



# FAMILY HANDBOOK

## NCOB Daycare/Preschool Center

16A Carlisle Road  
Newville, PA 17241

717-776-3373

[ncobdaycare@yahoo.com](mailto:ncobdaycare@yahoo.com)

# Family Handbook

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## **VISION STATEMENT**

The Newville Church of the Brethren believes that every child is a gift from God with many and varied talents and should have the opportunity to develop physically, intellectually, emotionally, socially and spiritually to his or her fullest potential.

The Newville Church of the Brethren believes that it has been called to a special ministry of caring for children, to provide support and nurture for children and families to our church and community.

Therefore, the purpose of our program is to express the message of God's love through Jesus Christ by providing quality care and nurture for children so that they *"may grow in wisdom, stature and favor with God and man"* (Luke 2:52). We strive to provide a safe and stimulating environment while enabling children to recognize evidence of God in his or her daily experiences.

## **CENTER OPERATIONS**

Newville Church of the Brethren (NCOB) Daycare/Preschool Center is a private center affiliated with Newville Church of the Brethren. A Board of Directors, consisting of eight members, supervises the operations of the center. The membership of the board includes representatives of the church. We strive to have a variety of experiences and interests represented on the board. The board meets monthly to discuss the daycare/preschool affairs. The Board is interested in parent input; therefore, if a parent has any suggestions or concerns they may bring the issue to the NCOB Daycare/Preschool board members by submitting a letter in writing to:

*Newville Church of the Brethren, attention: Daycare/Preschool Board Newville, PA 17241.*

If you need to contact someone for more information, please see the Director or you can contact the Newville Church of the Brethren phone number at 717-776-9456.

We are inspected annually and are issued a Pennsylvania Department of Human Services. We comply with all state regulations governing daycare providers. As part of our program we also share Christian history, stories and doctrines.

## **Hours of Operation**

Childcare for our full day program opens at 6am and close at 6pm, Monday through Friday, year round. We accept children at age 2 years old through 5th grade. We provide a full day program along with our preschool program for children ages 2 years old through 5 year old. We offer a before and after school program for children in Kindergarten through 5th grade. For our school age children, we also provide full day childcare while Big Spring School District is closed. We provide a summer program for all children as well.

We offer a Preschool program opening at 8am to 1pm.

## **Holidays**

The center is closed on the following holidays: New Year's Day, Good Friday, Memorial Day, July Fourth, Labor Day, Columbus Day (Staff Development), Thanksgiving Day, day after Thanksgiving Christmas Eve and Christmas Day. If a holiday falls on a Saturday, Friday will used to observe the holiday; and if the

holiday falls on a Sunday, Monday will be used to observe the holiday. Parents do not pay for days when we are closed.

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### **Admission and Enrollment**

All admission and enrollment forms must be completed and enrollment fees must be paid prior to your child's first day of attendance.

Enrollment fee is \$25 per family (non-refundable).

It is highly recommended that parents tour the center with their child before enrolling him/her. A visit must be scheduled with the Director in order to make sure that you will receive a tour and given all of the information before enrolling your child.

Children are admitted without regard to race culture, sex, religion, national origin, or disability. We do not discriminate on the basis of special needs as long as a safe supportive environment can be provided.

If your child has an IEP/IFSP, written plans and/or special needs assessments completed by professional, you must turn them in to Director. The daycare/preschool must have a copy of any and all plans for your child. We are here to work with you and your child. The only way that is possible is to know what we could do to best help your child. Any refusal to allow the daycare/preschool to have these plans, NCOB Daycare/Preschool Center will have to ask you to leave.

### **Inclusion**

NCOB Daycare/Preschool believes that children of all ability levels are entitled to the same opportunities for participation, acceptance and belonging in child care. We will make every reasonable accommodation to encourage full and active participation of all children in our program based on his/her individual capabilities and needs.

### **Confidentiality**

Unless we receive your written consent, information regarding your child will not be released with the exception of that required by our regulatory and partnering agencies. All records concerning children at our program are confidential.

If for any reason you are unsatisfied will your care provided by NCOB Daycare/Preschool, please contact the Director with your concerns or issue. We ask that you refrain from expressing your negative concerns social media and keep all information about other children attending, staff or NCOB Daycare/Preschool.

## **PROGRAM INFORMATION**

### **Toddler/Preschool Program-**

Our program schedule is designed to assist in a child's development. We create an environment that builds upon the children's learning abilities. The teachers create lesson plans to continue to educate the children in every development area. During the course of the day, there are times in which the children will have "free play." The center's philosophy is that free play allows the children to build upon their interests, explore new interests, engage in peer interactions, and learn independence. Also, throughout the day there

are periods of structured activities. These activities encourage the children's cognitive, social and emotional skills and kindergarten readiness skills. The structured time allows opportunities for the children to listen to and follow simple and complex directions. We also provide a devotional time daily to express God's love for all.

### **School-Age Children-**

We provide before and after school care during the Big Spring School District school year. During the time of care, we offer spiritual and education experiences. The children will have a devotional daily along with physical and social activities. Each SACC student will have hanging folder to keep paperwork.

When the Big Spring School District is closed we offer our child care services during these days, if we are open. If a child attends daycare for a full day, the parent will be charged for a full day rate. If a child does not attend daycare during the school district's closed day, the parent will pay their normal amount. However, a parent may choose to use a vacation day.

### **Summer Program-**

We offer a summer camp program during the summer months for preschool and school aged children. Preschool

The preschool summer program includes all children ages three-five. The teachers create lesson plans that consist of two or three activities that pertain to weekly themes during their structured time. Field trips and guest speakers will also provide additional experiences for the children. Teachers will send home weekly reminders of coming events during the summer. Monthly permission slips for field trips will be required.

### **School-Age**

During the summer months, we provide all day child care services for school age children. During the school age summer program our teachers provide structured activities for these children throughout the day, according to weekly themes. The teachers will provide weekly reminders for parents to inform them of these events. Monthly permission slips will be required for all field trips.

Each school age child will have box in which to place their belongings. We ask each child to have an extra set of clothing and sunscreen. Lunches will need to be provided and placed in the refrigerator upstairs in the kitchen. Each child will have a folder to keep paperwork.

## **COMMUNICATION and FAMILY PARTNERSHIP**

### **Daily Communication**

It is very important that parents and teachers communicate daily about the child. Our goal is always to have open communication with our parents to create the best possible environment. Our Toddler classroom teacher completes a daily report via email or a daily written sheet in your child's folders. Our Preschool classroom teachers complete a weekly report on child's information. Please look for this in your child's cubby or folders. All of our classrooms complete a white board. The white boards has the class's daily information such as morning meeting activities, book of the day, and class activities. These white boards are located above the cubbies for the Preschool classroom and for the Toddler classroom it is closed on the back of the door. If you have any questions, please feel free to contact a teacher. SACC students will have a folder located by the sign in sheets. This folder will have important papers, such as receipts, newsletters and etc.

## **Informational Bulletin Board**

Our informational bulletin board is located near our sign in and out sheets. The bulletin board provides center news, upcoming events, faculty changes, holiday closing dates, announcements, etc. Please feel free to contact a teacher if you have any questions.

## **Newsletters**

Every month you will receive a copy of our newsletter. The front page is information, important dates and about the center. The back of the newsletter will be from your child's teacher. On the newsletter from the teachers, they will explain upcoming topics and learning experiences that will be planned for the month. Important dates and birthdays will also be mentioned. There will be a copy of located on the class white board and the center newsletter will be located in near the Informational bulletin board.

## **Email/Facebook**

We have a center email if you need to contact the Director or the teachers. Our email address is [ncobdaycare@yahoo.com](mailto:ncobdaycare@yahoo.com). We also have a Facebook page in which we use to inform parents of upcoming information and pictures of learning experiences.

## **Family Visits**

We are more than happy to have any parent/guardian to come in and spend time with their child at any point during the day. If families wish to participate by sharing certain interests and hobbies with the children, they are more than welcomed. Parents or Grandparents who would like to chaperone on field trips are appreciated, please be sure to contact the Director.

## **Conferences**

Parent-Teacher Conferences occur two times a year. During these conferences we will examine your child's portfolios, discuss your child's strengths, likes and dislikes and goals to work on at center and home. There will be a memo sent home to inform families of the dates of conferences and instructions on how to sign up.

## **Yearly Surveys/Feedback**

We welcome any suggestions parents may have concerning the center or its operation. We send out a yearly survey to welcome feedback on the center operation/policies.

## **CURRICULUM and LEARNING**

We provide a rich learning environment with developmentally appropriate curriculum that is specific to the ages in each classroom. We have a flexible routine that allows children to advance at their own pace. We believe that children learn through play. Learning and exploring are hands-on and are facilitated through interest centers. Our program is designed to enhance their development in the following areas; creatively, self-expression, decision-making, problem solving, responsibility, independence and reasoning. We encourage the positive play with peers.

## **Lesson Plans and Interest Centers**

We use Creative Curriculum along with PA Early Learning Standards to build our lesson plans. In written lesson plans, the teachers form learning activities to include all areas of development. These areas include

social/emotional, language, cognitive and fine and large gross motor skills activities. The teachers include classroom and individual goals. Along with the weekly lesson plans the teachers are responsible for creating a learning environment with our interest centers. These interest centers are Science and Nature, Math, Block Play, Manipulative (small motor), Sensory Exploration, Dramatic Play Area and a Book/Quiet Area

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### **Outings and Field Trips**

Throughout the year, we will take various field trips to various places for learning experiences. These field trips are planned ahead of time. We will provide a permission slip for parents to give consent for their child to participate. The permission slip will give more detailed information for each field trip. Please try to dress your child appropriate for field trips. We welcome parent/grandparent chaperones. The chaperone must follow the Daycare/Preschool guidelines. Chaperones must pay for their cost to attend, if fees apply.

At times, teachers plan walks around the neighborhood to explore the environment or receive physical exercise. These walking trips can be separate and you will sign a consent for your child to participate in the General Consent form, this is during your enrollment paperwork.

### **Transitions**

Each child's transitions may be an adjustment. Some children will adjust immediately, while some children need extra time. We will provide a positive and exciting learning environment. We will work with you and your child to ensure the smoothest possible transitions as this new adventure begins.

#### **Transition from home to center-**

Prior to your child's first day, we suggest that you and your child explore the center together. During this time you and your child will meet staff and peers, explore the classroom and will be able to ask any questions that you may have concerns about. At this time, please share any important information about your child/family.

#### **Transition between learning programs-**

Children are transition into the next class based on age and/or development readiness, state requirements and space availability. The children typically transitioned from one class to the next in the end of August when our Preschool program starts or during our Summer Program. Before your child moves into a new class, you will be given a Welcome Packet that will give you some information regarding your new class teachers, daily schedule and other information.

#### **Transition to Elementary School-**

Our preschool teachers partner with the Big Spring School District (BSSD) Kindergarten teachers to plan learning activities that will help their daily learning transition. We also try to schedule a kindergarten tour with BSSD Elementary Schools to allow the children to experience the classroom and explore the school building. We also present information regarding Kindergarten Registrations, look for this information starting in January. If you have any questions about this process, please see the Director.

### **Rest Time**

After lunch time, all children will participate in a quiet time. Children are not required to sleep but will be encouraged to rest. After some quiet time, quite activities will be given, as long as staffing allows.

### **Toilet Trainings**

The most important factor in making the toilet learning experiences successful and low-stress is the partnership with family/teacher to support the child. All children develop at different times, therefore potty training will happen at different times. We are committed to work with your child and provide opportunities for your child to begin or continue to train. To help assist in toilet training, we may incorporate different methods to encourage toilet training. We ask for families to partner with us to provide a stable and consist routine to support a successful experience. Due to the location of diapering changing needs, we require all children entering the 3 and 4 year old class to be toilet trained.

### **Assessments/Observations and Portfolio**

The teachers begin observing your child on their first day. We collect observations throughout the time your child attends the center. Throughout the preschool year, we complete assessment three times, fall, winter and spring. The collection in your child's portfolios will consist of your child's work along with observation and developmentally appropriate assessments will be shared with parents at our Parent Teacher Conferences.

For School-age children, we observe them daily and complete a Child Service Report on children who attend our before and after school program. These Child Services Reports will be shared with the parent. If a Parent-Teacher Conferences is needed with a school age child, one will be arranged.

### **Referral to Other Services**

Once your child is observed and assessed, and our teachers believes that a child may have a developmental delay or behavioral issue, the concern will be brought to the Director's attention. The Director will review the information gathered by teachers and will conduct a meeting with the parents to share our concerns. The Director will provide parents will information about agencies that are available to assist in your child's learning. Some of these agencies are Early Intervention, Capital Area Intermediate Unit, Mental Health facilities, etc. If a parent has a concern about their child's behavior and development, we encourage them to contact their child's teacher or Director and so we can assist. Together, we are a team and will work to ensure a successful education for your child.

### **GUIDANCE**

Our vision is to see all children grow into the individual that God has planned for them. In order to instill in them great values, we will be teaching them how to be respectful, kind, understanding, good manner, and expressing love to one another. We encourage appropriate behavior for all ages. We understand that everyone's home life is different, so we are understanding to all differences.

As the teachers we accept our roles to provide good role modeling in all areas.

## **Challenging Behavior**

Children are encouraged to treat each other and adults with kindness and using self-control. When children lose self-control and becomes physically aggressive, we will intervene immediately to protect all children. We will provide different techniques to aid the challenging behaviors appropriately. Some of our different methods are calming skills such as deep breathing, counting to 5 or 10, quiet area, modeling appropriate ways to handle conflicts and trying to find out trigger points.

When discipline is necessary it is clear, consistent and understandable to the child.

We will try other calming techniques but if they fail, and in the rare instances when we need to ensure the child's safety or safety of others, we may gently hold him/her for only as long as is necessary for control the situation

If a child's behavior becomes a concern, we will begin to communicate with the parents about the behavior. We will determine the child's needs and work together to evaluate these needs in the context in our program.

If it is determined that a child's behavior is disruptive or endangering others, the following action will be taken:

1. The Director and teachers will examine and review all documentation and evaluations that are completed in the center. We will then create a behavior modification plan that is best suited for the child and our center.
2. The Director and the teachers will discuss the situation that has been observed with the parents of the child. During this meeting, we will discuss the Behavior Modification Plan and make any adaptations that the parents may request to the Behavior Modification Plan. We will also partner with the parents with any needs or advice needed.
3. If the behavior continues, the Director may issue a first written warning or parents may need to seek a more suitable setting for their child.
4. If a second written warning is necessary, a written letter will be given to the parent to inform them of the behavior. When one more reoccurring behavior continues: the child will not be permitted to return to the center.
5. If the behavior is extreme or dangerous to peers or adults, the Director may be forced to dismiss the child without future action.

\* If we are unable to meet the needs of your child for any reason, you may be asked to find another facility that can.

## **TUITION FEE AND FINANCIAL INFORMATION**

### **Tuition**

Tuition must be paid for the days that the child is scheduled to attend, even if they do not attend. Exception being the day(s) the daycare/preschool center is closed. The tuition is paid for their spot not attendance. Tuition payments are due on the Friday prior to child care services. Please place tuition payments in the designated box located opposite of the Sign In/Out Attendance Sheets. The tuition fee rate is attached and also stated on the Agreement form.



Tuition increases may be yearly (August/September) if promoted by economic inflation and ever-increasing cost of operation. A notice will be given by the Daycare/Preschool Board of Directors' if an increase is necessary.

### **Registration Fee**

There is a twenty-five dollar non-refundable registration fee required to ensure each family's enrollment at the center. This registration fee must be paid prior to the child's first day.

### **Summer Activity Fee**

A summer activity fee will vary yearly, so please see the Summer Information paperwork for the current fee. This fee is to help off-set the cost of field trips, transportation fees, and summer supplies. The summer activity fee must be paid prior to the start of summer camp.

### **Holding Fees**

If your child does not attend over the summer months a holding fee will be required. The fee of \$25.00 is required before child's leave of absence of the summer months.

### **Vacation Days**

You will receive vacation days that you may utilize at any time. Vacation days are days free of tuition charge. The number of vacation days will depend on the number of days that your child/children are scheduled to attend daycare/preschool. For example, if your child attends 3 days, you will receive 3 vacation days for the year. You must inform the Director when you would like to use the vacation days. Your vacation days will renew on your starting date.

### **Discounts**

If you have more than one child attending, you will receive a second/third child discount rate. Please see the Director of the amount of the discount.

### **Late fees**

The late fee is a \$1.00 for every minute that you are late. Late means the child staying at the center for more than 11 hours or parents arriving after 6:00pm, our closing time.

A full day at our center cannot exceed 11 hours. If a child is at the center for over 11 hours, the late fee will apply.

### **Delinquent Accounts**

Our budget will not allow for delinquent accounts because of the impact it can cause on efficient operation of the daycare. If a tuition payment is more than two weeks in arrears, we cannot continue to provide childcare services for the child. There is a late payment fee of \$2.00 per day for accounts that are more than one week in arrears unless prior arrangements have been with the Director. When the account is two weeks in arrears, the parents will receive a letter specifying that their account is two weeks in arrears and they have two weeks in which to get the account current. The Director can work with the families for a payment plan if needed. However, this will be at the discretion of the Director. IF in two weeks' time the account is still in arrears, the parents will receive a letter telling them that they can no longer bring their

child back until the account is paid in full. If a child is dismissed due to an account balance the child will need to be put back onto the waiting list.

### **Returned Checks**

There will be a \$40.00 fee for returned checks. This fee must be paid along with the payment of returned checks.

### **Financial Assistance**

We are registered with, and will accept payment from Child Care Network, United Way of Cumberland County. You are responsible to apply for these agencies and inform the Director of any changes. These agencies help with tuition cost but extra fees such as Registration fee and Summer Activities fee, must be paid by the families.

### **Withdrawal of Child**

Please give a two weeks' notice concerning a withdrawal of a child/children. Failure to do so will result in an additional charge of two week's tuition.

### **General Procedure**

We open at 6:00 am. Please do not drop-off your child prior to opening. Parents are expected to accompany their child and sign them in. In order for your child to receive our educational structure time, please have your child to arrive by 10 am. If you are going to be later than 10 am, please call and inform the staff.

We close at 6:00 pm. Please allow enough time to arrive, sign your child out and leave by closing. If for any reason you will be late arriving at closing time, please call into the center and talk to one of the staff members to inform them. Late fee will apply.

### **Authorized and Unauthorized Pick-Up**

Children will only be released to the persons designated to pick up the child on the Emergency Contact Form. If you need a person who is not identified on the Emergency Contact Form to pick up your child, please inform a staff member who will document the information on the Verbal Release form, or parents are able to write a note information the staff. We will review the person's Driver's License to confirm identity. For unseen circumstances, the parents are allowed to call into the center and inform the staff. Please notify your pick up person of our policy.

If a person comes to pick up a child and the center does not have proper permission to be released, we will contact parents before letting a child leave.

If a child has not been picked up after closing and we have not heard from you, attempts will be made to contact the parents, and the contacts listed on the Emergency and Release contact. Provisions will be made for someone to stay with your child as long as possible. However, after 30 mins, if we have not been able to reach you or a person listed as an Emergency and Release Contact, will call the local child protective services agency.

### **Right to Refuse Child Release**

We may refuse to release children if we have reasonable cause to suspect that any person picking up a child is under the influences of drugs, alcohol, or is physically or emotionally impaired in any way that may endanger the child. To protect your child, we may request that another adult listed as an Emergency and Release Contact pick-up the child. We may also call the police to prevent potential harm to your child. Reoccurring situations may result in the dismissal of your child from the program.

Unless the center has been provided with the correct legal documentation from a court of law, we must allow the child to go with their parents. We may not stop a parent from taking their child home.

### **Personal Belongings**

What to Bring....

Toddlers-Please bring an extra set of clothing, diapers/pull-ups and wipes. Extra set of clothing will be needed during toilet training.

Preschoolers-Please bring an extra set of clothing.

\* for nap time, please bring in a small pillow and blanket (these will be sent home at the last day of the week your child attends to be washed)

### **Cubbies**

Each child will receive a cubby (a few may have to share depending on the class size). SACC children will have a mailbox. It is important for parents to check out the cubby and mailboxes daily. Important information will be shared in their cubbies and mailboxes.

### **Toys**

Children are discouraged from bringing toys from home because of them being broken or lost. However, we realize that something familiar may be comfort at nap time. At times, the class may ask for children to bring in an item for sharing. We ask that those sharing items be kept in the child's cubby until the proper time (this may be at the discretion of the teacher).

Violent toys are not allowed at the center.

SACC- School aged children will only be allowed to use electronics at the discretion of the teachers. Children may only play "G" rated games.

## **NUTRITION**

### **Food Allergies**

Please be sure to document your child's food allergies on the Emergency Contact form and inform staff members. Proper information regarding your child's food allergies must be shared with all teachers.

### **Meal Times**

We try to incorporate a family living style time of eating, all children sit down at the table with the teachers during lunch time. We encourage good manners during eating time.

Breakfast time is served around 7:30 am. Children who arrive later than 8 am may not receive a full breakfast.

### **Lunch Time**

The toddler class's lunch will begin around 12:00pm. The preschool class's lunch time starts around 12:15-12:20pm. Parents are responsible for providing a packed lunch for their child. We encourage proper nutrition by encourage health foods from the four major food group. We encourage the children to eat their healthier foods first while leaving their desserts for last. We are unable to microwave foods for the children; therefore warm food should be packed separately in a thermos container. If you would like some suggestion of food options for healthy lunches, please see the Director.

\* Please place child's name on lunchboxes and./or thermos.

## **HEALTH**

### **Immunizations**

Immunizations are required to the current schedule recommended by the U.S. Public Health Services and the American Academy of Pediatrics. Children are required to have completed immunizations for Diphtheria, Whooping cough, Measles, Mumps, Rubella and Polio.

### **Health Assessments/Physicals**

Prior to enrollment you will need to submit a health assessment signed by your child's physician. A health assessment must be completed at the ages of two, three, four and five. If your child does not have an up-to-date health assessment, they may not able to return to our center until one is completed. The Director will send home reminders.

### **Illness**

We understand that it is difficult for family members to leave work or miss work, but to protect other children, you may not bring a sick child to the center. We do not have staff available to care for a sick child, therefore if your child becomes sick in our care, we will contact you to inform you of the situation and you will need to come and pick up your child. If your child has the following symptoms, you will be asked to pick up your child....

- Illness that prevents your child from participating in activities,
- Fever of 101 or more,
- Vomiting,
- Diarrhea-stool with blood or mucus, and/or uncontrolled, unformed stool that cannot be contained in diaper or underwear or toilet,
- Rash with fever, unless a physician has determined it is not a communicable disease,
- Pink or red conjunctiva with white or yellow eye discharged, until on antibiotics for 24 hours,
- Strep Throat, until 24 hours after treatment,
- Head Lice, until treatment and all nits are removed,

\*This is not an all-inclusive list

Children who have been ill may return when:

- They are free of fever, diarrhea, and vomiting for 24 hours,
- They have been treated with antibiotics for 24 hours,
- They are able to participate comfortably in all usual activities,
- And if a child had a reportable communicable disease, a physician's note stating that the child is no longer contagious and may return to our care is required.

### **Allergy Prevention**

Families are expected to notify us regarding children's food and environmental allergies. Families of children with diagnosed allergies are required to provide us a letter detailing the child's symptoms, reactions, treatment and care. If there are any changes regarding the child's allergies, it is the families responsible to inform the center.

### **Medications**

NCOB Daycare/Preschool Center does not provide medications of any kind. However, we understand there may be times in which we may need to administer medication. It is the parents responsible to hand all medication to a staff member with specific instructions necessary to administer the medication. In order for the center to administer medication, the parents must fill out the Medication Log. The parents must fill out this form completely. All medication must be in the original container with proper information on it. The staff member who is administering the medication will fill out the staff section of the Medication Log form.

Parents may check the log when they pick up their child

- Prescription Medications required a note signed by the family and written order form of the child's physician. The label on the medication must meet the following requirements. The medication must include, child's name, dosage, current date, frequency and name and number of the physician. On the Medication Log, please be sure to specify the dosage and time(s) to be administered for each medication. Non-Prescription requires parents to fill in the Medication log form. Medication must be in original containers.

Non-prescription topical ointments (diaper cream, chap-stick, lotion/ sunscreen) signed permission for allowing staff to administer will be on the General Permission Slip upon enrollment. Please provide a labeled bottle of sunscreen for your child.

## **SAFETY**

### **Car Safety**

We ask that parents do not allow younger children alone in the care while you accompany the older ones in the center, especially while the motor is running.

### **Child Custody**

We understand that all families have different circumstances, therefore we will follow court documents. We request that we have a copy on file. If there is not court documentation, that we cannot enforce individual request. Please see the Director for more information.

## **Dangerous Weapons**

A dangerous weapon is a gun, knife, razor, or any other object, which by the manner it is used or intended to used, is capable of inflicting bodily harm. Families, children, staff or quests, (other than law enforcement officers) possessing a dangerous weapons will not be permitted on the premises.

In the cases that clearly involve a gun, or any other weapon on our premises, the police will be called.

## **Entry into the Building**

To facilitate traffic, parents are asked to park on the second area parking lot. We ask that parents enter the center through the western door.

To have access to get into the center, you will need a code to enter the door. You will have the option to choose a 4 digit number or the center may provide you with one. Please see the form "Keyless Entry" when you receive the enrollment packet. We ask that parents do not give their code number to anyone. If someone else needs to pick up their child, please have them use the doorbell button and a staff member will assist. For the safety measures, please do not allow anyone to follow in behind you. Please shut the door and ask them to enter their code.

To use the Keyless Entry System, please press "start" enter your code number and then press "open."

## **Injuries**

Safety is our number one priority. As a result a daily safety inspections is conducted inside and outside of our center. If a child becomes hurt in our care, our staff will assess the injury and make a decision of the best method of action. This may be a result of washing a wound with soap and water and applying a band aid or coverage over the wound. We may administer some extra love to comfort your child. You will receive an accident report informing you of the incident, describing the accident and the actions taken. If the injury produces any time of swelling or needs medical attention, you will be contacted immediately by the center. Depending on the accident, we may give you a call just to inform you in advance.

In the event of a serious medical emergency the child will be taken to the hospital by ambulance with we try to contact you. In the event the child would need to seek medical treatment after the child is picked up for the day, please inform the Director immediate.

## **Respectful Behavior**

All children and families will be treated with respect. In return, we expect the same from all of our families. We will not tolerate hostile or aggressive behavior from families. If this occurs, we reserve the right to ask you to control your behavior or to remove your children form our care. If parents have an issue that they would like to address, please contact the director to set a meeting.

## **Smoking**

Parents are not permitted to smoke while in the church building. If a parent or chaperone is along on a field trip, smoking is not permitted in front of the children.

## **Suspected Child Abuse**

We are required by law to report all observations of child abuse or neglect cases to the appropriate state authorities if we have reasonable cause to believe or suspect a child is suffering from abuse or neglect or is

in danger of abuse or neglect, no matter where the abuse might have occurred. The child protective service agency will determine appropriate action and may conduct an investigation. It then becomes the role of the agency to determine if the report is substantiated and to work with the family to ensure the child's needs are met. Our center will cooperate fully with any investigation and will maintain confidentiality concerning any report of child abuse or neglect.

## **EMERGENCIES**

### **Emergency Closings**

NCOB Daycare/Preschool Center will make every effort to provide services during inclement weather. If the roads are impassable and staff members are unable to come to work, we may have a delay, early closing, and/or will need to be closed. Every effort will be made to alert the parents as soon as possible. We will make the decisions by 5:30am. However, if we have a delay and then the weather conditions change, we may decide to close. So, please be sure to check our status. If we need to close or delay, please check out weather channel ABC 27 or their website. We will also post on our Facebook Page.

If we decide to close early due to weather, we will notify parents by contacting with a phone call. We will use the numbers on the Emergency Contact Forms. So please have current numbers available on the Emergency Contact Forms.

We do not follow the Big Spring School District's (BSSD) procedures/status for delays, early dismissal, or closing. When Big Spring has a delay/closing or early dismissal and we are still open, we will have childcare available for families who still need care. An extra fee of \$5.00 per family when BSSD has a delay or early dismissal. If BSSD closed and we are open families are responsible to pay their regular tuition rates. If we provide all day childcare services, the full rate will apply. Please see the director with any questions.

We will follow the same procedures for flooding and/or other unforeseen circumstance that may arise.

### **Fire Safety**

We will complete a fire drill every 60 days. We will review with the children the proper procedures and instructions in case of a fire. We will discuss fire safety with the children.

### **Emergency Evacuation Site**

In the event that the center must be evacuated during ours of operation, there will be two sites in which we have access to. Depending on the reason to be evacuated will depend on which location we will relocate to. All Parents will be notified by phone according to the emergency contact forms numbers.

If we must evacuate to the nearby site in case of a contained emergency such as a fire, we will relocated to Big Spring Heights Church of God, 10 Mount Rock Newville PA 17241.

If it is necessary to evacuate to a distant site because of a wide-spread emergency, such as a hazardous material spill near Newville, we will transport the children using staff vehicle or church bus to Doubling Gap Church of God located at 50 Mc Crea Road, Newville, PA 17241, (717-776-6092).

**Handbook Updates and Policies**

Our center reviews policies annually and are available for review upon request. There may be updates to handbook that will be effective immediately, the updates or changes will be passed out by a newsletter, on a memo and posted on the bulletin board. Parents are responsible for retaining the copy of information for their records.

Closing statement-