

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 September 1, 2019. 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 and FBI fingerprinting. 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.

Director: Mary Merryman

Preschool Teacher:

Jill Garcia

Preschool Teaching Assistant:

Lilly Kuhn

Child Care Staff:

Marianne Desiderio

Katie Messner

Tara Pallas Sheetz

Maria Calcano

Donna Johnson

Elaine Proakis

Christina Schrecengost

Marian Bonham

Destiny Smith

COMMUNITY INVOLVEMENT

The Day School participates in a community garden with The Coraopolis Community Development foundation. We also assist in different drives throughout the year to support them and the community.

LEARNING SERVICES

The Day School works with The Laughlin Learning Center to evaluate for different learning issues as well as hearing testing. These start in preschool class. If you have any concerns about your child at any age, please reach out. We also have other resources for parents.

RATES FOR PRESCHOOL AND PAYMENTS

3-Year-old Class Tuesday, Thursday 9 a.m. to 12 p.m. \$155/ month

4-Year-old Class Monday, Wednesday and Friday 9 a.m. to 12 p.m. \$220/month

There is a \$15 supply fee due monthly for each family.

TUITION AGREEMENT

When you register for any of our services you will need to sign an agreement with us for tuition payment. This states the length of your agreement, monthly tuition due, and when your child will be attending. Tuition is always due on the first day of the month. There is a mailbox located on our front door for dropping off tuition. Tuition is accepted in the form of a money order or check only. Please write your child's first and last name on the payment, so it is credited to the right account, and put it in an envelope. Loose payments get stuck in the mailbox and can be overlooked. No tuition is given to staff, you must place it in the mailbox.

If you should fall behind in payments, you will be reminded once. If you become a month past due your child cannot attend until the account is brought up to date. Should a family have a medical issue, or a job lay off please contact the director as soon as possible. There are options such as our hardship program that can help families get through a rough time.

All families are given one week's credit for vacation per calendar year. This will be credited to your account the month after your vacation has been used.

DELIVERY AND PICK UP

With all the challenges that our world is facing, the Church and Day School have collaborated in the name of safety to install a monitoring system. All doors will be locked throughout the day. The parking lot door is the only one in the building that will have monitoring access; all other doors will be locked throughout the day. When you arrive in the morning or afternoon, you will have to be buzzed into the building. When you press the button, a bell will ring in the Day School and Church Office. We will see you on our monitor, speak with you and then buzz you in. The door will not be opened for people we do not know or are not expecting. 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, such as a Driver's License, will be required by the Day School staff when anyone is picking up a child for the first time or if a staff member has not previously seen the individual picking your child up.

We expect all people 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 childcare 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 School. These are sent in email. Please make sure the director has your current email address if you would like to stay up to date. Also, for preschool the teacher has a blog that is updated with information. Please look. Information will be given at orientation or the start of school.

Bulletin boards

Bulletin boards are posted outside the classrooms. Please check them weekly, for important information and to see what your child is doing preschool.

Remind App

We will be using the remind app for daycare and preschool notifications such as closure, reminders, and events for the school, daycare and church. Information about the app will be given at orientation.

TOYS AND PERSONAL ITEMS

We offer the children a wide variety of toys to play with. Children are not permitted to bring toys into the classroom unless the teacher has arranged a special show and tell.

Any toys brought into the daycare will remain on the child's hook to go home. The Day School will not be responsible for clothing, toys or other items which may get lost, broken, or traded. Also, children are not permitted phones or tablets in the classroom. If these are brought in, they will remain on the child's hook to go home.

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.

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 19, 2019 (Good Friday)

Monday, May 27, 2019 (Memorial Day)

Thursday, July 4, 2019 (Fourth of July)

Monday, September 2, 2019 (Labor Day)

Thursday, November 28 and Friday, November 29, 2019 (Thanksgiving)

Tuesday, December 24 thru Wednesday January 1, 2020 - Christmas Break. (Day Care reopens Thursday January 2, 2020 at 7:00 am).

EMERGENCY INFORMATION

When registering for Preschool, you must fill out your child's Emergency Information 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 forms be updated every six months or sooner if there are changes in your address or telephone number at home or work.

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 WPXI, Channel 11 News and their website. You will not receive a direct phone call.

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 childcare that day.

FUND RAISING

The Presbyterian Day School will be hosting a variety of fund raisers throughout the year. We are asking that all our families participate in one form or another. This money goes to field trips, celebrations, as well as improvements to the building and new equipment for the Day school. This helps us to provide the best care for your little ones.

DONATIONS

When newsletters go out there will be a wish list included. These are items we could use big and small, new and used. Any donations that are made help us keep our costs down and still provide quality care. Please donate if you can. Also, at times items will be sent out over the remind app.

CLASSROOM HELPERS/ PARENT VOLUNTEERS

We would like to invite any parents that are able to come in and be a classroom helper. We would like to have one parent per class per week if possible. Volunteers do need clearances. Please contact Mary if interested. Thank you!

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.

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. Once receiving telephone call that your child is ill, you must pick him/her up within ninety minutes.

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 24 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 24 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 illnesses, 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 and has been home for 24 hours after surgery.

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 plan for someone else to come and give it to them

We are also 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 can 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. Proof of immunizations is required to register and must be updated when new immunizations are given.

EMERGENCY PLAN INFORMATION

To the Parent (s)/Guardian (s) of child attending PDS:

This letter is to assure you of our concern for the safety and welfare of children attending The Presbyterian Day School. Our Emergency Plan provides for response to all types of emergencies. Depending on the circumstance of the emergency, we will use one of the following protective actions:

- *Immediate evacuation:* Students are evacuated to a safe area on the grounds of the facility in the event of a fire, etc. In case of inclement weather, we may then proceed indoors at a neighbor.

- *In-place sheltering:* Sudden occurrences, weather or hazardous materials related, may dictate that taking cover inside the building is the best immediate response.
- *Evacuation:* Total evacuation of the facility may become necessary if there is a danger in the area. In this case, children will be taken to a relocation facility. We currently have 2 available, they are:
 - Emergency Relocation Facility A at The Coraopolis United Methodist Church.
 - And Emergency Relocation Facility B at Cornell Elementary.

If it ever becomes necessary to relocate, a sign will be posted on the door stating which facility we've gone to (A or B).

If you're not sure how to get there, please ask for directions before there is an emergency.

- *Modified Operation:* May include cancellation/postponement or rescheduling of normal activities. These actions are normally taken in case of a winter storm or building problems (such as utility disruptions) that make it unsafe for children but may be necessary in a variety of situations.

Please listen to WPXI Channel 11 for announcements relating any of the emergency actions listed above.

We ask that you not call during the emergency. This will keep the main telephone line free to make emergency calls and relay information.

The form you fill out at enrollment titled "Emergency Contacts" is used to contact you in these situations. As stated in your handbook, these must be updated with any changes right away. This form will be used every time your child is released. Please ensure that only those persons you list on the form attempt to pick up your child.

I realize that emergency circumstances may require changes to your plans, but I urge you to not attempt to make different arrangements if possible. This will only create additional confusion and divert staff from their assigned emergency duties.

In order to assure the safety of your children and our staff, I ask your understanding and cooperation. Should you have additional questions regarding our emergency operating procedures, contact Mary Merryman at 412-264-0470 ext. 16.

Sincerely,

Mary Merryman, Director

Presbyterian Day School

1201 Fifth Avenue
Coraopolis, PA 15108
Mary Merryman, Director
412.264.0470 ext. 16

To: Parents
From: Mary Merryman, Director

Admissions, the provisions of services and referrals of clients shall be made without regards 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/patient/student t (and/or their guardian) who believes they have been discriminated against, may file a complaint of discrimination with:

Presbyterian Day School
1201 5th Ave
Coraopolis, Pa 15108

Commonwealth of Pennsylvania
Department of Human Resources
Bureau of Equal Opportunity
Room 225 Health & Welfare Building
P.O Box 2675
Harrisburg, Pa 17110

Commonwealth of Pennsylvania
Department of Human Services
Bureau of Equal Opportunity
Western Regional Office
301 Fifth Ave
Suite 410 Piatt Place
Pittsburgh, Pa 15222-1210

PA Human Relation Commission
Pittsburgh Regional Office
301 Fifth Ave
Suite 390, Piatt Place
Pittsburgh, Pa 15222

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