

Dear Clubhouse Parents,

Welcome to the Clubhouse community. We thank you for trusting us with your child's early experiences outside your home. We are a small, intimate community of educators focused entirely on the partnership with your family to ensure your child's early learning experiences build a strong foundation of a love for learning, a fearless sense of exploration and discovery, lay the groundwork for good character and citizenship, with a clear concept of themselves, and an understanding of compassion, kindness and the value of friendships.

Our goal is to create an environment that stimulates your child to become involved in many different aspects of learning. These early years are an important and exciting time in their development and acquisition of knowledge.

The children in our care are learning from everything they do. We take great care in every aspect of their experience. We cheerfully welcome them into a bright, cozy building that feels and looks like an extension of a home. Materials and activities are planned and arranged to invite them to become involved as soon as they arrive. Daily activities are carefully thought out to appropriately challenge them individually and as a group. Class sizes are kept small so individual attention, observation, assessment, and planning can be established and maintained to fully benefit each child. The daily schedule flows smoothly through academic, social, and physical activities to keep the children interested and challenged. Classroom materials are carefully selected so that even while playing, something can be learned. Academics are taught in a very natural and age-appropriate manner, making sure all children are fully prepared for primary education by the end of their time with us.

In the freedom of a large, well kept, outside area, many different concepts are explored and discovered. An interest in the natural outdoors and large motor skills is readily available for exploration, and development. Children of different age groups play together, they are constantly watching, imitating and learning from each other. Teachers also become involved with children outside of their individual class. Children learn to trust that their care and needs will be fostered by extended staff. The sense of community grows strong. Everything we do is done with the understanding that everything your child experiences while in our care develops and enhances the skills they will use for the rest of their lives.

The Clubhouse administration takes care in hiring staff that will be dedicated, caring and aligned with the goals we set forth. We are licensed by both the Pennsylvania Department of Education and the Department of Public Welfare. All staff members must meet the required educational and experience qualifications for their position as outlined by both licensing bodies. The staff must also participate in ongoing training to keep them informed and able to offer new and exciting programs, concepts and activities. We require them to be trained in First Aid and Child CPR, Fire Safety and Emergency Preparedness procedures. We hold bi-monthly staff meetings to ensure there will be consistent and cohesive communication, information, planning and activities.

We plan many school-wide activities and events to further the concept of community within the school. We also plan activities involving the community outside the school as well. Outside field trips, in-house visitors, and community service projects are planned to enhance classroom curriculum. Holidays, diversity and seasonal events and changes are marked with celebrations and traditions handed down from previous staff members and families as well as new celebrations and traditions explored with input from new staff and families each year. Parents are encouraged and welcomed to participate/volunteer often with different activities. Families are kept informed of activities through school calendars and individual class room newsletters.

Our school year runs from September through June. Extending the school year is available through our Summer Program offered in July and August.

The Clubhouse for Kids has been offering child care services to the New Hope Community for 18+ years. Many of our students of full time working parents that move onto the New Hope-Solebury school district take advantage of the Extended Day - Before and After School Program, offered through us at both the Upper and Lower Elementary Schools, for the Kindergarten through 7th grade. The Director of that program, Kristina Guckin, has developed an awesome program and keeps a close relationship with us at the Clubhouse, offering continuity and consistency once a child leaves our care.

We look forward to having you as a part of our community, and sincerely hope your family's experience with us will fulfill and exceed all that you need and desire for your child's beginning educational experiences.

**Darcy T. VanOrden**  
**President**

## **PHILOSOPHY**

The Clubhouse has used the guidelines of many different Early Childhood Organizations on a National and Local level along with the experience of our teachers and parent feedback to develop the philosophy we use to guide our curriculum and care of the children enrolled each year. Great care is taken to create an environment where children and parents feel free to safely and openly participate, explore, discover and communicate, fostering strong bonds between staff, children and families. It is through these relationships we can understand and acknowledge each child's unique individuality and pace of development. Using this perspective we can then plan and develop a program and curriculum that appropriately excites and challenges each member of the class without becoming boring or frustrating to any of them.

At the Clubhouse the staff models and encourages a respect for one another and values what we learn from our differences. We put a strong focus on developing a social awareness and sense of community. With this we build a strong foundation from which the possibility for amazing growth and potential can be realized.

## **MISSION**

Our mission at the Clubhouse is to use the knowledge that young children learn more and accomplish amazing things when they feel safe, recognized, cared for, and appropriately stimulated. We will create an environment and program using many different materials and activities that will offer opportunities to play, socialize, develop an understanding of cooperation and friendship. We work to make the Clubhouse a place where ordinary can be extraordinary, where life and learning is fun.

## **GOAL**

Our goal is that each child leaves us with a love for learning, an appreciation of friendship, and an awareness of the world around them. The effort we put into all aspects of our program/curriculum, the kindness curriculum, Jr. Gym and Yoga, healthy food, recycling, nature, music and literature will have a lasting effect long after your child leaves the Clubhouse. Our ultimate goal is that the world will in some way be a better place because you chose the Clubhouse for your child's preschool experience.

## **Administrative Policies & Procedures**

### **CHILD FILES**

**FORMS:** Each child's file must contain several forms fully completed before the child is left in our care. For your convenience these forms are available to you and can be downloaded from [www.theclubhouseforkids.com](http://www.theclubhouseforkids.com) at any time.

We are required by the Pennsylvania Department of Education (PDE) and the Department of Public Welfare (DPW) to have these forms on file and available to them at all times. They must be completely filled out by the parents of the child and/or by his/her doctor. Please check them over carefully before submitting them to us...and **DON'T FORGET TO SIGN AND DATE THEM**. Proof of Medical Insurance is also required.

**APPLICATION** – The application is our record of the vital information pertaining to your child. It is important that we have complete information on the parents and where they can be reached, as well as names, addresses and phone numbers of two contacts in case of emergency. One contact should be a relative who lives nearby. If that is not possible, we would like to have a family-related contact anyway as a third contact.

Notations regarding allergies to food and medication are very important. Please include any comments on foods you would prefer your child not to eat; i.e., sugar, certain juices, dairy or wheat. We will do our best to comply with such requests. If you are adamant about the consumption of some foods, may we suggest you provide a supply of snacks for your child and a "special" treat on those days when the other children might be celebrating a birthday or special event.

**MEDICAL** – It is vital that this form be completely filled out and signed by your child's doctor. It is important, too, that it be kept up to date. The "Exam Date" must verify that your child has had an exam within the past year. If, for religious or medical reasons, your child has not been immunized, The Clubhouse reserves the right not to accept a child for enrollment. If accepted, you will be asked to complete and return to us a Medical Waiver. Additionally, we will need a notarized affidavit regarding your religious beliefs and/or reasons for not having your child immunized.

**EMERGENCY & AUTHORIZATION** – This form will be kept in a special file, along with the Medical Release, to be carried with us when your child leaves the school property on an outing and for quick reference to important information. It also specifies to whom the child may be released. (See "Persons Authorized to Pick Up Child").

**TUITION AGREEMENT** – Please read this form over carefully. Policies with regard to payment, penalty fees, etc. will be adhered to. We kindly ask you to comply with these policies. If you have any questions, please feel free to ask.

**MEDICAL RELEASE** – We would like to have this form on file in the unlikely event your child is seriously injured and we are unable to reach either of the child's parents or a relative. Completion of this form is optional.

## **Enrollment Fees & Deposits, Schedule Changes & Withdrawals, Flextime, Tuition Payments**

**ENROLLMENT FEE** – Before any consideration or action can be taken concerning your child's enrollment an application form, and a non-refundable fee of \$75 will be required. A \$75 fee must also accompany the re-enrollment information for each new session.

**DEPOSIT** – Once enrolled and a schedule has been accepted a one-time Security Deposit, a fee equal to one month's payment must be in place in order to secure the child's placement. The Deposit will be carried over until graduating from the program or all procedures for withdrawal have been met.

**TUITION PAYMENTS** – All tuition payments should be sent to the Gilbert, Arizona address. Payments **MUST** be received on or before the 1st of the month for which it is due. If received after the 1st, late payment fees will be applied to each child on the account, as well as to any outstanding balance due.

**FLEXTIME** – Flextime is offered to those children who would like to attend other than their scheduled hours. The charge for flextime is \$10 an hour. If requesting hours on a day not normally scheduled a minimum of four hours is applied. If extending hours on an already scheduled day it is on an as needed basis. **ALL** requests for flextime must be made in writing and approved by your child's teacher and the Director. Please make requests as soon as possible so teacher/director communication for approval and classroom ratios can be assessed.

**SCHEDULE CHANGES** – **ALL** requests for any change in your child's schedule must be made in writing and approved by your child's teacher and the Director. There is a \$5 change of schedule fee. Changes will take place as of the 1st of the month following the request. If the change is made prior to the 1st, the schedule change will be charged as flextime until the 1st.

**WITHDRAWALS** – **ALL** withdrawals during the School Year must be submitted in writing 30 days in advance of final withdrawal date. The Deposit will be refunded when all charges on the account have been assessed and paid in full.

## Curriculum And Programs

### PROGRAM

**ENROLLMENT** – To ensure maximum success for each child the Clubhouse enrollment is divided into groups according to age guided by the regulations of the surrounding school district cut-offs. Group size, placement and acceptance opportunities change each year depending on current re-enrollment, wait list and new applicants. The Clubhouse operates on a school year base: September through June, with an 8 week Summer Program for July and August. Our enrollment procedure begins in January for the following school year to begin in September. We begin with re-enrollment of current families, working in families from the wait list and completing with new applicants. We offer many enrollment options in the effort to provide care and to serve as many needs as possible. Tuition is assessed for the full year and broken down into 10 monthly payments.

**CLASS SIZE AND RATIOS** – We are required to comply with the regulations of both the PA Department of Education and the Department of Public Welfare. Class size and ratios are determined by square footage of classroom space and ratio recommendations. It is often our choice that the actual ratio is less than the recommendations.

**ACADEMIC CURRICULUM** – Our academic program is constantly being scrutinized and updated to meet the needs of the children enrolled. It is the interests and developmental needs of the children in the group that guide the academic content. The balance between nurturing and academics is carefully maintained.

Each group encounters different age appropriate daily experiences in the areas of Language Arts, Science, Math, Art, Movement and Physical Development. The staff stays in contact with staff from the neighboring school districts to ensure all children are exposed to and prepared for Kindergarten and Elementary School.

Children are gently guided through a daily schedule that is established through the specific needs and individual interests of the children, academic readiness, gross and small motor skill development. Outdoor Play occurs daily year round (weather permitting). Each group's Daily Schedule is posted in each classroom.

**HOLIDAYS, VACATION, AND SICK DAYS** – The Clubhouse and its staff have done everything possible to remain open during the entire year so that our families can rely on us for their child's care. We have found that there are great benefits to teachers and children to have time off to absorb all that is being learned and to prepare for what comes next. Extended closings also allow us the opportunity to do necessary maintenance.

Posted on The Clubhouse website there is a calendar [listing all School Holidays, Closings and Early Dismissals](#). Please refer to it often and mark your calendars so you may plan appropriately. Notice of any closings are also posted throughout the building as reminders as the date approaches.

Please note that tuition credit cannot be issued for these holidays nor can we swap days to make up for the days we are closed or times when your child does not attend. In addition, we cannot issue credit for vacations, absences, snow days, emergency closings or any closing decision that protects the safety of the children and staff.

## **Clubhouse Daily Policies and Procedures**

**COMMUNICATION** – Communication is the key to a successful school and well run program. We encourage open communication between staff and families. Many events are planned to encourage community relationships. We are a small school and make every effort to be available to address individual needs, concerns, and questions as quickly as possible. The Administration makes every attempt to be available at all times when the school is open. Phone messages are checked every morning and periodically during the day if we are unable to take a call immediately. Please be aware that your needs and concerns can best be addressed when the staff is not actively involved in daily activities. We give careful consideration to each and every families needs and input and would like te opportunity to be able to focus on your issue without distraction of other busy activities. If you are unable to communicate directly with a teacher or other staff member please leave a message and the appropriate person will get back to you as quickly as possible. We gladly schedule times for communicating by phone or in person when it is convenient for all involved.

**DIRECTORY** – We provide each parent with a directory of addresses and phone numbers of all the Clubhouse children and the names of their parents. Permission for us to include your family is on the confirmation form posted with the list of paperwork on the website.

**PARENT/TEACHER CONFERENCES** – We hold Parent/Teacher conferences twice a year, one short conference in November to set up expectations for the year, one longer more in depth conference in May to address progress made and discuss projections for the next year.

**CALENDARS/SPECIAL EVENTS** – Monthly Whole School Calendars are posted throughout the school and on The Clubhouse website. The calendar keeps you informed of all that we are planning for the current month on a school wide bases so that you child can participate fully. It also offers the opportunity to open a conversation about what is going on at school. Classroom calendars are distributed by individual teachers in your child's shoe pockets along with classroom newsletters. We plan many special events throughout the year encouraging involvement ad relationships between school and families.

## Clubhouse Daily Policies and Procedures

### ATTENDANCE

**SIGNING IN AND SIGNING OUT** – Each day there will be a sign-in/sign-out sheet on the main counter as you enter the lobby. It is our sheet of accountability should an emergency arise. **ALL** information as to change of drop-off or pick-up procedures must be noted on this sheet. Everyone picking up or dropping off a child must sign their name each time. Picture identification must be provided by anyone other than a parent picking up for the first time. Staff will also use this sheet for special messages and alerts.

**ARRIVAL PROCEDURES** – We ask that parents drop their child off before 9am. Place personal items in the appropriately assigned place and deliver their child to the staff in charge of the child's class. Our parking is fairly limited so keeping this procedure short and sweet is appreciated by everyone. Our all school Morning Meeting begins at 9:00am. It is a special beginning of our day together. Singing, pledges, announcements, acknowledgments and recognition of kindness all set the rhythm and focus of the day. The Staff has made full transition into class time and it becomes difficult to properly focus on transitional conversations and personal needs at this time.

**NOTIFICATION OF ABSENCE** – As a courtesy, we ask that you notify us of your child's absence. Because our numbers are kept small, your children are missed when they are not here. Often we will try to hold back getting started if we think someone may be "showing up" at any minute. Please let us know if you will be gone for any extended time, our groups are fully enrolled and this information is important when considering flextime requests.

**CUBBIES / SHOE POCKETS** – Each child is assigned a cubby and/or shoe pocket. The shoe pockets are a very important part of the communication network. All paper communication, calendars, newsletters from any staff member and administration, along with special personal items, and school projects will be collected there. Please make a point to check them daily – they can become overly crowded quickly.

**DEPARTURE PROCEDURES** – Our days are a busy time together and we put effort into preparing children for the end of their day with us. We ask that you arrive with enough time to gather your child's belongings and depart by the closing time of your child's session. The morning session ends at 12:30pm and late charges will be assessed if you have not departed the premises by 12:45pm. It is difficult for teachers and children alike to continue with the afternoon program when lingering and activities continue outside the classrooms. There are parks in the area should you like to extend some play time for your child. The charge of \$1 per minute will be included in your monthly statement for this time.

Children begin departing from the afternoon session between 3:00pm and 5:45pm. The late charges begin to be applied after 5:45pm for this session. Parents are asked to please call if you will be late, it makes it easier to prepare your child who has been waiting to be picked up.

**PERSONS AUTHORIZED TO PICK UP YOUR CHILD** – On the Emergency and Authorization Form you have listed those persons who may pick up your child. **ONLY** those on that list will be allowed to leave with your child. **ANY** change must be made in writing and will be kept in your child's file. The person designated for pick up will be required to show picture ID before your child will be released to them. In the event there is no written notice, an attempt will be made to contact the parents to verify permission. If a parent cannot be reached we will refer to your form for verification of authorized person for pick-up.

**NO CHILD WILL BE RELEASED TO AN UNAUTHORIZED PERSON.**

## What To Bring To School

**PERSONAL STORAGE** – Your child will be issued a spare clothes box. Please bring in a **FULL** set of clothing – (shirt, pants, socks, underwear, shoes), to be kept at school for those unavoidable "accidents".

**LUNCH** – Please provide your child with a healthy lunch including a drink. Any portions not eaten by your child are returned to you so you are aware of the amount and the items he/she ate. If you would prefer to have them discard leftovers and uneaten portions speak with your child's teacher. We are able to heat up items only if they are microwave-ready and can be heated in a minute or two. We recommend that you use the frozen inserts to keep lunches cool.

**TOYS FROM HOME** – We do not encourage children to bring toys from home on a daily basis. We can not be responsible for the items and children this age get very upset when their things from home get misplaced. Teachers provide specific times in their classrooms for "sharing" or "show and tell". If your child needs to bring a transitional item please make sure it is boldly labeled and place it in the appropriate place for items from home.

**BIRTHDAYS** – Acknowledgment of a Birthday at Morning Meeting is "BIG" news! Each child loves when it is their own and we emphasize the respect and caring of recognizing our friend's special day. Parents are welcome to bring in a special treat of their child's choosing. Please let us know in advance of your plans. Your child's teacher or the front desk will be happy to let you know how many children will be at school on the day you plan to "celebrate" the event. Invitations to parties outside of school should be handled outside of school whenever possible. We realize the convenience of the shoe pockets to reach everyone, so unless it is everyone please keep it separate. We take such care to teach respect for others feelings and birthday party invitations can be a source of many hurtful interactions.

**SNACKS** – We provide a healthy snack in the morning and in the afternoon for all children. If your child would like to bring in something to share with their class please make sure it is something healthy. Fruits, vegetables, cheese are just a few suggestions and are especially appreciated.

**FIELD TRIPS** – We plan many outside field trips to enhance our program curriculum. There are no extra charges for field trips, they are covered by the events fee paid at the beginning of the school year. However if the trip is charged by individuals the parents attending the trip will be charged the additional fee since the events fee only covers the child. Regularly scheduled children will be accommodated and do not require parent supervision. Parents are welcome to attend all trips with their children. Children not regularly scheduled are welcome to attend the trip if accompanied by a parent or designated adult. We welcome any outside help and drivers. A permission slip will be sent in your child's shoe pocket in advance of any planned trip. Permission for your child to attend along with offers of driving or the need for them to be driven is included on the slip. Children needing a ride will be assigned to a parent volunteer by Clubhouse staff only. Car seats must be left on the front porch for transportation.

**INCIDENTS AND ACCIDENTS** – A record will be kept of any and all "Boo-Boos" or bumps your child may have incurred during the day, along with a description of the circumstances. Please do not hesitate to discuss with us any concerns you may have over the "Boo-Boo List".

**TOILET TRAINING** – Children are permitted to enroll in The Clubhouse before they are toilet trained. We keep daily logs for diaper changing and napping. Please feel free to ask where these are kept so you may refer to them on your own at any time. Our staff will gladly help with the potty-training process, but it is the parents who need to initiate the concept and follow-through with the procedure. Children in the Pre-K (4-5 yrs) must be toilet-trained, as we are unable to accommodate children in that age group who have not been trained.

**NAPPING / REST TIME** – It is Pennsylvania state law for children 5 years and under to participate in nap or quiet time. Children in our youngest groups will nap while they are here a full day. Our nap time is 1-3pm, and a Happy Nappy Board is posted on the front counter daily. They are assigned a nap bin for a small crib sized sheet, blanket and resting toy. For health reasons everything used for napping **MUST** fit in that bin. The older children will participate in a shortened quiet time. We provide a small cozy blanket for resting which is washed and sanitized each week.

## Health and Safety Policies

It is our belief that policies are made for the good of the whole, meaning our parents, our children, our teachers and staff and our school. Any circumstances arising out of a situation where the children or the school are exposed to a problem, whether it be an illness (e.g.:head lice, ringworm, chickenpox, pink eye, foot and mouth disease) or a potential danger (e.g.: tree limbs, snow or ice) or a mechanical failure (no electricity or water). The Clubhouse reserves the right to do what it deems best for all concerned. In some cases, The Clubhouse may need to suggest that a child be removed from the school for a period of time. We trust that all parents will cooperate with this decision. The decision will have been made in the best interest of everyone.

**HEALTH POLICY** – We assure you we do take every precaution to keep our play areas "germ free", however group situations do present an extra risk factor to being exposed to colds etc. To protect our teachers, students and families from an ongoing round of reinfection we rely on the consideration of each parent and **STRONGLY** insist all parents follow the county-wide mandated health policies and general guidelines below pertaining to attendance in school.

Please **DO NOT** send your child to school if:

- Your child has a temperature of 100 degrees or more.  
A fever is usually a precursor to a more serious illness.  
Your child must be fever free for 24 HOURS before returning to school.
- Your child has vomited, or repeated episodes of diarrhea in the last 12 to 24 hours. Not only are these "tummy bugs" very contagious, they often precipitate very embarrassing situations for your child.
- Your child has a significant amount of nasal discharge, particularly if the discharge is yellow or greenish in color.
- Your child has a persistent cough. A sneeze or forceful cough can travel up to 3 feet.
- Your child's eye/eyes are red, itchy, yellowish discharge.  
Pink-eye is very contagious and must be treated with antibiotics for 24 hours before returning to school.
- Your child has a sore throat accompanied by a fever and/or white patches visible on the back of the throat or tonsils.  
A doctor should evaluate this situation, strep is very hard to contain.

We are very aware that care for a sick child of working parents often presents a variety of difficult problems. Please prepare plan A, B, and C because these situations are guaranteed to come up.

**CHILD BECOMES SICK WHILE IN SCHOOL** – If a child should become ill at school, a parent will be contacted immediately. Because we are not equipped with a separate nursing station, you will be expected to pick up your child within 1 hour of receiving the phone call. If we are unable to reach a parent, we will keep the child comfortable and as separate as possible, and attempts to reach the emergency contact provided for us by the parents will be made.

**DISPENSING MEDICINE** – We do not take on the responsibility of dispensing over the counter medicine to your child. Only in extreme cases, with a doctor's note and a waiver from the parents will we do so.

We prefer you first try to arrange the dosages of prescription medicine around your child's school schedule whenever possible. If we are asked to dispense prescription medicine, it must be in the original container with the doctor's instructions clearly written on the container. The parent must authorize the dispensing in writing in the medicine log book kept at the counter each day the medicine is dispensed. The log book must be signed by the staff member dispensing the medicine and the time it was dispensed.

**NOTIFICATION OF COMMUNICABLE DISEASES** – The Clubhouse must be notified within 24 hours if any child is diagnosed with a communicable disease, illness, or any other contagion. A notice will be posted of such illnesses so that other parents can watch for similar symptoms and seek medical attention promptly.

Your child must be symptom free for 24 hours. Sick days are not eligible for tuition credit make-up days.

## **Behavior and Conduct Policies**

**DISCIPLINE POLICY** – Our principal goal is to promote a safe and harmonious environment for all children. Through teaching children to recognize and acknowledge their own feelings and to understand the effect their actions have on the feelings of their friends we believe a sense of compassion and self discipline will develop. When a situation seems overly aggressive and the "offender" is unresponsive they will calmly be separated and the "injured" party comforted allowing the "offender" to observe the comfort process. When the situation has calmed down the aggressive child will be taught to see the effect of their behavior and will be guided to offer comfort and how compassion. Children are taught all children are friends who make good and bad choices in different situations. Good choices make people happy and bad choices make people unhappy. Teaching children an understanding of their choices develops their understanding of what the "consequences of their actions" means and gives them a sense of confidence and purpose for control over their actions. When a child is behaving in a disruptive manner redirection and positive reinforcement is used to address the situation whenever possible. A time and place to sit and observe the appropriate behavior will be used when appropriate. The child is allowed to join the group when better behavior choices can be acknowledged. Discipline is never used in a demeaning or punishing way.

In those cases where a child demonstrates excessively aggressive behavior injurious to other children or staff, the parents will be notified and a plan to modify the behavior will be instituted, a probationary period will commence. If these behaviors persist despite the efforts of all concerned, The Clubhouse reserves the right to suggest and insist upon another opinion and/or withdrawal for the safety and well being of the remaining children. The Clubhouse reserves the right to dismiss a child for any reason.

**BITING** – Biting is prevalent in toddlers. The Clubhouse staff will work hard to prevent a biting episode. Your child may be a "biter" and/or your child may get bit. We don't believe it is OK, but unfortunately biting can happen at this age. Our staff will work directly with the child and parents to "redirect" this behavior and try to solve the problem at school and following up at home. Your support and understanding is greatly appreciated and both parties will receive the attention needed throughout the incident.

**PARENTS CODE OF CONDUCT** – The Clubhouse Staff practices and models kindness, respect, gentleness and good manners with the children and families in our small community of families. We ask that, when speaking with the teachers and/or children while on the premises, parents model that same behavior.

There is NO SMOKING on the premises.

The use of improper language and/or loud voices and/or abusive behavior towards staff or children while on Clubhouse premises is not allowed.

If there is a problem, feel free to schedule an appointment with the Director to discuss your concerns. Otherwise, please respect the fact that the staff is there to take care of the children and any time taken away from that task is inappropriate.

## Emergency Policies

### **FIRE DRILLS** – We are required to

conduct monthly fire drills for many safety reasons. We do it gradually, and in a very child-friendly way. To acquaint the children with the Emergency Workers, we plan a visit from the Eagle Fire Fighters and the Fire Truck each October during the Fire Safety month. A log of our drills is posted in the kitchen near the fire extinguisher.

**EMERGENCY PREPAREDNESS** – We are required by law to have in place what is called an EMERGENCY PREPAREDNESS PLAN. This plan outlines what action we would take in case of various emergency situations. It is filed with the county, the township and the borough, along with the police and fire department. If for any reason we ever had to evacuate the Clubhouse our safe place is the building in the back of the Solebury Friends Meeting House. We would move the children safely there and then begin making all necessary calls from there. You would be informed of the situation and be given directions of any action for pick-up and/or dismissal of children or when we will safely return to the Clubhouse. A copy of this plan is posted on the website, in each classroom and in the front hall by the door. You may review it at any time. Please check the confirmation box on the form stating you have been informed of this plan.

**EARLY CLOSINGS / CANCELLATIONS** – We are very aware of the needs of the families we serve so the decision to close the school is never an easy one and is made only when truly necessary. We must follow the closings of the New Hope-Solebury school district. In the event of a situation where we have to close school early you will be called at the number you provided on your form and informed of the reason for closing. You will be expected to pick your child up within 1 hour of receiving the call. We want all Clubhouse staff and families to get home safely. There is usually an earlier indication that the possibility of closing so please have a back up plan should this situation arise. In the event of a full cancellation – all closings are posted on Channel 10, the Clubhouse voicemail is updated immediately and the teachers emergency phone chain is activated. Cancellation calls are made very early – sometimes as early as 5:30am, if you prefer not to receive this early call please check the appropriate response on the confirmation form.

**DELAYED OPENINGS** – We do not call for delayed openings, however we do recommend calling ahead to make sure our staff has arrived safely and we are in fact open.

## **Licensing Information**

The Clubhouse for Kids Only, Inc. is licensed as a Private Academic School offering extended hours. We offer a morning academic program with an extended day option to accommodate families of working parents. We also offer an Extended Day Program (EDP) located at the NH-S Upper Elementary School for children in Grades K-7.

PENNSYLVANIA DEPARTMENT OF EDUCATION – This agency governs the academic part of our day for children in our 3 year old through pre-kindergarten classes. We are in compliance with their rules and regulations for the period from 9am – 12:30pm.

PENNSYLVANIA DEPARTMENT OF PUBLIC WELFARE – This agency governs the operations of our 2 year old program, the extended hours of our 3 year old through pre-kindergarten program (7:30-9:00am and 1:00-5:45pm), and the EDP offered at NH-S Elementary School for grades K-7. We are in compliance with their rules and regulations.

The most significant differences in the rules and regulations between the two governing bodies are the staffing requirements and the academic content. The primary staff persons for the academic classes (3 years – pre-kindergarten classes) must hold a PA Dept. of Education Professional Teaching Certificate approved by their Board of Directors.

## Protection and Rights

**CONFIDENTIALITY POLICY** – We take responsibility for maintaining the confidentiality of all persons associated with The Clubhouse very seriously. Parents must understand the implications of responsibility. Parents need to recognize that the Confidentiality Policy not only applies to their child or family but also all children, families and employees associated with The Clubhouse. Any parent who shares any information considered to be confidential or pressures employees or other parents for information that is not necessary for them to know will be considered in violation of the Confidentiality Policy.

Employees of The Clubhouse are strictly prohibited from discussing anything about another child with anyone without the child's parent's permission and presence during such discussion(s).

Within the Clubhouse, confidential and sensitive information will only be shared with employees of the Clubhouse on a "need to know" basis in order to provide appropriate and safe care for your child. Confidential and sensitive information about faculty, other parents and/or children will not be shared with parents, as the Clubhouse strives to protect everyone's right of privacy. Confidential information includes, but is not limited to: personal data, personal life information and health related information.

Outside the Clubhouse, sensitive and confidential information about a child and/or a child's family will only be shared when the parents of the child has given express written consent, except where otherwise provided for by law. Parents will be provided with a document detailing the information that is to be shared outside of the Clubhouse, persons with whom the information will be shared, and the reason(s) for sharing the information.

**CIVIL RIGHTS** – Admissions and/or the provision of services and referrals of children shall be made without regard to race, color, religious creed, handicap, ancestry, national origin, age or sex.

Program services shall be made accessible to eligible handicapped persons through the most practical and economically feasible methods available. These methods include, but are not limited to, equipment redesign, the provision of aids. Structural modifications shall be considered only as a last resort among available methods.

**PARENTS RIGHT TO IMMEDIATE ACCESS POLICY** – Parents of a child in our care are entitled to immediate access, without prior notice, to their child whenever they are in care at The Clubhouse as provided by law.

In cases where the child is the subject of a court order (e.g., Custody Order, Restraining Order, or Protection from Abuse Order) the Clubhouse must be provided with a certified copy of the most recent order and all amendments theretofore. The orders of the court will be strictly followed unless the custodial parent(s) requests a more liberal variation of the order in writing. In the case where both parents are afforded shared/joint custody by order of the court, both parents must sign the request for more liberal interpretation of the order.

In the absence of a court order on file with The Clubhouse, both parents shall be afforded equal access to their child as stipulated by law. The Clubhouse cannot, without a court order, limit the access of one parent by request of the other parent regardless of the reason. If a situation presents itself where one parent does not want the other parent to have access to their child, The Clubhouse suggests that the parent keep the child with them until a court order is issued, since our rights to retain the child are secondary to the other parent's right to immediate access. The Clubhouse staff will contact the local police should a conflict arise.

**MANDATED REPORTING of SUSPECTED CHILD ABUSE and/or NEGLECT** – Under the Child Protective Services Act, mandated reporters are to report any suspicion of abuse or neglect to the appropriate authorities. The employees of The Clubhouse are considered mandated reporters according to the law. The employees of The Clubhouse are not required to discuss their suspicions with parents prior to reporting the matter to the appropriate authorities nor are they required to investigate the cause of any suspicious marks, behavior or condition prior to making a report. Under the Act, mandated reporters can be held criminally responsible if they fail to report suspected abuse or neglect. We at The Clubhouse take this responsibility very seriously and will make all warranted reports to the appropriate authorities. The Child Protective Services Act is designed to protect the welfare and best interest of all children.

As mandated reporters, the staff of The Clubhouse cannot be held liable for reports made to Child Protective Services which are determined to be unfounded, provided the report was made in "good faith".

