



Celebree

S C H O O L

Family Handbook





Celebree School of Fishtown

Family Handbook

Copyright © 2022 by Celebree School

All rights reserved. No part of this publication may be reproduced, stored in a retrieval system or transmitted, in any form or by any means, electronic, mechanical, photocopying, recording or otherwise, without prior written permission of Celebree School.

Nondiscrimination Policy

Celebree School of Fishtown adheres to a strict non-discrimination policy in its employment practices and in the provision of services to its clients. Celebree School of Fishtown will not refuse, withhold, or limit the provision of any services to any present or prospective client, or make any employment decision regarding any current or prospective employee, based solely on that individual's race, color, religious creed, handicap, ancestry, national origin, age, sex, veteran status, disability, marital status, sexual orientation, pregnancy or citizenship status. Celebree School of Fishtown is an equal opportunity employer.

Contents

Welcome to Celebree	5
Our History	5
Celebree School Historical Timeline	5
Philosophy and Mission	6
The Celebree Values	6
Mission Statement	6
Celebree’s Vision	6
Philosophy on Education and Guiding Children’s Behavior	7
Educational Philosophy	7
Classroom Learning Materials	8
Lesson Plans	8
Assessments	9
Transitions	9
Guiding Children’s Behavior	10
Inclusion of All Children	10
Policies and Practices	12
Health and Safety	12
Promoting and Protecting Children’s Health and Controlling Infectious Diseases	13
Health Records	13
Illness Policy	13
CPR and First Aid Training	14
Diapering Procedures	14
Handwashing	14
Medication	14
Child Abuse and Neglect Policies and Procedure	15
Shaken Baby (Abuse Head Trauma) Prevention Policy	15
SIDS Policy	16
Cleaning Policy	16
Nutritional Wellbeing	16
Infant Feeding	16
Breastfeeding	16
Snacks and Meals	17
Birthdays and Celebrations	18
Healthful Environments	18
Parking	18
Arrival Procedures	18
Departure Procedures and Release of Children	18
Supervision	19
Non-Smoking Campus	19

Pets on Site	19
Accident or Injury Procedures	19
Outdoor Play	19
Screen Time	20
Non-Discrimination in Services	20
Tuition / Enrollment	21
Enrollment Process	21
Hours of Operation	21
Calendar	21
Absences and Attendance	21
Weather Policy and Emergency Closings	21
Financial Responsibilities	22
Non-Sufficient Funds	22
Late Pick-Up Charge	22
Annual Re-Registration Fee	22
Security Deposit	22
Annual Tuition Increases	23
Program Changes and Disenrollment	23
Termination of Services	23
Communicating with Families	24
Open Door Policy	24
Daily Communication	24
Family Teacher Conferences	24
Family Information Board	24
Community Resources	25
Monthly Newsletter	25
School Family Committee	25
Program Evaluation	26
Satisfaction and Resolution	26
Volunteering	26
General Policies	27
Outside Employment of Celebree Teachers	27
Confidentiality Policy	27
Family Code of Conduct	27
Clothing	27
Personal Property	27
Notice of Policy Changes	27
Thank You!	28

Welcome to Celebree

Our History

Since 1994, Celebree School has been caring for and positively impacting the lives of children in Maryland and Delaware. Today, our day care history is taking a big next step to supporting children and their parents in more locations and in more states.

Celebree School Historical Timeline

1994 – Richard Huffman opens his first childcare location in Ellicott City, Maryland. He names the center Enchanted Child Care and employs a staff of 25 people.

2002 – With 11 locations in operation, Enchanted Child Care is re-branded as Celebree Learning Centers®. The company's core values to "Protect, Educate & Nurture" are defined.

2008 – The Celebree team continues to focus on rapid expansion, and opens its 19th location. Celebree now provides care for nearly 1,800 children.

2012 – The Celebree corporate infrastructure has really taken shape. A call center has been established on behalf of the Celebree locations. A sales touch point process is established, and CRM tools are enabled. Most importantly, employee development methodologies are beginning to have a big impact on employee satisfaction and the quality of care. At this point, Celebree Learning Centers is caring for over 2,100 children.

2018 – Celebree opens its 26th location. Celebree is rebranded to "Celebree School®" and brings the Celebree franchise offering to market.

2019 – With like-minded professionals plugged into their neighborhoods, Celebree continues to celebrate the education of children as they expand the franchise model into additional states.

2021 – Celebree School's first three franchise locations open in Maryland and Virginia.

2022 – Celebree School expands its footprint across the East Coast and opens 11 new schools.

2023 – Celebree School of Fishtown opens their doors.

Philosophy and Mission

The Celebree Values

We Protect, Educate, and Nurture children in a stimulating and positive environment.

Mission Statement

Celebree's team of educated, well-trained, and experienced professionals provides a safe, developmentally appropriate environment for infants, preschool and school age children. Our programs are open and welcoming to children of all abilities and cultural backgrounds. We strive to ensure that our activities, lesson plans and interest area enhancements are designed to support and reflect the cultural, language and unique interests of each child. We provide children a stimulating early care and educational experience that promotes each child's language, social, emotional, physical and cognitive development. Celebree programs are designed to help give children the foundation they need to build self-esteem, to encourage exploration and to reach higher levels of learning.

We are invested in providing our team of educators with ongoing support through continuing educational opportunities, ongoing formal and informal coaching, professional development and training. As our children's first teachers the role of parent partnership is not overlooked within our programs. Our dedicated team of educators maintains partnerships with our families through ongoing communication, family teacher conferences and consistent family involvement opportunities through our School Family Committee (SFC).

Celebree programs reflect our genuine desire to protect, educate and nurture those in our school families while providing care that significantly exceeds state requirements and is responsive to the needs of our team of educators, the families we serve and our community at large.

Celebree's Vision

Our vision is to be the recognized leader in providing the best care for infants, preschool and school age children. Known for our exceptional educational programs, talented teams and community relationships, we pride ourselves on our unique blend of fun and learning in a safe and nurturing environment.

Philosophy on Education and Guiding Children's Behavior

Educational Philosophy

At Celebree School we Protect, Educate, and Nurture children in a stimulating and positive environment. Our professional and dedicated team supports children in developing positive social skills through purposeful play. Because research supports that 90% of a child's brain develops before the age of 5, we believe our role during these formative years is to build the foundation for a promising life-long relationship with learning and social/emotional growth.

Celebree School is dedicated to the whole child. We believe uninterrupted time in purposefully designed play spaces that are reflective of all learners, family units, cultures and languages present in the school family creates an atmosphere of awareness, independence and self-regulation. Our teachers enhance and scaffold child-led explorations and investigations in safe and nurturing environments while concurrently assessing each child's developmental milestones with the overall goal of a successful transition into Kindergarten.

Celebree School is dedicated to the whole family. We believe a reflection of the varied family units inside our school creates an environment reflective of acceptance without bias. Celebree believes in meeting families where they are, and through our thoughtful leadership and expertise, guide them towards a successful union between home and school that creates a foundation for continual learning and growth.

INFANT CURRICULUM

Our teachers provide individualized daily activities to meet each child's unique developmental journey. Through an intentional learning environment, we promote exploration, creativity, independence and individuality. Infants are engaged in experiences that support their social/emotional connections, expressive and receptive language skills and their gross motor development. Our focus is to assist each child in meeting their milestones. Spoken and sign language are both utilized in the classroom.

TODDLER CURRICULUM

The curriculum for toddlers is designed to provide hands-on experiences. Using monthly themes, teachers provide language building opportunities and begin to introduce shape and color recognition. Through the implementation of classroom interest areas, changes to the environment, group play and reading/storytelling, our students have access to an age appropriate curriculum. Our curriculum is balanced to provide learning in all developmental domains.

TWOS CURRICULUM

The curriculum for twos (children 24 to 36-months-old) takes a deeper look at each monthly focus, as the young learner's attention span and independence increases. This is also the time where we introduce letters, numbers, adaptive (self-help), social/emotional and cooperative play skills.

PRESCHOOL/PRE-K CURRICULUM

For the preschool curriculum, Celebree utilizes monthly teaching guides. Each monthly study incorporates all areas of development. There are also monthly focuses for math, writing, science, physical development, social studies, language and literacy, and social/emotional development. Each skill introduced builds on the previous unit's skills. The classroom is set in learning/interest areas, where provocations are added to encourage purposeful play and skill building. Assessments, an integral part of the curriculum cycle, are completed on an on-going basis and are used to ensure that teaching is well rounded, and that each child is prepared to work on achieving the next developmental skill. Additionally, the Pre-K curriculum uses monthly teaching guides to expand learning in all areas of development. Children are assessed to ensure that they will be fully prepared and ready to enter Kindergarten with the skills needed for success.

SCHOOL-AGE CURRICULUM FOR BEFORE AND AFTER THE ELEMENTARY SCHOOL DAY

The school-age curriculum is designed to enhance (not extend the traditional school day). Children attend before school and/or after school. We offer 8 centers (interest areas) with materials and activities that meet the needs of the school-age child's interests. Our classroom connections reinforce the skills that the child's elementary school teachers recommend practicing. Through engaging games and exercises, the children can practice math facts, emerging writing skills and other

skills recommended by our survey results from the public school teachers. Long term project-based lessons are also offered relating to the monthly theme. Student led clubs are held twice a week and based on the interests of the children. Spot challenges are activities that students can do independently or work together to solve. There is also time for physical activity (games) indoors and outdoors (weather permitting) and teacher assistance with homework. Each morning session ends with a 15-minute read aloud to prepare children as they transition into the school day.

Classroom Learning Materials

Developmentally appropriate classroom materials and toys are selected to enhance the educational environment. Materials are selected based on the developmental levels of the children, their interests, cultures, home languages, along with information from IEPs (Individualized Education Plan) and IFSPs (Individualized Family Service Plan) provided by families. We utilize these resources to support and align with Celebree's educational philosophy. We also look to the National Association for the Education of Young Children (NAEYC) accreditation guidelines and ERS (Environmental Rating Scales), a nationwide tool used to measure quality classroom environments when outfitting the classrooms.

Our indoor and outdoor classroom materials reflect the children's interests and help them learn how to engage with their environments. Celebree recognizes that when classroom materials mimic student interests, engagement will deepen and as a result, language and reasoning skills become more meaningful. Therefore, Celebree School creates each classroom with age-appropriate real-world experiences in mind. Teachers create thought provoking interest area enhancements, both indoors and outdoors. Provocations are an invitation for children to explore a play space from a different lens, one that is purposefully created with a knowledge of children's interests in order to capture the attention and expand a concept through age-appropriate play.

Celebree believes that classroom materials should represent the various cultures and languages present in the school family through books in the library, menus and recipes in dramatic play and visual cues in the classroom. Cultures are represented, with family input, through textiles and art materials, pictures on walls at eye level, clothing, play food in dramatic play and books in the library.

Materials in the classroom and outdoor spaces are rotated based on monthly studies, seasons and children's interests. Worn/older materials will be replaced as needed. Periodically, environments will be rearranged to keep play spaces fresh and interesting.

Celebree believes the ability to make independent decisions about materials with which they interact fosters a child's imagination, creativity and increases cooperation with others. This makes children feel safe, valued, adventurous, competent and confident to explore and take risks. Toys and materials that promote active learning motivate children to pursue their own ideas and interests enthusiastically. These materials are stored in open containers and placed at a child's level in child sized furniture for ease of accessibility. To ensure all children can participate, materials for all ranges of development are infused into the classroom experience, including adapted outdoor equipment, different types of scissors, and cups and utensils.

Lesson Plans

Lesson plans are developed by our teachers to ensure they capture the interests, skills and abilities of the children enrolled in the classroom. Plans are based on everyday classroom observations and assessments, and are informed by IEPs and IFSPs provided by families. All lesson plans are created to support learning through seven domains: social/emotional, language and literacy, mathematics, science and technology, social studies, the arts and physical development. Teachers develop objective-based activities and experiences that are implemented in diverse ways to address the various learning styles (i.e. auditory / visual / kinesthetic).

In addition to the focus on learning styles, the lesson plan also addresses the various settings in which each objective-based activity will occur; i.e. large group, small group and individual. The individual planning component allows teachers to create learning opportunities that enhance and reinforce specific areas where a child may need additional support. The individual needs of families and children who are supported by an IFSP or IEP are considered in the weekly planning process.

Lesson plans are a collaboration of teachers, administrators and the Curriculum Coordinator. Lesson plans are reviewed before they are implemented in the classrooms to ensure each group of children has a comprehensive and developmentally appropriate learning experience. Completed plans are also available for families to review via Celebree Tweet, powered by HiMama. By planning and having structured objectives that support well-rounded learning, teachers are free to focus on educating children, assessing development, incorporating fun and focusing on individual interests.

Celebree believes that children deserve an education that is responsive to their families, communities, and racial, ethnic and cultural backgrounds. For young children to develop and learn optimally, Celebree strives to meet their diverse developmental, cultural, linguistic and educational needs by creating culturally competent lessons that are informed by families. This process reinforces home languages, cultures, traditions, and respects all types of family units.

Assessments

Celebree School utilizes both formal and informal assessment tools when observing young children. The results of these assessments are used to improve teaching practices and better understand developing goals for each individual child. Celebree School teachers use the knowledge gained from assessments to plan appropriately challenging curriculum and tailor learning to individual strengths and opportunities.

Celebree School teachers are trained in a formal setting on collecting meaningful and accurate assessment data that is sensitive to, and informed by, family culture and experiences as well as children's abilities. These assessments are conducted in a familiar classroom setting either individually or in a group.

Informal assessments occur daily and include work samples and observational notes. These informal assessments align with curriculum goals and assist the teacher in providing an accurate picture of the students' abilities and progress. Informal assessments are collected and stored in a confidential portfolio and shared with families. Portfolios can also assist in making referrals to the appropriate professional if special needs arise.

Celebree School's formal assessment process includes the use of nationally recognized/state approved continuums where teachers assess emerging skills and development across all learning domains. Teachers document skills demonstrated during assessments as "not observed," "emerging" or "proficient." Parents can access these assessments in the Celebree Tweet, powered by HiMama, and all information travels with the child throughout their time in Celebree School.

Celebree School provides families with two conferences annually to share the written results of classroom observations, progress, accomplishments and challenges. Conferences provide families with an opportunity to ask questions and have a dialogue with the classroom teacher about the child's experience in school. Celebree provides families with on-going opportunities to share home observations with the goal of planning further appropriate learning activities. Communications with families about progress and observations is sensitive to family values, culture, identity and home language. When possible, Celebree will provide a translator to make this information accessible to parents whose primary language is not English.

Transitions

Prior to enrollment, families are encouraged to visit the school and communicate with Celebree management and teachers. This visit will help families to get to know the Celebree culture and the importance of our school family. Families are encouraged to speak with their children about the transition into a new school and take pictures so that children may look at their classroom prior to their first day. Families and teachers are partners in learning; therefore, sharing information about care expectations as children begin their Celebree experience is paramount. Celebree staff will ask for parents to share information about home experiences, schedules, preferences and any IFSP or IEP support services that have been assigned to the child.

When Celebree teachers begin planning your child's transition to the next class, developmental readiness, age and availability will all be important factors with respect to timing. Transition meetings between the current teacher and the upcoming teacher will occur. Teachers will share developmental milestones, checklists, assessments, observations and preferences of each child. In addition, IFSPs or IEPs will also be discussed in transition meetings. Celebree will work to incorporate families in

the process by scheduling meetings with the new teacher in order to set classroom expectations. Families will be made aware of the physical transition schedule as their child will gradually spend more time in their new classroom, learning the new schedules, procedures and meeting new peers.

Ensuring your child has the school readiness skills to successfully enter Kindergarten is one of our goals. Celebree is committed to supporting your child as they prepare for such a big transition. When the time comes for Kindergarten, you will be provided with a copy of your child's classroom portfolio that will contain developmental milestones, work samples, observations and assessments. Celebree can provide these materials to your child's elementary school at your request. Celebree teachers will also complete any documentation provided by your local school regarding your child's development, experiences and any needed support services for those with disabilities and special health care needs while enrolled at Celebree. The summer before transitioning into Kindergarten, teachers will reduce the nap schedule. School Directors will keep parents abreast of local school registrations and open houses, and will have Kindergarten materials, such as summer reading lists, readily available.

Celebree reflects its wider community and promotes a positive attitude that celebrates the similarities as well as the differences in each other. In this way, Celebree will make reasonable accommodations to those with special needs who are transitioning to our school. This includes, but is not limited to children with physical, developmental, emotional and educational needs. Celebree will actively engage with children, families and outside resources to ensure each child develops meaningful friendships and creates a solid foundation for lifelong learning. Prior to the child's transition into our school, the School Directors and applicable teachers will review the child's documented history and IFSPs or IEPs for those with disabilities and special health care needs to establish if the teachers need additional training.

Guiding Children's Behavior

Celebree believes that children's feelings about themselves are reflective of the way adults treat and speak to them. Children should feel that adults are there to support, nurture and protect them. With this in mind, Celebree believes in providing a caring, supportive and structured environment that allows for autonomy and individuality.

Celebree teachers and staff are thoroughly trained in the use of Conscious Discipline and best practice before interacting with students and families. Celebree's goal of positive reinforcement is supported by providing children clear ways to be helpful and meet classroom expectations, which include verbal, visual and social cues. Celebree forbids the use of physical punishment, psychological abuse or coercion when managing behavior.

Celebree understands that there may be times when behaviors arise that are not helpful to the school family. These behaviors will be addressed by using redirection, planned ignoring, problem solving and providing choices, such as the option to utilize the classroom *safe space*. The *safe space* is designated to assist children with self-regulation. Families will be informed of any persistent behaviors that are detrimental to the child or their peers. We will work collaboratively to extinguish any behaviors as needed. Families, teachers and school management may initiate a conference to address documented concerns and work together to create an individualized plan to help the child succeed.

Inclusion of All Children

It is the Celebree vision to be the recognized leaders in the communities served. The aim is to reflect our wider community and promote positive attitudes to both the similarities and differences in one another. In this way, our programs are open to children, families and staff regardless of cultural background, religion, gender or economic circumstances. Celebree makes reasonable accommodations for those with disabilities and special health care needs. Disability care needs include developmental delays linked to, but not limited to, birth defects, genetic disorders, hearing loss etc. We welcome collaboration with early intervention specialists including speech and language pathologists and physical and occupational therapists. Special health care needs can include: physical, developmental, sensory, behavioral, cognitive or mental health impairment. In order to achieve this, we actively engage with children, parents and outside organizations as needed.

We believe a diverse and inclusive environment benefits those with and without special needs as it allows children to develop meaningful friendships and instills an appreciation and acceptance of individual differences. Providing an inclusive environment at the pre-school level increases understanding and acceptance of diversity and helps children develop a respect for all people. As we strive to prepare children for their future, a diverse environment exposes children to the social expectations of an inclusive society.

In order to meet the specific disability and health care needs of the children we serve, Celebree's curriculum, activities, books, materials and environment reflect the diversity of all children, families and the wider community. Restrooms, drinking fountains and any other facility are accessible for children, families and employees. Our teachers and staff actively discourage stereotyping of gender, culture, background or ability. Our classrooms are designed to provide neutral learning experiences that apply to all children. Celebree strives to provide learning experiences that are meaningful to each child by recognizing variations in learning style and ability.

In order to appropriately meet the needs of all children, we request families share a copy of the child's IFSP (Individualized Family Service Plan), IEP (Individualized Education Program) or 504 plan (for school aged children) at the time of enrollment and maintain a current copy on file with school management.

Policies and Practices

Health and Safety

Celebree School promotes the nutrition and health of its children and staff, and strives to protect them from illness. The World Health Organization defines health as, "...a state of complete physical, oral, mental, and social well-being and not merely the absence of disease or infirmity." At Celebree School, we believe healthy risk taking is desirable for learning, but we also make sure to take measures to protect our children from hazardous practices and environments that are likely to result in adverse consequences.

Our Health and Safety Policy is broken into three sections:

I. PROMOTING AND PROTECTING CHILDREN'S HEALTH AND CONTROLLING INFECTIOUS DISEASE

- Health Records including those who are under immunized
- Illness Policy
- CPR and First Aid Training
- Diapering Procedures
- Handwashing
- Medication Administration
- Child Abuse and Neglect Policy
- SIDS Policy
- Cleaning Policy

II. NUTRITIONAL WELLBEING

- Infant Feeding
- Breastfeeding Policy
- Snacks and Meals
- Birthdays and Celebrations

III. HEALTHFUL ENVIRONMENTS

- Arrival and Departure Procedures
- Parking
- Release of Children
- Supervision
- Non-Smoking Schools
- Pets
- Accident or Injury Procedures
- Outdoor Activities
- Screen time

Promoting and Protecting Children's Health and Controlling Infectious Diseases

Health Records

In accordance with our state licensing regulations Celebree School maintains current health records for each child, which shows that the child is current for routine screenings and immunizations according to the recommended schedule. When a child is overdue for any routine health services, legal guardians must provide evidence of an appointment for those services before the child's entry into the program, and as a condition of remaining enrolled in the program. Health records include:

- Results of health examinations on state approved forms
- Up-to-date immunizations and screenings;
 - A signed note from the child's physician stating that it is medically unsafe to vaccinate the child at this stage is permitted.
- Current emergency information
- Instructions for special needs
- Sunscreen Permission Form

Illness Policy

Celebree School carefully follows all health guidelines to ensure the healthiest environment possible. We expect that you will work with us as much as possible to limit exposure by keeping your children home when necessary. We wash the children's hands often throughout the day including, but not limited to, before and after meal times, after diapering or toileting and after outdoor play.

To stop the spread of communicable diseases, Celebree School has an illness policy that each family is expected to uphold. Depending on state regulations, the school may be required to post an information sheet from the CDC (Center for Disease Control) regarding any communicable diseases diagnosed in the school. Instructions on this information sheet may differ slightly from the Celebree illness policy; in this event, the Celebree illness policy is to be followed.

Children who exhibit the following signs or symptoms of illness are required to be picked up within an hour of notification or remain home until they are symptom free for 24 hours without the use of fever or symptom reducing medications:

- Vomiting one or more times in the same day (excluding spit up)
- Diarrhea (loose and/or watery stool) two or more times in the same day
- Temperature of 100.4 degrees or higher
- Skin rash other than a localized diaper rash
- Evidence or suspicion of any communicable disease
- Evidence of lice infestation

When a child becomes ill in the school, they are brought to the main office for isolation to minimize the spread of communicable illness. Parents, guardians or an authorized individual is notified of the child's illness and required to pick up the child from the school within the hour.

In the event of illness or injury that needs immediate medical attention, an ambulance may be called. If an ambulance is called, you will be notified immediately after and asked to meet the ambulance at the closest local emergency room to the school. To ensure your child's comfort and safety, a member of management or your child's teacher will travel in the ambulance with your child and will bring your child's entire file containing all medical information and/or allergy alerts. This file will be transferred to the attending medical staff.

In order for your child to return to school, the following conditions must be met:

- Your child is free of fever, vomiting, diarrhea or other related symptoms of illness for a full 24 hours without the use of symptom reducing medications.
- In the event that an antibiotic treatment is required, the child must have received the antibiotic treatment for at least 24 hours prior to returning to the school.
- Provide a written statement signed by your child's pediatrician, releasing the child and verifying that the child is no longer

contagious for all communicable diseases or illnesses causing the child to miss three or more consecutive days of care. PLEASE NOTE: At the discretion of administration, children diagnosed with non-contagious infections / illnesses / complaints (such as ear infections, teething etc.) may return to care prior to the 24 hour waiting period *only if* the child is fever and symptom free, has been diagnosed by a pediatrician and is accompanied by a written statement indicating the child is able to fully participate in scheduled school activities. If you are unsure of when your child can return to school, please reach out to the Director or Assistant Director for guidance.

CPR and First Aid Training

At least one staff member who has a current certificate showing satisfactory completion of First Aid training and CPR training will be present in each classroom during school hours in accordance with state regulations.

Diapering Procedures

Celebree School is equipped with the facilities to change diapers and soiled clothes in a safe and sanitary fashion. Teachers check the children's diapers every two hours when children are awake, and change soiled diapers in designated areas each time diapers, underwear and other clothing items are wet or soiled. Teachers check for and change wet or soiled diapers or training pants when a child wakes up. Soiled diapers are changed immediately regardless of the last time the child was changed. Diapering and changing procedures are posted in designated areas. Parents provide diapers, wipes and extra clothes when needed.

For those children changed on an elevated surface, a teacher's hand is always on the child. Diaper bins have hands-free lids that open and close tightly. Each classroom that requires a diaper table is furnished with a table that is the exclusive use of that classroom. For children who wear cloth diapers, the diaper should have an absorbent inner lining completely contained within an outer covering made of waterproof material that prevents the escape of feces and urine. Both the outer cover and the lining are changed as a unit, placed in a parent provided sealed container and sent home that day for laundering.

Handwashing

Celebree School follows consistent practices regarding handwashing, specifically when caring for infants, and teaches these practices to our children by encouraging and assisting them to practice hygienic handwashing. Children and adults wash their hands upon arrival for the day; after diapering or using the toilet; after handling body fluids; before and after handling meals and snacks and before preparing food; before and after administering medications; after handling garbage; after cleaning; after playing in sensory materials i.e. water, dirt, sand; after handling animals; and when moving from one classroom to another.

Proper handwashing includes using liquid soap and running water; rubbing hands vigorously for at least 20 seconds, including backs of hands, wrists, between fingers and under fingernails; rinsing well; drying hands with paper towels and avoiding touching the faucet with just-washed hands.

Medication

To protect your child, Celebree will only administer medication that is properly dated and specifically labeled for your child. The following is a list of medication requirements that need to be checked before bringing medication into the school office for your child:

- The medication is prescribed for your child in their name
- The medication is in the original container with a prescription label in place
- The medication was prescribed and dated for this specific illness
- The dosage and frequency and expiration date are listed on the prescription label
- A proper medication measuring tool is provided

A medication authorization form may be obtained from management. This form must be completed for each medication the child will need. A new medication authorization form must be completed with each arising illness. Please give this completed and signed form and medication to the School Directors.

- Your child must receive at least one dose of the medication at home at least 24 hours prior to being administered at the school.
- Medication brought in a baggie or in an already measured syringe will not be distributed to a child under any circumstances. Pharmacies will provide parents with two medication bottles if it is explained that the child will need an additional prescription-labeled bottle for school.
- Over-the-counter medications will be administered in accordance with the labeled instructions unless otherwise authorized in writing by a licensed physician. One dose of over-the-counter medications may be given per illness per day.
- All medications except for Epi-Pens are kept in a locked container housed in the Main Office.
- Medications that require refrigeration will be kept in a locked container housed in the staff refrigerator
- Diaper rash creams, sunscreen and insect repellents will be applied with a medication authorization form completed by the parent/guardian and will be documented at each application.

Medication authorization procedures are subject to change in accordance with state specific childcare licensing regulations.

Child Abuse and Neglect Policies and Procedure

Celebree is committed to providing a safe and nurturing environment where children are educated in a fun and relaxing atmosphere. All staff are mandated reporters and are required by law to report any suspicion of physical, emotional or sexual child abuse or neglect to law enforcement or social services. Those who fail to report according to individual state child care licensing regulations can be held accountable under the law. It is also prohibited by law for anyone to interfere with an individual's attempt to report child abuse or neglect.

Be assured that your child's safety and well-being are of top priority to Celebree's management and teachers.

Shaken Baby (Abusive Head Trauma) Prevention Policy

Abusive head trauma (also referred to as Shaken Baby Syndrome) occurs in infants and young children, whose neck muscles are not well developed and whose heads are larger relative to their bodies. As a result, they are especially susceptible to head trauma caused by any type of forceful or sudden shaking, with or without blunt impact.

Damage can occur in as little as 5 seconds. Abusive head trauma can occur in children up to 5 years of age; however, infants less than one year are at greater risk of injury. Shaken Baby Syndrome can lead to serious conditions including:

- Brain damage, problems with memory and attention, cerebral palsy
- Blindness or hearing loss
- Intellectual, speech or learning disabilities
- Developmental delays.

Infant crying is normal behavior, which improves as a child ages. Caregivers should develop proactive strategies to manage stress levels and appropriate responses to a crying child. This includes being self-aware and noticing when the caregiver may become frustrated or angry. Parents/guardians, caregivers and coworkers should discuss what calming strategies are successful with a particular child at home or in the school.

Additional education and prevention resources for parents and caregivers can be found at:

- American Academy of Pediatrics: Abusive Head Trauma in Infants and Children <http://pediatrics.aappublications.org/content/123/5/1409>
- Shaken Baby Alliance: <https://www.shakenbaby.org>
- The Period of PURPLE Crying: <http://www.purplecrying.info>

SIDS Policy

To reduce the risk of Sudden Infant Death Syndrome (SIDS), infants 12 months and younger, unless otherwise ordered by a physician, are placed on their backs to sleep on an infant mattress that meets the standards of the United States Consumer Product Safety Commission. Pillows, quilts, comforters, blankets, stuffed toys and other soft items are not allowed in cribs. The mattress can be fitted with a secure and appropriately sized crib sheet. Infants that fall asleep in equipment not designed for sleeping (i.e. car seats, bouncers) are promptly removed from the equipment and placed on their backs in their designated crib.

Cleaning Policy

Celebree School selects and uses fragrance-free and non-toxic cleaning products to sanitize the school. Soap and water spray bottles and hand sanitizer are available in each classroom.

Celebree School has procedures in place to assure that the cleaning, disinfecting and sanitizing of the school is carried out as recommended by the NAEYC (National Association for the Education of Young Children) "Cleaning, Sanitizing, and Disinfecting Frequency Table" guidelines. Copies of the frequency table can be found in the Main Office.

Nutritional Wellbeing

Infant Feeding

Older children who can safely hold their bottle may remain in feeding chairs and supervised by the classroom teacher. Younger infants who cannot hold their bottle are held for bottle feedings. Teachers do not feed infants in place of other forms of comfort.

Parents who choose to formula feed are required to provide pre-made bottles that are labeled with their child's full name and the date. Teachers *will not* mix powdered formula. Bottles can be warmed in a bottle warmer in the classroom.

Breastfeeding

Breastfeeding families and employees need ongoing support from childcare providers to provide their milk for their babies; Celebree School subscribes to the following policy:

- Breastfeeding persons shall be provided a place to breastfeed or express their milk. Breastfeeding persons, including employees, shall be provided a private and sanitary place to breastfeed their babies or express milk. This area will have an electrical outlet, comfortable chair and nearby access to running water.
- A refrigerator will be made available for storage of expressed breast milk. Breastfeeding persons and employees may store their expressed breast milk in the classroom refrigerator. Parents should provide their own containers, clearly labeled with their child's full name and the date the milk was expressed.
- Teachers will discard any unfinished and unrefrigerated formula or breast milk after 1 hour.
- Sensitivity will be shown to breastfeeding persons and their babies. Celebree School is committed to providing ongoing support to breastfeeding persons, including providing an opportunity to breastfeed their baby in the morning and evening, and holding off giving a bottle, if possible, when mom is due to arrive. Artificial baby milk (formula) and solid foods will not be provided unless the parent or guardian has requested and provided such foods. Babies will be held closely when feeding, and bottles will never be propped.
- Teachers shall be trained in handling human milk. All school teachers are trained in the proper storage and handling of human milk, as well as learn about ways to support breastfeeding mothers. The school will follow guidelines from the American Academy of Pediatrics and Centers for Disease Control in ensuring that breast milk is properly handled to avoid waste.
 - Storage Guidelines for Human Milk
 - http://www.cdc.gov/breastfeeding/recommendations/handling_breastmilk.htm

Snacks and Meals

Celebree recognizes good nutrition is vital to children's physical and mental development. We encourage the development of good eating habits that will last a lifetime. Our snack menu meets both the state department of education and FDA nutritional requirements. This means fruits and/or vegetables will be served, along with daily whole grain options as part of the snack menu.

Lunches will be provided by parents from home and should consist of a balanced nutritious meal. To ensure children's nutrition is in alignment with our nutrition policy, Celebree will monitor children until 3 years of age, record and report their daily consumption.

Foods we recommend that parents pack for lunch:

- Fruits
- Vegetables
- Lean meats
- High fiber, whole grain foods

Please keep to a minimum:

- High sugar snacks
- Processed foods
- Foods that are high in fats, sugar and salt

Please avoid sending:

- Candy
- Gum
- Energy drinks
- Nuts or food items *containing* peanuts and/or tree nuts or items *made in a facility that processes* peanuts and/or tree nuts

Mealtimes will include meaningful conversation and will promote social interaction, encourage good table manners and develop sound nutritional habits. Teachers will eat with the children to model the behavior that is desired. Children will be encouraged to try new things and to clean up after themselves. Meals will not be withheld as a form of punishment.

- Celebree provides a morning and afternoon snack daily
- The morning snack tends to be more breakfast oriented and is offered at approximately 9:00 am. The afternoon snack is offered at approximately 3:00 p.m. For specific timing, refer to the class schedule posted in the classroom.
- You are welcome to bring a breakfast item if you feel your child needs a snack earlier than the AM snack time. This breakfast item will be served to children up until 8:15am.
- Menus are posted in the school on the Family Information Board in the main hallway, in each classroom by the food prep station and will be sent virtually through Celebree Tweet.
- **All food and drink items must be labeled with your child's name in addition to the full date (month, day and year).** Most parents label directly on food bags with a permanent marker. Others write on a sticky label/tape or use printed name labels and write in the date each day.
- Careful attention is paid to any food allergies your child may have, and each classroom posts in a private location, the full list of allergies for the entire school.
- You will provide lunch for your child.
- Please place warm food in a labeled thermos container to keep food items at the desired temperature. Food will only be warmed in the Infant and Toddler classrooms.
- Refrigerators are available in every classroom.
- Place your child's labeled lunch in the proper bins, refrigerator or cubby upon arrival.
- Teachers will dispose of any foods with expired dates.
- Fresh fruits and vegetables will be thoroughly washed prior to eating AM and PM snacks.
- Celebree will supply and offer milk to all children during lunch unless there is a noted milk allergy from a pediatrician. If a child has a milk allergy, a written doctor's note must be kept in the child's file with an explanation of the allergy.

Birthdays and Celebrations

- Celebree is pleased to be included in the celebration of your child's birthday. Birthday and holiday store-bought treats are allowed, but please consider that we have some children with allergies in our school; therefore, homemade treats will not be permitted. Consider providing nutritious choices low in fat and sugar that **do not contain nuts, peanuts or nut by-products and items that are not processed in a facility that also produces nut products.**
- Please make teachers aware when treats will be brought in, and send enough for all children in your child's classroom.
- Children with food allergies may bring in an alternative safe sweet treat to consume during birthday celebrations.
- **Celebree will only hand out birthday invitations in school if every child in the class is included in the celebration. If you need a class list, please reach out to management.**

The School Directors are available to provide the proper head count of children, and any allergies that may exist. Please discuss birthday celebration plans with management and teachers in advance.

Healthful Environments

Parking

Parking for parents and visitors is permitted in designated areas. Where parking is not designated, please do not park in fire lanes or any unauthorized areas.

Please do not leave children unaccompanied in vehicles or leave your vehicle running unattended while dropping-off or picking-up your child. Leaving children unattended is against the law and very dangerous. Should this occur, the proper authorities will be notified immediately.

Arrival Procedures

Celebree requires parents, legal guardians or any authorized individual over the age of eighteen to accompany a child into the building and properly sign in using the tablet. Once signed in, the lobby doors will unlock, allowing access to the back of the school. Please be sure the doors close securely behind you and your child after signing in, and refrain from holding the door open for others. For safety reasons, please do not allow your child to run in the hallways. You must personally take your child to the teacher in the classroom. This is a great time to communicate with the teacher about the evening before or the morning of drop-off. Our teachers are prepared to make the transition during drop-off a smooth and nurturing time for both you and your child. It is suggested that your child arrive before 9 a.m. for the school day. This will ensure that your child benefits from the curriculum planned for the day, and helps to ensure a successful routine. If you are changing your routine for the day, i.e. a late drop off, please call or contact school management.

Departure Procedures and Release of Children

Children will only be released to the authorized individual specified on the child's emergency card or if proper documentation is provided by the legal parent or guardian at the time of departure. Celebree teachers and management have the duty and authority to ask for identification of any person entering the building with whom they are unfamiliar. If a person who is not listed on your child's emergency card is picking up your child, prior written authorization must be provided to school management. Identification must be presented during pick-up, and a photocopy will be placed in the school's pick-up log. Any legal documents regarding custody or visitation must be provided to the school.

If the parent or authorized person arrives to pick up a child, and that person appears to be intoxicated/under the influence of drugs, all reasonable steps will be taken to prevent that person from leaving with the child, including offering to call another contact person, etc. All staff members are mandated reporters, and as such, will notify authorities if they feel a child would be placed at risk of harm if released to the individual. The same safety rules and routines from arrival procedures apply for departure procedures.

Supervision

Celebree School is committed to protect the children in our care. Children will always be supervised while in our care. Observing children's play and anticipating what may happen next will allow staff to anticipate children's needs, to identify risks (and therefore minimize injury), assist with difficulties which arise, and intervene when necessary. Careful planning of the environment, classroom resources, play experiences, routines and staff movements are also important elements of effective supervision. In addition, our teachers utilize Celebree Tweet, powered by HiMama, our online child supervision tool, to record name-to-face accounts for all the children in their care on regularly scheduled intervals and during each transition. All children are always monitored by sight and sound. Celebree School is equipped with closed circuit camera systems in the classrooms, hallways and directly outside the front entrance of the school.

Non-Smoking Campus

There is to be no smoking in or around any Celebree School property or in Celebree vehicles. Under no circumstances will there be smoking in the presence or view of children. Disregard for this policy could create serious health concerns for children with allergies or asthma.

Pets on Site

Some classrooms may have "classroom pets" present throughout the school year. To avoid triggering allergic or asthmatic reactions in children, all classroom pets will be small, non-dander producing animals (those without fur or feathers).

Accident or Injury Procedure

In the event a child is injured, the teacher will assess the physical area to ensure it is safe. Once the teacher has determined the area to be safe, a visual assessment of the child's injury will be completed including the location of and severity of the injury. Basic first aid will be administered by the trained teacher in the classroom. After the assessment and initial treatment of the child, an accident report will be completed by the classroom teacher. This form will be reviewed and signed by a member of management and a parent. One copy will be provided to the parent and another copy will be placed in the child's file.

The teacher will notify school management immediately anytime a child is injured. Within school management's discretion, outside medical services may be contacted. Anytime outside medical services are contacted, the parent/guardian must be notified as well.

The parent/guardian will immediately be notified of their child's injury if one of the following has occurred:

- An injury above the neck with or without a visible mark. A few examples include, but are not limited to: a bumped head, eye injury, bloody nose, loss of a tooth naturally or through trauma to the mouth, scratch to the face, etc.
- If the child was injured and the skin was broken regardless of where the injury is located
- If the child was bitten by another child in our care

School management will notify their state licensing specialist/inspector promptly when:

- Any injury to a child requires treatment by a medical attendant
- Any child is admitted to a hospital as a result of an injury in our school

Celebree reserves the right to require a child to be picked up from school if administration is concerned that additional medical evaluation and/or care may be necessary.

Outdoor Play

As we consider the outdoors an extension of the indoor classroom, outdoor play is an important part of a healthful environment and curriculum. Our outdoor playground, equipment, materials (wheeled toys, balls, hoops, ribbons) and activities are available to enhance the children's play experience. Children go outside twice each day, weather permitting.

Since outdoor play is a part of the curriculum and daily routine, if you feel your child is not well enough to play outdoors, then he or she should not attend school that day. It is important for parents to provide the appropriate clothing and outerwear for the weather conditions. During the summer months, all children should arrive to school with sunscreen already applied.

In warmer weather, parents are encouraged to provide sunscreen along with a signed medication administration form in order for employees to apply sunscreen prior to the afternoon outdoor session, per the *Health Records* section of this handbook. Children are also encouraged to consume water to replenish body fluids. On very hot days, the length of time spent outside is often reduced, and the children may wait to go outside until late in the day or early morning when the sun is less intense.

During severe weather, children will stay indoors and participate in a gross motor activity when any of the following conditions are present:

- Rain or snow
- The "real feel" temperature is below 32 degrees or a heat advisory is in effect

If playground equipment is unsafe due to snow or ice during the winter months, accommodations will be made for limited outdoor time. Children may have snow "play days" if all parents are notified in advance and all children have adequate clothing, mittens, boots, etc.

During the summer months, Celebree will utilize the following guidelines:

- On "Code Red" days, due to extreme heat and/or poor air quality, all children will remain indoors to participate in gross motor activities. Any outdoor activities will be limited to 10 minutes.
- Children will have access to water at all times.
- **During the summer months, all children should arrive to school with sunscreen already applied.**
- Caregivers must supply sunscreen and written consent for application so that our teachers may reapply it prior to the afternoon outdoor play session.

Screen Time

Celebree provides an activity-focused early learning environment. We believe children learn best through active participation, hands-on experiences, interactive conversation and exploration. Celebree follows the recommendations established by the American Academy of Pediatrics, which has found that too much television viewing has been linked to poor performance in school, overweight children and the establishment of poor dietary habits. As such, children at Celebree under age two will not have access to television viewing, which includes watching videos, playing with video games and using the computer.

For children age two and older, screen time is limited to 30 minutes per week and no more than 15 minutes at a time, and is for the purpose of enhancing educational experiences only. "Passive" screen time is not permitted within the school; all screen time is facilitated screen time and is only used to support the lesson plan. Teachers are actively engaged with children before, during and after facilitated screen time and will supervise the use of computers to protect children from exposure to inappropriate websites. Parental controls are in place on all computers.

Please refrain from sending your child to school with personal electronics and screen-type devices. This includes, but is not limited to, iPods, iPhones, iPads and tablets of any kind. Celebree School is not responsible for the replacement or repair of any such personal devices in our school.

Please note, adjustments may be made to the Celebree screen policy for special occasions/special event days.

Non-Discrimination in Services

Our policy statement advises clients, residents, parents/guardians, the public and employees that service and employment are provided in a non-discriminatory manner, without regard to race, sex, color, national origin (address issue of Limited English Proficiency, in the service policy only), ancestry, religious creed, disability and age. Our facility's policy includes that minorities and persons with disabilities or with Limited English Proficiency are integrated into programs and activities. Our policy also includes a reasonable accommodation will be provided for individuals with a disability (e.g. hearing, speech, vision, mobility impairments). Outside vendors/specialists are welcome into our facility to work with the children.

Tuition / Enrollment

Enrollment Process

Families who desire to join the Celebree family will be provided with an enrollment application. Children may not attend Celebree without all completed required paperwork, as this contains pertinent information and is important for your child's safety while in our care. Payment of the application fee and security deposit is also required to enroll.

A non-refundable application fee and a security deposit, equal to one week of tuition, are due upon enrollment. Paying the above mentioned fees along with completing the enrollment application, parent agreement, medical forms and other forms required by the state are necessary to complete the enrollment process. If applicable, we ask that families provide any IFSP or IEP information at the time of enrollment to allow us to best meet your family and child's educational needs.

During your child's enrollment with Celebree, it is the responsibility of families to report to the office any change of address, telephone numbers (home or work), employment, emergency contact person, special needs accommodations and medical information to include immunizations. State licensing requires several forms to be updated annually.

An annual re-registration fee will be charged each year securing your child's space for the upcoming school year. Please refer to the financial responsibilities section of your enrollment agreement for further information.

Currently, we offer programs from 6 weeks to Kindergarten age (up to six-years-old) for your child's enrollment.

Hours of Operation

Celebree School is open Monday through Friday from 6:30 a.m. to 6:30 p.m. Families may not enter outside of this time to ensure proper staffing and supervision of children.

Calendar

Celebree School will observe federal holidays as well as special holidays throughout the year. Celebree will also be closed for two days each year for teachers to complete state-mandated professional development. All enrolled families will receive the Celebree School of Fishtown calendar separately.

When a holiday falls on a Saturday, the school will be closed the previous Friday and if a holiday falls on a Sunday, the school will be closed the following Monday. Your tuition rate remains the same during holiday weeks. There are no refunds or make-up days given for holidays.

Absences and Attendance

In order to better maintain state regulated teacher/child ratios and supervision, Celebree asks that you call the school when your child will not be attending for the day.

Tuition will not be prorated or reduced in the event of an absence. Children who attend a part-time program will be asked to maintain a set standard schedule and may not exchange days if a scheduled day is missed. Upon approval and payment of an appropriate fee, additional days may be added.

Weather Policy and Emergency Closings

In order to best meet the needs of our families, Celebree School will make every effort to remain open for our regular operating hours of 6:30 a.m. - 6:30 p.m., Monday through Friday. Severe weather could require regular operating hours to be adjusted. If a decision is made to adjust operating hours, families will be notified via the communication outlets mentioned below.

When an early closing is announced, we will strive to provide a two-hour time frame to parents to make arrangements for their child to be picked up. This time frame will depend on the situation.

- A Celebree Tweet, powered by HiMama, message will be sent to parents.
- School delays or closings may also be announced on Facebook, local television and radio, and by text or email messages sent directly to parents.

In the event of a school-based emergency (such as water main break, fire or other structural issue) in which closing is necessary, we will make an effort to ensure every parent is notified. If the School Directors are unable to contact each parent, phone calls will be placed to the emergency contacts listed on your child's emergency card. Tuition is not prorated or discounted if Celebree opens late, closes early or is closed for the day.

Financial Responsibilities

- Tuition will be collected via ACH (electronic payment processing)
 - Recurring auto draft from bank checking or savings account; tuition is automatically withdrawn from your bank account every Monday.
 - Authorization forms are available from school management.
- Cash and over-the-phone credit card or debit card payments are not acceptable forms of payment.
- If payment is not received by 6:30 p.m. on Wednesday evening, your account will accrue a late fee.
- Account statements and tax summaries are available upon request.
- Family discounts totaling 10% of the lowest tuition for full-time enrolled siblings residing in the same household are available.
- If you have difficulty making your payment, please contact school management. We will make every effort to be helpful and understanding. However, if your account is not paid in full by Friday the week of care, we may terminate care without further notice according to the enrollment agreement. If payments are not received within a reasonable time or you are consistently late with your tuition payment, it may be necessary to dis-enroll your child from care.

Non-Sufficient Funds

Per the enrollment agreement, a fee of \$35 will be debited from your account for each NSF occurrence. When more than one NSF occurrence is presented to your account in a six-month period, payment must be made by money order or certified check for the next six months.

Late Pick-Up Charge

We do understand that there may be occasions when an emergency arises, causing you to be later than 6:30 p.m. picking up your child from the school. If you realize that you may be late, please give a courtesy call to management notifying them of the situation. There will be a charge of \$20.00 per each 15 minute increment, per child, past school closing. This late pick-up charge will be applied directly to your weekly bill.

Annual Re-Registration Fee

An annual non-refundable re-registration fee is due May 1st per your enrollment agreement. If enrollment occurred between March 1st and May 1st, you will not be charged a re-registration fee for that year.

Security Deposit

The security deposit is equal to one week of tuition. If tuition rates should increase, a corresponding deposit shall be made to the security deposit on file. The difference will be paid to equal the new tuition rate. If your tuition rate is decreased due to participation in any tuition assistance or childcare subsidy programs, the security deposit will be equal to any applicable weekly co-pays.

Annual Tuition Increases

Our tuition structure and rates will be reviewed on an annual basis. Any change to tuition rates will be accompanied by a 30-day written notice per our enrollment agreement. Tuition rate increases are specifically earmarked to cover program expenses and annual teacher salary increases.

Program Changes and Disenrollment

All program changes and enrollment withdrawals must be provided to management in writing.

- When there is a program change for your child that results in a different weekly tuition rate, a credit or debit to your account will be made accordingly.
- A 30-day written notice must be submitted to management for any program change or withdrawal.
- The security deposit will serve as the final payment on your account when a 30-day written notice is received.
- If your child is disenrolled due to non-payment, the child will not be permitted to return until the balance due is paid in full including a new application fee, and pending enrollment availability at the time of payment.

Termination of Services

Enrollment with Celebree can be terminated for voluntary or involuntary reasons.

- For voluntary withdrawal, families must provide a written intent to withdraw to management 30 days prior to their intended last day of care. Failure to submit a written notice of withdrawal will cause forfeiture of your deposit. Upon disenrollment from the school with a proper 30-day written notice, the security deposit acts as the last week of payment. Should the deposit not cover the amount of tuition and fees due to the school, parents will be notified prior to the child's last day of attendance.
 - Families must pay all outstanding fees that are not covered by the deposit.

In all cases, families will be responsible for the weekly tuition for any reversal of dis-enrollment that happens within a two-week period of the last day of care.

In some instances, Celebree may need to initiate the withdrawal process. Enrollment can be terminated with or without notice for the following reasons:

- Behavior management- if a child's action or behavior is harmful to other children or staff in the school, termination may result (determined on a case-by-case basis). All efforts will be made through family partnership, team planning and intervention to keep children in care, but the safety of the group will be the priority. Some of these behaviors or actions may include, but are not limited to, excessive biting, injury to peers and staff, violent/aggressive behavior and intentional damages to school property.
- Financial obligations- repeated late payments, accounts that are more than two weeks in arrears, returned/uncollected checks, excessive fines/fees that become delinquent or failure to process state/county vouchers and maintain copays may result in termination of services.
- Required documentation- failure to submit required state and school related documentation may result in termination of services.
- In the situation of inappropriate parent behavior, Celebree reserves the right at any time without prior notice, to discharge, withdrawal or remove from the premises any child, parent, relative and/or individual that poses a threat or compromises the operations of Celebree. As such, Celebree reserves the right to disenroll children of parents who threaten, physically harm or verbally abuse any member of the school community.

Communicating with Families

Open Door Policy

Celebree strives to provide the kind of care and education you want for your child. Since you should be involved every step of the way, families are welcome to visit at any time to observe or participate in special activities. It is our goal to provide open and frequent communication with you as we partner to ensure your child's success. School management is available at any time for questions, concerns or to hear about how your family is enjoying the Celebree difference. Although appointments are not required to visit the school, scheduling an appointment with school management is an effective way to ensure that you will have the management's undivided attention during your meeting.

Daily Communication

Teachers of all children in Celebree School maintain an online daily report to properly account for your child's day. The daily report contains age dependent information such as what and how much a child ate during snack and meal times, if a child napped and for how long, special notes to remind parents of upcoming events, what was taught in reference to the lesson plan and what your child's experiences were throughout the day. It is our goal and responsibility to ensure consistency during the transition between Celebree and home. Upon enrollment at the school, families will receive information to set up Celebree Tweet, powered by HiMama, our online parent communication tool.

Teachers are available during drop-off and pick-up to answer any questions or concerns that may arise. A scheduled parent, teacher and Director meeting can be arranged if additional time is needed.

Family Teacher Conferences

Families are invited to participate in conferences with the classroom teachers to discuss their child's achievements and development. These conferences are held twice a year typically in the late fall (November) and late spring (May). During this time you will be able to:

- Share insights about your child
- Find out about your child's learning and progress through our online assessments
- Review your child's online portfolio
- Discuss any challenges your child is having or any of your own concerns
- Ask for extra help for your child, such as with potty training, etc.
- Discuss and plan future learning opportunities for your child

It is also important to note that a family may schedule a meeting at any time with their child's teacher. Likewise, a teacher may schedule a meeting with a family. Teachers strive to keep open communication with all families.

Family Information Board

The Family Information Board is located in the main hallway of the school. It contains the following: illness policy, discipline policy, safety policy, monthly newsletter, upcoming PPC (Parent Partnership Committee) meeting information and community events and resources.

- Each classroom also has an information board located on the outside of the classroom door, which contains the weekly lesson plan and a bio for your child's teacher.
- Inside each classroom, there is a family board that contains the classroom daily schedule, newsletter and snack menu.

Community Resources

In order for Celebree School to achieve its program goals of diversity, inclusion, successful transitions, robust curriculum and socially/emotionally healthy children and families, we establish and maintain reciprocal relationships with community agencies and institutions that help us achieve our goal.

Celebree School will periodically gather and share information about community services with enrolled families. When possible, we will assist families in gaining access to these services. As such, Celebree School will compile and maintain current local resources available to families in the community, particularly for those with disabilities and special health care needs, and based off the interests and needs of our school family. These resources include, but are not limited to:

- Local service providers for health, mental health, women services and oral health
- Community providers of nutrition, child welfare and parenting programs
- Basic needs, such as housing and childcare subsidies
- Cultural or linguistic services for dual language households
- Special family needs, such as educational or behavioral supports
- Critical needs that include local shelters and food pantries
- Hotlines and websites

A copy of the Community Resource Guide will be kept in the Main Office. The guide will be updated as new data becomes known to the Directors and staff through continuing education and licensing partnerships, and through information provided by the local Child Care Resource and Referral Centers. Monthly newsletters, on-line parent communication tools, bulletin boards, Parent Partnership Committee meetings and other such messaging are additional ways these resources will be communicated.

Celebree School is always seeking ways to enhance the learning experiences of its children. School staff are constantly connecting with their community's cultural resources such as community colleges, local websites and community centers as a source of curriculum enhancement that includes, but is not limited to, museum and library experiences, concerts, storytelling, zoo exhibits, nature center events, theater programs, festivals and historical observance events. Communication of these events will also occur through newsletters, on-line parent communication, bulletin boards, School Family Committee meetings and other such messaging.

Monthly Newsletter

Celebree School management creates a monthly school newsletter to be distributed to all families on or before the first of each month. This newsletter will contain news, updates, upcoming school events, new additions to the school, birthdays of the children and staff and a monthly snack menu. You can also find a copy of the newsletter on the family information board located in the main hallway of the school.

In addition, each classroom will provide its families with classroom newsletters that highlight that month's curriculum focus, age specific community events and resources, classroom reminders and a monthly child development excerpt.

School Family Committee (SFC)

Involving families in our school is a top priority. This helps children, families and our teachers make a strong connection between home and school. We are an extension of the family. We strive to develop a partnership where sharing support, ideas and genuine love for children is of the utmost importance. We encourage families to participate in our School Family Committee (SFC). The SFC is made up of families, teachers and management of Celebree School. The goal of the committee is to meet the needs of the Celebree family to include children, families, teachers and management. The SFC supports the school by welcoming new families, planning special events, supporting teachers, participating in fundraising events and discussing the growth of the school, via accreditation expectations and program improvement plans. Please see the School Directors to share your interest in being a part of the SFC.

In addition, there will be various opportunities for families to meet with other Celebree families and community partners. These may include in-school activities, out-of-school family events, parent resource nights and other activities that align with the Celebree mission and values.

Program Evaluation

We value your input regarding the care you and your child receive at Celebree School. In our effort to continually improve, we will conduct quarterly surveys as one of our means of evaluating our program. In addition to this survey, we will solicit your feedback by way of informal conversations and family conferences.

Satisfaction and Resolution

All concerns should be addressed as soon as possible. Often, a family's concern can be an opportunity for program improvement. It is usually best to discuss a concern directly with the person who can address the situation. In some cases, the teacher would be the person who can help find a resolution; in other cases, it may be the School Director or the Assistant Director. Families are encouraged to make an appointment with the School Directors and to openly discuss the matter of concern so that we may work together toward resolution.

Any health and safety concerns should be brought to the attention of a member of the school management team immediately.

Volunteering

For the security of the children in our care, we are unable to accept regularly scheduled volunteers into our school. We do encourage families to participate as field trip chaperones, help in the classroom during parties and holiday celebrations, serve as a guest speaker or reader, or to provide demonstrations of a skill.

General Policies

Outside Employment of Celebree Teachers

Celebree does not condone or recommend any employee for private care. Celebree cannot be held liable for care services provided outside of our standard business hours and off Celebree School premises.

Confidentiality Policy

To protect the rights of your child and your family, children's records are only available to school management and authorized staff, the state licensing branch and the child's parent(s) or legal guardian(s). Confidential or sensitive information will only be shared with employees of Celebree who have a "need-to-know" in order to most appropriately and safely care for your child. Confidential or sensitive information about staff, parents or caregivers and/or children will not be shared with other parents or caregivers, as Celebree strives to protect everyone's right of privacy. Confidential information includes, but is not limited to: names, addresses, phone numbers, disability information, custody agreements and health related information of anyone associated with Celebree.

Family Code of Conduct

One of our goals is to provide an appropriate environment in which a child can grow, learn and develop. Achieving this ideal environment is not only the responsibility of the employees of Celebree, but also of each family member or adult who enters the school. We require all adults to conduct themselves in a manner that fosters this ideal environment and the law authorizes Celebree to deny access to a parent or other adult if the behavior of that person poses a risk to the children or employees.

The actions that hinder a positive environment include, but are not limited to, the following:

- Swearing or cursing
- Threatening of employees, children or other parents and caregivers
- Physical or verbal punishment of your child or other children in the school
- Smoking or drinking
- Confrontational interactions at the school

No civilian firearms carry or use is permitted on school grounds.

Clothing

In order to foster independence and self-help skills, we ask that you send your child to school in clothes that they can manage independently. Active indoor and outdoor play is a regular part of our day. Please dress your child in clothing that is suitable for running, climbing and other vigorous activity, and that is appropriate for the weather. Children may work with paint, clay and other messy materials; therefore, they should wear clothes that can be laundered easily. We recommend that your child wear tennis shoes or shoes with rubber soles. For your child's safety, please do not send your child in flip-flops or open-toe shoes, as we do not permit this type of shoe on the playground.

Personal Property

All personal belongings must remain at home unless requested. Teachers may occasionally request show-and-tell items. Personal property must remain in children's cubbies or lockers and is not to be used unless specified by the teacher. Celebree School is not responsible for lost, stolen or damaged property and equipment that is brought to school. Material that is inappropriate for a preschool audience should not be brought to Celebree School. Celebree staff and administration reserve the right to search all personal belongings brought into the location and to remove and discard any food, drink, medication or other items not allowed by school policy.

Notice of Policy Changes

Celebree School provides a family handbook to uphold our promise to educate families on our unique program offering. This handbook is subject to change without notice. Updated policies will be distributed to families from the school management.

Thank You!

Thank you, our newest Celebree family member, for choosing us to protect, educate, and nurture your most precious gift...your child. We are committed to providing you and your child with the best preschool experience. We will hold ourselves accountable to our commitments of upholding the Celebree brand, and we hope that this is the start of a long relationship with your family and the Celebree family. The door is always open for your feedback and suggestions as to how we can improve your experience at Celebree.



Handbook Acknowledgment

I have received a copy of the Celebree School of Fishtown Family Handbook and by signing this, I agree to the policies and procedures in the handbook.

Date: _____

Parent Name: _____

Parent Signature: _____



Subject: Nondiscrimination Policy Statement Equal Employment Opportunity

To: Employees

From: Celebree School of Fishtown

An open and equitable personnel system will be established and maintained. Personnel policies, procedures and practices will be designed to prohibit discrimination on the basis of race, color, religious creed, disability, ancestry, national origin, age or sex.

Employment opportunities shall be provided for qualified applicants with disabilities and reasonable accommodation(s) shall be made to meet the physical or mental limitations of qualified applicants or employees.

Any employee who believes they have been discriminated against may file a complaint of discrimination with any of the following:

Celebree School of Fishtown
1400 North Howard Street, Suite 210
Philadelphia, PA 19122

Commonwealth of Pennsylvania

Department of Human Services
Bureau of Equal Opportunity
Room 225, Health & Welfare Building
P.O. Box 2675 Harrisburg, PA 17120
Inquiries: (717) 787-1127
Email: RA-PWBEOAO@pa.gov

U.S. Equal Employment Opportunity Commission

801 Market Street, Suite 1000 Philadelphia, PA
19107-3126
Inquiries: (800) 669-4000
TTY users only: (800) 669-6820
<https://www.eeoc.gov/federal-sector/overview-federal-sector-eeo-complaint-process>
Email: PDOContact@eeoc.gov

Office for Civil Rights

U.S. Department of Health and Human Services
Centralized Case Management Operations
200 Independence Avenue, S.W.
Room 509F HHH Bldg.
Washington, D.C. 20201
Customer Response Center: (800) 368-1019
TDD: (800) 537-7697
<https://www.hhs.gov/ocr/complaints>
Email: ocrcomplaint@hhs.gov

Pennsylvania Human Relations Commission (PHRC)

333 Market Street, 8th Floor
Harrisburg, PA 17101
<https://www.phrc.pa.gov/File-a-complaint>
Inquiries: (717) 787-4410

Celebree School of Fishtown

1400 N. Howard Street



Subject: Nondiscrimination in Services

To: Students & Parents/Caregivers

From: Celebree School of Fishtown

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 student or parent/caregiver who believes they have been discriminated against, may file a complaint of discrimination with:

Celebree School of Fishtown
1400 North Howard Street, Suite 210
Philadelphia, PA 19122

Commonwealth of Pennsylvania

Department of Human Services
Bureau of Equal Opportunity
Room 225, Health & Welfare Building
P.O. Box 2675 Harrisburg, PA 17120
Inquiries: (717) 787-1127
Email: RA-PWBEOAO@pa.gov

U.S. Equal Employment Opportunity Commission

801 Market Street, Suite 1000 Philadelphia, PA
19107-3126
Inquiries: (800) 669-4000
TTY users only: (800) 669-6820
<https://www.eeoc.gov/federal-sector/overview-federal-sector-eeo-complaint-process>
Email: PDOContact@eeoc.gov

Office for Civil Rights

U.S. Department of Health and Human Services
Centralized Case Management Operations
200 Independence Avenue, S.W.
Room 509F HHH Bldg.
Washington, D.C. 20201
Customer Response Center: (800) 368-1019
TDD: (800) 537-7697
<https://www.hhs.gov/ocr/complaints>
Email: ocrcomplaint@hhs.gov

Pennsylvania Human Relations Commission (PHRC)

333 Market Street, 8th Floor
Harrisburg, PA 17101
<https://www.phrc.pa.gov/File-a-complaint>
Inquiries: (717) 787-4410

Celebree School of Fishtown

1400 N. Howard Street



Celebree School of Fishtown takes seriously, all employee complaints of discrimination, harassment, unethical or unfair conduct. So that we may properly investigate your concern, you are requested to fill out this form as completely as possible. Please use additional sheets of paper where needed. After a prompt and thorough investigation into your complaint, you will be notified of the company's intended action. Should you have any questions about the process, please share them at the end of this form and we'll do our best to answer them.

Thank you.

Employee Name: _____ Title: _____

Classroom: _____ Supervisor Name: _____

Investigator Name: _____

1. Please describe in as much detail as possible, the nature of your complaint . Please provide or identify all known persons, documents and witnesses to your concerns:

2. Please describe how the actions you complain about have affected your ability to perform your job:

3. Please provide any additional comments for the company to consider when investigating your complaint:

Celebree School of Fishtown

1400 N. Howard Street