

Parent Handbook

2022-2023 School Year



Victory
EARLY LEARNING ACADEMY

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www.victoryearlylearning.com

Victory Early Learning Academy

Parent Handbook

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Victory Early Learning Academy

Introduction

I know this can be a fearful time since none of us have ever experienced this before, the teachers and administration at VELA are committed to providing a quality program that is safe, educational, child friendly, and fun!

While many things will seem different with new procedures in place for safety of all, this will still be an environment that fosters fun and learning. It is our goal to draw out and inspire the best in our students as we provide them with opportunities to create, explore, and learn.

This health and safety plan will lay out the changes as we continue during this Covid-19 pandemic. All changes included in this plan will remain as the “new normal” until further notice. We will make sure that all changes are realistic and feasible for staff and children by following CDC (Center for disease control) guidelines as well as those put forth by OCDEL (Office of Child Development and Early Learning). Please be sure to read through this and sign and return the last page electronically.

Please feel free to contact me if you have any questions about the policies and procedures that are outlined in this Health and Safety Plan. They are in place to ensure that Victory Early Learning Academy is a safe and enjoyable place for your family.

Partnering with you in passing on the heritage of faith to the next generation,

Mary Christofis, Director
Victory Early Learning Academy

A. Extra hygiene measures and procedures

a. Handwashing: As soon as students arrive to the classroom, they will wash their hands properly. Hands will also be washed throughout the day and more frequently with soap and water for at least 20 seconds. Hand sanitizer will be used for our older classes when soap and water is not available.

b. Sanitizing/Disinfecting: All hard surfaces will be wiped down throughout the day, before and after use as well as at the end of each day. Any toys that go into a child's mouth will be put into the disinfecting process like usual. All surfaces and toys will be sprayed prior to leaving the room throughout the day.

c. Mask wearing: **MASKS ARE OPTIONAL**. Just like any update in policy, it is always subject to change. If we are required by the state to go back to mandated masking, we will comply.

B. Admission/Exclusion due to symptoms of illness

Children who are obviously ill with fever, diarrhea, vomiting, green-runny nose, puss/oozing eyes, disease or condition (i.e.- ringworm, head lice, chicken pox, measles, mumps, pink eye, fever over 100 degrees, etc.) **will not be admitted** to the program. It is a danger to other children and staff members at our facility. If you have any doubts about your child's health, please call us at (610) 676-9085 or message on HiMama to be sure they may attend. If your child appears to be sick or has any of the above while at school, we will notify the parent or guardian immediately, and it is necessary that the child be picked up within one hour of notification from VELA.

The child will be permitted to return when his/her temperature **is normal for 24 hours without aid of fever reducing medication**. Your child must have any prescribed medication, such as antibiotics, in his/her system for at least 24 hours before returning. In the event your child is sent home with one of the above health concerns, they will not be permitted back to VELA without a doctor's note. The doctor's note must be written on their letter head and read that the child can return to school because what they have is no longer contagious.

Permission for a child to be administered medicine in the school must be approved by the physician and parent utilizing the "Authorization for Administering Medication" form. Medications for maintenance will be administered throughout the day as required. The medication must be given to the classroom teacher in its original bottle, which contains the pharmacist's directions. The medication log must be signed by the parent at this time and will be kept on file. Children will be given their medication according to the prescription specifications only.

If a child or someone in your household is showing COVID-19 symptoms (fever, cough, shortness of breath), we ask you to keep your child(ren) home. They must follow quarantine guidelines set by the Montgomery Department of Health.

.If there is a positive case of COVID-19 in a child or an adult who has been present in the childcare center, we will inform OCDEL and our parents along with the Department of Health (DOH).

C. Care Policy

When a child has a special need including prescribed medication or specialized instruction, a plan will be put in place with a team of parents, health care providers, and special instructors when applicable. A template plan will be provided for each family to fill out and keep in child's file so that all staff are aware of each step of the plan should an emergency arise. All medications will be kept in a space inaccessible to children, and a medication log will be filled out and signed by parents for permission. If a plan changes, it is imperative that the parent fill out a new form as soon as possible. These forms are available on our website as well as next to our parent board at VELA.

D. Personal Belongings

Until further notice, children may not bring in any personal belongings aside from what is approved. No toys or personal items from home will be permitted at this time. Bedding will be sent home on the last day of each week, and it is **mandatory** that bedding be laundered before returning the next week.

E. Arrival and Departure Procedures

Our facility is operational from 7:00am – 5:30pm, Monday through Friday.

Drop off procedures:

Parents **will** be permitted to walk children back to their classroom. There will be a teacher at the classroom entrance that will take the child's temperature and then the child can continue into their class. PARENTS WILL NOT be permitted in the classroom. They can drop off at the classroom door only.

Pick up procedures:

Parents will be permitted to pick up their child from the classroom. The parent is NOT permitted in the classroom, they can pick up at the door only.

F. Visitors

Visitors will not be permitted at this time. Therapists will be permitted if they pass screening procedures and follow protocol.

G. Field Trips/Special Events

We will closely monitor the situation and make a case by case decision.

H. Parties and Celebrations

Birthdays- If you wish to celebrate your child's birthday at VELA, please check with your child's teacher at least one week in advance with what your plans will be for that celebration. The use of candles is prohibited due to safety reasons. Note: All birthday treats must be nut free and from this approved list: mini-cupcakes, munchkins/donut holes, mini-muffins, ice pops, prepackaged treats.

I. Food

- a. Lunch: **We ask that you do not bring in lunches that need to be heated.** A packed lunch is acceptable.
- b. Snack: A morning and afternoon snack is included in your monthly tuition amount. Snack is provided at 10:00am and 3:00pm daily.

- c. **Food Allergy: We are a peanut free facility**, so please do not provide lunches that contain peanuts. If your child has an allergy to any foods, please be sure that it has been indicated in your child's paperwork and put in writing. This should be given to the teacher AND director. All allergies will be posted in the classroom. Depending on the allergy, some rooms may become completely "nut free."

J. Fee and Payment

Policy Victory Early Learning Academy enforces the following policies and procedures for tuition payments with the backing of Victory Church:

- a. Part-time and Full-time tuition is automatically deducted on the 1st of the month.
- b. A \$25.00 per month late fee will be charged when a payment is declined.
- c. There will be a \$5.00 charge per child for every five minutes elapsed after you scheduled pick-up time.
- d. All tuition is due regardless of sickness, behavioral/disciplinary removal, vacations, weather related closings or holidays (including Thanksgiving, Christmas, snow days, and Spring Break), emergency related closings mandated by the state/local government/DHS, like a pandemic.
- e. Free Vacation Week:
 - 1. A vacation week will be granted after a full-time or part-time student has been enrolled in the school for a full year.
 - 2. A vacation week MUST be taken in five consecutive days.
 - 3. A vacation week will not be granted if tuition is not current and paid on time on a consistent basis.
 - 4. The school director requires a 2-week written notice prior to month requested from parents who want to use their vacation week.
- f. If you need to terminate your child's enrollment, a two-week notice is to be given to the school director(s); otherwise you will continue to be charged your monthly tuition. (No reimbursement of tuition will be granted)
- g. If you decide to take an extended leave of absence, we can only hold your child's spot by paying a 20% per month fee. The extended leave of absence also applies to those who choose to

not send their child to school after the reopening from a forced closure, like a pandemic or emergency-related forced closure.

- h.** To ensure your child's enrollment, parents must re-register their child(ren) for the following year.
- i.** It is understood that there will be an annual increase each July at the start of the fiscal year.
- j.** There is a 4% convenience charge for any enrolled family using a credit card. ACH (bank account) can be used with no added fee.

Information for Public, Social, and Community Services

- **Early Intervention (EI) or Intermediate Unit (IU):**
 - For families who want their child assessed and evaluated for services like (but not limited to) learning disabilities, behavior therapy, occupational therapy, speech therapy, you can contact the Montgomery County Intermediate Unit (MCIU)
 - Website link for more info: <http://mciu.org/office-of-student-services/early-interventionpreschool/>
 - Phone number for MCIU: 484-685-1856. Leave a voicemail with name and address to receive application packet.
- **ELRC (Formerly known as Child Care Information Services or CCIS):**
 - For families who are eligible (or to find if you are eligible) for subsidized childcare funding or for other referral services.
 - Website link for more info: <http://www.montcopa.org/115/Child-Day-Care-Services>
- **Pennsylvania's Promise for Children:**
 - For families who seek more information about best practices, guidelines, what to look for in quality childcare, etc.
 - Website link for more info: <http://papromiseforchildren.com>
- **Keystone STARS:**
 - Our center is part of the Keystone STARS program, a quality assurance/retention program that helps train and motivate providers to do best practices, obtain resources and trainings as well as receive government funding to enhance the program and facility.
 - Website for more info: http://www.pakeys.org/pages/get.aspx?page=programs_stars
- **Childline Abuse Services:**
 - To report suspected child abuse
 - Website for more info: <http://www.dhs.pa.gov/provider/childwelfareservices/childlineandabuseregistry/>
 - Phone number to report suspected child abuse: 800-932-0313 (open 24 hours)

If you do not see a service listed that you would like more information on, please ask the director, and we would be happy to find that information for you.

CIVIL RIGHTS COMPLIANCE

Admissions, the provision of services, and referrals of children shall be made without regard to race, color, religious creed, disability, ancestry, age, sex, 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 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 parent/guardian who believes he or she has been discriminated against may file a complaint of discrimination with any of the following:

Complaints of discrimination may be filed with any of the following:

Victory Early Learning Academy

2650 Audubon Road
Audubon, PA 19403

Department of Human Services
Bureau of Equal Opportunity
Room 223 Health and Welfare Building
P.O. Box 2675
Harrisburg, PA. 17105

PA Human Relations Commission
Philadelphia Regional Office
110 N. 8th Street, Suite 501
Philadelphia, Pennsylvania 19107

U. S. Dept of Health and
Human Services
Office for Civil Rights
Suite 372, Public Ledger
Building
150 S. Independence Mall
West
Philadelphia, PA. 19106-9111

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

Victory Early Learning Academy

Parent or Guardian COVID-19 Handbook Receipt Form

Parents or Guardians,

Please thoroughly review the Parent Handbook "COVID-19" edition for the 2021-2022 school year, which contains the policies and procedures for Victory Early Learning Academy. After reading the handbook, please complete this form and return it to the school via email as soon as possible. This form will be kept in your child's file for the duration of the school year.

Thank you in advance for your cooperation.

Sincerely,

Mary Christofis
Director, Victory Early Learning Academy

I, _____ (print your name), the
parent/guardian of _____
(print child's name), hereby acknowledge receipt of Victory Early Learning
Academy's Parent Handbook Covid-19 edition. I have read and agree to
adhere to all the policies and regulations set forth in this handbook.

Parent/Guardian Signature: _____

Date: _____