

# Parent Handbook

## School Age Program



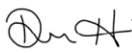
Phone: 215-992-2162 (Office)

Willard: 267-269-1335

Webster: 267-269-6103

Website: [earlylifeacademy.org](http://earlylifeacademy.org)

E-mail: [earlylifeacademy@live.com](mailto:earlylifeacademy@live.com)

Director Signature \_\_\_\_\_ 

Date 8/28/2022

Updated August 2022

Welcome to  
Early Life Academy!



Dear Parents,

Thank you for choosing Early Life Academy, where there's no limit on a child's learning.

We are a learning facility that believes that every child has their own unique learning ability. Our job is to help develop their learning ability such that he/she will be fully equipped for their next educational phase.

Our staff is dedicated in providing a fun, educational, and most importantly, a safe environment for your child. Our parents are welcome to visit at any time, and participate in any festivities.

Sincerely,  
Donna L. Hines, M. Ed  
Founder/Director

## OUR VISION/MISSION ~

**Early Life Academy** is more than the traditional school age program. E.L.A. will help children reach their highest individual potential in their early stages of life. We care for children, and know that they can excel even in their beginning stages.

In addition, **Early Life Academy** will serve as an academic enrichment and tutorial program. We will provide homework assistance, extra curriculum activities, STEM, and field trips. **Early Life Academy** will ensure that our children have a well-rounded experience, and an experience to look back upon.

As a learning facility, we hope to help kids in fulfilling their fullest potentials. We strive to meet their individual developmental needs in the areas of:

- Literacy
- Science
- Math Problem Solving
- Arts
- Social Competence
- Fitness and Nutrition
- Technology

Our school age program is designed to meet all these developmental factors which leads to a positive and holistic educational experience for these young learners. We also work with parents to meet the same goals and to help children grown up well-rounded, responsible and well-adjusted.

## **PROGRAMS WE OFFER**

School Age Care

E.L.A. Summer Program

## **POLICIES AND PROCEDURES**

### **Hours of Operation**

- Monday – Friday
- 7:30 a.m. - 8:20 a.m. & 3:09 p.m. - 5:45 p.m. (Willard)
- 2:09 p.m. – 5:45 p.m. (Webster)
- Summer Program 8:00 a.m. to 2:00 p.m.

*Subsidized/ private funded children cannot attend more hours than approved*

### **Emergency Closings**

Early Life Academy follows the Public-School District emergency closing. Check local weather or KYW

### **Holidays/Closings**

Early Life Academy will operate according to the Philadelphia Public School District closings & holidays

### **Non-Discrimination Policy**

Early Life Academy admits children of any racial, national, religious, ethnic origin, or ability level from all backgrounds, beliefs, family dynamics and orientations.

All children are welcome at E.L.A.

### **Child Abuse/Neglect Policy**

Physical and verbal abuse of any kind is prohibited.

According to the law, we are required to report suspected child abuse or neglect to the local Department of Human Services or the local law enforcement agency.

## **Drop Off & Pick Up Policy**

Parents must sign their child in and out every day when arriving and departing. Your child will only be released to his or her parents, or person designated on their Emergency Contact Form. All designated persons must have identification and must be 16 years of age or older.

Any parent or designated person to whom we are releasing a child that was in our care that has his or her face covered or guarded, must uncover their face or lift up their guard to ensure that they are who they say they are.

If it is an hour past the designated pick up time and no one can be reached on the child's emergency contact list the local authorities will be contacted, and your child will be escorted to the 24<sup>th</sup> Police District.

## **Birthdays**

Parents may choose to celebrate their child's birthday at our facilities during hours of operations. Birthday parties are allowed any time after our designated snack time. Any food that is bought in to distribute to other children must be store brought. Hazardous party favors are prohibited. Please make sure that party favors are age appropriate. Two-week notification is advised.

## **Communication**

- Newsletter
- Procure
- Parent/Teacher communication board

## **Termination Policy**

If you would like to withdraw your child from Early Life Academy, we ask that you provide a written 10-day notice.

Early Life Academy has a right to suspend or terminate child care services for any of the following reasons listed below:

- Failure to pay weekly fees or co-payment
- Inappropriate behavior by the child or the parent(s)
- Repeated pick up past the center's closing time

## **Discipline Police**

- Warning
- Write up
- Suspension
- Termination

## **Educational Setting Transfer**

If you are transferring your child from another educational setting, Early Life Academy has the right to contact the institute verifying the reason for transfer, to make sure protocol was followed in accordance with their termination or transfer policy, and if all fees were cleared before transfer.

If you are interested in transferring your child to another educational setting you must

- Give a 10-day notification
- Make sure your account is paid and not delinquent
- Contact your CCIS representative

If the parent follows our termination or transfer policy at parents request we will transfer any documents as requested.

## **Observations**

During the course of your child's enrollment here, your child will be observed once a week. These observations will help us to better care for your child. You are welcome at any time to read what was observed of your child. Your child will also receive a standard observation 45 day after your child's initial enrollment, and twice a year there after.

Observations will be sent home with the child for family review. Once you have reviewed your child's assessment, you must sign and return this document for storage in your child's file. If for any reason you would like to discuss the assessment, we will assign a meeting for you to do so with your child's teacher.

## **Nutrition**

Early Life Academy linked with CACFP (Child and Adult Food Program) to ensure that we provide nutritious and balanced meals to your children. The meals we serve are: breakfast, lunch, snack, and dinner.

Parents must complete an application for their child/children to receive the free meals provided by Early Life Academy.

Additional meals or snacks are permitted; however, we will not allow any candy or junk food. We are a peanut free facility; therefore, peanuts of any kind will not be permitted. Also, if your child is allergic to any foods there is a form to be completed by your child's physician; once completed meal components will be replaced.

USDA Equal Opportunity

## **Parent Engagement**

We encourage our parents to participate in our center activities and events. Parents are encouraged to participate in our special events or regular schedule routines.

## **Parent Events**

Early Life will host three to four special events for parents to participate in.

## **Toys**

Children may bring age-appropriate toys/devices from home on Fridays only. It is also suggested that the toy is labeled prior to bringing it into the facility. Any toy or device that is missed placed, breaks or is broken will not be the responsibility of Early Life Academy or its staff.

## **Homework**

We will assist our school age children with their homework; however, it is the parent's responsibility to complete and review it for accuracy. Homework sessions are 30 minutes – 45 minutes.

**We strongly encourage parents to assist their children in completing their work.**

## **Special Needs**

In which your child has received an Individualized Education Plan (IEP) or an Individualized Family Service Plan (IFSP), we would like a copy of the plan so we can provide the best possible learning experience for your child. We also request knowledge of the programs or individuals who work with your child in regards to these special needs.

## **Child Care Materials**

### **Clothing**

Parents should provide extra clothing. Clothing should be labeled prior to placing them in their cubbies. Children clothing should be comfortable and washable. Children should always be dressed according to the weather.

Early Life Academy is not responsible for misplaced hair accessories or body accessories.

## **Sick Policy**

- Fever of 101.5 or higher
- Vomiting more than once
- Constant diarrhea
- Contagious conditions (rashes, runny nose etc.)
- Symptoms of illness which holds a child from participating in daily activities

If your child shows any signs of these symptoms, they will need a doctor's note to be readmitted. Early Life Academy follows "Managing Infectious Diseases in Child Care and School" American Academy of Pediatrics

## **Medications**

E.L.A. designated staff member may give proper medication, however; these things must be provided first:

- Child's first and last name must be provided on the medication
- Prescription filled date
- Expiration date
- Name of health care provider
- Specific instructions for administration



## **Action Plan**

Parents should make an action plan for if and when your child may take sick. An action plan is made to assist you in preparing for unusual circumstances, in which your child may be sent home. Having a reliable aunt, uncle, friend, or neighbor who is on the emergency contact will ensure that there is always someone available for situations that you may not be available for.

## **Absenteeism**

If your child is absent for *five* consecutive days CCIS will be notified and your childcare service will be affected. In addition CCIS provides *twenty-five* paid days for absences for the fiscal year (July 1<sup>st</sup> –June 30<sup>th</sup>), if your child is absent for more than allotted days, you will be charged by Early Life Academy the daily private pay rate.

## **Field Trips**

Field Trips are given throughout the year. Parents are encouraged to participate. All trips are out of pocket expense for the parent unless otherwise noted on the trip slip. Trip slips must be filled out for children to attend. Early Life Academy t-shirt will be worn by the children for easy identification.

## **Fees**

- A. Private and Co- payments are due every Monday
- B. Full payments are due regardless of the number of days your child attended, holidays, snow days, and in-service days
- C. Returned checks will be charged an additional \$35.00 towards their payment. Future payments will only be excepted by, cash, money order, or certified checks
- D. If your payment is not received by Wednesday an additional \$5.00 will be charged towards your current payment
- E. Non-payment of co-payments will be reported to the appropriate agency
- F. There is also a \$1.00 per minute late fee assessed after the designated closing time, per child. Late fee assessments are due the next day of child's attendance. Ten-minute grace periods are given if you notify us 30 minutes in advance.

## **COVID Policy**

### **COVID-19 Pandemic Policy**

Policy: In order to reduce the spread of COVID-19, Early Life Academy will follow the recommendations of our local health department, Philadelphia Department of Public Health, the Centers of Disease Control and Prevention (CDC), and the PA Department of Public Health for pandemic outbreak. Our exclusion policy for ill children, staff members, family members, visitors, and volunteers will be become stricter.

Procedure:

#### **To prepare for illness, we will:**

1. Form a task force of staff and parents/families.
2. Identify reliable sources of information such as the local public health department and the CDC [www.cdc.gov](http://www.cdc.gov). Contact the local health department to determine who has authority to close programs.
3. Decide how families and staff will be contacted in the event of a closure.
4. Educate staff and families about prevention, for example: hand washing, staying home if you're sick, coughing or sneezing into your sleeve, and getting a yearly flu vaccination.
5. Improve cleaning and disinfecting: surfaces, furniture, and toys may require increased attention.
6. Encourage families to consider their options for backup child care plans if a closure occurs.
7. Keep supplies on hand including: soap, paper towels, tissues, toilet paper, and cleaning and disinfecting products.
8. Plan for staff absences.

#### **To respond to illness, we will:**

Updated August 2022

1. Require families to notify the Program Director of confirmed cases/exposure of children, family and staff. The local public health department will be consulted if there are confirmed cases.
2. Conduct Morning Health Checks at time of check-in, prior to parent or guardian signing their child in.
3. Have a designated location in the class for a cot that is away from play areas but in view of staff where an ill child may wait and rest until being picked up by a parent or other designated adult.
4. Require staff to stay home if they have signs of illness (fever, dry cough, body aches). They will remain home until the Public Health/CDC/Primary Care Provider determines it is safe for them to return.
5. Communicate with staff and families about extent of illness in our program and any changes that may need to be made to our usual routine.

### **Health and Safety Protocol for Participants**

1. The goal is to reduce the number of people in close contact in order to lower the risk of transmission. Participants and staff are considered a part of the cohort and may not exceed 25 in total. The participants and staff in each cohort must remain 6 feet apart at all times. If more than one cohort exists at a site, cohorts may not mix. Cohorts will vary in ages as family members attending together will be placed in the same cohort.
2. A check-in station will be setup, outside, at the main entry of the facility, and only staff and

participants will be permitted beyond this point. Participants and staff may only enter

through this entrance unless there is an emergency. Staggered drop off and pick up of

participants will be coordinated by each site's supervisor. Parent/guardian must remain with

the participants until check-in is completed.

3. All participants should be encouraged to make sure their masks cover their nose and mouth

at all times. Masks are most important when indoors, especially when physical distancing is

difficult. For participants unable to tolerate a mask, a face shield is an acceptable alternative.

Asthma is not a reason for not wearing a mask. Masks should not be placed on: Anyone

having trouble breathing or is unconscious or anyone who is incapacitated or otherwise

unable to remove the cloth face covering without assistance.

4. Participants may take "mask breaks" and remove their masks during mealtimes, when

outdoors and greater than 6 feet apart from other participants.

5. Participants temperatures will be taken daily upon check-in by the facility staff with nontouch infrared forehead thermometers. Anyone with a temperature of 100.4 or higher will not

be allowed to enter.

6. Participants who are sick or displaying symptoms will not be allowed into the facility.

7. Participants will be asked to wash their hands with soap and warm water for 20 seconds or

apply hand-sanitizer of 60% alcohol or above to their hands, immediately upon entry and

throughout the day.

8. Participants are required to bring their laptops and necessary school supplies.

Participants are not permitted to bring toys or other items to share from home, and any

lunch containers will be wiped down with sanitizing wipes on the outside before storing

with other food.

9. The facility entrance will be staffed at all times during the check-in period, extending from at

least 30 minutes prior to the designated program start to 30 minutes after the designated

program starts. The entrance will be closed to visitors outside of these times, and a sign

indicating the staff phone number to call for late check-in must be posted for parents and

participants arriving late.

10. If a participants or guardian asks a question about the cleaning or distancing protocol that the

on-site staff cannot answer, staff should record the question and direct it to the District

Manager.

11. Facility staff will create separate cohorts of participants, modify activities, and encourage

outdoor play to keep participants at a 6-foot physical distance from other participants when possible.

12. Participants must wash hands with soap and water or alcohol-based hand sanitizer prior to and

immediately after eating. Participants should be 6ft apart during meals. Meals should be eaten

at participants desks/workstations. Food sharing should be discouraged.

13. Water fountains will not be available for use. Water and ice will be provided onsite, cohort

leaders will manage water distribution. Participants should be encouraged to bring their own

water bottles, labeled with their name.

14. Each cohort will have their own supplies and equipment. Supplies and equipment should not be

shared between cohorts and should be cleaned daily.

### Sanitizing Facilities

The virus itself is spread through droplets in the air and on surfaces. There is a great risk of

spread in that the virus can take up to 2 weeks before symptoms show in a carrier and many

carriers will never show symptoms at all. Thoroughly sanitizing facilities is one of the safety

Updated August 2022

measures that PPR can undertake to minimize the spread.

According to the Center for Disease Control:

- Cleaning removes germs, dirt, and impurities from surfaces or objects. This process does not necessarily kill germs, but by removing them, it lowers their number and the risk of spreading infection.
- Disinfecting kills germs on surfaces or objects by using chemicals. This process does not necessarily clean dirty surfaces, but by killing germs on a surface after cleaning, it can further lower the risk of infection.
- Sanitizing lowers the number of germs on surfaces to a safe level by either cleaning or disinfecting objects to lower the risk of spreading infection.

PPR will run its 2020 Access Centers with increased scope and frequency of sanitizing. Facility

staff should expect to perform cleaning and disinfecting tasks of their spaces multiple times a day

and will be required to report compliance of these tasks to their supervisor.

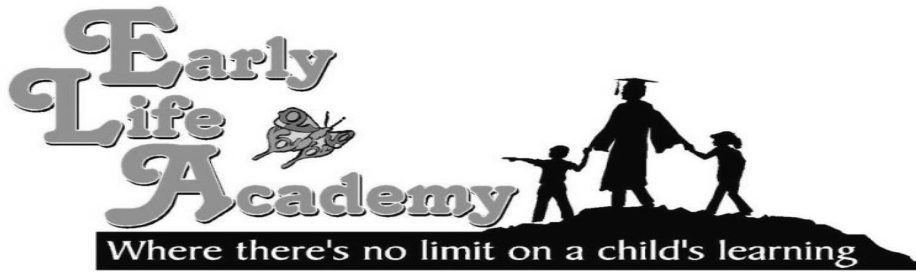
Disinfecting the site: The primary disinfecting product, Nova™ Disinfectant will be used to clean

and disinfect the site and the equipment. Since this product will be used frequently throughout the

day, it is recommended that employees wear gloves and goggles while using it. Make sure that

the area to be cleaned is cleared of all participants before cleaning any surfaces or equipment.

Updated August 2022



Notes

---

---

---

I have received, read, and fully understand the information in Early Life Academy's Parent Handbook.

A staff member has thoroughly explained all policies, which I understand and agree to abide by all of them.

Parent/Caregiver (Print) \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

Early Life Academy Administrator (Print)

---

Signature \_\_\_\_\_

Date \_\_\_\_\_