

Welcome to
Building Blocks

Parent's Manual

Owners: Chris Gries
Corey and Beth Wegerbauer

6750 Iroquois Trail, Allentown, PA 18104
(p) 610-395-9696 (f) 610-395-3322

9 S. Bacton Hill Road, Malvern, PA 19355
(p) 610-644-1096 (f) 610-429-3056

www.buildingblockchildcare.com



Dear Parents:

Welcome to Building Blocks Learning and Child Development Center.

The early childhood years are a very special period in your child's life. Our team is dedicated to providing the best environment to promote social, emotional, physical, creative, and cognitive development in your child. Our program is tailored to meet the needs of your child at each stage of development.

Our philosophy is to provide a safe and nurturing environment with programs that will foster self-esteem, confidence, and a love of learning. Our professionally trained and educated staff are committed to making a positive difference in your child's life.

Our educational goal is learning through fun, creativity, and play. The curriculum is designed to nurture the full range of developing skills and interests of your child. Activities are geared to the age appropriateness of the group, as well as the individual needs of each child.

We want the best for your child. You, the parent, are very important to us. We encourage you to contact the center with any questions or concerns. If we can do anything to make your child's experience more meaningful, please let us know.

Thank you for selecting our center and giving us the privilege of sharing in your child's growth and development.

Sincerely,

Chris Gries, Corey & Beth Wegerbauer
Owners

Our Goal

At Building Blocks we understand that each child is an individual. We try to adapt our lessons to each child's needs, so that your child may develop to their fullest potential. Children learn through play. We want to make the learning process fun, through activities geared to the appropriate age level of the group.

General Information

Building Blocks is licensed by the Pennsylvania Department of Public Welfare. We are open 12 months a year from 6:30am to 6:00pm, Monday through Friday. Part-time programs are available. You will be asked to designate your child's hours of attendance at the time of enrollment. A closing schedule will be provided at the time of enrollment.

Enrollment

Enrollment is open to children from 6 weeks to school age. Enrollment shall be granted without discrimination in regard to race, religion, color, national origin, disability, gender, or age.

Interested parents and children are invited to tour the school, meet the staff, and review all the necessary paperwork prior to enrollment. If not included as part of the tour, prior to the child's attendance, a conference with the parent and child is requested to acquaint each new family with the center, staff, and schedule for the child. Children are grouped according to age and development level.

Children's Records

Each child enrolled must have an updated record including all State and Building Block required forms. The file is confidential, and will be shared with other staff members only as required to meet the needs of the child.

We are required by the state to have all parents update Emergency Contact information and agreements every 6 months. Medical records are required to be updated annually, or whenever the child's immunization status changes.

Daily Schedule

Please notify Building Blocks whenever your child will not be attending on a scheduled day. If the child is ill, the parent should notify the Director in order to enable Building Blocks to keep track of any illnesses, which may occur at the center.

This is a sample schedule of our daily activities. If you are arriving later than the morning arrival time please take this into consideration as you enter the classroom.

6:30 - 8:30	Arrival
8:30 - 9:00	Morning activities (calendar, pledge)
9:00 - 9:30	Morning snack
9:30 - 10:00	Outside play (inside if weather doesn't permit)
10:00 - 11:00	Small group activities
11:30 - 11:45	Story time
11:45 - 12:00	Wash for lunch
12:00 - 1:00	Lunch, wash after
1:00 - 1:30	Quiet activity while preparing for nap time
1:30 - 3:00	Nap time
3:00 - 3:30	Afternoon snack
3:30 - 4:30	Afternoon activities
4:30 - 6:00	Quiet activities of choice

*School age children will receive an afternoon snack once the children have arrived and settled in.

Our Curriculum

Building Block's curriculum is designed to accommodate the individual needs of each child. It's child's play, where we emphasize learning through play. The following are part of the curriculum used throughout the center:

- Art and craft time
- Science and math
- Language development and writing
- Library and reading
- Computers
- Music and movement
- Outdoor play
- Health and fitness

Items to Bring

Infants: Building Blocks will provide each full-time infant with their own crib and mattress for use at the center. We ask parents to provide:

- A written description of each child's feeding schedule.
- All food and drink and the utensils required for food service.
- A clean change of clothes.
- Diapers and any crèmes or ointments.
- Clean bed linens weekly. We will have extras in case of an accident.

All food containers, sippy cups, etc., drinks, bottles, and clothing should be labeled with the child's first and last name. Refrigeration is provided for storing bottles and food.

As solid foods are introduced, parents should bring in small plastic containers of food (please no glass jars) clearly labeled with the child's first and last name and date. The Department of Health suggests that all food, whether commercially prepared or home cooked, be proportioned in clean and sanitized containers complete with date and a label. Food should be placed in the refrigerator upon arrival. In warm weather, it is recommended that perishable food be transported in an insulated cooler. Any food item, with the exception of infant bottles that requires reheating, will be microwaved to ensure that the proper temperature of 165 degrees Fahrenheit is reached. Therefore, all such foods should be sent in microwave-safe containers.

Pre-Toddlers and Toddlers: We ask parents to provide:

- A healthy lunch for your child. Please send warmed lunches in a thermal container and place in the kitchen. All other lunches may be placed in an insulated bag with an ice pack and placed on the counter or in your child's classroom.
- Diapers, approximately 8 per day, and any ointments needed. Please clearly mark with child's full name.
- A clean full change of clothes.
- Clean bedding weekly, clearly marked with child's full name. Must be taken home every Friday to be washed.

Preschoolers: We ask parents to provide:

- A healthy lunch for your child. Please send warmed lunches in a thermal container and place in the kitchen. All other lunches may be placed in an insulated bag with an ice pack and placed on the counter or in your child's classroom.
- A clean full change of clothes.
- Clean bedding weekly, clearly marked with child's full name. Must be taken home every Friday to be washed.

Building Blocks will provide the following:

- Wipes
- Morning and afternoon snack with milk in the morning and juice in the afternoon. A weekly list of snacks will be posted.
- Cot for napping.

Meals and Snacks

Building Blocks provides a morning and afternoon snack on a daily basis. Items such as fresh fruit, graham crackers, pretzels, Cheerios, and vegetables may be served. The weekly snack menu is posted in the kitchen for review.

Parents may provide breakfast for children who arrive prior to 8:00 a.m. All food should be ready-to-serve. If any preparation is required, parents should plan to spend the required time assisting their children.

Building Blocks recommends sandwiches, yogurt, fruit, crackers, cheese, etc., for lunch. A beverage of milk or juice is also recommended. If a beverage is not provided, children will be offered water. Please do not send soda in your child's lunch. Lunches should be ready-to-serve (fruit peeled; soup in microwave-safe containers, etc.) and will be reheated if requested. Items that require refrigeration should be labeled and placed in the appropriate place in the refrigerator in the kitchen. All bibs, bottles, cups, bowls, spoons, etc., must be taken home daily. Department of Health requirements do not allow the school to wash and store these items.

During lunch and snack times, children will eat as a group with the staff. We encourage table manners, etiquette and proper table conversation.

It is requested that parents be cognizant that there may be children in the center with severe peanut/peanut oil allergies. When sending in treats for birthday celebrations, please be sensitive to the needs of these children and review carefully the ingredients of the treats for evidence of peanuts or peanut oils.

Rest and Nap Time

After a full morning of activities, children need time to refresh and recharge themselves. Nap time is a quiet time in which children are required to lie quietly on their cots. Quiet music is played, lights are dimmed, and it is a period of relaxation for those who do not nap. Quiet activities will be available for children who awaken early. Care is taken to allow children who nap to be able to sleep.

Parent Access

The parent of a child in care shall be permitted free access without prior notice, throughout the center, whenever their child is in attendance. In cases where the child is the subject of a court order (i.e., Custody Order, Restraining Order, or Protection from Abuse Order, etc.) The center must be provided with a certified copy of the most recent order and all amendments. The orders of the court will be strictly followed unless the custodial parent requests a more liberal variation of the order in writing.

Visitors are asked to schedule appointments and will be allowed in the childcare areas only at the discretion of the Director. A staff member will accompany visitors at all times.

Arrival and Departure

Children must be signed in each morning on the appropriate sheet(s) located in the child's classroom. Children are to be escorted to their designated classroom or their assigned area of the building. Children are required by law to be under adult supervision at all times. Parental involvement in helping a child get settled with that staff member will help your child adjust quickly in the morning routine. If there is anything that the staff can do to assist with the morning transition, parents should not hesitate to ask.

At the end of the day, children must be signed-out by a parent or the person authorized to pick up the child. The sign in and out sheets are reviewed by the state licensing personnel and also help to determine our staffing requirements.

Release of Children

Since the safety and well being of the children is our utmost concern, Building Blocks maintains a strict policy regarding the individuals to whom we will release a child. Enrollment forms require a parent to specify at least two individuals to whom the child may be released either on a regular or emergency basis.

Advance written authorization is required for a child to be released to an individual other than the parent. In the case of an emergency, the Director may be notified by phone as to the name, address, phone number, and brief physical description of the person who will be picking up the child. The Director will then call the parent back to verify this authorization. Once this individual arrives, a staff member will need to verify the individual's identity by reviewing 2 forms of identification before the child is released. The authorized individual must then sign, initial, and note the time of the child's release.

If a non-custodial parent is not included among those persons authorized by the custodial parent to pick up the child, please inform the Director. A copy of the appropriate documentation must be included in the child's record. This information remains confidential and will be shared with other staff members only as required to meet the needs of the child.

Should an unauthorized individual arrive to pick up a child, a parent or emergency contact person will be notified via the phone. If the Director is unable to reach a parent or emergency contact person, the child will not be released. Should an unauthorized person become confrontational or uncooperative with the staff, the Director or person in charge will immediately notify the local police.

Building Blocks will not release a child to any parent, relative, or other authorized adult who appears to be impaired by the use of drugs or alcohol. In the event this situation occurs, a telephone call will be made to the parent, emergency contact person, and/or police.

Tuition and Fees

Tuition is paid on a monthly basis. Monthly tuition is billed on the 20th of the preceding month, due on or before the 1st of the month. The tuition mailbox is located outside the Director's office. If payment is in cash, it must be handed to the Director/Owner. Please obtain a receipt for any cash payment at the time payment is rendered. Checks should be made payable to "Building Blocks." There will be a \$25.00 fee for checks returned by the bank. This fee is due at the time of notification. For your convenience, Building Blocks offers, if you choose, auto debit of the monthly tuition and accepts credit card payments.

Any tuition not paid by the close of business of the 1st day of the month will incur a late fee of 5% of monthly tuition. After the 5th day of the month, the child may not return to the program until the full tuition and the late charges incurred are paid in full. Please contact the Director/Owner if payment difficulties are anticipated so alternative arrangements may be made.

There is no credit given for vacations, scheduled school holidays, a child's illness, and school closings due to inclement weather or acts of God.

A fee will be charged for any child not picked up before the Center's designated closing time. The late fee charged will be \$20.00 per child from 6:00-6:15 p.m. with an additional charge of \$5.00 for every 5 minute period thereafter. Fees for late pickup must be paid immediately. If not paid immediately, the child will not be readmitted to the program until these charges are paid in full. The same late fees apply for half-day children who must be picked up at 12:30pm.

If we have not been able to contact a parent or guardian and the child has not been picked up by 7:00 p.m., we are obliged to inform the Department of Public Welfare in Pennsylvania and the appropriate local authorities. Consistent lateness (two or more late pickups within a one month period) after 6:00pm will be cause for the child's dismissal from the center.

Please call the school if you are going to be late.

Withdrawal

Two weeks written notice is required for withdrawing for any reason. If the required notice is not given, parents will be charged for that period. Two weeks written notice is required for reducing your child's current schedule.

Accidents and Injury

Should a child become injured at school, the parent will be notified with an accident report form. The parent will be asked to sign this form indicating that they have been notified and a copy of the form will be included in the child's record. If the injury is of a serious nature, a parent will receive a telephone call from the center at the time the accident occurs.

In the event of an emergency, the child will be transported by ambulance to the nearest hospital or emergency room facility and a parent will be contacted to meet the accompanying staff member at that facility. It is extremely important that emergency contact information is up to date. A child cannot be transported for care, or receive any emergency care at school, unless the waivers for emergency care have been signed. These waivers are included in the enrollment packet.

Emergency Closings

Building Blocks will make every reasonable attempt to open on time and remain open during inclement weather. However, in cases of extremely dangerous road conditions, or states of emergency, it may be necessary for the center to cancel classes, delay opening time, or close the center earlier than usual. Parents should call the center at (610-644-1096) by 6:00am for announcements of closings or delays. Should parents and/or an emergency release contact person be prevented by weather conditions from reaching the facility to pick up the child, closing staff will care for the child and maintain proper staff-child ratios until the child can be safely picked up.

Should the building require emergency evacuation, the staff-child ratios will be maintained and the children will be evacuated to a nearby location. Each staff responsible for a group of children will carry emergency contact information and class attendance records with him/her to the evacuation site. Parents will be contacted by telephone, or by radio broadcast if telephone transmission is not possible, as to the location of the evacuation site and their children.

Health Policies

The health of the children is very important to the staff at Building Blocks. By monitoring each child's health status, teachers are able to maintain a better environment for the entire class. Children who are ill cannot be appropriately cared for in a child care setting. A child who is unable to participate in all the activities due to illness should not be in attendance. We understand that it may be difficult to make arrangements in the workplace to cover periods when a child may be too ill to attend. However, cooperation in keeping a child home when he/she is showing symptoms of illness will be greatly appreciated by the staff and all the children who would normally be in contact with that child. By establishing and maintaining a healthy environment, and reasonable health policies, all of our children will benefit.

If a child does arrive in the morning showing symptoms of ill health, the school will be unable to accept him/her. The exception to this requirement would be that a licensed physician has seen the child that day and indicated in writing that there is no health risk to your child or to any of the other children or staff.

Examples of health symptoms that require exclusion from the program include, but are not limited to:

- Severe pain or discomfort, particularly in joints, abdomen, or ears.
- Vomiting or diarrhea (two or more episodes in a 2-hour period).
- Severe coughing or sore throat.
- Oral temperature of 101 degrees Fahrenheit or more accompanied by other behavioral changes and/or symptoms. For infants, the temperature reading would be an under-arm reading of 100.5 degrees Fahrenheit.
- Jaundice (yellow) skin or eyes.
- Red eyes with discharge.
- Infected, untreated skin patches/lesions or severe itching of body/scalp.
- Difficult or rapid breathing.
- Skin rashes (excluding diaper rash) lasting more than 24 hours.
- Swollen joints, visibly enlarged lymph nodes, or stiff neck.
- Blood/pus from ears, skin, urine, or stool.
- Unusual behavior characterized by listlessness, loss of normal appetite, or confusion.
- Symptoms of chicken pox, impetigo, lice, scabies or strep throat.

If a child becomes ill during the day, a parent will be advised immediately. The child will be given the opportunity to rest or participate in other activities in a separate area until a parent or emergency release person arrives to pick the child up. If the child is not picked up within one hour from the time of notification, the emergency contact person will be called.

Children who are sent home due to illness will not be readmitted to school until all signs of illness have been gone for 24 hours. The exception to this requirement would be that a licensed physician has examined the child and indicated in writing that the child does not present a health threat to others and is able to participate in all activities including outdoor play.

In cases of certain communicable diseases, the center is required to file a report with the Department of Health within 24 hours so that control measures may be undertaken. Parents and staff are reminded to notify Building Blocks within 24 hours if a child or family member has developed a known or suspected communicable disease. If a child has not been fully immunized for some of these diseases (due to the child's age, medical condition, or religious reason) he/she will be excluded from the school during an outbreak of a vaccine-preventable illness as directed by the State Health Department. Examples of "reportable diseases" include, but are not limited to:

- Lyme Disease
- Whooping Cough Tuberculosis

- Measles
- German Measles Spinal Meningitis Salmonellosis
- Rubella
- Giardiasis
- Mumps
- Hepatitis
- Shigellosis

All parents will be informed in writing if a communicable disease is reported.

Medication Procedures

The Director (or a specifically designated staff member) will be responsible for checking the medication forms book and dispensing medication. The Director (or designated staff member) dispensing the medication will sign and date the forms book when medication is given.

When a child needs medication, two forms must be completed:

1. The first form is the daily medication log. The log needs to be completed for each date that medication is to be dispensed.
2. The second form is the authorization for dispensing medication, which should only be given to the Director (or a specifically designated staff member). The authorization form needs to be completed for each new cycle of medication. Medication will only be dispensed for the dates indicated on the form. The dates cannot exceed one month's time period. A new authorization form will need to be completed for each month. The authorization form should be given directly to the Director or specifically designated staff member.

The medication forms book and authorization forms are located in the Director's office. Parents may revise their child's medication form or leave a doctor's note with the Director as required. Check expiration dates on all medications. We will not be able to administer expired medications even if the information in the Medication Forms Book is completed.

Prescription medications must be provided in the original, pharmacy labeled, childproof bottle. The label must indicate the child's first and last name, and dosage information. Prescription medications will only be given to the person indicated on the pharmacy label. Siblings may not share containers of medication. A doctor's note must be provided with instructions for use, including the date the treatment expires. If the prescription is an ongoing treatment, the doctor may indicate that in the instructions.

The dispensation of medication is undertaken as a professional courtesy and not required by law. Building Blocks reserves the right to refuse to dispense medication to any child if necessary procedures are not followed.

Children under the age of 2 years old must have a doctor's note for any over-the-counter medication. This note needs to indicate the dosage approved by the physician. Only one doctor's note will be needed for each medication, regardless of how many times it is dispensed. Over-the-counter medications will not be given for more than 3 consecutive days unless a doctor's written permission is provided. The doctor's note must accompany the parent's signature on the medication form. The note will not negate the parent's responsibility to fill out the medication form. Diaper creams, powders, sunscreen, etc: If a child requires over-the-counter diaper ointments, lotions or powders, these must be labeled with his/her first and last name. The parent must complete an authorization form for each type of ointment. Individual diaper creams, powders, and sunscreens must be sent in for each child. Siblings may not share.

Discipline Policy

Building Block's staff is trained in the process of positive discipline. Positive discipline instructs children as to what they should do. For example: "We walk inside the building" instead of "no running."

"Quiet time" may be used selectively for children over 18 months of age who are at risk of harming themselves or others. "Quiet time" is used as a last resort after several attempts of redirection have been made. The period of "quiet time" will be just long enough to enable the child to regain control of him/her. During the "quiet time" period the child will be in an area where he/she may be visually observed by a Teacher/Director.

Aggressive physical behavior (i.e., fighting, hitting, biting, etc.) by a child toward another child or staff member is unacceptable. Staff will intervene immediately should this type of situation occur. Physical restraint (i.e., a teacher holding a child) will not be used except as necessary to ensure a child's safety or that of others, and then only for so long as necessary for the child to regain control. Children will be shown positive alternatives rather than just being told "no." Parents will be informed if any such incident occurs, and a conference may be requested at any time to discuss an acceptable behavioral plan for the child. If a child's behavior is determined to be uncontrollable, extremely disruptive, and/or harmful to him/her or others, the parent will be called to come and remove the child from school for the day. Parents will be required to make arrangements for the child to be picked up within 45 minutes from the call. Failure to do so may result in termination of services. Building Blocks reserves the right to terminate enrollment of children who exhibit behavioral patterns, which are deemed to be harmful to themselves or others. Open communication between home and the center is considered key to effective discipline.



9 South Bacton Hill, Malvern, PA 19355
www.buildingblockchildcare.com

Phone: 610-644-1096
Fax: 610-429-3056

Subject: Nondiscrimination in Service

To: Parents

From: Corey Wegerbauer

A handwritten signature in black ink, appearing to be "CW", followed by a horizontal line extending to the right.

Admissions, the provision 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 deliver locations. Structural modifications shall be considered only as a last resort among available methods.

Any parent, who believes they have been discriminated against, may file a complaint of discrimination with:

Building Blocks Learning & Development Center
9 S. Bacton Hill Road
Malvern, PA 19355

PA Human Relations Commission
Philadelphia Regional Office
110 North 8th Street Suite 501
Philadelphia, PA 19107

U.S Dept of Health & Human Services
Office of Civil Rights
Suite 372, Public Ledger Bldg.
150 S. Independence Mall West
Philadelphia PA 19106-1911

Department of Public Welfare
Bureau of Equal Opportunity
Room 223 Health & Welfare Bldg.
PO Box 2675
Harrisburg, PA 17105-2675

Commonwealth of Pennsylvania
DPW Bureau of Equal Opportunity
Southeast Regional Office
801 Market Street, Suite 5034
Philadelphia PA 19107



6750 Iroquois Trail, Allentown, PA 18104
www.buildingblockchildcare.com

Phone: 610-395-9696
Fax: 610-395-3322

Subject: Nondiscrimination in Service

To: Parents

From: Corey Wegerbauer / Chris Gries

A handwritten signature in black ink, appearing to be "Chris Gries", is written over the "From:" line.

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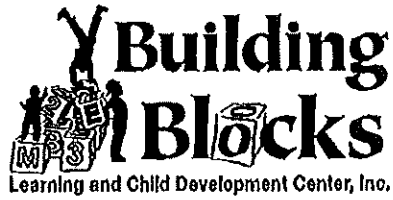
Building Blocks Learning & Development Center
6750 Iroquois Trail
Allentown PA 18104

PA Human Relations Commission
Pennsylvania Place, Suite 300
301 Chestnut Street
Harrisburg, PA 17101-2702
Tel: 717-787-4410
Fax: 717-787-0420

Department of Public Welfare
Bureau of Equal Opportunity
Room 223 Health & Welfare Bldg.
PO Box 2675
Harrisburg, PA 17105-2675
Tel: 717-787-9695
Fax: 717-772-4366

U.S Dept of Health & Human Services
Office of Civil Rights
Suite 372, Public Ledger Bldg.
150 S. Independence Mall West
Philadelphia PA 19106-1911
Tel: 215-861-4441
TDD: 215-861-4440; 800-368-1019

DPW Bureau of Equal Opportunity
Northern Regional Office
Rm. 331 Scranton State Office Bldg
100 Lackawanna Avenue
Scranton PA 18503-1923
Tel: 570-963-4342
Fax: 570-963-3370



Handbook Receipt by Parent

Please return signed copy to the Director on first day of class.

I/we, _____, the parent(s) of _____
Acknowledge that I/we have received a copy of The Parent Handbook and have been give the opportunity to read the manual and ask questions about the content. Furthermore I/we understand the guidelines contained therein and I/we agree to abide by the guidelines set forth in the manual. Building Blocks reserves the right to alter, amend, or otherwise modify these guidelines.

Print Name: _____

Signature: _____

Date: _____

Print Name: _____

Signature: _____

Date: _____