. You will be notified when it is your child’s time to transition into a new classroom when the transition period approaches and be provided resources and information on this transition. Each group's daily schedule is designed with developmentally appropriate activities and are displayed on each classroom’s parent board. Please see the classroom teacher or director in regards to more details on each individual classroom.

Notes regarding variations in programs and offered services are listed in each appropriate section.

Ratios and Group Sizes:

We maintain these child/adult ratios and class sizes.

Infants 4:1

Young toddlers 5:1

Older toddlers 6:1

Preschool/Pre-K 10:1

Young school age 12:1

Older school age 15:1

Hours and Days of Operation

Active Learning Centers is open Monday – Friday

- Emmaus and Trexlertown are open 6:30—6:00 M-F
- Fogelsville and Palmer are open 6:30-7:00 M-F

Active Learning Centers is closed on the following holidays: New Year's Day, Memorial Day, July 4th, Labor Day, Thanksgiving, and Christmas. Active Learning Centers will also close early on Christmas Eve and New Year’s Eve. Please see your ALC Director for closing times.

Active Learning Centers will be open during inclement weather unless the weather is so severe that it is unsafe to travel.

Enrollment Information

Infant Enrollment

Full time enrollment is considered to be four or five days a week. Part time enrollment is considered 3 days or 2 days a week with set days. Children will be enrolled based on age and a child will transition to the next group as soon as possible after their birthday depending on the child's developmental growth and on space availability. Typically, this occurs anywhere between 12 and 13 months.

Exceptions include:

- Emmaus does not offer Infant Care

Toddler & Preschool Enrollment

Children can be enrolled on a full time or part time basis. Full time enrollment is considered to be four or five days a week. Part time enrollment is considered to be either 2 or 3 days per week with set days. Children will be enrolled based on age. A child will transition to the next appropriate age group depending on the child's development growth and on space availability. Typically, these transition times occur at the start of a new school year (September), after the holidays (January) and at the start of the summer (June) unless otherwise noted by the director.

Exceptions include:

- Emmaus does not offer Toddler care

Certified Kindergarten Enrollment

Full-day, Department of Education Certified Kindergarten programs are available at the Palmer, Emmaus, Fogelsville locations and will be offered at the Trexlertown location for the 2020-2021 school year. We pride ourselves on quality curriculum offering a variety of subject areas, exciting opportunities for learning including field trips, Martial Arts classes and more. Our curriculum is comparable to all school district offerings and ensures that children enrolled are receiving adequate content and more that prepares them for first grade and beyond. Our Kindergarten teachers are passionate and committed to providing a well-rounded curriculum that goes beyond the experiences and standardized work in a public-school programs and ensures that the children have interactive and hands on experiences in the classroom with the help of smaller class sizes. Information packets for these programs are available for all interested parties that cover information, scheduling, school calendars, curriculum and more.

Enrollment in the Certified Kindergarten program is dependent upon your child's birthdate. Active Learning Centers Kindergarten program has a later cut off than most school districts, allowing fall birthdays eligibility to Kindergarten rather than putting it off another year. If you feel this is a good fit for your child, he or she must meet local school district edibility requirements or turn five years old by December 31st of that school year in order to register for the program. Enrollment is limited on an annual basis. Class sizes vary based on location.

Additionally, different school districts may have varied policies on entering 1st grade. Please check with your child's host school district and the school in which they would subsequently be attending public or private school to verify that the Certified Kindergarten program and its cutoff date is amendable with their policies. Most programs accept children regardless of birth date that complete a year of Kindergarten and can provide the documentation of its completion. Please see your Center Director for more information or clarifications.

School Age Enrollment

Children can be enrolled on a full time or part time basis. Full time enrollment is considered to be five days a week. Part time enrollment is considered to be 3 days or 2 days a week. Types of care include; before school care, after school care, and before and after school care. We also offer care on all snow days, school closed and holidays, early dismissals and weather-related delays for a small additional cost. A child qualifies for School Age care upon their first day of Kindergarten and not according to age based on DHS regulations. A child will transition to the next group based upon the grade they are entering at the beginning of the school year.

Exceptions include:

- Emmaus' part time is 3 days per week and does not offer a 2-day option

School Age Summer Camp Enrollment

Registration begins in February. Students enrolled in the school age program during the school year will be given first chance to register and registrations are open to the public thereafter. Spaces are not guaranteed based on school year enrollment and parents must register their children for the

program ahead of time. Camp enrollment is based on a weekly basis with a two-day minimum per week. Please see your director for paperwork and program information when it is released annually.

Enrollment Requirements and Health Forms

All enrollment forms included in the parent packet must be on file before first day of attendance.

Health assessment must be completed and turned in prior to a child's first day and upon program request thereafter. Pennsylvania state childcare regulations require that children have Health Assessments annually for children infants through pre-kindergarten. For children in School Age a Health Assessment must be supplied to Active Learning Centers along the same schedule as the child's host school district. See your Director or your child's school for more information.

In addition, an immunization record must be on file and up to date at all times including their annual flu shot, regardless of the age and grade. Parents that do not elect to get a flu shot must document that for their child's file annually by a written letter stating your decision to exclude the flu shot. Should your child have a delayed immunization schedule, we ask that we have written notification from you as well as your child's doctor documenting this and including a plan for the remaining vaccinations. Please consult the Center Director should your child not have their full immunizations completed for their age.

Upon enrollment, parents are encouraged to fill out the Getting to Know You paperwork and share information regarding your child or family with the teacher. Within your first 45 days of enrollment a Getting to Know You meeting will be offered, as well as a developmental screening to be completed to get a baseline for your child's growth and development, which you can read more about in this handbook. This meeting will give the teachers a chance to discuss any goals, concerns or questions with the parents and the child.

Wait List

A wait list for enrollment is on a first come, first serve basis. The position on the wait list will not be saved until the director receives the completed enrollment forms and registration fee.

Community Resources and Referrals

Active Learning Centers provides each family a copy of the most current Lehigh and Northampton County Community Resources referral guide in your parent information packets. These guides outline all available services and resources in the two listed counties ranging from social, mental health, education, wellness and medical services and more. Your Center Director may encourage you to contact one of these agencies should the need arise or if you are looking for support. Please feel free to use our staff and Directors as a resource at any time. Referrals may be made based on identified need or by parent request.

Registration and Payment Procedures

For first time registration, there is a non-refundable registration fee of \$60 for the first child and \$30 for each additional child. These fees are due with the Registration Form and the first week's tuition in order to secure an available space. The registration fee of \$60 or \$30 are then charged annually thereafter.

Tuition fees are determined by the management team of Active Learning Centers. The rates are competitive with similar programs within our area. Payments are to be made the Friday before the week of care, according to the terms of your payment agreement so that a balance will not be accumulated. A \$5 per day late payment fee will be assessed if payments are not received and will accrue as long as the balance remains open. The child will be dropped from the program if payment or arrangements have not been made two weeks after the due date. Payments are expected for all contracted days regardless of vacation, illness, and weather conditions or state closings. Any check that is returned for any reason will be subjected to bad check and resubmit charges.

In the event Active Learning Centers retains the services of a collection agency or attorney to recover any unpaid tuition or fees, you agree to pay and agree that Active Learning Centers is entitled to recover from you, all fees charged by the collection agent and/or attorney, in addition to the amounts past due. Once a balance has been turned over to collections, the agency is solely responsible for the collection of all outstanding fees.

For families receiving subsidized childcare Active Learning Centers charges an additional \$10 per child per week in addition to your already existing co-pay. CCIS has also stopped payment to the child care center for absences once they exceed 25 days per fiscal year. You should receive a letter directly from CCIS regarding your absences once you reach 25 days of missed care. In their letter they state that the family "must pay the provider's (ALC's) daily rate in addition to their weekly co-payment." This will be for all days absent greater than 25.

Subsidy exceptions include:

- For families receiving subsidized childcare at the Emmaus location – During the school year you do not pay the extra Subsidy Fee; but during the summer, you pay the complete difference between what we charge and what we receive from CCIS.
- For summer at all other sites, please see your director regarding the ALC subsidy fee. There will be an increase for the summer months with the addition of an activity fee.

We accept cash (in an envelope with your name on it), check, money order or credit card. We do not accept American Express or take automated payments unless set up directly from your bank via check. Please make sure that your child's name and the dates the payment is for are included with your check payment and checks must be made to Active Learning Centers. Payments must be placed in the drop box that is found in the entrance way lobby or made directly with a director. Should you need a receipt of payment or statement of childcare charges, please contact the director and specify how frequently you will need a statement? Statements are typically sent out on Tuesdays or at the close of the month unless otherwise stated by your director.

For parents who split the cost of childcare due to separation, divorce, etc., please inform the director to have an individualized agreement drawn. ALC does not recognize "split" agreements, unless each parent has agreed and signed separate tuition agreements stating separate responsibility for services.

Auto Pay Plans

Clients may select to sign up for an auto-pay plan to pay their tuition either weekly or bi-weekly on a credit or debit card. Parents have the option of choosing a Monday or Friday payment day and the payments can be scheduled directly through your site Director or office staff in charge of managing payments. It is the client's responsibility to update us with new cards or at the time of a card expiration so that we are able to update the system file and no payments are missed.

In some situations, clients may be asked to enroll in an auto-pay plan as a condition of enrollment due to previous payment history. We ask for your cooperation in this matter.

Vacation Time

Tuition is due for each week of the calendar year. With two (2) weeks' written notice to office personnel; Children enrolled in the Infant, Toddler, Preschool, and Pre-Kindergarten programs will be given two weeks of vacation credit per calendar year. (*Full-time 10 days; part-time = amount of days attended in two weeks*)

Children enrolled in the School Age program will be given one week of vacation credit during the school year. (*Full-time 5 days; part-time = amount of days attends in a week*).

For mid-year and fall enrollments, vacation will be prorated from your child's start date.

Summer Camp enrollment for School Age children is on a weekly basis, which allows parents to choose weeks off freely upon registration. For Camp, parents assume financial responsibility only for the weeks they register for. Selection of weeks must be completed by each center's camp enrollment deadline. *

Exceptions include:

- The preschool program at the Emmaus location gets one week during the school year, and registers per week during the summer (the same as the school age).

Program Information

Daily Schedules

Daily lesson plans and classroom schedules are posted in each classroom at their respective Parent Boards. Please note that daily schedules change based on the children's needs and in order to provide responsive care. A daily classroom schedule will be provided to you by your director at the time of enrollment.

Infant Program

Active Learning Centers' infant program is committed to safe, respectful and nurturing care, while giving your child the opportunity to learn and grow regardless of age. Our infant program introduces the children to a bright beginning of the development of educational, social, emotional and physically healthy lives. Active Learning Center's infant teachers provide care through observation, learning your child's cues, and consistent parent/staff communication, we build a loving, joyful relationship with your child. This close relationship enables us to provide individualized personal care to bridge the gap between home and childcare. We call ourselves "Active" Learning Centers because that is what we strive for. Our infant program, as well as all of our other programs, offers children the opportunity to take an active part in what they are learning as they move through their developmental stages. In order for you to be the most active and aware of what your child is learning each day, a daily care sheet will be filled out by the teachers. This sheet includes: meal times, diaper changes, special comments about your child, daily activities, and even a space for you to provide communication with the staff.

Infant Curriculum

Our infant curriculum is designed to provide teachable moments and extend infant learning based on their development, as well as keep them on pace for meeting the PA Early Learning Standards provided on a continuum. Teachers provide weekly plans for infant care combining these learning standards with planned experiences and routine care. Teachers plan for enriching their interactions with babies and the environment of the classroom by planning for tummy time, and sensory experiences as well as interactive moments while holding babies, changing diapers, feeding and greeting and departing daily.

Weekly content areas for infants include:

- **Language Development** – Babies will be exposed to communication, vocabulary and words, both oral and text. Teachers incorporate sign language and encourage communication, independent expression and more. Teachers will work on labelling items, tasks and emotions with words and talking infants through tasks, activities and routines. Teachers may plan to integrate a special song, sign or book of the week.
- **Gross Motor** – Babies need to develop gross motor skills in order to refine their muscles as they prepare for things like walking. Babies will work on using their muscles, developing their motor control and motor planning by participating in planned activities ranging from baby stretches, rolling balls and much more.

- **Fine Motor** – Preparing for fine motor control and dexterity by planning opportunities for infants to use their fingers, stack items, pinch, hold and grasp items and more lays the foundation for strong muscle control in their hands and helps develop motor planning from the beginning.
- **Creative Thinking** – Exposing infants to art and music is an important piece of curriculum. Babies will be offered planned art and music experiences weekly to expose them to a wide range of knowledge areas including colors, expression, fine motor practice and more. Infants will have a variety of art experiences including crayon and paint projects, finger painting, singing songs, movement and dance and more.
- **Cognitive Development** – In order to learn about the world around them, infants will be provided planned experiences to enhance their view of the world. Covering items such as emotions, expressions, nature and making discoveries through simple cause and effect will offer infants learning experiences to encourage problem solving and growth.

Toddler Program

Active Learning Centers' toddler program has an emphasis on the concept that a healthy active approach to life should start at an early age. Our toddler program introduces the children to a bright beginning of the development of educational, social, emotional and physically healthy lives. Active Learning Center's curriculum is a set of goals based on the PA learning standards for early childhood to guide our teachers in providing our children with a positive educational experience. The curriculum will be carried out using different themes to ensure the needs and interests of the children are being met. Our toddler program, as with all of our other programs, offers children the opportunity to take an active part in what they are learning. In order for you to be the most involved and aware of what your child is learning each day, a daily care sheet will be filled out by the teachers. This sheet includes: meal times, diaper changes, special comments about your child, daily activities, and even a space for you to provide communication with the staff.

Toddler Curriculum

Teachers provide weekly plans for toddler care combining these learning standards with planned experiences and routine care. Teachers plan for enriching their interactions with toddlers and the environment of the classroom by planning for regular play experiences in dramatic play, math and manipulatives, science, and sensory experiences as well as interactive moments while, changing diapers, feeding and greeting and departing daily.

Weekly content areas for toddlers include:

- **Language Development** - With a newfound ability to communicate and express themselves with words, actions, and ideas a brand new world is opened. This is a time of greater development and understanding of letters and sounds (phonemes). Through books, art, games, and active communication the children will gain greater excitement in the knowledge of the alphabet, writing letters and words.

- **Small Group Experiences in Mathematic, Sciences and Social Studies-** Math concepts will include number recognition, shapes, patterns, sequencing, grouping, measurement, and the concept of more and less. The children's understanding of their world will be enriched through a variety of science experiments. Science based activities will continue to work on sensory experiences while life, earth, and physical science topics will be introduced. Everyday life experiences will be provided that are pertinent to healthy development. Activities that deal with self and family, geography (where do I live?), civics (rules and sharing) will help them to become cooperative classmates and good citizens. Hands on activities will be provided to help the children explore these concepts in their everyday life activities.
- **Personal / Social-** Children will learn to work and play together as they explore, discover, and problem solve. Group games and activities will be provided to help develop social skills including the ability to follow directions, take turns, and develop friendships. A sense of responsibility will be gained by helping take care of living things such as class plants. The concepts of classroom rules and following directions will be reinforced.
- **Creative Expression -** The children will use his /her five senses to explore and gain interest in his/her surroundings. The opportunity to develop their imagination and creativity through a variety of activities like, pretend play, songs, puppets, and experimenting with an array of art textures and tools will be made available.

Preschool / Pre-Kindergarten Programs

Active Learning Centers' preschool and pre-kindergarten programs have an emphasis on the importance of a healthy active approach to life and each child being an active participant in their learning. These programs continue to aid the children in their development of strong educational, social, emotional and physically healthy lives. ALC's preschool and pre-kindergarten curriculums are a set of goals based on the PA learning standards for early childhood to help guide our teachers in providing our children with a positive educational experience. The curriculum is designed to help prepare the children for positive elementary school learning experiences and curriculums are carried out using different themes to ensure the needs and interests of the children are being met. The children in our preschool and pre-kindergarten programs are provided the opportunity to take a specially designed martial arts class to add to their learning experience. The Little Ninjas portion of our program helps our children to develop self-discipline, set goals, build self-confidence, gain respect for one another and adults, acquire a strong sense of moral values, and an unbelievable non-quitting spirit. The structure of the preschool / pre-kindergarten martial arts has a focus of preparing children for our regular classes as well as life skills they will use throughout their lives. There is an additional, one-time registration fee to cover materials and testing for this program due at the time of registration.

Preschool, Pre-Kindergarten Curriculum

Teachers provide weekly plans for early childhood education and care by combining these learning standards with planned experiences and routine care. Teachers plan for enriching their interactions with children and the environment of the classroom by enhancing learning

centers such as math, dramatic play, science, blocks and art centers with theme related materials. They will also plan for intentional interactions during meal times, greeting and departing, and during music and movement times.

Weekly content areas for Preschool and Pre-Kindergarten include:

- **Language and Literacy through Group Time-** The children will be encouraged to approach their world with curiosity and enthusiasm. They will use their imaginations to gain a greater understanding of their world. At this age, their language skills, verbal and non-verbal, progresses at rapid rates. Through stories, poems, dictation experiences, and music, the ability to communicate effectively and to gain control of their world and their place in it will be deeply enhanced. Teachers will plan exciting group time and morning meeting experiences that will build on these skills daily.
- **Small Group Experiences in Mathematic, Sciences and Social Studies Mathematics, Language and Writing -** Children will continue to build on what they know. Critical thinking skills will be introduced to help the children more actively explore the concepts they have been learning, as well as a variety of more complex mathematical concepts including classifying, time, spatial awareness, and more complex patterning. Meanwhile, greater amounts of hands on activities will be provided to allow the children to make their own scientific discoveries. The children will participate in activities that will incorporate sequencing, classifying, vocabulary development, drawing conclusions, determining cause and effect and finding the main idea with in a science context. The children will also continue to explore their community and their role in it. Activities to introduce various symbols and people associated with holidays and traditions of different cultures will be provided. The children will be introduced to the concepts of past, present, and future.
- **Creative Expression-** By participating in activities such as pretend play, singing, playing simple musical instruments and by exploring and experimenting with a variety of different art mediums, the children will continue to develop making sense of their experiences, feelings, and thoughts. Creative expression provides children an invaluable opportunity to gain problem-solving skills, flexibility in approaches to tasks and an opportunity to hit upon all of the other important learning areas like math (shapes, counting, measuring, sorting), science (color blending, sound production, cause and effect), language (literacy, dictation) and more.
- **Personal / Social-**Children will continue to learn to work and play together as they explore, discover, and problem solve. Increased social skills will be developed. A sense of responsibility by helping take care of living things such as class plants and class pets and participating in classroom chores will be developed. The children will be encouraged to recognize the feelings of others and respond appropriately. Thinking skills to will be practiced to help them to resolve conflicts with and without the help of an adult.
- **Gross Motor -** Continued development of healthy levels of physical activity will be encouraged. Children will build on their foundation of basic movement and manipulative skills in a variety of gross motor tasks both specifically planned for as well as integrated into

other learning opportunities throughout the week. More complex balancing and coordination skills while children participate in both individual and group physical activities. These activities with help to foster sharing and working together. Goal setting and making of healthy choices will be focused on as well.

School Age Program

We are committed to providing child care programs that encourage mental, physical, and emotional well-being. Active Learning Centers' school age Curriculum is an emergent curriculum that builds on and enhances what the children are learning in school, as well as provides them opportunities to explore learning opportunities that are not offered during their normal school hours. ALC emphasizes a well-rounded program that takes shape week by week based on the children's interests. We provide for literacy, arts, health, and fitness on a daily basis. Math and science activities are planned a minimum of three times a week and technology and social competence activities are planned at least twice a week. Homework assistance and opportunity for quiet reflection is provided daily after children return from school in addition to the planned activities described above.

Transportation of Students

Active Learning Centers provides transportation and/or coordinates the transportation of school age students throughout the school year to their appropriate schools. Any school district transportation is coordinated directly through the student's school and host district and is provided only when available. Staff of Active Learning Centers is available at all scheduled drop off and pick up times to be present at the identified bus stop when the bus arrives and follows all supervision requirements and ratios in doing so.

All in-house transportation is provided by Active Learning Centers staff on facility owned and maintained vehicles. All staff who transport children have had their driver's licenses reviewed and on file and employ all appropriately licensed and endorsed CDL Drivers to operate all bus vehicles. Active Learning Centers ensures that they are following all accompanying rules and regulations as it relates to the transportation of school students. This includes the use of booster seats and all applicable child safety laws.

Each individual Active Learning Centers services different schools and school districts based on their location. Please consult your site of interest or enrollment for specific information regarding the schools the location has transportation for.

All other transportation not school related – including field trips and summer camp – is provided on a case by case basis and parents are notified of the transportation ahead of time. All students attending a scheduled field trip must have a permission slip signed and dated with parent permission. All transportation for summer camp is reviewed with the parent upon signing the fee agreement. Active Learning Centers continues to follow all rules and regulations for all non-school related transports.

Transitions

As your child approaches transition time from one age group to the next, your Center Director will provide you with all the necessary information and documents needed to communicate and plan for the upcoming transition. Transitions can occur over a 1-2 week planned schedule from classroom to classroom however the teachers and program will be responsive to the needs of the child and this transition can take less or more time if needed to ensure a supportive and appropriate timeline.

As transitions occur, you will be offered the opportunity to meet your child or children's new teachers and all appropriate information including their new classroom schedule, classroom information or a timeline for transition will be provided for you. Changes in tuition rates, expectations and program information (such as Little Ninjas for Preschool), will also be shared at this time. Resources will also be provided for families with children transitioning into school age care or kindergarten as well as resources for parents of children transitioning out of a child care program to self-care.

Martial Arts Program

Martial Arts is a discipline that teaches a wide variety of life skills that children and adults need to excel in their lives. Our martial arts program teaches:

Self-discipline... through setting and attaining goals

Self-esteem... through earned achievement and handling oneself in a variety of situations

Respect for one another... through an emphasis on positive communications

Children especially have a lot to gain from the martial arts practice at ALC. Our program focuses on acquiring a strong set of moral values, developing an unbelievable non-quitting spirit, and being aware of possible unsafe situations. All children enrolled in ALC childcare may participate in the Martial Arts Beginner Program for no additional tuition. Our little Ninjas program for our three year olds and four year olds has a registration fee. Family members (siblings, parents, and grandparents) may enroll at a discounted rate.

Our classes are divided by age group and ability and take place in the afternoons after school and in the evenings for adults. ALC currently offers martial arts for children and adults age 2 and older and Tai Chi for individuals age 14 and older. All classes teach self-defense with a focus on personal awareness and safety.

Exceptions include:

- Emmaus and Trexlertown provide Kung-Fu instruction for Little Ninjas through Adult
- Fogelsville and Palmer provide Karate instruction for Little Ninjas through Adult

Martial Arts Word of the Week

Both the Martial Arts and the Child Care focus on a character value, or word of the week, in order to build upon each child's leadership, social emotional abilities and character development. Classroom teachers integrate these concepts in their daily routine, conversations or activities for any given week. The word of the week rotates constantly. If you would like to know the word of the week, see your child's classroom lesson plan or a director or program director for more information.

Martial Arts Word of the Week Rotation

1. ***Courage-*** To do what you know is right or perform something even if you are afraid.
2. ***Honesty-*** honorable in principles, intentions, and actions; upright and fair. To be free from deceit or fraud.
3. ***Respect-*** Admire (someone or something) deeply, as a result of their abilities, qualities, or achievements.
4. ***Humility-*** the quality of being modest and respectful.
5. ***Responsibility-*** being accountable for ones actions or decisions
6. ***Self-Discipline-*** the ability to motivate oneself in spite of a negative emotional state.
7. ***Patience-*** tolerant and even-tempered perseverance
8. ***Perseverance-*** steady persistence in a course of action, a purpose, a state, etc., especially in spite of difficulties, obstacles, or discouragement.
9. ***Compassion-*** a feeling of distress and pity for the suffering or misfortune of another, often including the desire to alleviate it
10. ***Integrity-*** adherence to moral and ethical principles; soundness of moral character

Program Policies and Information

Arrival and Pick-up

All children must be signed in and out daily. Parents must accompany their child(ren) into the center and to the child's room. No child, no matter the age, should be letting themselves into the building. Parents, or legal guardians, are responsible for making sure that their child is escorted to their classroom and released directly to a teacher. Children may not enter the building before 6:30 a.m. Only those adults (18 and older) listed on the emergency contact form will be allowed to pick up. A photo ID will be required if the staff does not recognize the person picking up. If a situation arises that a parent, or legal guardian, is unable to pick up a child and an alternate pick up is required, parents, or legal guardian must notify the center director or office personal of the arrangements either verbally or in writing. All alternate pick-ups will be required to show proof of identification upon arrival at the center. The centers operating hours are 6:30 AM through 6:00 PM or 6:30 AM through 7:00 at Fogelsville and Palmer. Parents arriving for pick-up after closing will be charged a late fee of \$20/child for every fifteen (15) minutes until the child is picked up. Payment is expected for late pick up charges by the next business day. (ALC is not responsible for children once the parent or authorized adult has signed the child out. This includes ALC Staff members. ALC Staff members may not sign a child out until they have signed out themselves and are no longer on the clock.)

Parent Questions, Visitations and Family Involvement

We encourage parents/guardians to visit anytime. We invite you to share your interest and talents with the children in any ways that you wish. Parents may discuss with their child's teacher anything that they would like to share. Active Learning Centers and Lehigh Valley Martial Arts will also provide many opportunities throughout the year to celebrate special events, holidays and our community. Parents and families are encouraged and welcome to join us at any of our events or celebrations.

In addition to our general open-door policy and events that occur in our centers on a daily basis or for special occasions, Active Learning Centers will plan events to include and engage families throughout the year in a variety of topics that may include family events, community events, events specific to learning and child development, or workshops and trainings in areas of interest to parents in our programs. These family groups would be planned for and designed to support the education of the children in our program as well as support the families and family structures we serve by providing opportunities for collaboration.

Families that are culturally and linguistically diverse are also a valuable part of our ALC Family. We encourage families who speak multiple languages or observe holidays or traditions from various cultures to share with our program and their child's classrooms. We encourage families with multiple languages to provide their child's classroom teacher with a list of common words their child uses at home or may recognize from their native language, common greetings (hello and goodbye) and any other cultural or language information or materials you may think would be valuable for us to incorporate in our program for you and your child. Classroom teachers who have a child that speaks multiple languages will support your child's learning through use of both

English and your native language in print and orally. This also includes the use of American Sign Language.

As parents, you are welcome to call us anytime with questions or to speak with your child's teacher directly. All phone calls are to be placed to the center and you will be connected to the classroom teacher as they are available. The director may be able to assist and provide you any necessary information at any time as well. They are reachable by phone or email daily.

Teachers will offer parents conferences within 45 days of enrollment as well as offer parent conferences 2-3 times each year to review developmental checklists and service reports as they are completed. Additional conferences may be scheduled at any time by the teacher or parents' request. Please see your center director to schedule a conference outside of these particular times.

To aid in engagement and partnerships with families in program planning and decision making, Active Learning Centers encourages parents to participate in a quarterly online survey. Parents are also encouraged to share their thoughts and ideas with the center director.

Screening Tools and Assessments

Child assessment is an important tool for understanding and helping to support the children we work with and providing valuable information about your child's development is an important part of our program. Our staff are trained in and utilize a number of tools to meet both DHS and STARS requirements for Screening and Assessments including the Ages and Stages Questionnaire (screening tool) and Teaching Strategies GOLD.



The Ages & Stages Questionnaires® pinpoints social emotional and developmental progress in children between the ages of one month to 5 ½ years. All children infants through kindergarten receive this screening tool and we ask that parents participate by filling out their copy as well. A screening tool is designed to assess both home and school behaviors that indicate typically developing social, emotional and academic success and can help identify children who may need additional assistance in certain areas of growth. This screening tool is to be completed after 45 days enrolled and 6 months thereafter Its success lies in its parent-centric approach and inherent ease-of-use, which has made it the most widely used developmental screener across the globe. ASQ notes that evidence shows that the earlier development is assessed, the greater the chance a child has to reach his or her potential.



Most parents are quick to relate their kid's "golden moments" — the first step, the first word, the funny dance. But they may not realize the more subtle yet important indicators of their child's growth. Active Learning Centers has adopted the use of Teaching Strategies GOLD as the assessment tool to track and monitor children's growth and development meeting their milestones throughout the year. An assessment is different than the above chosen screening tool in that it is identifying and tracking each child's individual, actual skills and assessing next steps. Teaching Strategies works on a continuous progression from infancy through school age, allowing teachers and parents to see where their child falls, if they are below, above or right within the window for their age group and what the next steps are to progress.

This assessment also helps teachers use their observations to inform curriculum and instruction planning by allowing them to document your child's achievements and work and easily assess their milestones in the 38 areas of social emotional growth, physical development, language and cognitive skills, literacy, mathematics, science and technology, social studies, the arts, and for ESL learners, English language acquisition.

Your Center Director will provide you with the necessary information regarding screenings and assessments when it is time for completion, but our staff are constantly working on taking weekly observations of each child in order to inform their curriculum planning and contribute to the completion of these assessments on an ongoing basis. You can expect to complete your child's screening after 45 days in the program, and see results of assessments each spring, summer and fall.

Parent/Teacher Conferences

When assessments or screenings have been completed, they are returned to the classroom teacher with a parent sign off and a request for conference option. Parents are required to sign the reports and fill out the request form if a conference is desired. We will arrange time for a conference between each parent who requests a conference and their teacher and each facility or Center Director will manage scheduling those conferences however best suits the classroom, program and parent availability. Parents are not required to have a conference at any time, but we encourage it! Parents may also request a conference or meeting with the directors or classroom teacher at any time by simply requesting it. Please see your Center Director should you want to conference with your child's teacher for any reason in the interim.

First Aid

In the case of accident or injury, a staff member certified in first aid will administer minor first aid. An accident report will be filled out and sent home. This report will outline what happened, the first aid treatment given and the staff member attending to the injury. Please sign and return this form the following day. Parents/guardians will be notified immediately for any of the following:

- An accident that requires serious treatment.
- If a wound is bleeding severely
- A severe bruise or swelling occurs
- Any head-related injuries, bumps or cuts

If no one can be reached the emergency contacts will be notified. In the situation of a more severe incident, staff will call the ambulance and a staff member will accompany your child to the hospital. A phone call will be made to you asking you to meet us at the hospital.

If a child sees a doctor for any reason regarding an injury that has occurred at the center, the Center Director must be notified so that they can make the appropriate notations in the documentation. This includes doctors' visits immediately after an incident, or those that may occur at a later date as a result of an incident in our care.

Illness Guidelines

If at any time a child is too sick to remain at the center, a parent or emergency contact will be notified of the symptoms and advised to arrange pick up. We do understand that this may cause you some inconvenience and lost time at work, but please remember that we have to think of the

health and safety of all children and staff at our facility. We recommend that you establish a backup person(s) to be available to pick up in the event that your child becomes ill while at the center.

We do not diagnose an illness, but if the child appears to be ill or displays any number of specific symptoms, we will expect the parent or designated person to pick up the child. We follow the guidelines defined by DHS regulations and the Early Childhood Education Linkage System (ECELS), specifically the publication *Caring for Our Children, National Health and Safety Performance Standards: Guidelines for Out-of-Home Child Care, third edition*, which defines guidelines for exclusion.

Children in attendance are expected to be without symptoms listed below and able to participate in the regular day of the program. Your Center Director can be in contact at any time to update you on the status of your child or request a pickup. Pick-ups would then be expected within a reasonable time frame or alternate pickups arranged. Please contact your child's doctor to discuss the symptoms and to possibly set up an appointment to confirm the illness your child is suspected of having. If your child is diagnosed as having a communicable disease parents are responsible for contacting the center as soon as possible so that we may post the exposure notice for other parents to be made aware of the symptoms and signs to look for.

Your child will be sent home if he/she attends the center with any of the conditions listed below:

(this is not a complete list of illnesses)

Conjunctivitis: An eye infection commonly referred to as "pink eye". The eye will be red, itchy, and watery. The eye lid may be swollen and discolored. The eye will secrete thick, white or yellowish mucus. Your child may return to school 24 hours after medication has begun and discharge from eye has subsided.

Diarrhea: Defined as excess of liquid stools. When a child has 2 watery stools within a one hour time period or 4 times in a day. Your child may return to school once stools have improved and diarrhea free for 24 hours.

Vomiting: Projectile vomiting, 2 times in a day. Your child may return to the center once vomiting has stopped for 24 hours.

Heavy/Persistent Cough: Severe cold with or without yellow/green discharge from the nose. Your child may return to the center when discharge from nose is no longer present and cough has lessened.

Skin Rash: Refers to any rash that cannot be identified and has not been diagnosed by a doctor. Your child may return to the center with a doctor's note.

Contagious Disease: Includes measles, chicken pox, mumps, scarlet fever along with other diseases not listed. Your child may return to the center with a doctor's note.

Fever: A child with a temperature over 101.0 will be sent home and encouraged to see a doctor. Your child may return to the center when fever free for 24 hours without the use of fever suppressant medication.

Head Lice: If head lice are diagnosed, the child will be sent home immediately for treatment and allowed to return to the center with: proof of treatment and a negative test by a director. Parents have the primary responsibility for detection and treatment of head lice. We currently have a no-nit policy.

Medication Policy

Prescription medications may be administered by ALC personnel only when the medication is in a prescription bottle and is correctly labeled by a pharmacist. The label must include the name of the medication, dosage direction, physician's name, expiration date and current date and be in the original container.

Non-Prescription medications must be age appropriate as directed on the bottle and must be in its original container. All nonprescription medications must be approved by your child's physician in writing containing dosage administration information. The bottle or box must be labeled with the child's name and the medication must have an expiration date with the prescription directly from the doctor. All medication must be properly signed in each day.

For any and all medications, a Medication Form must be completed in full. Please ask a staff member for assistance if needed to ensure proper administration of medication. All medications are to be locked up in the office and must be taken home at the conclusion of the medication period or when expired.

No medication may be given "as needed" except epi-pens and Benadryl. Please also note that an additional Food and Allergy Emergency Care Plan form will also be provided. All epi-pens are stored in the appropriate classroom's First Aid Backpack.

Attire

Children should be dressed in comfortable and washable clothing appropriate for the weather and easy for the child to manage themselves. We encourage parents to send their children in sneakers or other comfortable shoes. Dress shoes, sandals, and flip flops make it difficult for running and playing outdoors and can pose a safety hazard during daily activities. Additionally, we are a flip-flop and sandal free center for both staff and children.

In addition to daily clothing choices, you must keep a minimum of two sets of extra clothing (including underwear) at the center in order to meet all minimum emergency preparedness standards as well as be available for messes. Please store these items in your child's cubby.

Personal Items

All personal items are to be labeled with your child's name. Any items brought to the center are your child's responsibility. Our staff takes no responsibility for items that are lost, broken, or misplaced. It is highly recommended, unless specifically asked by your child's care givers for curriculum purposes; that no toys accompany your child to school.

Meals and Snacks

Good nutrition is vital to children's overall development and well-being. In an effort to provide the best possible nutritional environment for the children in our facilities, Active Learning Centers has developed the following childcare nutrition and meal time policies to encourage the healthy diets and development and good eating habits that will last a lifetime.

Active Learning Centers follows the child care nutrition guidelines recommended by the USDA for all foods we serve and request that all meals provided to children in our care follow the recommended nutritional values that include a balanced diet of fruits, vegetables, whole grains and limits foods and beverages high in sugar and/or fat. Meal and snack times are also planned so that no child will go an extended period without being offered food.

We provide nutritionally sound snacks daily and parents are responsible for providing healthful choices for lunch. There will be two snacks served for all children here a full day and afternoon snacks served during school days for our school age students. Active Learning Centers designs their snack menus on a rotating basis to include seasonal fresh fruits, vegetables and offerings that accompany the time of year. We aim to provide multiple food groups daily and use the appropriate USDA suggested serving sizes and snack requirements for healthy snacking. Please see your children's classroom daily schedule for time of snacks and portions.

Children must pack a lunch and have one available for their classroom's meal time each day. This includes school aged children during the summer or for school closed and/or early dismissal days if applicable. Parents are responsible for ensuring their children are provided a well-rounded meal that:

- Includes fruits, vegetables, proteins, grains, dairy and healthy fats over the age of one
- Includes healthy beverages. Water, juice and milk are healthy options. We ask that you limit drinks such as fruit punches, sugary drinks and not include sodas. We recommend no juice under the age of 1 and otherwise, juice to be diluted with water as per USDA suggestions.
- Is stored appropriately and labelled with first and last name/initials. All perishable foods must be stored in the refrigerator daily and may not be left in their cubbies or lunchboxes.
- For infants, includes age appropriate finger foods and adequate breastmilk or formula for your infants daily caloric needs

Some foods are easy for infants and toddlers choke on when swallowing them. Specifically, foods that are round and about the size of a nickel are choking hazards. Prevent choking by avoiding these foods or cutting them in small pieces no larger than one-quarter inch (1/4"), or round items like grapes and tomatoes into quarters. When preparing your younger child's meal, please keep in mind the following should be cut accordingly or avoided all together.

Foods that may be choking hazards:

- Nuts and seeds
- Whole grapes, berries and cherries
- Round slices of hot dogs or sausages
- Raisins and other dried fruit
- Cherry or grape tomatoes
- Large pieces of raw fruits and vegetables

- Carrot sticks or baby carrots (steamed is best)
- Popcorn, chips and pretzels
- Hard and sticky candy
- Chewing gum, marshmallows and jelly beans

Lunches must be made ready to eat with no heating up and may not include peanuts, due to the increased risk in allergens. If you need suggestions for lunches, please ask your child's teacher or the director and they will be happy to provide some ideas.

- Fogelsville, Breinigsville, Emmaus and Palmer all have the meal delivery service, Kremmer's available for many age groups. Please see your directors for more information.
- The Emmaus center allows peanut products.

The following chart from the USDA include the suggested portion sizes and servings per day for each food group for the various age groups in our care. Please refer to this chart when looking to plan and pack for your child's meals while here at Active Learning Centers.

Lunch or Supper		Milk	
Type	Ages 1 to 2 years	Ages 3 to 5 years	Ages 6 to 12 years
Fluid Milk	1/2 cup	3/4 cup	1 cup

Vegetables, Fruits			
Type	Ages 1 to 2 years	Ages 3 to 5 years	Ages 6 to 12 years
Vegetable and/or Fruit (two or more kinds)	1/4 cup total	1/2 cup total	3/4 cup total

Grains/Breads (whole grain or enriched)			
Type	Ages 1 to 2 years	Ages 3 to 5 years	Ages 6 to 12 years
Bread	1/2 slice	1/2 slice	1 slice
OR Rolls, Muffins, etc	1/2 serving	1/2 serving	1 serving
OR Cooked Cereal, Pasta, Noodle Products, or Cereal Grains	1/4 cup	1/4 cup	1/2 cup

Meat/Meat Alternatives			
Type	Ages 1 to 2 years	Ages 3 to 5 years	Ages 6 to 12 years
Lean Meat, Fish, or Poultry (edible portion as served)	1 oz.	1.5 oz.	2 oz.

OR Cheese (natural or processed)	1 oz.	1.5 oz.	2 oz.
OR Cottage Cheese, Cheese Food/Cheese Spread Substitute	1/4 cup or 2 oz.	3/8 cup or 3 oz.	1/2 cup or 4 oz.
OR Egg (large)	1/2 egg	3/4 egg	1 egg
OR Cooked Dried Beans or Dried Peas ₁	1/4 cup	3/8 cup	1/2 cup
OR Peanut Butter, Reduced- Fat Peanut Butter, Soy Nut Butter, or Other Nut or Seed Butters	2 Tbsp.	3 Tbsp.	4 Tbsp.
OR Peanuts, Soy Nuts, Tree Nuts, Roasted Peas, or Seeds ₂	1/2 oz. ²	3/4 oz. ²	1 oz. ²
OR yogurt (plain or flavored, unsweetened or sweetened)	1/2 cup	3/4 cup	1 cup
OR An Equivalent Quantity of Any Combination of the Above Meat/Meat Alternatives	N/A	N/A	N/A

Supervision of Children

Active Learning Centers ensures the appropriate supervision of all children in our care. All staff ensures they are compliant with the appropriate room ratios as well as child to staff ratios per age group at all times.

Child to Staff Ratios are as followed:

- Infants 4:1
- Young Toddlers (1 year) 5:1
- Older Toddlers (2 years) 6:1
- Preschool/Pre-K 10:1
- Young School Age 12:1
- Older School Age (4th+) 15:1

To ensure the quality of supervision of the children in our care, our staff is expected to be actively engaged in the play and work of the students as well as be actively counting and scanning the group to troubleshoot as well as make daily observations of the student's progress. Staff are required to be able to see, hear, assess and direct the children at all times, ensuring that students are always within eyesight and always able to be redirected. Teachers and staff are trained to engage, position themselves appropriately and be able to focus on what is going on around the classroom or play space despite distractions. Caregiving is an important job. When assessing and meeting immediate needs of a specific child, the staff member also is aware of the other children in care.

Discipline

At Active Learning Center we take a positive approach to discipline. We focus on learning to make good choices, being respectful to the center, being respectful to others, and being respectful to ourselves. Children will be guided to make good choices and helped to accept the consequences when they don't make good choices.

Positive Reinforcement: A child who feels good about themselves is less likely to have disciplinary issues. Positive reinforcement is the verbalization of positive words and actions towards the child to encourage the continuation of the appropriate behavior. A child who feels good about themselves is more likely to display appropriate behaviors, try new things and participate more frequently in their classrooms and in our center. Emphasis will be placed on the positive versus the negative.

Positive Redirection: When inappropriate actions are displayed by a child, the child will be positively redirected to another activity. Emphasis will be placed on the positive versus the negative, allowing the child to correct their inappropriate behavior and still feel good about themselves and others.

If behavior continues, we have the option to suspend the child from the program. Consideration will be given to the severity of the behavior. Please discuss this policy with your child. If you have any questions or concerns, please address them with the director.

Policy on Inclusion

In conjunction with the Office of Child Development and Early Learning Inclusion Announcement, which is in response to the U.S. Departments of Health and Human Services (HHS) and Education (ED) policy statement recommending that states develop policies and practices to increase the inclusion of infants, toddlers, and preschool children with disabilities in high-quality early childhood programs, Active Learning Centers supports and encourages the inclusion of all children in our program.

Active Learning Centers welcomes all children and is committed to providing developmentally appropriate early learning and development experiences that support the full access and participation of each child. We believe that each child is unique and work in partnership with families and other professionals involved with the child to provide the support every child needs to reach their full potential. Children of all abilities are accepted into Active Learning Centers, LLC and families interested in having their child attend the program will be given an equal opportunity for admission. A waiting list may be maintained at any given time and children will be accepted from the list on a first come first served basis.

In some occasions, Active Learning Centers may require a meeting or certain support be in place and acknowledges and respects the priorities each family has for their child. Families are encouraged and supported to collaborate with staff and any outside resources in place to ensure that each child has an opportunity for optimum success. Agencies for wraparound services, therapy and

mentorship are welcomed, encouraged and in some cases required in our facilities in order to provide the highest quality inclusive care and education. The service provider is encouraged to provide services to the child in the context of the early childhood classroom environment and the child's teacher and the service provider work collaboratively to determine the best strategies to support the child in the group setting. Active Learning Centers supports the teacher's participation in Individualized Family Service Plan (IFSP) and Individualized Education Program (IEP) meetings as well as regular meetings to discuss the child's successes and challenges. appropriate plans and expectations for all parties to ensure the best care possible is provided to all students.

Early childhood educators at Active Learning Centers use developmentally appropriate practices and consider the unique needs of all children when planning. Staff will make every attempt to make any adaptations or modifications necessary to meet the needs of the children that are within our scope of care. Schedules, routines and activities are flexible and early childhood educators will work with therapists, special educators and other professionals to integrate individual accommodations, modifications and strategies into classroom routines and activities. Any adaptations will be reviewed with families and other professionals supporting the child.

Where necessary, for children who may require additional services or supports related to their development or persistent challenging behaviors related to their development and abilities, additional information will be provided to parents regarding the necessary action steps and expectations going forward. A copy of this agreement would be signed and stored in the child's file.

Policy on Suspension

In conjunction with the Office of Child Development and Early Learning Suspension Announcement, which is in response to the U.S. Departments of Health and Human Services (HHS) and Education (ED) policy statement recommending that states develop policies and practices to significantly limit the practice of expulsion and suspension of young children due to challenging behaviors in all early childhood programs, Active Learning Centers, LLC is committed to doing our utmost to provide safe and adequate care for all children and encourages the inclusion of all children in our program as described above.

Active Learning Centers, LLC does reserve the right to terminate or suspend services for any reason, which may include but are not limited to failure to pay for services, failure to uphold or follow policy, and potentially can include persistent and aggressive challenging behavior that crosses the threshold and affects the safety and care of others in the program or effects the ability for our program and our staff to meet basic requirements and regulations. Any and all efforts to ensure a child's success in our program can and will be made to support this initiative using our classroom management and behavior management models including but not limited to behavior tracking, family partnerships, communication logs, supplying community resources for support and more prior to a step like suspension may be considered. It is not within the scope of Active Learning Centers to provide specialized services such as 1:1 shadowing or independently provide any other services otherwise offered by wraparound care providers such as behavioral services (TSS, BSC) or therapeutic services.

Where necessary, for children who exhibit behaviors that are identified as Threshold Behaviors and are unable to be safely or adequately managed by our staff or Crisis Team, additional information

Withdrawal

You must give a two week notice in writing to the director. Failure to submit this notice will result in a charge for two weeks after your child's last day of attendance. The two-week notice does not apply to summer camp. Parents of camp children assume financial responsibility for the weeks they register their child for. Please note a child is not considered to be in summer camp until they have completed kindergarten and registered for summer camp by signing a camp enrollment form and camp fee agreement.

We recognize that parent needs for childcare may change. Parents wishing to transfer from one ALC location to another may do so by speaking with their current center director. We are more than happy to help facilitate the transition by making the appropriate arrangements with the new location and transferring the child's file. As per the withdrawal policy, we still require two-week written notice be given to your current center to properly manage ratios and facilitate a smooth transition.

Custody of Children and Custody Agreements

Active Learning Centers remains a neutral party in any and all custody agreements, issues and litigation. In regard to ongoing custody disputes, at no time are we able to release a teacher from their regular workday to testify on a parent's behalf. We are, however, able to provide any documentation on file (attendance records, sign in sheets, developmental checklists, health assessments, etc) with any parent upon request. We are also able to gather documentation or write a statement for the purpose of custody with advance notice.

In regard to the physical custody of children in our care, we are required to follow the provided current legal document clearly stating the custody agreement and its limitations or allowances. A parent is not limited to contact within our facility, communication from the facility or entrance to/permission to pick up the child from the facility unless explicitly stated in the legal custody document. If a parent who is not expected on a particular date arrives but is not limited from entrance or exclusion of pick up specifically, Active Learning Centers will contact the child's other parent to inform them of the pick-up or entrance. It is suggested that the parent make any necessary phone calls or file any legal reports to document the occurrence if desired. If no custody document is provided to the facility, we are unable to limit any parent involvement or pick-up in any way. If a parent has an updated custody agreement or one was not previously needed before but now is in place, it is the parent's responsibility to provide Active Learning Centers a copy of this legal document.

Release of Children's Records

Children's records are collected through a written request via a letter or signed form from the parents. When the parent withdraws his /her child from Active Learning Center, and requests information from a child's file, the following procedure will be followed:

- Parent requests desired information from the child's file.
- Parent signs Permission for Release of Information form provided by the Center Director.

- Center Director makes a copy of requested information and gives it to the parent and or requested organization.
- Release of Information Form is placed in the child's file.

Following the above-mentioned procedure, Active Learning Center will release the following information:

- Child's Developmental Summaries and Continuums
- Child's Health Appraisals
- Child's Immunization Record
- Tuition Fee Agreements
- Application for Child Care

Stakeholders for Quality Childcare

Active Learning Center takes pride in providing our children with quality care. In order to maintain a system for continuously improving the quality of care provided to our children, we ask that parents be active in this process.

Parent Involvement Process

- At enrollment Parents are asked the school district their child will be attending upon attendance (if school age) or in the future (if preschool).
- Parents are also asked if they are aware of the appropriate Elementary School name and location in the school district.
- Parents are asked to share any other possible partner or human service agency that would be responsible for the success of the Transition to Kindergarten or a new school environment.
- That the end of each school year, parents are asked to fill out an information sheet as to whether or not their child will be returning in the fall and if there are any changes going to take place with the child's education or school location.
- Active Learning Center believes in daily verbal communication with parents. We ask that if anything should change with your child that would be important for us to know in order to ensure your child is receiving the best possible quality of care, that you notify us as soon as possible.

"Stakeholder List" for Child's Future Education:

Parents

Active Learning Centers

Head Start of the Lehigh Valley 610 -437-6000

Intermediate Unit Lehigh Carbon 610-799-4111

Colonial Intermediate Unit 20 610-252-5550

All applicable local school district

Child's Physician

Other's at the parent's request

Handbook Acknowledgement

Active Learning Centers

I have received, read, and understand the Parent Handbook. I agree to follow the rules, guidelines, and policies of Active Learning Centers and Lehigh Valley Martial Arts, Inc.

Parent Signature

Date

Director

Date