

Active Learning Centers

Parent Handbook

11/21/2023



Welcome

Welcome to Active Learning Centers!

We are excited to have you as part of our family. Active Learning Centers offers a different approach to childcare because we offer a fun and active way of learning. From infants to school-age, we promote developmental growth and high educational standards for both the children and our staff. Due to our foundation in martial arts, we emphasize character development and strong family values. Our center is a safe and caring place where kids can be kids …. Running, jumping, playing, socializing, and exploring.

Our staff takes pride in what they do and we are excited to welcome you to be a part of it all. Our teams are made up of quality teachers with a wide range of experience and qualifications. We are caring and we are committed to our program and the children in it.

We look forward to having you and your children with us and we hope you find ALC to be an extension of your own family.

Sincerely,

Directors, Teachers and Staff of ALC

Mission Statement

To provide a family environment dedicated to leadership, fun, and learning.

Vision Statement

The vision of Active Learning Centers & Lehigh Valley Martial Arts is to transform every student into confident character-based leaders who are successful and will inspire others to greatness.

Active Learning Centers Differences

1. At ALC, family is at the core of what we do. We treat each other like family, and we care for the children as if they were our own.
2. We provide the basics required to give children the tools they need to be successful in life - love, structure, discipline, encouragement, confidence, and mental and physical balance.
3. Our teams are made up of quality teachers with a wide range of experience, qualifications, and backgrounds. We strive to provide a diverse environment encompassing age, gender, culture, and ethnicity.
4. Our approach is interactive; having fun is a job requirement. There are no video games, TVs, or cell phones. Screens are used only for school purposes.
5. We provide large indoor and outdoor play areas where kids can run, jump, play, socialize, and explore.
6. We run an old school summer camp while implementing the newest in educational philosophies. Our kids are outside playing, swimming, learning, and exploring! The kids come home at the end of the day tired and dirty with plenty of stories to tell. Expect 11 themed weeks that include trips and activities that broaden their mind and bridge the gap between play and learning.

Who We Are

Active Learning Centers was founded in 2005, in Emmaus, Pa, after parents from Lehigh Valley Martial Arts Summer Camp Program asked if their children could stay all year long. They were impressed with the changes in their children's attitude, discipline, and confidence after spending 11 weeks at camp and wanted the lessons that caused the change to continue.

Recognizing the communities need for a program that catered to the needs of the school age child, the leaders at Lehigh Valley Martial Arts answered the call and Active Learning Centers was born.

Today, our centers provide quality childcare for children varying from ages 6 weeks through 8th Grade. The goal is to take an active approach to childcare.

Our commitment to develop programs that encourage mental, physical, and emotional well-being was the foundation for the development of Active Learning Centers. Our program focuses on teaching children a healthy well-balanced lifestyle and encourages a love of learning and community. Our program strikes the perfect balance between academic achievement, physical fitness, and fun!

Our goal is to take an active approach to childcare and allow kids to be kids. Our programs have themes to intrigue children to explore a varied array of activities. Children are provided a safe and secure environment to grow and learn. Each child can participate in sports, arts and crafts, drama, scientific experiments, martial arts, and other special events in an exciting fun-filled educational environment.

The curriculum is designed specifically for the program, is approved by OCDEL, and is aligned to the Pennsylvania Learning Standards. The intent is to provide a variety of developmentally appropriate activities that are fun and where children learn how to develop self-discipline, set goals, build self-confidence, and gain respect for one another and adults. This unique approach is well rounded and will help each child to succeed in their own way and time, as well as help develop character values and social-emotional skills which are major components in childhood development.

The martial arts are integrated into our program and are the foundation upon which Active Learning Centers was built. This integration enables children to improve their confidence, self-discipline, and self-esteem. Programs start for children as young as 2 years old and continue through school age, where students can practice their skills, and build respect and character as they develop into leaders.

Department of Human Services:

Childcare is regulated through the Department of Human Services (DHS). Active Learning Centers follows all regulations put forth from DHS. Those regulations can be found at 55 Pa. Code Chapter 3270. Child Care Centers (pacodeandbulletin.gov)

Or by following the QR code below:

Or by phone at: 1-800-692-7462

Keystone Stars Program

Active Learning Centers are active members of the Keystone Stars Program.

The following is information regarding the program, taken from the http://www.pakeys.org website. Please feel free to visit the website or ask your Center Director for more information!

Keystone STARS: Improving the quality through

- **S**tandards
- **T**raining/Professional Development
- **A**ssistance,
- **R**esources and
- **S**upport

The Keystone STARS Performance Standards provide the foundation for our program. The Performance Standards are grouped into four levels: **STAR 1, STAR 2, STAR 3, and STAR 4**. Each level builds on the previous level and utilizes research-based best practices and increasing quality requirements to promote quality early learning environments and positive child outcomes. The standards address staff qualifications and professional development, the early learning program, partnerships with family and community, and leadership and management.

Keystone STARS is managed through a partnership of the Office of Child Development and Early Learning (OCDEL) and the Pennsylvania and Regional Keys.

Staff

Our staff are highly qualified caring adults. Each staff member brings experience working with children in different instructional settings with backgrounds including arts and science, athletics, martial arts, education, psychology, health care and much more. Our staff offers children a fun, yet disciplined environment to learn and grow.

The directors have degrees in early childhood education, elementary education or a related human service field and have experience working with children in a childcare setting. Lead teachers and Group Supervisors have degrees in early childhood, elementary education, or related field and have two or more years' experience working with children. Assistant Teachers must have a high school diploma with two plus years' experience working with children, however many of our Assistant Teachers do also hold degrees in education as well. All teachers work under the guidance of the director and their supervisors to plan developmentally appropriate activities for the children.

Each staff member has the following items on file:

- Health Assessment, TB Test Results, FBI Clearance, PA State Criminal Check Child Abuse Clearance, National Sex Offender Registry Clearance, Pre-Employment Drug Screening, and two written references in addition to documentation of their qualifications.
- All drivers (school bus or otherwise) are licensed appropriately and have additionally had a driver's license record check completed prior to hire and bi-annually thereafter.

Active Learning Centers emphasizes the importance of continued education. Every staff member must hold current first aid and CPR certifications as well as Fire Safety and Water Safety certifications that are completed annually. Each staff member completes a minimum of 24 hours of professional development each year on various topics directly related to Early Childhood and School Age education. and development and professional growth and training opportunities are an important part of our employment philosophy.

Active Learning Centers

Subject: **Nondiscrimination in Services**

To: Parents/Clients
From: Center Director

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

Active Learning Centers
7200 B Windsor Dr.
Allentown, PA 18106
Tel. 610-366-8084

Active Learning Centers
7150 Hamilton Blvd.
Trexlertown, PA 18087
Tel. 484-557-2839

Active Learning Centers
2910 Easton Avenue
Bethlehem, Pa 18017
Tel. 610-984-1025

Palmer ALC, LLC
3601 Nazareth Rd
Easton PA, 18045
Tel. 610-829-1818

Lehigh Valley Martial Arts, Inc
544 Jubilee St.
Emmaus, PA 18049
Tel. 610-966-2234

Department of Human Services
Bureau of Equal Opportunity
Room 223, Health & Welfare Building
PO Box 2675
Harrisburg PA 17105

PA Human Relations Commission
Harrisburg Regional Office
333 Market St, 8th Floor
Harrisburg PA 17101

U.S. Department of Health and Human Services, Office for Civil Rights
Suite 372, Public Ledger Bldg. Room 331, 150 South Independence Mall West
Philadelphia, PA 19106-9111

Classes

Our classes are divided by age groups and have planned transition scheduled based on developmentally appropriate practices – these typically occur in September, January and June or based on your child's developmental needs and the director's discretion. You will be notified when it is your child's time to transition into a new classroom and be provided resources and information on this transition.

Notes regarding variations in programs and offered services are listed in each appropriate section.

Ratios and Group Sizes:

Infants 4:1
Young toddlers 5:1
Older toddlers 6:1
Preschool/Pre-K 10:1
Young school age 12:1
Older school age 15:1

Hours and Days of Operation

Active Learning Centers is open Monday – Friday, from 6:30am to 6:00pm.
Active Learning Centers is closed on the following holidays: New Year's Day, Memorial Day, July 4th, Labor Day, Thanksgiving, Christmas Eve and Christmas Day. Active Learning Centers will also close early on New Year's Eve at 4pm.

Active Learning Centers will be open during inclement weather unless a state of emergency is ordered requiring us to close.

Enrollment Information

Infant Enrollment

- Age Range: 6 weeks through 18 months
- Full Time: Monday through Friday
- Part Time: Monday/Wednesday/Friday or Tuesday/Thursday
- Curriculum: Active Learning Curriculum

Toddler & Preschool Enrollment

- Age Range: 1-1.5 years through 3 – 3.5 years
- Full Time: Monday through Friday
- Part Time: Monday/Wednesday/Friday or Tuesday/Thursday
- Curriculum: Active Learning Curriculum

PreK Enrollment

- Age Range: 3.5 - 4 years through 5 – 5.5 years
- Full Time: Monday through Friday
- Part Time: Monday/Wednesday/Friday or Tuesday/Thursday
- Curriculum: Active Learning Curriculum

School Age Enrollment

- Age Range: Kindergarten through 8th Grade
- Full Time: Monday through Friday
- Part Time: Monday/Wednesday/Friday or Tuesday/Thursday
- Care Options: Before School, After School, Before & After School,
- Drop In Care Options: Snow Days, School Closed Days, Holiday Breaks, Early Dismissal
- Curriculum: Enrichment, Homework Help

School Age Summer Camp Enrollment

Registration begins in February. Spaces are not guaranteed based on school year enrollment and parents must register their children for the program ahead of time. Students currently enrolled in the school age program will be given the opportunity to register before registrations are open to the public. Camp enrollment is based on a weekly basis with a two-day minimum per week. Please see your director for paperwork and program information when it is released annually. Information is typically available by December.

Wait List

A wait list for enrollment is on a first come, first served basis. In order to retain a spot on the Wait List, you will be expected to pay the registration fee and one (1) week's tuition. This payment is non-refundable. When a spot opens, you will receive a call.

At that time you will be given the choice of:

1. Immediate enrollment.
2. Begin paying the weekly tuition to guarantee the spot for enrollment later.
3. Remain on the wait list with the understanding that the spot may not be available on your desired start date, however, you will get the next available space.

The weeks tuition, paid at the time your name is placed on the wait list, will be applied to your child's first week of care.

Required Health Assessment and Immunization Records

All required health documents must be on file before the first day of attendance.

Pennsylvania state childcare regulations require that Health Assessments be updated:

- Infants and young toddlers (12-24 mo.): Every 6 months
- Older Toddlers (24-36mo.), Preschool and Pre-Kindergarten: Annually
- School-Age: Immunization updates when changes occur

In addition, an immunization record must be always on file and up to date. This includes their annual flu shot, regardless of the age and grade. Parents who elect not to get a flu shot must document that for their child's file annually with a written letter stating your decision to exclude the flu shot.

***Should your child's immunizations be off schedule*, it is required by the State that we have written notification from you, as well as your child's doctor, documenting this and including a plan for the remaining vaccinations. Please consult the Center Director should your child not have their full immunizations completed for their age.

Community Resources and Referrals

Active Learning Centers provides each family a copy of the most current Community Resources referral guide in your parent information packets. These guides outline all available services and resources ranging from social, mental health, education, wellness, medical services and more. Your Center Director may encourage you to contact one of these agencies should the need arise. Please feel free to use our staff and Directors as a resource at any time. Referrals may be made based on identified need or by parent request.

Registration and Payment Procedures

There is a registration fee of $60 for the first child and $30 for each additional child. These fees are due with the Registration Form and a week's tuition to secure an available space. The registration fee of $60 or $30 are then charged annually thereafter. Registration fees are non-refundable. The weeks tuition will be applied to your child's first week of care.

Tuition fees are determined by the executive management team of Active Learning Centers. The rates are competitive with similar programs within our area. Tuition is billed on Thursday by 2pm. Payment is expected by the Friday before the week of care, according to the terms of your payment agreement.
All families must enroll in Tuition Express, a billing service attached to our childcare management software. All families are required to keep a valid form of payment on file. Any account that does not process due to insufficient funds, account thresholds, etc. three weeks in a row will be considered an invalid form of payment on file. This is a condition of enrollment. Families without a valid form of payment on file will be suspended from care until a new form of payment is provided.

To pay via Tuition Express, please access the portal through ProCare at www.myprocare.com choose the Tuition Express tab and follow the directions on the screen.

All accounts with open balances at 12pm on Monday will be charged automatically through Tuition Express. Any account with open balances past 12pm on Monday will be

assessed late fees at $5 per day until the balance has been cleared. Likewise, any bank fees charged for insufficient funds will also be added to your account and a $10 administration fee will be added for credit cards or a $20 administration fee for returned bank drafts.

A family with an open balance older than two weeks or a balance equal to or greater than $400 will be suspended from care until the balance has been cleared. Payments are expected for all contracted days regardless of the lack of attendance.
If a family fails to pay for services rendered and Active Learning Centers retains the assistance of a collection agency to recover unpaid tuition and late fees, the family will be charged all fees assessed by the collection agent, in addition to the amounts past due. Once a balance has been turned over to collections, the agency is solely responsible for the collection of all outstanding fees and payments may no longer be made through Active Learning Centers.

For families receiving subsidized childcare Active Learning Centers charges an additional $15 per child per week during the school year and up to $50 per child per week (depending on number of days enrolled) during summer for camp eligible children in addition to your already existing co-pay. ELRC will stop payment to the childcare center for absences once they exceed the designated number of absences allotted per fiscal year. You will receive a letter directly from ELRC regarding your absences should you reach/exceed the maximum number of absences allotted per fiscal year. It is important to note, any ELRC family referred to collections for lack of payment will be ineligible for future ELRC childcare funding.

For parents who split the cost of childcare due to separation, divorce, etc., please inform the director to have an individualized agreement drawn for each responsible payer.

For school-age children and drop-in care options:
"No School Days" fall into one of two categories.

- "expected": holidays and in service days where the dates are preplanned
- "unexpected": inclement weather where the dates are not planned

For "expected" closures our procedure is as follows

- You will receive a sign-up form via email I advance of the no school day
- You will be expected to sign up in advance and will have up until the Wednesday before the no school day to do so
- The add on fee for the no school day will be added to your account with the regular billing
- Refunds will be applied to the accounts who cancel at least 48 hours in advance
- Anyone arriving who did not sign up in advance will be granted care if there is enough staff on hand and will also be charged double the add on fee

For "unexpected" closures our procedure is as follows

- If early dismissal, ALL children will be received by ALC who exit the buses
- If no school, ALL children arriving prior to 10am will be received. If you will be arriving after 10am, we ask that you call by 9am to let us know. Anyone arriving unannounced after 10am will be received if there are enough staff on hand and will be charged double the add on fee.

Vacation Time

Tuition is due for each week of the calendar year. With two (2) weeks' written notice, children enrolled in the Infant, Toddler, and Preschool programs will be given two weeks of vacation credit per calendar year. *(Full-time 10 days; part-time = number of days attended in two weeks)*

Children enrolled in the Pre-K and School Age program will be given one week of vacation credit during the school year. *(Full-time 5 days; part-time = number of days attends in a week).*

For mid-year and fall enrollments, vacation will be prorated from your child's start date.

March Enrollment: 80% of vacation time
June Enrollment: 60% of vacation time
August Enrollment: 40% of vacation time

Summer Camp enrollment is weekly, which allows parents to choose weeks off freely upon registration.

Program Information

Daily Schedules

Daily lesson plans and classroom schedules are posted in each classroom at their respective Parent Boards. Please note that daily schedules change based on the children's needs and to provide responsive care. A daily classroom schedule will be provided by your director at enrollment.

Infant Program

Active Learning Centers' infant program is committed to safe, respectful, and nurturing care, while giving your child the opportunity to learn and grow. Our infant program introduces the children to a bright beginning of the development of educational, social, emotional, and physically healthy lives. Active Learning Center's infant teachers provide care through observation, learning your child's cues, and consistent parent/staff communication. We build a loving, joyful relationship with your child. This close relationship enables us to provide individualized personal care to bridge the gap between home and childcare. Our infant program offers children the opportunity to take an active

part in what they are learning as they move through their developmental stages. To ensure you are aware of what your child is learning each day, daily care information will be provided to you by the teachers. This will include mealtimes, diaper changes, special comments about your child, daily activities, and the ability for you to provide communication with the staff.

Infant Curriculum

Our infant curriculum is designed to provide teachable moments and extend infant learning based on their development, as well as keep them on pace for meeting the PA Early Learning Standards provided on a continuum. Teachers provide weekly plans for infant care combining these learning standards with planned experiences and routine care. Teachers plan for enriching their interactions with babies and the environment of the classroom by planning for tummy time, and sensory experiences as well as interactive moments while holding babies, changing diapers, feeding, and greeting and departing daily.

Weekly content areas for infants include:

- **Language Development** – Babies will be exposed to communication, vocabulary, and words in both oral and written text. Teachers incorporate sign language and encourage communication, independent expression and more. Teachers will work on labelling items, tasks and emotions with words and talking infants through tasks, activities, and routines. Teachers may integrate this using a special song, sign, or book of the week.
- **Gross Motor-** Babies need to develop gross motor skills to refine their muscles as they prepare for things like walking. Babies will work on using their muscles, developing their motor control and motor planning by participating in planned activities ranging from baby stretches, rolling balls and much more.

- **Fine Motor** – Preparing for fine motor control and dexterity by planning opportunities for infants to use their fingers, stack items, pinch, hold and grasp items and more lays the foundation for strong muscle control in their hands and helps develop motor planning from the beginning.

- **Creative Thinking** – Exposing infants to art and music is an important piece of curriculum. Babies will be offered planned art and music experiences weekly to expose them to a wide range of knowledge areas including colors, expression, fine motor practice and more. Infants will have a variety of art experiences including crayon and paint projects, finger painting, singing songs, movement, and dance, and more.

- **Cognitive Development** – In order to learn about the world around them, infants will be provided planned experiences to enhance their view of the world. Covering items such as emotions, expressions, nature and making discoveries though simple cause and effect will offer infants learning experiences to encourage problem solving and growth.

Toddler Program

Active Learning Centers' toddler program has an emphasis on the concept that a healthy active approach to life should start at an early age. Our toddler program introduces the children to a bright beginning of the development of educational, social, emotional, and physically healthy lives. Active Learning Center's curriculum is a set of goals based on the PA learning standards for early childhood. The curriculum will be carried out using different themes to ensure the needs and interests of the children are being met. Our toddler program offers children the opportunity to take an active part in what they are learning. To ensure you are the most involved and aware of what your child is learning each day, daily care information will be provided to you by the teachers. This will include: mealtimes, diaper changes, special comments about your child, daily activities, and the ability to provide communication with the staff.

Toddler Curriculum

Teachers provide weekly plans for toddler care combining these learning standards with planned experiences and routine care. Teachers plan for enriching their interactions with toddlers and the environment of the classroom by planning for regular play experiences in dramatic play, math and manipulatives, science, and sensory experiences as well as interactive moments while, changing diapers, feeding, and greeting and departing daily.

Weekly content areas for toddlers include:

- **Language Development -** With a newfound ability to communicate and express themselves with words, actions, and ideas; a brand new world is opened. This is a time of greater development and understanding of letters and sounds (phonemes). Through books, art, games, and active communication the children will gain greater excitement in the knowledge of the alphabet, writing letters and words.

- **Small Group Experiences in Mathematic, Sciences and Social Studies-** Math concepts will include number recognition, shapes, patterns, sequencing, grouping, measurement, and the concept of more and less. The children's understanding of their world will be enriched through a variety of science experiments. Science based activities will continue to work on sensory experiences while life, earth, and physical science topics will be introduced. Everyday life experiences will be provided that are pertinent to healthy development. Activities that deal with self and family, geography (where do I live?), civics (rules and sharing) will help them to become cooperative classmates and good citizens. Hands on activities will be provided to help the children explore these concepts in their everyday life activities.

- **Personal / Social-** Children will learn to work and play together as they explore, discover, and problem solve. Group games and activities will be provided to help develop social skills including the ability to follow directions, take turns, and develop friendships. A sense of responsibility will be gained by helping take care

of living things such as class plants. The concepts of classroom rules and following directions will be reinforced.

- **Creative Expression -** The children will use his /her five senses to explore and gain interest in his/her surroundings. The opportunity to develop their imagination and creativity through a variety of activities like, pretend play, songs, puppets, and experimenting with an array of art textures and tools will be made available.

Preschool / Pre-Kindergarten Programs

Active Learning Centers' preschool and pre-kindergarten programs have an emphasis on the importance of a healthy active approach to life and each child being an active participant in their learning. These programs continue to aid the children in their development of strong educational, social, emotional and physically healthy lives. ALC's preschool and pre-kindergarten curriculums are a set of goals based on the PA learning standards for early childhood to help guide our teachers in providing our children with a positive educational experience. The curriculum is designed to help prepare the children for positive elementary school learning experiences. Curriculums are carried out using different themes to ensure the needs and interests of the children are being met. A specially designed martial arts class is included in our preschool curriculum and provided at a minimal cost to our pre-kindergarten students to add to their learning experience. The Little Ninjas portion of our program helps our children to develop self-discipline, set goals, build self-confidence, gain respect for one another and adults, acquire a strong sense of moral values, and an unbelievable non-quitting spirit. The structure of the preschool / pre-kindergarten martial arts has a focus of preparing children for our regular classes as well as life skills they will use throughout their lives. There is an additional, one-time registration fee to cover materials and testing for this program due at the time of registration.

Preschool, Pre-Kindergarten Curriculum

Teachers provide weekly plans for early childhood education and care by combining these learning standards with planned experiences and routine care. Teachers plan for enriching their interactions with children and the environment of the classroom by enhancing learning centers such as math, dramatic play, science, blocks and art centers with theme related materials. They will also plan for intentional interactions during mealtimes, greeting and departing, and during music and movement times.

Weekly content areas for Preschool and Pre-Kindergarten include:

- **Language and Literacy through Group Time–** The children will be encouraged to approach their world with curiosity and enthusiasm. They will use their imaginations to gain a greater understanding of their world. At this age, their language skills, verbal and non-verbal, progress at rapid rates. Through stories, poems, dictation experiences, and music, the ability to communicate effectively and to gain control of their world and their place in it will be deeply enhanced. Teachers will plan exciting group time and morning meeting experiences that will build on these skills daily.

- **Small Group Experiences in Mathematic, Sciences and Social Studies, Mathematics, Language and Writing -** Children will continue to build on what they know. Critical thinking skills will be introduced to help the children more actively explore the concepts they have been learning, as well as a variety of more complex mathematical concepts including classifying, time, spatial awareness, and more complex patterning. Meanwhile, greater amounts of hands-on activities will be provided to allow the children to make their own scientific discoveries. The children will participate in activities that will incorporate sequencing, classifying, vocabulary development, drawing conclusions, determining cause and effect and finding the main idea within a science context. The children will also continue to explore their community and their role in it. Activities to introduce various symbols and people associated with holidays and traditions of different cultures will be provided. The children will be introduced to the concepts of past, present, and future.

- **Creative Expression-** By participating in activities such as pretend play, singing, playing simple musical instruments and by exploring and experimenting with a variety of different art mediums, the children will continue to develop making sense of their experiences, feelings, and thoughts. Creative expression provides children an invaluable opportunity to gain problem-solving skills, flexibility in approaches to tasks and an opportunity to hit upon all of the other important learning areas like math (shapes, counting, measuring, sorting), science (color blending, sound production, cause and effect), language (literacy, dictation) and more.

- **Personal / Social-**Children will continue to learn to work and play together as they explore, discover, and problem solve. Increased social skills will be developed. A sense of responsibility by helping take care of living things such as class plants and class pets and participating in classroom chores will be developed. The children will be encouraged to recognize the feelings of others and respond appropriately. Thinking skills to will be practiced to help them to resolve conflicts with and without the help of an adult.

- **Gross Motor -** Continued development of healthy levels of physical activity will be encouraged. Children will build on their foundation of basic movement and manipulative skills in a variety of gross motor tasks both specifically planned for as well as integrated into other learning opportunities throughout the week. More complex balancing and coordination skills while children participate in both individual and group physical activities. These activities with help to foster sharing and working together. Goal setting and making of healthy choices will be focused on as well.

School Age Program

We are committed to providing childcare programs that encourage mental, physical, and emotional well-being. Active Learning Centers' school age Curriculum is an emergent curriculum that builds on and enhances what the children are learning in school, as well as provides them opportunities to explore learning opportunities that are not offered during their normal school hours. ALC emphasizes a well-rounded program that takes shape week by week based on the children's interests. We provide for enrichment in health and fitness, literacy, arts, math and science activities, and social-emotional development. Homework assistance and an opportunity for quiet reflection is provided daily after children return from school in addition to the planned activities described above.

Summer Camp

Summer Camp is available to children who have completed Kindergarten through 8th grade and enrollment is on a weekly basis. Selection of weeks must be completed by the last Friday in April. Any changes made after the deadline will be subject to a $25 change fee. After June 1, parents assume all financial responsibility for the weeks they have registered for regardless of attendance. Additional weeks may be added at any time based on availability.

Transportation of Students

Active Learning Centers provide transportation and/or coordinate the transportation of school age students throughout the school year to their appropriate schools. Any school district transportation is coordinated directly through the student's school and host district and is provided only when available. Staff of Active Learning Centers are available at all scheduled drop off and pick up times and are present at the identified bus stop when the bus arrives and follows all supervision requirements and ratios.

All in-house transportation is provided by ALC/LVMA Management Company's Transportation division and/or ALC staff in facility owned and maintained vehicles. All staff who transport children have had their driving record reviewed and their licenses are on file. All CDL drivers are appropriately licensed and endorsed. All rules and regulations as they relate to the transportation of school students are strictly followed. This includes the use of booster seats and all applicable child safety laws.

Each individual ALC location services different schools and school districts. Please consult your site of interest for specific school information.

All non-school related transportation (field trips and summer camp) is also provided by ALC/LVMA Management Company's Transportation division and or ALC staff. All students attending a scheduled field trip must have a permission slip signed and dated with parent permission. All transportation for summer camp is reviewed with the parent upon signing the fee agreement. Active Learning Centers continues to follow all rules and regulations for all non-school related transports.

Transitions

As your child approaches transition time, your Center Director will provide you with all the necessary information and documents needed to communicate and plan for the upcoming transition and you will be offered the opportunity to meet your child's new teachers. Changes in tuition rates, expectations and program information (such as Little Ninjas for Preschool), will also be shared at this time. Resources will also be provided for families with children transitioning into school age care or kindergarten.

Additional resources are available for knowing when it is the right time to transition a child out of a childcare program to self-care. Here is one helpful article Leaving Your Child Alone at Home: A Guide for Parents (empoweringparents.com)

Martial Arts Program

Martial Arts is a discipline that teaches a wide variety of life skills that children and adults need to excel in their lives. Our martial arts program is largely value-based and in addition to developing martial arts abilities, it teaches:

Respect, Self-Discipline, Self-Confidence, Courage, Perseverance, and Leadership.

Our program focuses on developing a non-quitting spirit and having the confidence to be comfortable in uncomfortable situations. It is the vision of Lehigh Valley Martial Arts to help all students become the best versions of themselves, by overcoming hardship and constantly improving themselves physically, mentally, and morally.

All Pre-K through school-age children enrolled in Active Learning Centers childcare may participate in our programs with a registration and discounted tuition. Our little Ninjas program for 2- and 3-year-olds is included for free as part of ALC.

Our classes are divided by age group and ability and may take place in the mornings, the afternoons after school, or in the evenings for adults. ALC currently offers martial arts for children and adults aged 2 and older and Tai Chi for individuals aged 14 and older.

Exceptions include:

- Fogelsville, Palmer and Trexlertown do not currently provide Tai Chi classes

Martial Arts Word of the Week

Both the Martial Arts and the Childcare focus on a character value, or word of the week, to build upon each child's leadership, social emotional abilities, and character development. Classroom teachers integrate these concepts in their daily routine, conversations, or activities for any given week. The word of the week rotates constantly.

Martial Arts Word of the Week Rotation

1. *Courage-* To do what you know is right or perform something even if you are afraid.
2. *Honesty-* honorable in principles, intentions, and actions; upright and fair. To be free from deceit or fraud.
3. *Respect-* Admire (someone or something) deeply, because of their abilities, qualities, or achievements.
4. *Humility-* the quality of being modest and respectful.
5. *Responsibility-* being accountable for one's actions or decisions
6. *Self-Discipline-* the ability to motivate oneself in spite of a negative emotional state.
7. *Patience-* tolerant and even-tempered perseverance
8. *Perseverance-* steady persistence in a course of action, a purpose, a state, etc., especially in spite of difficulties, obstacles, or discouragement.
9. *Compassion-* a feeling of distress and pity for the suffering or misfortune of another, often including the desire to alleviate it
10. *Integrity-* adherence to moral and ethical principles; soundness of moral character

Program Policies and Information

Arrival and Pick-up

All children must be signed in and out daily. Parents or legal guardians must accompany their child(ren) into the center, to their classrooms and release them directly to a staff member. No child, no matter the age, should be letting themselves into the building. Children may not enter the building before 6:30 a.m. Only those adults (18 and older) listed on the emergency contact form will be allowed to pick up. A photo ID will be required if the staff does not recognize the person picking up. If a situation arises that a parent, or legal guardian, is unable to pick up a child and an alternate pick up is required, parents, or legal guardian must notify the center director or office personnel of the arrangements in writing. All alternate pick-ups must show proof of identification upon arrival at the center. The centers operating hours are 6:30 AM through 6:00 PM Parents arriving for pick-up after closing will be charged a late fee based on your fee agreement for every fifteen (15) minutes until the child is picked up. Late fees will be broken down to 5 minute segments and a minimum of $5. (ALC is not responsible for children once the parent or authorized adult has signed the child out. This includes ALC Staff members. ALC Staff members may not sign a child out until they have signed out themselves and are no longer on the clock.)

Parent Questions, Visitations and Family Involvement

We encourage parents/guardians to visit anytime. We invite you to share your interest and talents with the children in any ways that you wish. Parents may discuss with their child's teacher anything that they would like to share. Active Learning Centers will also provide many opportunities throughout the year to celebrate special events, holidays, and our community. Parents and families are encouraged and welcome to join us at any of our events or celebrations.

In addition, Active Learning Centers will plan events to engage families throughout the year in a variety of topics that may include family events, community events, events specific to learning and child development, or workshops and trainings in areas of interest to parents in our programs.

Families that are culturally and linguistically diverse are a valuable part of our ALC Family. We encourage families who speak multiple languages or observe holidays/traditions from various cultures to share these with our program and their child's classrooms. It is helpful to provide your child's classroom teacher with a list of common words used at home ,such as, common greetings (hello and goodbye), expressions, needs (food, bathroom, thirsty) and terms of endearment. Classroom teachers who have a child that speaks multiple languages will support your child's learning through use of both English and your native language as well as the use of American Sign Language.

As parents, you are welcome to call us anytime with questions or to speak with your child's teacher directly. All phone calls are to be placed to the center and you will be connected to the classroom teacher as they are available. The director may be able to assist and provide you any necessary information at any time as well. They are reachable by phone or email daily.

Active Learning Centers encourages parents to participate in quarterly online surveys. Parents are also encouraged to share their thoughts and ideas with the center director.

Screening Tools and Assessments

Child assessments are important tools and provide valuable information about your child's development. Our staff are trained in and utilize a number of tools to meet both DHS and STARS requirements for Screening and Assessments including the Ages and Stages Questionnaire (screening tool) and Teaching Strategies GOLD.

The Ages & Stages Questionnaires® pinpoints social emotional and developmental progress in children between the ages of one month to 5 ½ years. All children, infants through kindergarten, receive this screening and we ask that parents participate by filling out their copy as well. This tool is designed to assess both home and school behaviors that indicate typical development in social, emotional, and academic areas. It can also help identify children

who may need additional assistance in certain areas of growth. This screening tool is to be completed within 45 days of enrollment and every 6 months thereafter.

Active Learning Centers has adopted the use of Teaching Strategies GOLD as the assessment tool to track and monitor children's growth and development throughout the year. An assessment is different than the above chosen screening tool in that it identifies and tracks each child's individual skills and assesses next steps. Teaching Strategies works on a continuous progression from infancy through school age, allowing teachers and parents to see where their child falls, if they are below, above, or right within the window for their age group. This assessment also helps teachers use their observations to inform curriculum and instruction planning by allowing them to document your child's achievements and easily assess their milestones in the 38 areas of social emotional growth, physical development, language and cognitive skills, literacy, mathematics, science and technology, social studies, the arts, and for ESL learners, English language acquisition.

Your Center Director will provide you with the necessary information regarding assessments when it is time for completion. You can expect to see results of assessments each spring, summer, and fall.

Parent/Teacher Conferences

When assessments or screenings have been completed, they are returned to the classroom teacher with a parent sign off and a request for conference option. Parents are required to sign the reports and fill out the request form if a conference is desired. Parents are not required to have a conference, but we encourage it! Conferences are offered post assessment and screening period which is at least twice a year, but you may also request a conference or meeting with the directors or classroom teacher at any time. Please see your Center Director should you like a conference with your child's teacher for any reason in the interim.

First Aid

In the case of accident or injury, a staff member certified in first aid will administer minor first aid. An incident report will be filled out and sent home. This report will outline what happened, the first aid treatment given, and the staff member attending to the injury. This form must be signed at pick-up. Parents/guardians will be notified immediately for any of the following:

- An accident that requires serious treatment.
- If a wound is bleeding severely
- A severe bruise or swelling occurs
- Any head-related injuries, bumps, or cuts

If no one can be reached the emergency contacts will be notified. In the situation of a more severe incident, staff will call the ambulance and a staff member will accompany your child to the hospital. A phone call will be made asking you to meet us at the hospital.

If a child sees a doctor for any reason regarding an injury that has occurred at the center, the Center Director must be notified so that they can make the appropriate notations in the documentation. This includes doctors' visits immediately after an incident, or those that may occur at a later date as a result of an incident in our care.

Emergency Procedures and Communications

Active Learning Centers utilizes an emergency plan to prepare for all types of emergencies. The safety and welfare of children and staff is very important to us. See the list below for our 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-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. Each site has 2 relocation facilities. Reach out to the director team for more information on these facilities.
  If it ever becomes necessary to relocate, a sign will be posted on the door stating which facility we've gone to and the address.
- *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.

Accommodations to Evacuate Infants:

All available/present Infant teachers in ratio will place a maximum of four (4) infants per evacuation crib. The children loaded into each crib should match the respective teachers primary care group. As children are loaded into the evacuation crib, teachers will push evacuation cribs out of the appropriate exit and go to designated meeting place dependent upon evacuation situation.

Accommodations to Evacuate Toddlers:

All available/present Toddler teachers in ratio will assist with the evacuation of Toddlers. Should there be young/less mobile toddlers, teacher will place maximum of four (4) toddlers per evacuation crib. If children are loaded into the evacuation crib, the designated teacher will push evacuation crib out to designated meeting place dependent upon evacuation situation. Should an evacuation crib not be needed/used, there will be a teacher in the front, middle, and back to the evacuation line to ensure all toddlers are making it safely out of the building and to the designated meeting place dependent upon evacuation situation.

*Accommodations to Evacuate Children with Special Needs and/or Children with Chronic Medical Conditions:*Accommodations will be made in accordance with their IEP or 504 Plan unless the child poses a direct threat to others or if providing an accommodation will pose undue hardship on the center, or fundamentally alter the nature of the program.

Communications

Please listen to WFMZ/69 News, check Procare Parent Engagment or ALC Facebook Page for announcements relating any of the emergency actions listed above. We will also send text messages and/or emails with pertinent information. We do 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.*

During enrollment you complete a form designating persons to pick up your child. This form will be used every time your child is released. We understand that emergency circumstances may require changes to your plans, but we urge you to keep with who was previously designated if at all possible. This will only eliminate confusion and allow staff to stay focused on their emergency duties and continue to care for the children. Your understanding and cooperation is instrumental in order to assure the safety of your children and our staff. Should you have additional questions regarding our emergency operating procedures, contact your director team.

Prevention of Shaken Baby Syndrome, Abusive Head Trauma and Maltreatment of Children

Active Learning Centers believes that preventing, recognizing, responding to, and reporting shaken baby syndrome and abusive head trauma (SBS/AHT) is an important function of keeping children safe, protecting their healthy development, providing quality childcare, and educating families.

Procedure/Practice Recognizing**:**
Children are observed for signs of abusive head trauma including irritability and/or high-pitched crying, difficulty staying awake/lethargy or loss of consciousness, difficulty breathing, inability to lift the head, seizures, lack of appetite, vomiting, bruises, poor feeding/sucking, no smiling or vocalization, inability of the eyes to track and/or decreased muscle tone. Bruises may be found on the upper arms, rib cage, or head resulting from gripping or from hitting the head.

Responding to:
· If SBS/ABT is suspected, staff will:

- Call 911 immediately upon suspecting SBS/AHT and inform the director.
- Call the parents/guardians.
- If the child has stopped breathing, trained staff will begin pediatric CPR.

Reporting:
Instances of suspected child maltreatment in childcare are reported to ChildLine by calling-
1-800-932-0313 or electronically at www.compass.state.pa.us/cwis/public/home

Prevention strategies to assist staff* in coping with a crying, fussing, or distraught child: Staff first determine if the child has any physical needs such as being hungry, tired, sick, or in need of a diaper change. If no physical need is identified, staff will attempt one or more of the following strategies:

- Rock the child, hold the child close, or walk with the child.
- Stand up, hold the child close, and repeatedly bend knees.
- Sing or talk to the child in a soothing voice.
- Gently rub or stroke the child's back, chest, or tummy.
- Offer a pacifier or try to distract the child with a rattle or toy.
- Take the child for a ride in a stroller.
- Turn on music or white noise.

In addition, the facility:
Allows for staff who feel they may lose control to have a short, but relatively immediate break away from the children.

- Provides support when parents/guardians are trying to calm a crying child and encourages parents to take a calming break if needed.

Behaviors that are prohibited include (but are not limited to):

- shaking or jerking a child
- tossing a child into the air or into a crib, or chair
- pushing a child into walls, doors, or furniture

Illness Guidelines

We do not diagnose an illness, but if the child appears to be ill or displays any number of specific symptoms, we follow the guidelines defined by DHS regulations and the Early Childhood Education Linkage System (ECELS), specifically the publication *Caring for Our Children, National Health and Safety Performance Standards: Guidelines for Out-of-Home Child Care, third edition*, which defines guidelines for exclusion.

Children in attendance are expected to be without symptoms listed below and able to participate in the regular day of the program. A child will be sent home if he/she attends the center with any of the conditions listed below: (this is not a complete list of illnesses)

Fever: A child with a temperature over 100.4ºf will be sent home and encouraged to see a doctor. Your child may return to the center when fever free for 24 hours without the use of fever suppressant medication.

Diarrhea: Defined as excess of liquid stools. When a child has 2 watery stools within a one-hour period or 4 times in a day. Your child may return to school once stools have improved and diarrhea free for 24 hours.

Skin Rash: Refers to any rash that cannot be identified and has not been diagnosed by a doctor. Your child may return to the center with a doctor's note.

Contagious Disease: Includes measles, chicken pox, mumps, scarlet fever along with other diseases not listed. Your child may return to the center with a doctor's note.

Vomiting: Projectile vomiting, 2 times in a day. Your child may return to the center once vomiting has stopped for 24 hours.

Heavy/Persistent Cough: Severe cold with or without yellow/green discharge from the nose. Your child may return to the center when discharge from nose is no longer present and cough has lessened.

Conjunctivitis: An eye infection commonly referred to as "pink eye". The eye will be red, itchy, and watery. The eye lid may be swollen and discolored. The eye will secrete thick, white, or yellowish mucus. Your child may return to school 24 hours after medication has begun and discharge from eye has subsided.

Head Lice: If head lice are diagnosed, the child will be sent home immediately for treatment and allowed to return to the center with proof of treatment and a negative test by a director. Parents have the primary responsibility for detection and treatment of head lice. We currently have a no-nit policy.

Bed Bugs: If bed bugs bites are identified/suspected, (commonly seen on the wrist and ankle area in a three-bite pattern), the child's family will be contacted, the child will be sent home and may not return until a doctor has determined that they are not "bed bug" bites. The child's belongings must be put in a black trash bag and sent home with the parents. Child may not return to care until proof of professional extermination is provided by the parents.

If at any time a child is too sick to remain at the center, a parent or emergency contact will be notified of the symptoms and asked to arrange pick up. We do understand that this may cause you some inconvenience and lost time at work, but please remember that the health and safety of all children and staff at our facility must come first. We recommend that you establish a backup person(s) to be available to pick up if your child becomes ill while at the center.

Pick-up is expected within one (1) hour of the centers first attempt at contact. Attempt at contact is defined as a text message, voicemail, or completed phone call. The first attempt will always be a phone call. If not answered, staff will work through the emergency contacts provided. Text messages will also be sent to parents or legal

guardians who do not answer. If pick-up does not occur within one (1) hour of first attempt at contact a fee of $100 will assessed and a fee of $25 per 15 minutes will be assessed thereafter.

Please contact your child's doctor to discuss the symptoms and confirm illness. If your child is diagnosed as having a communicable disease, parents are responsible for contacting the center as soon as possible so that we may notify other parents of an exposure and inform them of the signs and symptoms to watch for.

Medication Policy

Parents must complete a Medication Log Form for any medications brought into the center. Completed forms and the medication must be given to the center directors. All medications remain locked up in the office except for the emergency medications.

Prescription medications may be administered by Active Learning Centers personnel only when the medication is in a prescription bottle and is correctly labeled by a pharmacist. The label must include the name of the medication, dosage direction, physician's name, expiration date and current date.

Non-prescription medications must be age appropriate as directed on the bottle and must be in its original container. All nonprescription medications must be approved by the child's physician in writing containing dosage administration information.

Emergency medications should be provided to the center director and will be made available to the child's teachers. These medications require an action plan and a note from the doctor to specify how and when the medication is to be administered.

Caring for Our Children

Children with special health needs may require accommodation in daily activities. Special health needs are for those children who have or are at an increased risk for a chronic physical, developmental, behavioral, or an emotional condition and who also require health related services of a type or amount that is beyond those typically required by children. A form, Caring for Our Children, will be given prior to enrollment or when applicable and completed by a Health Care provider. The form includes pertinent information including medication to be given at the center, necessary accommodations, special equipment, or medical supplies, suggested specialized training and how often the plan will be reviewed. Once the form is returned, a meeting will be scheduled with the family and Center Director to discuss the accommodation and ability of the center to meet the needs of the child and families.

Attire

Children should be dressed in clothing that easy to manage and comfortable. For safety purposes, closed toe shoes are required. School-Age children are permitted to change into flip flops or sandals when they are at the pool.

For children infants through pre-k, we request that you keep a minimum of two sets of extra clothing (including underwear) at the center so that we may adequately care for your child's needs.

Personal Items

All personal items are to be labeled with your child's name. Any items brought to the center are your child's responsibility. Our staff takes no responsibility for items that are lost, broken, or misplaced. It is highly recommended, unless specifically asked by your child's care givers for curriculum purposes; that no toys accompany your child to school.

Meals and Snacks

We are a peanut free facility

Good nutrition is vital to children's overall development and well-being.

Active Learning Centers follows the childcare nutrition guidelines recommended by the USDA for all foods we serve and recommend that all meals provided to children in our care follow the recommended nutritional values. Meal and snack times are also planned so that no child will go an extended period without being offered food.

We provide nutritionally sound snacks daily. There will be two snacks served for all children here a full day and afternoon snacks served during school days for our school age students. Active Learning Centers designs their snack menus on a rotating basis to include seasonal fruits and vegetables, as well as other seasonally appropriate offerings. Please see your children's classroom daily schedule for time of snacks and portions.

Children, over the age of one, in full-day care, are required to bring lunch. Lunches must be made ready to eat with no heating up. Parents are responsible for ensuring their children are provided a well-rounded meal that:

- Includes fruits, vegetables, proteins, grains, dairy and healthy fats.
- Includes healthy beverages. Water, juice, and milk are healthy options. We ask that you limit drinks such as fruit punches, sugary drinks and not include sodas. We recommend no juice under the age of 1 and otherwise, juice to be diluted with water as per USDA suggestions.
- Is stored appropriately and labelled with first and last name/initials. All perishable foods must be stored in the refrigerator daily and may not be left in their cubbies or lunchboxes.

Parents are required to provide all meals and snacks for children under the age of one.

Some foods are easy for infants and toddlers to choke on. Specifically, foods that are round and about the size of a nickel are choking hazards. Prevent choking by avoiding these foods: nuts and seeds, raisins and other dried fruits, raw vegetables, Popcorn, chips, pretzels, etc.
We request that the foods below are cut in small pieces no larger than one-quarter inch (1/4")

- Whole grapes, berries, and cherries
- Round slices of hot dogs or sausages
- Cherry or grape tomatoes
- Steamed carrots or other steamed vegetables

The following chart from the USDA include the suggested portion sizes and servings per day for each food group for the various age groups in our care. Please refer to this chart when looking to plan and pack for your child's meals. If you need suggestions for lunches, please ask your child's teacher or the director and they will be happy to provide some ideas.

Lunch or Supper		**Milk**	
Type	**Ages 1 to 2 years**	**Ages 3 to 5 years**	**Ages 6 to 12 years**
Fluid Milk	**1/2 cup**	**3/4 cup**	**1 cup**
		Vegetables, Fruits	
Type	**Ages 1 to 2 years**	**Ages 3 to 5 years**	**Ages 6 to 12 years**
Vegetable and/or Fruit (two or more kinds)	1/4 cup total	1/2 cup total	3/4 cup total
		Grains/Breads (whole grain or enriched)	
Type	**Ages 1 to 2 years**	**Ages 3 to 5 years**	**Ages 6 to 12 years**
Bread	1/2 slice	1/2 slice	1 slice
OR Rolls, Muffins, etc	1/2 serving	1/2 serving	1 serving
OR Cooked Cereal, Pasta, Noodle Products, or Cereal Grains	1/4 cup	1/4 cup	1/2 cup
		Meat/Meat Alternatives	
Type	**Ages 1 to 2 years**	**Ages 3 to 5 years**	**Ages 6 to 12 years**
Lean Meat, Fish, or Poultry (edible portion as served)	1 oz.	1.5 oz.	2 oz.

OR Cheese (natural or processed)	1 oz.	1.5 oz.	2 oz.
OR Cottage Cheese, Cheese Food/Cheese Spread Substitute	1/4 cup or 2 oz.	3/8 cup or 3 oz.	1/2 cup or 4 oz.
OR Egg (large)	1/2 egg	3/4 egg	1 egg
OR Cooked Dried Beans or Dried Peas[1]	1/4 cup	3/8 cup	1/2 cup
OR Peanut Butter, Reduced- Fat Peanut Butter, Soy Nut Butter, or Other Nut or Seed Butters	2 Tbsp.	3 Tbsp.	4 Tbsp.
OR Peanuts, Soy Nuts, Tree Nuts, Roasted Peas, or Seeds[2]	1/2 oz.[2]	3/4 oz.[2]	1 oz.[2]
OR yogurt (plain or flavored, unsweetened or sweetened)	1/2 cup	3/4 cup	1 cup
OR An Equivalent Quantity of Any Combination of the Above Meat/Meat Alternatives	N/A	N/A	N/A

Supervision of Children

Active Learning Centers ensures the appropriate supervision of all children in our care. The following is a list of state mandated ratios:

- Infants 4:1
- Young Toddlers (1 year) 5:1
- Older Toddlers (2 years) 6:1
- Preschool/Pre-K 10:1
- Young School Age 12:1
- Older School Age (4^{th}+) 15:1

Our staff is expected to be actively engaged with the students. Staff are required to be able to see, hear, assess, and direct the children. Teachers and staff are trained to engage, position themselves appropriately, and be able to focus on what is going on around their space.

Discipline

At Active Learning Center we take a positive approach to discipline. We focus on learning to be responsible, respectful, and safe. Children will be guided to make good choices and helped to accept the consequences when they don't.

Positive Reinforcement: A child who feels good about themselves is less likely to have disciplinary issues. Positive reinforcement is the use of positive words and actions towards the child to encourage the continuation of the appropriate behavior. A child who feels good about themselves is more likely to display appropriate behaviors, try new things, and participate more frequently in their classrooms activities. Emphasis will be placed on the positive versus the negative.

Positive Redirection: When inappropriate actions are displayed by a child, the child will be positively redirected to another activity, allowing the child to correct their inappropriate behavior and still feel good about themselves and others.

Challenging Behavior Policy

At Active Learning Center we take great care and pride in giving each child what they need to thrive and be successful. We take every necessary step to provide a high level of care to all children, including those with challenging behaviors. Our goal is to help the child, while keeping everyone safe, including our staff and children.

In cases where a child's behavior becomes a safety concern or a risk to the children and/or staff in the classroom *or* consistently compromises the quality of care for other children enrolled in the program, we will follow additional guidelines and policies. Not limited to, but may include having the child picked up.

Pick-up is expected within one (1) hour of the centers first attempt at contact. Attempt at contact is defined as a text message, voicemail, or completed phone call. The first attempt will always be a phone call. If not answered, staff will work through the emergency contacts provided. Text messages will also be sent to parents or legal guardians who do not answer. If pick-up does not occur within one (1) hour of first attempt at contact a fee of $100 will assessed and a fee of $25 per 15 minutes will be assessed thereafter.

Outlined below is our policy on Crisis and Persistent Challenging Behaviors.

Three Strike Policy for **Crisis Behavior**

Crisis Behavior – Extreme behavior that results in the need for removal from the classroom, displaying exceptional aggression towards students and staff. This can manifest itself in physical violence, and other extreme behaviors that can cause an unsafe or unsanitary environment and requires removal from the typical environment.

Step 1 Child removed and sent home.

Step 2 Child removed and sent home with a 1-day suspension. A contact list will be provided to the parents for additional services.

Step 3a Child removed and sent home with a 3-day suspension.

Step 3b Child Returns after suspension and a 2-week probation period begins.

If at any time during the child's probation period Crisis Behaviors occur, the incident will result in one of the following: 1) expulsion of care overall, 2) increase in service

cost to compensate for 1:1 shadowing, or 3) at the discretion of staff and Directors, expulsion of care until outside services are in place.

Three Strike Policy for **Persistent Challenging Behaviors**

Persistent Challenging Behavior Challenging and/or Aggressive Behaviors that occur consistently over time and results in distracting children from learning, unsafe environments for children and staff, supervision issues, or compromising the quality of the program.

Step 1 Communication with parents/guardians

Communication between ALC and parents/guardians requiring teachers to provide an outline of the behaviors and their effect on the classroom, the children, and the staff. Teachers will begin tracking behaviors and will create a Communication Folder that parents will be required to sign at the close of each day thereafter.

Step 2 PBIS/Tier 3 Interventions

If the child's identified behavior continues to be persistent for an additional week, a request for services will be put in writing and parents will have 2 weeks thereafter to make contact for the appropriate services (TSS, Mentor, etc). Parents will be provided a list of contacts for additional services to assist in the process. The family will have 30 days to attain those services within the classroom.

Step 3 Removal

If 1) the child's identified behavior continues despite interventions, 2) the parents have not completed a referral for acceptable support services for the child at the end of the two week window, or 3) after 30 days no supports are in place, the child will be removed from care. It is at the discretion and availability of staff and Director to offer increased in-service cost to compensate for 1:1 shadowing or expulsion of care until outside services are in place. Cost Est: $475 for 8 hours/day (40 x $11 x 1.1) Variable on Availability

Policy on Inclusion

Program services shall be made accessible to eligible persons with disabilities through the most practical methods available. As safety is our top priority, Active Learning Centers reserves the right to refer you to higher services and/or refuse services.

In conjunction with the Office of Child Development and Early Learning Inclusion Announcement, which is in response to the U.S. Departments of Health and Human Services (HHS) and Education (ED) policy statement recommending that states develop policies and practices to increase the inclusion of infants, toddlers, and preschool

children with disabilities in high-quality early childhood programs, Active Learning Centers supports and encourages the inclusion of all children in our program. Active Learning Centers requires families to provide all documentation that the family has to support the child's needs. Failure to provide these documents, or misrepresentation of your child's needs, could result in termination from our program.

In some occasions, Active Learning Centers may require a meeting or certain support be in place. Families are encouraged and supported to collaborate with staff and any outside resources to ensure that each child has an opportunity for optimum success. Agencies for wraparound services, therapy, and mentorship are welcomed, encouraged and in some cases required in our facilities in order to provide the highest quality inclusive care and education. The service provider is encouraged to provide services and work with the child's teacher to determine the best strategies to support the child in the group setting. Active Learning Centers expects the teacher's participation in Individualized Family Service Plan (IFSP) and Individualized Education Program (IEP) meetings as well as regular meetings to discuss the child's successes and challenges. It is not within the scope of Active Learning Centers to provide specialized services such as 1:1 shadowing or independently provide any other services otherwise offered by wraparound care providers such as behavioral services (TSS, BSC) or therapeutic services.

IEP Policy: Your child's growth and development is measured with developmental assessments. If your child currently has an IEP/IFSP, it would be beneficial to share a copy of this plan with us so we can work together to ensure that the guidelines are put into practice. You do not have to provide this information if you do not wish to do so.

Early childhood educators at Active Learning Centers use developmentally appropriate practices and consider the unique needs of all children when planning. Staff will make any adaptations or modifications necessary to meet the needs of the children that are within our scope of care. Schedules, routines, and activities are flexible and early childhood educators will work with therapists, special educators, and other professionals to integrate individual accommodations, modifications, and strategies.

Policy on Suspension

In conjunction with the Office of Child Development and Early Learning Suspension Announcement, which is in response to the U.S. Departments of Health and Human Services (HHS) and Education (ED) policy statement recommending that states develop policies and practices to significantly limit the practice of expulsion and suspension of young children due to
challenging behaviors in all early childhood programs, Active Learning Centers is committed to doing our utmost to provide safe and adequate care for all children and encourages the inclusion of all children in our program as described above.

Active Learning Centers does reserve the right to terminate or suspend services for any reason, which may include but are not limited to failure to pay for services, failure to uphold or follow policy, and threshold behaviors as described in the above Crisis Behavior Policy.

Withdrawal

You must give two weeks notice in writing to the director. Failure to submit this notice will result in a charge for two weeks after your child's last day of attendance.

The two-week notice does not apply to summer camp. After June 1, parents assume all financial responsibility for the weeks they have registered for regardless of attendance.

Transferring Between ALC Locations

We recognize that parent needs for childcare may change. Parents wishing to transfer from one ALC location to another may do so by speaking with their current center director. We are more than happy to help facilitate the transition by making the appropriate arrangements with the new location and transferring the child's file. As per the withdrawal policy, we still require two-week written notice be given to your current center to properly manage ratios and facilitate a smooth transition.

Schedule Changes

We recognize that schedules and needs change. We will work with you to adjust to these needs; however, we do require at least two weeks' notice of the change to facilitate the request. Please keep in mind that change requests are dependent upon enrollment and staffing availability.

For families receiving subsidy, it is important to note that you are responsible for reporting schedule changes to your case worker and the center must receive notification from your case worker before the change can be put into effect.

Custody of Children and Custody Agreements

Active Learning Centers requires families to provide a copy of the most up to date custody agreement and requires families to notify ALC of any changes to said agreement. Failure to provide these documents or updates could result in termination from our program.

Regarding the physical custody of children in our care, we are required to follow the provided current legal document. If no custody document is provided to the facility, we are unable to limit any parent involvement or pick-up in any way. If a parent has an

updated custody agreement or one was not previously needed before but now is in place, it is the parent's responsibility to provide Active Learning Centers a copy of this legal document.

Active Learning Centers remains a neutral party in all custody issues and litigation. As such, we are unable to release a teacher from their regular workday to testify on a parent's behalf. We will provide any documentation on file (attendance records, sign in sheets, developmental checklists, health assessments, etc) to the parent based on the custody agreement.

Release of Children's Records

Children's records are collected through a written request via a letter or signed form from the parents. When the parent withdraws his /her child from Active Learning Center, and requests information from a child's file, the following procedure will be followed:

- Parent requests desired information from the child's file.
- Parent signs Permission for Release of Information form provided by the Center Director.
- Center Director makes a copy of requested information and gives it to the parent and or requested organization.
- Release of Information Form is placed in the child's file.

Following the above-mentioned procedure, Active Learning Center will release the following information:

- Child's Developmental Summaries and Continuums
- Child's Health Appraisals
- Child's Immunization Record
- Tuition Fee Agreements
- Application for Child Care

Stakeholders for Quality Childcare

Active Learning Center takes pride in providing our children with quality care. To maintain a system for continuous improvement of the quality of care, we ask that parents be active in this process.

Parent Involvement Process

- Parents are requested to provide the school district their child will be attending (if school age) or in the future (if preschool).
- Parents will also be requested to provide the Elementary School name and location in the school district.

- Parents are asked to share any other possible partner or human service agency that would be responsible for the success of the Transition to Kindergarten or a new school environment.
- At the end of each school year, parents are requested to fill out an information sheet stating whether their child will be returning in the fall and if there are any changes taking place with the child's education or school location.
- Active Learning Center believes in daily verbal communication with parents. We ask that if anything should change with your child's emotional or educational needs, that you notify us as soon as possible.

"Stakeholder List" for Child's Future Education:

- Parents
- Active Learning Centers
- Head Start of the Lehigh Valley: 610 -437-6000
- Intermediate Unit Lehigh Carbon: 610-799-4111
- Colonial Intermediate Unit 20: 610-252-5550
- All applicable local school district
- Child's Physician
- Others at the parent's request

Handbook Acknowledgement
Active Learning Centers

I have received, read, and understand the Parent Handbook. I agree to follow the rules, guidelines, and policies of Active Learning Centers and Lehigh Valley Martial Arts, Inc.

_____ _____

Parent Signature Date

_____ _____

Director Date