

Welcome to the Presbyterian Day School of Coraopolis. We appreciate the opportunity to work with you and your precious little one. Thank you for choosing us to be a vital part of your child's first learning experience. Our Day School is committed to enriching the lives of all the children we meet. We provide high quality care and lots of love in a Christian-oriented environment. We have designed programs which foster learning, cognitive development and social skills, elements that are fundamental in the development of every healthy child.

We are providing you with a copy of our latest handbook which contains childcare rates as well as information we feel is pertinent for you to know about our Day School Program. Please review it carefully, noting changes that will go into effect August 1, 2017. If you have any questions or concerns please feel free to call at any time. If I am unavailable, leave a message and I will return your call as soon as possible. Thank you for sharing your children with us and for your continued interest in the Presbyterian Day School of Coraopolis.

- Day School Director
Board of Directors

OUR DAY SCHOOL FAMILY

The Day School Staff has been carefully selected for their qualities and background appropriate for working with children. Every staff member is different, with each one possessing unique abilities and talents to offer the children comfort, security and many happy experiences. All staff members are certified in CPR and First Aid. They also have their Act 33 and 34 Clearances. Finally, each staff member has completed Safe Sanctuary Training, a conduct policy implemented through the church that all users of the building, both members and nonmembers alike, must adhere to.

Interim Director:
Mary Merryman

Teachers:
Jill Garcia

Assistant:
Diana Degregorio

Child Care Staff:

| | |
|------------------------|--------------------|
| Marianne Desiderio | Tara Pallas Sheetz |
| Elaine Prokais | Donna Johnson |
| Christina Schrecengost | Kathleen Hanze |

BREAKFAST, LUNCH AND SNACK TIME

Lunches are to be prepared at home by the parents, including a beverage and utensils. **Please label your child=s lunch box, utensils, drinks and all food contents within the lunch box. Those items, not labeled with your child=s will not be refrigerated and will remain in your child=s lunch box for the day so it is not accidentally given to someone else at mealtime.**

Parents of infants are asked to supply us with a feeding schedule to follow. As this schedule changes, please notify the staff so our records can be updated. We kindly ask that infant cereal and formula be pre-mixed at home. We will store your container in our refrigerator and feed your child at the designated times. Please make sure all baby food jars, plastic containers and bottles, no glass ones, are labeled with your child=s name to ensure he/she always gets the right food at mealtime.

Please keep in mind that lunch foods should be kept simple and should not need further preparation by the staff other than brief heating in the microwave. **Please do not send frozen meals of any kind. Foods such as hot dogs, oodles of noodles, mac -nB cheese, easy mac, grilled cheese, spaghetti etc. should be precooked at home.**

The Day School provides a supervised eating area for breakfast, lunch and snack time. If your child arrives at Day Care between 7:00 and 7:50 a.m. he or she is welcome to bring a breakfast. When children turn one, we kindly ask that you start sending finger foods for meal time so our staff is available to help the younger children who are not able to feed themselves. We finish serving breakfast at 8:00 therefore any child who needs to eat after eight o=clock must do so at home. Finally, **no plastic grocery bags or Styrofoam products** are permitted in the Day School because they are a choking hazard to our younger children. Please send your child=s food in a marked lunch box, brown paper bag or gift bag.

If your child arrives at Day Care between 7:00 and 7:50 a.m., he/she is welcome to bring breakfast to eat. If your child comes later than this, we kindly ask that they eat breakfast at home. Breakfast time is over at 8:00 because other activities in our program are starting to take place.

Our lunch time is from 12:00 - 12:30. If your child comes to Day Care after 12:30, again, we ask he/she eat before coming in for care. The Day School will provide a snack and drink twice a day, once at 9:30 am and again at 2:30 pm.

When your child celebrates a birthday, please feel free to send a birthday treat. Let us know ahead of time so we can plan accordingly. We prefer you don=t send cake or cupcakes; it is a waste of your money because the children don=t usually eat them. Please do not send a snack requiring staff preparation. Ask a staff member for the number of children in your child=s classroom.

HOW I=VE SPENT MY DAY SLIP

Each day, parents of infants and toddlers will receive an AHOW I=VE SPENT MY DAY@ slip, which gives information about your child=s day with us. Information will include when your child was fed, given a bottle, time of naps and diaper changes. When children are no longer eating baby food, we send leftover food home in your child=s lunchbox so you can see what he/she ate throughout the day. We will also let you know when your child needs diapers if you choose to leave them here. Once your son/daughter is potty trained, the staff will no longer record his/her daily activities. If you have questions regarding your child=s activities or behavior throughout the day, please feel free to ask any staff member who works with your child.

DISCIPLINE

If your child needs to be disciplined, we will use the Time out chair@ as a means of correcting behavior. He/she will be taken to the chair by the attending staff member, where it is explained to the child why his/her behavior is not appropriate. The child then sits on the chair away from the play area, but in full view of the adults, for a short period of time. This time is usually dependent upon your child=s age. If he/she is two then he/she will sit for two minutes, if three then for three minutes and so on. At this point, the staff member, who placed your child in time out, returns to review the reason for sitting. After giving your child positive reinforcement and reassurance that he/she is loved, they may resume playing with the other children.

It is not our policy to make you aware of our daily Time out@ periods. This is between the child and the staff person, by the time you arrive; it is over and done with. However, if difficulties continue, you will receive a note or telephone call enlisting your help, asking suggestions on the best way to resolve the matter in question. If a child is a danger to him/herself, the other children or the staff, the Day School reserves the right to terminate the relationship.

CLOTHING AND DIAPERS

Please send your child in play clothes so he/she can feel comfortable while playing and moving throughout the day. Also, send an extra set of clothing and underwear for your child in case he/she has an accident, gets excessively dirty or paint on their clothes. The extra set of clothes may be left at Day Care in a backpack or duffle bag on your child's hook or brought in on a daily basis. Remember to replenish your child=s clothing once they are used or when the seasons change from summer to winter or vice versa. We do not have extra clothing on hand therefore it is the parents responsibility to make sure their children have extra clothes on hand at all times. Otherwise, you will need to be called to bring clothing for your child whenever he/she has an accident.

All of your child=s belongings must be clearly labeled, including all outerwear such as coats, sweaters, hats, gloves, boots, etc. This will enable

parents, staff members and anyone else who may pick up your child to identify his/her belongings at the end of the day as well as prevent clothing mix-ups. Parents are responsible for providing disposable diapers for their child. You may bring diapers daily or leave a pack of them for your child=s use. We will let you know when they need replenished. **When using pull-ups, they must be the one with Velcro strips on both sides.**

TOYS AND PERSONAL ITEMS

We offer the children a wide variety of toys to play with. It really is not necessary for your child to bring toys from home unless a special show and tell day has been arranged. The Day School will not be responsible for clothing, toys or other items which may get lost, broken, or traded.

Please keep in mind that the children are not permitted to bring items such as gum, candy or money with them into the Day School. These items also pose as a choking threat to our younger children.

DELIVERY AND PICK UP

Every parent and guardian is responsible for delivering their children to the classroom and for picking them up. Please say hello to the adult in the room to be sure he/she knows your child has arrived for the day. If you do not check in with the adult in charge, your child may not be marked in and accounted for. When sending someone else to pick up your child, please notify the Day School beforehand. A child will not be released to anyone not authorized by the parent. Identification, Driver=s License, will be required by the Day School staff when anyone is picking up a child up for the first time or if a staff member has not previously seen the individual picking your child up.

We expect all person=s picking up your child (ren) to arrive in a sober, courteous manner. If you or anyone else picking up your child, appears intoxicated or high, we will encourage you (them) to make alternative child care arrangements by asking you to call someone else for a ride. If you refuse, there is not anything we can do. But, we will alert the police, giving them your name, make and model of car as well as your license plate number. We hope everyone will support this policy and not put yourself, your child or the Day School in this compromising position. This is for your family=s safety.

Firearms and weapons are prohibited in a Child Day Care Facility. This includes but is not limited to, all guns, stun guns, fireworks, knives or any other metal blade with a pointed edge. If you are seen with any type of weapon, you will be verbally asked to return it to your vehicle before engaging with any of the children, including your own. If this happens a second time, the Director will report it to the Pastor and/or local police for additional assistance.

Finally, anyone who has been convicted of any type of child abuse, child neglect, child endangerment, child violence or moral corruptness may not enter the

Day School premises during hours of operation. If a parent has been convicted of one of these felonies or is awaiting trial, you are not permitted to come in and pick up your child. You can ask a staff member to meet you on the porch or send someone else in while you wait in the car.

COMMUNICATIONS

Newsletters

A newsletter will be sent home every 4 - 6 weeks to keep you informed of the ongoing activities happening in your Day Care.

Bulletin boards

An Easel is located in the hallway to keep you updated on day to day activities within the Day School. There is also a bulletin board located to the right of the infant/toddler room. Bulletin boards are also posted outside the classrooms. Please check them weekly, for important information and to see what your child is doing in day care, nursery school and summer programs.

SCHEDULE AND CALENDAR

Our facility is open year round, Monday through Friday, from 7:00 am until 6:00 pm. The following are dates when the Day School will close:

Friday, April 14, 2017 (Good Friday)

Tuesday, May 30, 2017 (Memorial Day)

Tuesday, July 4, 2017 (Fourth of July)

Monday, September 4, 2017 (Labor Day)

Thursday, November 23 and Friday, November 24, 2017 (Thanksgiving)

Monday, December 25 thru Monday January 1, 2018 - Christmas Break. (Day Care reopens Tuesday January 2, 2018 at 7:00 am).

We will send intent forms out to see who needs care on other holidays. If open, we will staff accordingly.

Please mark these dates on your calendar now. The Day School tries to notify you of the dates we are closed or offering abbreviated services so you are able to make other arrangements for care.

EMERGENCY INFORMATION

When registering, you must provide the Day School with a schedule of dates and times when you will need care for your child. You must notify the staff of all schedule changes.

If you need childcare on a date when your child is not regularly scheduled to be with us, arrangements must be made in advance with the Director. **We do not accept drop-in-care.**

When registering for Day Care, you must fill out your child=s Emergency form and Health Form. They contain information which may be needed if your child becomes ill, has an accident or there is an emergency of some sort due to inclement weather, loss of heat or a water main break to name a few. This should be completed by a parent or guardian and returned to school immediately. We ask that all emergency cards be updated every six months or sooner if there are changes in your address or telephone number at home or work. (Parents of infants: it is very important that we know your child=s weight in case of emergency. Please tell the staff monthly of weight changes so we can include this on your child=s emergency card.)

It is our intent to be open through any type of weather. Nevertheless, there may be times we need to call a delay, close early or cancel daily services all together. To stay informed of possible changes due to inclement weather, please tune into KDKA, Channel 2 News and their website kdka.com. I have found the website itself to be more up to date than the newscast.

If there is an alternative emergency such as no heat or a water main break, you will receive a telephone call informing you of the situation and what arrangements the Day School is making for child care that particular day.

FUND RAISING

The Presbyterian Day School will be hosting a variety of fund raisers throughout the year. We are asking that all of our families participate in one form or another.

HEALTH AND ILLNESS POLICY

We reserve the right to send a child home if he/she is ill upon arrival at school. If your child should become ill during the day, he/she will be sent home sick, a note describing what symptoms we have observed, when he/she can return to day care and if a doctor=s excuse is needed upon returning.

When your child is running a fever, vomiting or has diarrhea, please keep him/her home to prevent other children and staff members from becoming ill. Likewise, if you, your spouse or another family member is ill, we kindly ask that you refrain from entering the Day School area to prevent other children and staff members from contracting your illness.

Your child **cannot return to Day Care** until he/she has been symptom free for 36 hours and has had a solid bowel movement; without the use of fever

reducing/diarrhea medicines. When your child is taking an antibiotic, he/she cannot return to Day School for 36 hours from his/her first dose. If you suspect your child has an ear infection, sinus infection (green or yellow discharge from their nose) a cold in their eye or pink eye then your child cannot be in Day Care or nursery school until you have taken them to the pediatrician for a definitive diagnosis. Whenever your child is home ill, a doctor=s note may be required with diagnosis and treatment when your child returns.

*Our policy supersedes any doctor=s note concerning your child=s return to Day School.

Your child will not be permitted to attend Day Care if he/she has any of the following infectious diseases:

| | | | |
|-------------|--------|---------------|---------------------------|
| Chicken Pox | Flu | Scabies | Scarlet Fever |
| Impetigo | Croup | Worms | Hand/Foot Disease |
| Strep | Thrush | Measles/Mumps | Fifth Disease |
| Diarrhea | Lice | Ringworm | Conjunctivitis - pink eye |
| N1H1 | | | |

There are many other diseases, which require that your child be out of Day Care. We would appreciate being informed if your child has a communicable disease. Please call us if you have any questions and we will refer to the Allegheny County Health Department Handbook. When your child is ready to return to day care, a doctor=s certification of health will be required.

Furthermore, if your child has any type of surgery, tubes, adenoids, tonsils, etc., he/she cannot return to Day School until we receive a note releasing your child from Doctor=s Care.

Our Staff is not permitted to dispense any medication to the children. If your child needs medicine while in our care, you will have to make arrangements for someone else to come and give it to them

We are most concerned about your child=s emotional well-being. Please advise us if your child is involved in any potentially stressful situations. The separation or divorce of parents, the illness or death of a family member, friend or even a pet can be upsetting to your young child and can greatly affect his/her behavior. Please let us know so that we are able to be sensitive to your child=s needs. Any personal matter you would mention to the staff will remain confidential.

All children entering our program must be up to date on immunizations.

DAILY ACTIVITIES

Your child will be kept happy and busy each day at the Presbyterian Day School. Every day we will sing songs, read stories, play games, have supervised

free playtime, some of these activities will reflect our Christian values. Toddlers and Preschoolers are offered a variety of craft activities. Our Preschool Program, which is offered as an option for 3, 4, and 5 year-olds, offers a more structured learning environment. A fenced in play area is available outside. We go out as much as possible April thru October, weather permitting. The Social Hall, which is located on the lower level of the building, is equipped with a wide variety of toys that encourages your child to engage in large motor skill activities and group games during the winter months or when the weather does not allow us to go outdoors.

DIAPERING AND TOILET TRAINING

The decision to potty train begins at home. Once you have established a consistent potty training routine, please notify the staff and let us know what you are doing so we can work together to train your child. At first, we will put your child on the potty every hour to hour and a half or so to get a routine started. We usually reward success with Swedish Red Fish or 'potty fish', if you would like us to give an alternative reward, you are welcome to send it in with your child.

When we see your child making progress and staying drier longer, we are going to expand on the potty training routine and move to the next level. Instead of receiving a potty fish every time they go potty, we will give it to them every time they are dry and go potty. Once your child understands the routine and is starting to have control over his/her bladder, we will only put your child on the potty when they are dry. If we find them wet at this point, chances are they just went and aren't ready to go again so we will catch them next time around. If your child continues to progress, is peeing and pooping on the potty, a staff member or I will talk with you about when your child can start wearing pull-ups to day care. We know your child will have accidents in his/her pull-up, it goes with the territory. Nevertheless, if your child is using the pull-up as a diaper and is wet more often than not or having accidents that leak out of the pull-up, we are going to recommend your child start wearing a diaper again until he/she gets a better routine going. If your child is successful with the pull-ups and staying dry consistently at both home and day care, as well as telling us when he/ she needs to go potty, our staff will suggest you start sending your child in underwear to see how he/she does, send extra everything during this time because there are bound to be accidents during this process. If we find your child is having an accident every day or more than once a day, they aren't ready for this step and we will be putting him/her back in pull-ups/diapers and revisit wearing underwear at a later time. If your child does well for a few weeks, is able to tell the staff when he/she needs to use the bathroom and not having accidents in between, then we can assume your child is potty trained. Once your child is fully potty trained, he/she will then be charged the pre-school rate for care rather than the infant/toddler.

Potty training isn't always an easy process. At first, you are the one who is trained rather than your child. If you are able to create a consistent environment

where potty training is built into your child's day, he/she will eventually adapt to the routine. For example, make your child sit on the potty every morning when they wake up. If they aren't successful continue on with your morning then try again before leaving the house. Whether your child was successful or not, take them into the bathroom when you arrive at day care and try again before you leave for the day. On the other end of the day, put your child on the toilet when your first get home. Try again after dinner then at bath/bed time. A routine such as this is time consuming but your child will see you are serious about potty training. When you add weekend time or vacation time to this you'll have established a routine for your child to go potty. You may not have success right away, be patient and consistent, it will happen. Once your child has adjust to this routine and is going potty, talk with the staff or myself and we will begin complementing your efforts and adding to your established potty training routine as mentioned above.

All children registered in our Day School Program must be potty trained by 3 years and three months or 39 months. (Being potty trained means your child can tell us when he/she has to go to the bathroom.)

When diapering, our staff uses vinyl gloves and disposable wipes. If your child is sensitive to these products or allergic to them, please provide the staff with a sufficient alternative. If your child needs a diaper rash ointment applied, you must provide this as well.

NAPS

All preschool children lie down for a rest after lunch. It is not mandatory that they sleep, however, after a busy morning we feel they all need to rest.

Each child is assigned a specific cot/pack-n- play to sleep during nap time. Parents supply a blanket, pillow and stuffed animal. These return home to be cleaned weekly. This helps with germ control.

If you would like to know how long your child has slept, please ask the staff. A daily log sheet is kept. A staff member is present in the nap room while children are asleep as required by law.

Again, if you have any questions or concerns, please feel free to contact me at any time to discuss them.

PRESBYTERIAN DAY SCHOOL

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Coraopolis, PA 15108

Email: dayschool.prescor@verizon.net

Telephone Number: 412-264-0470
Ext. 16 - Director
Ext. 12 - Infant Room
ext. 13 BToddlers thru Preschool Age
ext. 25 BPreschool Teachers

INFANT, TODDLER AND
PRESCHOOL CARE

2017