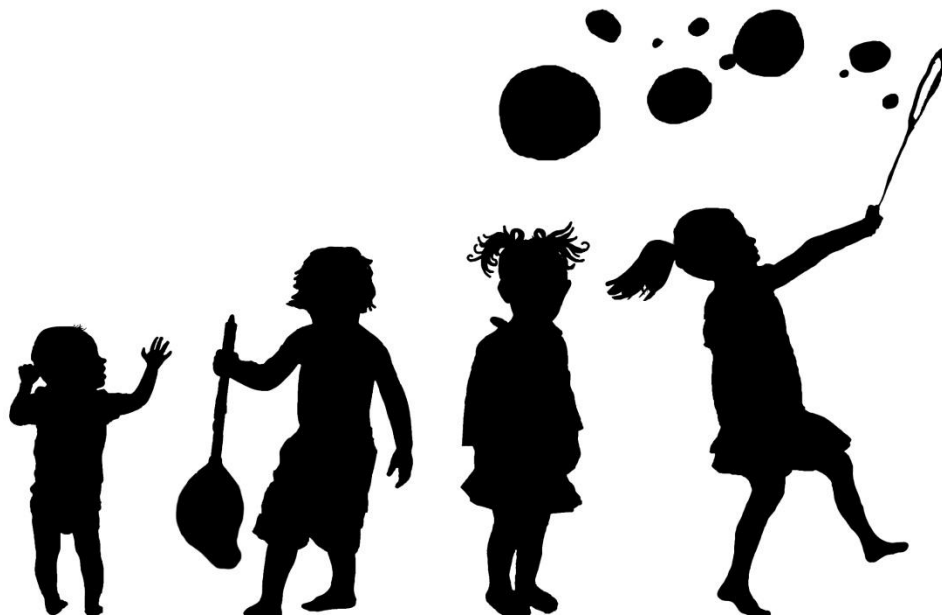




# **PARENT HANDBOOK 2021-22**

***\*Updated Dec. 2021***



**CHELTEN CHILD DEVELOPMENT CENTER  
1601 N. Limekiln Pike  
Dresher, PA 19025  
215-646-5596 (P) 215-646-4656 (F)  
Church phone: 215-646-5557**

**MISSION STATEMENT**

Supporting families by providing a quality early childhood education in a safe and loving Christ-centered environment, creating opportunities for the development of the whole child: socially, emotionally, physically, intellectually, and spiritually.

**VISION STATEMENT**

All children would leave CCDC as confident, caring, and curious on their way to becoming all God created them to be.



## **CHERISH**

*Where children are  
regarded as precious  
because of who God  
made them  
to be*



## **EQUIP**

*Where we equip  
every child to  
develop a passion  
for learning*



## **EXCELLENCE**

*Where our good  
becomes better and  
our better  
becomes best*



## **INTEGRITY**

*Where we are who  
we say we are and  
do what we  
say we do*

## WELCOME!

It is a pleasure to welcome you as a family to Chelten Child Development Center. We are a non-profit, early childhood learning center sponsored by Chelten, a Church of Hope. Our program serves children age nine months through five years, year round.

## PHILOSOPHY

We are dedicated to providing a program for every child that meets his/her needs for physical, mental, social, emotional and spiritual development. We believe that God has created each child in His image - special and unique. It is a privilege to provide this place where your child will feel loved and valued as he/she interacts with classmates and teachers. Our entire staff desires to model excellence and integrity. It is our hope that your child will leave our school equipped with a life-long love of learning.

## OUR PROGRAM

Our daily schedule encourages children to play, learn, experience and grow at their own rate without undue pressure or competition. This summer we will be doing most of our learning outside. Our curriculum helps develop:

- **Cognitive Skills:** Through dramatic play, problem solving, language and literature experiences
- **Social Skills:** Through cooperation, expressing ideas and emotions, and developing self-concept
- **Large Motor Skills:** Through vigorous outdoor play, bike riding, climbing and games
- **Small Motor Skills:** Through puzzles, cutting, pasting, painting and finger plays
- **Self-Help Skills:** Through maintaining daily routines, hand washing, dressing and manners
- **Spiritual Sense:** Understanding who God is; learning to love Him, His creation and His Word.

We hope this year will be a rewarding and valuable learning experience for your precious child. Please read through the following guidelines to help make our time together a success. Our staff is always available for your questions, comments or concerns.

**CHELTEN CHILD DEVELOPMENT CENTER**  
***A ministry of Chelten Church***

**New School Hours: 7:30 am-5:00 pm**

**OFFICE STAFF | OFFICE HOURS: 8:00am – 5:00pm**

Director:	Pam Post	ppost@cheltenchild.com
Asst. Director:	Kate Nagele	knagele@cheltenchild.com
Office Manager:	Beth Patitucci	ccdc@cheltenchild.com

**TEACHING STAFF & SCHEDULES**

**Our Staff**

Rm. 202	<b>Ducklings</b> Shardae Littlejohn (slittlejohn@cheltenchild.com)
Rm. 204	<b>Lambs</b> Thalia Rosado (trosado@cheltenchild.com) Amanda Brown (abrown@cheltenchild.com)
Rm. 205	<b>Puppies</b> Elizabeth Kramer (ekramer@cheltenchild.com)
Rm. 222	<b>Owlets</b> Josi Ribeiro (jribeiro@cheltenchild.com)
Rm. 223/224	<b>Kittens</b> Pam Stewart (pstewart@cheltenchild.com) Shannon Colpitts (scolpitts@cheltenchild.com)
Rm. 225/226	<b>Cubs</b> Hannah Post (hpost@cheltenchild.com) Margaret Mbugua (mmbugua@cheltenchild.com)
Rm. 411/412	<b>Koalas</b> Jenn Vincent (jvincent@cheltenchild.com)
Rm. 413	<b>Eagles</b> Kelsey Deres (kderes@cheltenchild.com)
Rm. 414	<b>Turtles/Joeys</b> Lauren Shaw (lshaw@cheltenchild.com)

## ARRIVALS AND DEPARTURES

### Drop-off procedures

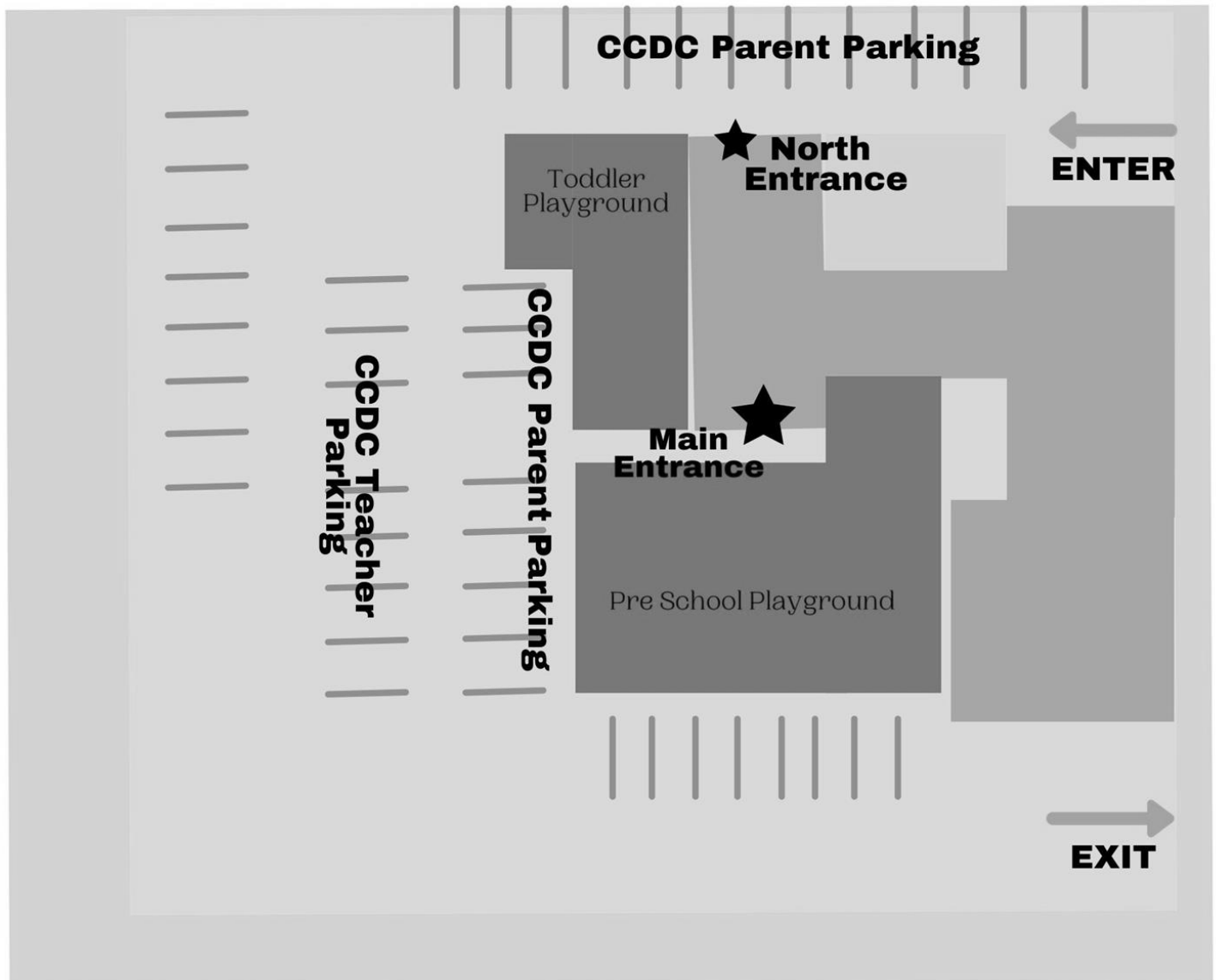
1. Parents will be assigned staggered drop-off times to avoid groups of parents waiting in close proximity to each other. Please refer to your agreement for your designated window.
2. Parking & Entering the Building:
  - a. Children assigned to the following classrooms will enter the door by the North side of the building, near the Wetlands play area. Parents will park their cars near this entrance as well. *Please refer to the map on the next page for more details.*  
**Owlets** (Rm 222), **Kittens** (Rm 223/224), **Heron**s (Rm 411/412), **Eagles**(Rm. 413)
  - b. Children assigned to the following classrooms will enter the main door off the playground. Parents will park their cars along the fence facing the playground.  
**Joeys/Turtles** (Rm 414), **Cubs** (Rm 225/226),  
**Lambs** (Rm 206),**Ducklings** (Rm. 202), **Puppies** (Rm. 205)
3. Families may enter the building, but **not the classrooms**. Children will be dropped off at the classroom door, where the teacher will meet them.
4. If a parent misses their drop-off time, they will park their car and call the office. The office will then confirm the next available drop off time.
5. All the doors will be locked after 9:00 am.

### Pick-up procedures

1. Parents will return to the same entrance and parking area for pick-up that they used at drop-off (see above).
2. Parents will be assigned staggered pick-up times. Please refer to your agreement for your designated window.
3. Upon entering the school, please go directly to your child's classroom. Parents must remain in the hallway. Your child will be brought to the classroom door.
4. If your child's classroom is empty, please check the class' "Parent Board" located near the classroom door for a sign which states which of our four outdoor learning areas your child's class is in. You can then proceed to that play area to pick up your child and then return to your car.

5. No items will be sent home with students Monday – Thursday. When picking up your child on Fridays, please be sure to take their CCDC-issued cinch-sack home from the hallway hooks, as it will contain their nap items as well as paperwork and art from the week.
6. The playground will be closed to our families after school until further notice.

If for some emergency a parent should be delayed, please call the Center to inform the teacher in charge that you will be late. Please notify the office if your child will be absent from school.



## **SNOW DAYS AND WEATHER EMERGENCIES**

CCDC normally follows the Upper Dublin School District closings for bad weather. In the event of ice or snow, you can do any of the following:

- Visit our website: [www.CheltenhamChild.com](http://www.CheltenhamChild.com) for delay or closure announcements
- Check local news for UD School District (#311)
- Log on to Upper Dublin's website at [www.udsd.org](http://www.udsd.org)
- Tune in to Upper Dublin's cable channel
- Check our Facebook page
- Notification via Tadpoles sent to your email

For a **2-hour delay** we will open our doors at **9:15 AM** for **ALL** classes.

If heavy snow or other threatening weather conditions occur during the day, we will notify you of an early closing and how we will be handling dismissal.

## **WHAT TO BRING TO SCHOOL**

**Clothing:** Because of the wide range of activities, it is recommended that children be dressed in washable, comfortable play clothing. Outdoor play is considered an integral part of our program (weather permitting) during all seasons. Please dress your child accordingly: light jacket or sweater in spring and fall; heavy winter jacket, mittens, scarf, and snow boots in winter. Slip-on shoes or light sandals are not appropriate foot wear for pre-school activities; **we require sneakers.**

Your child will need two complete changes of clothing for the season (shirt, pants, underwear, socks) in a zip-lock bag (**all items labeled with your child's name**) to be kept in the classroom.

When the weather gets colder, your child will need a Muddy Buddy (one piece rain suit), 1 pair of wool socks, two pairs of mittens (NOT gloves), a pair of rain mitts and a pair of waterproof, insulated boots to keep at school. We will continue to spend as much time as possible outside and want the children to be dry and warm. Please send in all the items for your child's outdoor kit by Oct. 1.

**Food:** Snacks are provided daily in the morning and afternoon for our preschoolers. **Lunchboxes and reusable containers are allowed in the building.** Lunches will be kept in a refrigerator during the morning and microwave ovens are available for teachers to warm lunches. Please ensure that you pack spoons/forks if needed. Toddlers should also include both a morning and afternoon snack, and your child's



name needs to be clearly marked on every item that is sent in his/her lunch bag. We discourage foods with high sugar content: please, no candy, gum or soda. Please be sure your preschool child has eaten his breakfast before arriving. Toddlers may bring breakfast.

**Toys:** Children should NOT bring toys from home, because it is too easy for them to become lost or mixed up with school toys. Since we believe in promoting peaceful play and activities, we do not allow weapons, war toys or "super heroes" at preschool. Please do not allow your child to bring these items for "Show & Tell."

**Resting Blanket:** All full day preschool/toddler students will be asked to purchase a special sheet for our resting mats for afternoon rest time. Families should send a blanket to be kept at school. All bedding will be sent home every week to be washed. Your child may bring a small stuffed animal or doll for rest time.

**Backpacks:** Although backpacks are allowed in the building, we will not be using them on a daily basis. Staff will send home papers once a week, on Fridays, in the cinch bags with your child's rest-time things.

**Water bottles:**

Families must purchase a water bottle from the school for their preschool children to use. These water bottles have hands-free spouts. Children may use water bottles from the summer or last school year. Toddlers must bring a spill-proof sippy or straw cup to keep at school. All water bottles and sippy cups will be washed daily.

**FIELD TRIPS**

Our preschoolers will be taking some field trips to local sites (i.e., the library) this year. You must give signed permission in order for your child to attend. All permissions will be given via an online platform (i.e., Signup Genius).

**OUR CLASSROOM POLICIES**

1. No visitors will be allowed in the building without prior approval from the director.
2. Children will be outside as much as possible.
3. Windows should be open as much as possible when children are inside to allow for ventilation.

4. Toys and materials in the classroom will be decreased in number, but will be rotated more frequently. All toys will be disinfected before being returned to the storage closet.
5. Pillows and stuffed animals are permitted in preschool classes but will be washed once a week.
6. Soiled clothing will be placed in the dirty laundry hamper and washed at school. When clean, they will be added to the child's extra clothing or sent home at the end of the week.
7. When children are eating, children will be spaced out as much as possible. When napping, mats will be placed as far as possible from each other. Children will be placed head to toe to prevent spreading of germs.

## **HOW PARENTS CAN HELP**

**Keeping Informed:** You will receive a newsletter each month from your child's teacher with announcements and specific information about the month's activities in your child's classroom. Please read them and post important dates on your home calendar! Parents will receive a daily report through the Procare Parent Engagement app, our communication tool. Parents will need to sign up for the app to receive lesson plans, information about your child's day, and photographs. Each teacher has a school email which parents can use to communicate needs specific to their child. Teachers will be checking this email daily. As contact with parents is still limited, we continue to look for ways that will help to involve families in our program. If you need immediate assistance, call our office at 215-646-5596.

**Evaluating:** Parent evaluations and suggestions for our program are helpful and appreciated, especially during this time of change. You are welcome to contact the director at any time.

**Birthdays and Classroom Parties:** In our preschool classrooms, we welcome parental assistance with birthdays and holiday parties, although at this time, no parents may enter the classrooms while children are here. If you'd like to send in a snack for your child to share with the class, please follow these guidelines:

- ✓ Plan ahead with your child's teacher.
- ✓ Non-messy finger foods, such as Rice Krispy Treats, donut "Munchkins," special cookies, ice cream dixie cups, jello jigglers, etc. (We have found that cake and cupcakes are just too messy and hard for the children to handle!)
- ✓ Store-bought items should be in their original container.
- ✓ Check with your child's teacher regarding allergies.

**Attending a Parent Teacher Conference:** Please feel free to contact the teacher to set up a phone call if you have a concern to discuss. Your child's teacher will be scheduling formal conferences to share information and observations about your child's progress at home and in our program. Expect more information regarding this later this fall.

## **HEALTH & SAFETY INFORMATION**

Your child's health and safety are of great importance to us. You will be immediately notified in case of illness or an accident during school. If a child has a minor injury, you will receive an accident report from your child's teacher via the Procure app (we call it the "Boo Boo Note").

All students entering our classes must have up-to-date immunizations and a health form filled out by your family physician. The Department of Public Welfare requires toddlers under age 2 to have health form updates every 6 months. Preschool age students are required to have updated health forms every 12 months. We **do not** accept children without up-to-date immunizations. Students may not continue without a current health form on file. Please notify us if there is a change in this information or in the emergency phone numbers that we keep on file.

## **ILLNESS POLICY**

Your child **may not** be at school if he/she has:

- ✓ New uncontrolled cough that causes difficulty breathing
- ✓ Fever (temperature of 100.4 F or higher)
- ✓ Vomiting or diarrhea
- ✓ New smell or taste problems

Staff members have the right to refuse to accept any child who shows any of these symptoms upon arrival. All parents should have alternative arrangements for their child in case of illness, emergencies, school closing, etc.

Please contact the school office if your child will be absent and why. Families are required to report to the school if a child or family member has been diagnosed with COVID-19.

A child who is ill must follow these guidelines:

**A child with COVID-19 symptoms (as described above) that is determined to have another cause for their illness by a doctor:**

- ✓ Must stay home until symptoms resolve
- ✓ Bring a doctor's note with diagnosis upon return
- ✓ Be fever-free for 24 hours

**A child with COVID-19 symptoms (as described above) with a positive test OR a symptomatic child not tested:**

- ✓ Must stay home for at least **10 days** from date of onset of symptoms, with at least **24 hours fever-free**  
**AND**
- ✓ Improved respiratory symptoms

**A child with COVID-19 symptoms (as described above) with a negative test:**

- ✓ Must stay home until he/she has been fever-free for **24 hours**

**A child exposed to COVID-19 but has no symptoms:**

- ✓ Must stay home for 10 days from last exposure if he/she remains asymptomatic and not tested.
- ✓ Must stay home for 7 days from last exposure if s/he receives a negative COVID-19 test taken between the 5-7<sup>th</sup> day after the exposure.

**If a child or staff member has a confirmed diagnosis of COVID-19, and exposed others at our school, we will:**

- ✓ Contact the Montgomery Department of Health
- ✓ Notify our families and staff
- ✓ Require that all children and un-vaccinated staff in the same classroom quarantine at home for **at least 10 days**. Children and un-vaccinated staff may return to class after 7 days with a negative COVID-19 test taken between the 5-7<sup>th</sup> day after the exposure.
- ✓ We may close for **2 days** for cleaning. Other classes will return to school unless it is determined that others had close contact with the ill person (defined as more than 10 minutes less than 6 feet away).
- ✓ No additional vacation days will be given for mandated closures due to COVID-19.
- ✓ Partial tuition may be charged for a state-mandated school closure due to COVID-19.

## **IF A CHILD BECOMES SICK AT SCHOOL:**

Parents will be called immediately if a child becomes sick at school with any of the following:

- Fever of 100.4 degrees or higher
- Persistent cough
- Diarrhea or vomiting
- Difficulty breathing

Families **MUST** find someone who can pick their child up within 30 minutes should the child become ill.

### **Personal Protective Equipment (PPE)**

1. All staff and children over the age of 2 will wear masks indoors, unless eating, drinking or napping.
2. Masks will be stored in a paper bag in the classroom, labeled with the child's name. A clean mask must be worn each day.
3. Staff and children will wash hands or use hand sanitizer after touching their masks.
4. Toddler staff may wear smocks (provided by the school) to protect from secretions. If they become soiled, change immediately and place soiled clothing in dirty laundry bin. These will be washed once a day.

### **Medications:**

If your child needs to take any medication (prescription or non-prescription) while at school, please bring the medication in its original container labeled with the child's name and dosage. Parents must fill out an authorization form for each day the medication is to be given with your consent and signature, along with directions for administering.

### **FINANCIAL POLICIES**

CCDC operates as a non-profit organization under the direction of Chelten Church. Our goal is to provide the best possible program while keeping our tuition costs as reasonable as possible. We rely on our families' prompt and faithful payment of monthly tuition to help us run our program efficiently.

**Tuition:** Please make your check or money order payable to CHELTEN CHILD DEVELOPMENT CENTER (or CCDC) and drop it off in the Tuition Box located outside the main office or mail it to:

Chelten Child Development Center  
1601 Limekiln Pike  
Dresher, PA 19025

**Tuition is due by the 1<sup>st</sup> of each month.** Do not pay in cash. Special arrangements for bi-weekly payment can be made upon request. Please refer to your monthly invoice for your balance due,

- **Due by the 1<sup>st</sup> of each month.**
- **Late fee of \$30 charged for payments received after the 10<sup>th</sup> of the month.**
- **After the 15<sup>th</sup> of the month, students may not attend until the account is brought current, including any accrued fees.**

**Discounts:** Two children from the same family will receive a 10% discount for the child with the lesser tuition, and a third child will receive a 15% discount.

**Security Deposits:** A deposit of \$100 (per child) will be required each year and applied to May's tuition. Security deposits will be refunded **ONLY** if your child attends the first month of school, and with 30 days' written notice.

If you must withdraw your child after the school year begins, please give at least 30 days' written notice in order to receive a security deposit refund.

**Termination of Agreement:** A child may be dismissed if fees have not been paid. In addition, if the school is unable to meet the needs of the child after pursuing all available resources, we reserve the right to help the family find an alternative placement for the child.

**Request for Records:** If your child has a formal IEP/IFSP (Individualized Education Plan), we request that you provide us with a copy so that we can work together with you toward your child's learning goals. We have a good working relationship with the Montgomery County Intermediate Unit and other agencies who may provide special services for your child during school hours. If you would like your child's teacher to attend an IEP meeting, we offer space to have the meeting here and time away from the classroom for the teacher. Therapists are permitted in the classrooms.

## **MORNING PRESCHOOL STUDENTS**

**Tuition:** Based on a yearly fee, but has been broken down into nine monthly payments, September-May, and contracted by the "Agreement Form." Monthly tuition is due by the first of each month.

**Sick Time:** There are no refunds for absences up to two weeks' duration. After two weeks of a child's continuous, prolonged illness, fees will be reduced to one-half

until the child returns to school, provided that the parents have notified the Center prior to the third week of illness. Paying the reduced rate insures the child's position until he/she returns. This does not apply for any reason other than illness.

**Late Fees:** If your child is picked up late, a fee will be applied. Repeated late pick-ups may result in expulsion from the school. Please respect our staff by picking your child up on time.

### **FULL DAY PRESCHOOL/TODDLER STUDENTS**

**Tuition:** Contracted by the "Agreement Form" and is due by the 1<sup>st</sup> of each month. This form states the days for which you must prepay. Tuition is based on a yearly fee broken down into nine or twelve equal payments.

**Sick/Vacation Time:** Each child who is enrolled on a full time basis (five full days a week) will be granted two weeks (10 days) of sick/vacation credit during the school year (Sept. - May). Each child enrolled full time for the entire summer will be granted five days of sick/vacation credit during the summer (June - August). Vacation credit is **NOT** given for days that the **school is closed** due to a COVID-19 outbreak. **No additional vacation days** are given if a **classroom is closed** due to COVID-19. Regular tuition should be paid and credit will be issued for the following month for vacation days taken. Please give 2 weeks for this to be reflected on your ledger. Written notice is required to request sick/vacation credit, and credit can only be given for days the school is open.

**Late Fees:** If your child is picked up after 5:00PM, \$5 per minute will be charged for the first five minutes. If your child is picked up after 5:05PM, a flat late fee of \$50 will be charged. These fees are paid directly to the staff person who stays overtime with your child.

### **POLICY STATEMENT**

Chelten Child Development Center, in accordance with applicable provisions of federal and state laws, provides services without regard to race, color, religious creed, handicap, ancestry, national origin, or sex.

# Chelten Child Development Center

## 2021-22 School Calendar

September 1-3 & 7	Teacher In-Service <i>Center Closed</i>
September 6	Labor Day <i>Center Closed</i>
September 8	Classes begin
September 20-22	Back to School Night <i>Meet Outdoors</i>
November 2	In-service for staff <i>Center Closed</i>
November 15-22	Parent Conferences <i>Format to be determined</i>
November 25 & 26	Thanksgiving <i>Center Closed</i>
December 24-Jan. 2	Christmas Break <i>Center Closed</i>
January 17	Martin Luther King Day <i>Center open for all classes</i>
February 21	President's Day <i>Center open for all classes</i>
April 15 & 18	Good Friday/Easter Monday <i>Center Closed</i>
May 2-6	Parent Conferences <i>Format to be determined</i>
May 30	Memorial Day <i>Center Closed</i>
June 1	Last day of school
June 2 & 3	In-service for staff <i>Center Closed</i>
June 6	First Day of Camp
July 4	Independence Day Holiday <i>Center Closed</i>
August 30	Last Day of Camp
August 31, Sept 1-2 & 6	Teacher In-service <i>Center Closed</i>
September 5 <i>Center Closed</i>	Labor Day