



THE PRESBYTERIAN DAY SCHOOL AFTER SCHOOL PROGRAM

Our After-School Program is a before and after school program, and summer care, for children attending Kindergarten through 9 years of age at Cornell Elementary. We provide parents with peace of mind by offering a warm, caring setting, where children are encouraged to grow cognitively, emotionally and socially in a safe, Christian-oriented environment, elements that are fundamental in the healthy development of every child.

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 as well as 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 non-members alike, must adhere to.

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.

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 director of all schedule changes. The director must approve any 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 papers be updated every year 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 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.

DAILY NEEDS

Please make sure your child has proper outerwear for waiting at the bus stop. Also, the day school has 2 snack times during the day. If your child is here for a whole day, please send lunch and two snacks. If they are here only after-school, then please send one snack. Our routine is to get off the bus, visit the restroom, have snack and then go downstairs or outside for play time. These children spend long days in school sitting and have tons of energy to get out by the time they reach us.

SCHOOL CLOSINGS AND EARLY DISMISSALS

When your child's school has an early dismissal or will be delayed or closed, please notify us of your plans each time so the Day School can make plans to be staffed appropriately for additional children when necessary.

When your child's school has an early dismissal date planned or a field trip that would cause their bus times to change, please let our staff know ahead of time. If we are not informed, then we do not know when to be outside to greet the bus, and your child, when they arrive. When the kids have a half day of school, they do not always get lunch so don't forget to send one with them.

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 notifying you of the situation and what arrangements the Day School is making for child care that particular day.

TRANSFER OF CHILDREN BETWEEN SCHOOLS

The Day School has arrangements with the Cornell School District to monitor the safe movement of children before and after school. It is the parents' responsibility to notify both the Day School and the school about your needs for care. Please let the day school know your plans so that we have staff available to take your child safely between destinations. It is also the responsibility of the parent to work with the Day School and your child concerning this time of transition. Please discuss rules associated with bus safety and street safety so the children are prepared to cooperate with the Day School Staff while we are providing this service.

We reserve the right to terminate this service if a child cannot follow the rules for a safe trip between Day School and School. We provide supervision to the elementary A.M. bus and from the P.M. bus after school.

If your child arrives at our bus stop and is not expected for care but has no parent to pick them up, they will be taken into the building. We will then call the contacts on the emergency list. This is for the child's safety and so that the parents know where the child is.

HEALTH AND ILLNESS POLICY

The Emergency Contact Information Form and Child Health Appraisal Form contain pertinent information, which would be needed in case of an accident or illness. The Emergency form needs to be completed before your child's first day of care, and then updated every six months by a parent or guardian. The Health Appraisal Form must be updated yearly.

You must keep your child home if he/she has a fever, has been ill during the night, or if you suspect he/she may be coming down with a virus. This is for his/her well-being as well as that of the other children. We reserve the right to send a child home if he/she is ill upon arrival at school or becomes ill during the day. If your child should become ill during the day, he/she will be sent home, you will receive a note describing what symptoms your child has, when he/she can return and if a doctor's note is necessary upon returning to care. Once receiving a call that your child is sick, you have 90 minutes to pick your son/daughter up. If your child is running a fever, vomiting or has diarrhea, he/she cannot return to the day school until symptom free for 24 hours and has a solid bowel movement without the use of fever reducing/diarrhea medicines. Likewise, if your child is taking an antibiotic, he or she cannot return for child care for 24 hours after his/her first dose. Our policy supersedes any doctor's note concerning return to day care. Finally, if your child is not well enough to be in school, he/she is not well enough to be at the 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	N1H1
Impetigo	Croup	Worms	Hand/Foot Disease	Lice
Strep	Thrush	Poison Ivy	Fifth Disease	
Diarrhea	Ringworm	Conjunctivitis	Measles/Mumps	

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

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.

The Day School 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 care must be up to date on their immunizations. Proof of immunizations is required when you register and must be updated when new immunizations are given.

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 (ren) 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, a Driver's License or some other form of ID, will be required by the Day School Staff when anyone is picking up a child up for the first time or if the staff member has not previously seen the individual picking your child up.

We expect all persons 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 isn't 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.

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 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 the building while you wait in the car.

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).

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 can make other arrangements for care.

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 take a 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 when we begin using it or during registration.

CLOTHING AND PERSONAL ITEMS

Please send your child in play clothes so he/she can feel comfortable while playing and moving about 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 School on your child's hook in a backpack/duffle bag outside the classroom or brought on a daily basis. Remember to replenish your child's clothing once they are used. If you do not have extra clothes for your child and he/she has an accident you will be called to bring extra clothing or pick your child up so he/she can get cleaned and changed at home.

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.

A good selection of toys is available at the Day School. Please do not bring your child's toys to school because they may get lost or broken. If a child brings toys to daycare the toy will remain on their hook to be take home. We 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 to the Day School. These items pose a hazard and threat to our younger children. Also children are not allowed phones or tablets in the classroom. If these are brought to the day school they will remain on the child's hook.

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 or other big change, 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.

After school Tuition options are discussed with the Director before signing your agreement.

Any questions please call the Director at 412-264-0470 ext. 16. Thank you!

Presbyterian Day School

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

Tuition Guidelines

All payments are due on the 1st of the month.

All tuition is billed for the month ahead. If your child is absent for any of those days, the monthly payment remains the same. Those days are already paid for and staff is scheduled to be here for your child. Only in certain circumstances such as surgery or serious illness for your child will we make exceptions. You must speak to the director about such circumstances.

You can shift your unused days **only** if the schedule for that room allows and **only** temporarily. We must keep our child to staff ratio. You must speak to the director about changing any days.

We do not participate in drop in care or 1 day a week service. If your child only attends one day a week you will be paying the 2 days a week rate.

All families must have an agreement on file. This is what we are using to bill families. Any changes to schedule will require a new agreement to be written. Any changes must be agreed upon by the director and family.

All families get 1-week vacation credit per calendar year.

The day school is closed for the week between Christmas and New Year. This is credited on your December bill.

If your child does not attend all 5 days, please understand that you are only holding a spot on those days scheduled and paid. Other days are not guaranteed. We fill those empty spots with other children. For example, if your child attends 4 days a week and you want to go down to 2 days a week, but then a few months later need 4 days a week again, that is not guaranteed. If you want to hold the spot for 4 days, you must pay for the 4 days to keep holding the spot for all those days. (Over)

If a family is late making a payment, they will be reminded in the 2nd week of the month. If a family falls a month behind your child will not be able to attend the day school until the account is brought current.

Special Tuition Situations

Registration Fee: \$45

This is for starting any of our programs and it is non-refundable.

Spots being held:

If you currently have a child attending and you would like to remove them from care for the summer but retain the spot for the fall the fee is \$50 per month, due on the first of the month. Child must begin again in August or September or the spot is forfeited.

If you are on the waiting list and your spot becomes available, you must pay the registration fee to accept the spot. This will hold for up to 30 days. At that time if you are not ready to start care but wish to hold the spot, 1/3 of the monthly tuition is due every month until you begin care.

If any of the handbook needs clarified, please contact Mary.

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 (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

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's.
- *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 facility director may provide an alternate phone number (i.e. cell phone number, etc.) to call in an emergency event.

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