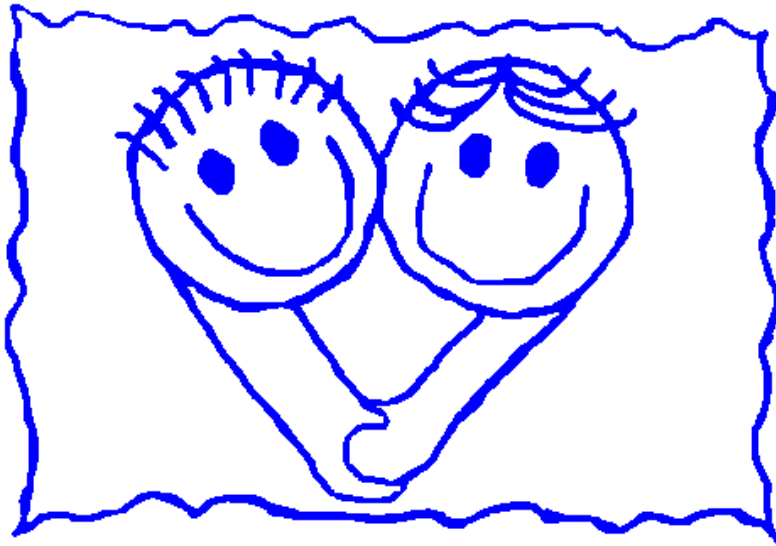


PARENT HANDBOOK

Ingomar Child Enrichment Center



Preschool, Kindergarten and Child Development Center Information

2023-2024

Ingomar Child Enrichment Center
Ingomar United Methodist Church
1500 W. Ingomar Road
Pittsburgh, PA 15237
(412) 364-4089

<https://ingomarpreschool.org>

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Contents

Welcome	3
Mission Statement	3
Hours of Operation	3
Curriculum	3
Ingomar Child Enrichment Center Organizational Structure	4
Administration	4
Teaching Staff	4
Parents Steering Committee	5
Finances	5
Financial Information	5
Payment Options	5
Preschool Tuition Information	5
Child Development Center (CDC) Tuition Information	5
Returned Checks	5
Withdrawal / Modification Policy	6
Late Charges	6
PS Late Pick Up.....	6
CDC (Childcare) Late Pick Up.....	6
INGOMAR CHILD ENRICHMENT CENTER INFORMATION	6
Registration	6
CDC (Childcare) Scheduling	7
Preschool Field Trips	7
Security Policies	7
PARKING, LOADING AND UNLOADING CARS	8
Curbside Pickup for preschool only	8
Funeral Parking.....	8
Communication	9
Preschool Classroom Schedule	9
PS, Kindergarten and CDC Daily Schedule and Calendar	9
CDC (Childcare) Quiet/Nap Time	9
Assessments	9
PS Assessment	9
CDC Assessment	10
Parent Conferences	10
Toilet Training	10
Lunch	10
Discipline	11
Dress for Success	11
Book Bags	11
ICEC GUIDELINES AND POLICIES	11
School Safety and Security Plans	11
Safe Sanctuaries	12
Child's Health	13
Health Appraisal	13
Injury at School	13
Illness.....	13
Contagious Diseases	14
Emergency Medical Procedure.....	14

Food Allergy Policy – ICEC is a NUT FREE school 14
Release of Child to Impaired Adult 14
Weapon Policy..... 15
Non-Discrimination in Services 15
In Classroom Volunteers 15
Expulsion / Suspension Policy..... 16
School Cancellations..... 17
Transfer of Child’s Records 17
For More Information:..... 18
Appendix 1: ICEC Yearly Calendar 19
Appendix 2: Community Family Resources 20
Appendix 3: Non-Discrimination in Services..... 21
Appendix 4: Special & Summer Events 22

Welcome

Welcome to Ingomar Child Enrichment Center. We are an outreach ministry of Ingomar United Methodist Church. Our goal is to help parents in our church and community by caring for and educating their young children in a loving environment that enhances each child's development.

We believe that young children grow best in body, mind, and spirit within a safe, nurturing environment that is responsive to their needs, abilities, and interests. Within this carefully structured environment, our staff will support and direct children's interactions with people, objects, experiences, and ideas. All interactions with children will reflect a genuine respect for each child as a unique and precious gift from God. We hope that each child will grow in confidence and self-esteem as we encourage their individuality and help them make discoveries about themselves and their world.

Mission Statement

Our mission is to build community with young children and their families, to foster relationships within these groups and to provide an environment where children learn through play and experience God's amazing love!

Hours of Operation

The Child Development Center is open from 8am-4pm Monday – Friday during the school year (Please refer to ICEC calendar for specifics on dates). Preschool schedule is dependent on which class your child is in.

Curriculum

Ingomar Child Enrichment Center provides academic enrichment to families with children ages 6 weeks through 5 years in age. Our curriculum goals and objectives are structured and aligned with Creative Curriculum, Pennsylvania Early Learning Standards, and Keystone STARS. Within each age level, teachers will address these goals and objectives through developmentally appropriate materials and activities. It is our goal that children who have participated consistently at Ingomar Child Enrichment Center and are transitioning into kindergarten will have met the necessary state requirements.

If you would like further information regarding Creative Curriculum or the PA Early Learning Standards, please visit the following websites:

www.TeachingStrategies.com

<http://www.portal.state.pa.us/portal/server.pt/community/standards/8709>

<https://www.pakeys.org/stars-standards/>

The purpose of the Ingomar Child Enrichment Curriculum is to facilitate the cognitive, physical, social, emotional, and spiritual development of young children.

Our curriculum will facilitate:

- young children's active involvement in the learning process
- young children's advancement toward their individual potentials
- young children's understanding that every human being is valued equally by God
- young children's understanding that they are members of a worldwide community

- young children’s active involvement in building meaningful, reciprocal relationships within their family, learning community and their local community
- young children’s development of communication skills that will enable them to express feelings, needs, ideas and information in effective and appropriate ways
- young children’s development of creativity and imagination
- young children’s development of internal control
- young children’s development of quality decision-making and problem-solving skills

The Ingomar Child Enrichment curriculum encourages our teaching staff to use their unique teaching styles to create and implement a variety of different learning and play experiences within their early childhood classroom. The teaching staff always sustains a safe and secure classroom that is responsive to each child’s needs and interests.

Ingomar Child Enrichment Center Organizational Structure

Administration

The center and staff are under the leadership of the ICEC Director and Management Team. The operation of the program is under their guidance on a daily basis.

Teaching Staff

All teachers have early child experience and training. Most have either an Associate’s or Bachelor’s degree in Education as well.

All staff must participate in annual fire safety & emergency training and maintain certification in Pediatric CPR and first aid. In addition, each staff member annually participates in continuing education within the field of early childhood education (12 hours for CDC & 4 hours for PS). All staff have required clearances.

The center adheres to and surpasses all Department of Human Services and Pennsylvania Keystone Stars guidelines regarding student-teacher ratios. As part of our commitment to provide Safe Sanctuaries for children, described later in this handbook, we usually have at least two teaching staff in each classroom regardless of the number of children.

PS Ratios	CDC Ratios
2’s 12 max in class 6:1 ratio	6 weeks to 1 year 1 staff for every 3 children
3’s 12 max in class 6:1 ratio	1 year of age 1 staff for every 5 children
4’s 14 max in class 8:1 ratio	2 years of age 1 staff for every 6 children
TK 16 max in class 9:1 ratio	3 to 5 years of age 1 staff for every 10 children
K 16 max in class 8:1 ratio	
	The ages listed above are the age of your child on September 1st of the current school year.

Please note that our ratio guidelines may vary depending on the time of day or activity in a classroom. Ratios may be higher during nap time.

Parents Steering Committee

This parent committee organizes volunteer efforts for school programs and activities, fundraising, teacher appreciation and family events. This committee meets periodically to plan and organize future events. If you are interested in serving on this committee, please contact the ICEC director. All parents are encouraged to volunteer to help with center events.

Finances

Financial Information

Invoices will be sent every two weeks. All tuition is due by the Friday before service rendered. In the event any part of the invoice is still outstanding at the end of Friday before services rendered, a charge of \$25.00 will be added to the associated account. Tuition may be paid every two weeks, monthly or annually. If tuition payments are delinquent after 30 days, your child's placement in class may be forfeited; however, if you need help in this matter, please speak with the ICEC Director to arrange a special pay schedule or assistance.

Payment Options

At ICEC we accept payments via cash, check, credit card, or EFT with the information below

- You can pay via credit card, or EFT via the Family App.
- You may also pay by cash or check at the ICEC office.
- You may mail checks to ICEC 1500 W. Ingomar Road, Pittsburgh, PA 15237
- If you are mailing a check from your back, ensure at least 5 business days to ensure on-time delivery.

Preschool Tuition Information

Current rates for preschool can be found at ingomarpreschool.org under Preschool webpage.

Tuition charges are split equally between the amount of weeks that we have in school between Labor Day and Memorial Day.

Refunds will not be available for days missed due to severe weather conditions, vacations, extended leaves of absences, gas/water main breaks, or illness. (Special circumstances may be brought to the Director's attention for review by the ICEC management team). If the center has is closed for more than four days, the Director will make every effort to schedule additional class time.

Child Development Center (CDC) Tuition Information

Hourly Rates: Current rates & discounts for childcare can be found at ingomarpreschool.org under Childcare webpage.

The Child Development Center will not issue any cash refunds, credits or make-up days for days missed during Permanent Placement schedules (i.e. severe weather conditions, vacations, extended leaves of absences, gas/water main breaks, or illness). You will not be charged for holidays, teacher in-service days, or other days that the CDC is **scheduled** to be closed.

Returned Checks

Parents are responsible for all fees on returned checks and Ingomar Child Enrichment Center reserves the right to request cash payments after a check has been returned for insufficient funds.

Withdrawal / Modification Policy

To permanently remove your child from any of our programs for any reason, the request must be made in writing 30 days prior to the removal or modification that is to take place.

We cannot refund tuition for months in which your child attended any sessions or when written notice of your intent to withdraw your child is received after the 1st of the month.

For refund tuition paid in advance beyond the current billing cycle, with the exception of September tuition, if the proper notice is received in writing.

Specifically for CDC, permanent deletions and permanent revisions must be made 30 days prior to the effected billing cycle. Revisions to permanent schedules will be approved based on availability. Once billing has occurred, you will be charged for that time. Multiple permanent schedule revisions may result in a \$25.00 administrative fee. Modification for August and September need to be submitted in writing by July 1. If modify your schedule more than 40%, you will be charged an on-time \$30 fee per child. **You may request to extend a permanent schedule for a specific day if space is available.

Late Charges

CHILDREN MUST BE PICKED UP ON TIME. Pickup times must be respected to ensure safe and legal student-teacher ratios in CDC and out of consideration for teachers in both CDC and Preschool.

PS Late Pick Up

A parent is considered late if the child is not yet retrieved and the carpool line is complete. A \$15 late charge for the first 5 minutes and an additional \$2.00 per minute until the child is picked up. For every subsequent occurrence, the initial late charge will increase by \$5. Your child will be taken to the director's office to be picked up.

CDC (Childcare) Late Pick Up

Late Pick-Up Fee during School Hours (8-3:30): After the child's scheduled pickup time, a \$15 late charge will be assessed in addition to the cost of extended time for the first occurrence. For every subsequent occurrence, the late charge will increase by \$5.

Late Pick Up at End of Day: After 4 pm, a \$15 late charge will be assessed from 4 – 4:05 and a \$2.00 per minute charge after 4:05 for the first occurrence. For every subsequent occurrence, the late charge will increase by \$5.

If a Parent/Guardian or designated individual is late more than FIVE (5) times in a contract year, the child's enrollment in the center may be in jeopardy and terminated upon written notification.

We are aware that emergency situations occur; please call the center (412-364-4089) to report that you will be late picking up your child.

INGOMAR CHILD ENRICHMENT CENTER INFORMATION

Registration

Registration for ICEC (preschool, kindergarten, and childcare) will be held late fall/early winter. Ingomar United Methodist members and Ingomar Child Enrichment Center families past and present receive priority during the registration process. An annual **non-refundable** registration and programming fee will secure your child's space (if available) in either a preschool, childcare, or both and is due shortly after registration. A waiting list will be created if needed. No funds are taken when a child is on a waiting list only.

CDC (Childcare) Scheduling

Permanent Placement: This type of registration asks for a weekly schedule. Your child has a set schedule and you are responsible for paying for that set time.

- **Minimum Hourly Requirements for Enrollment**
 - If child not in preschools: 5 hour per day minimum and 2 days a week is required.
 - CDC1, CDC2, & CDC3: No drop off after 10:30am.
 - CDC1, CDC2, & CDC3: Pick up cannot occur between the hours of 12:30 and 2:30pm due to nap.
 - CDC 2, CDC3 or CDC4: 2 hour minimum during lunch hour if following or proceeding a PS class.
- **Permanent Placement Start Date:** For CDC1, CDC2, CDC3 or CDC4 we will no longer be able to schedule a permanent placement with a start date beyond September.
- **Infant Room:** We are no longer able to hold a spot in the infant room past December for a child. If the child is not going to attend the CDC until after December 1st, you will be asked to pay for the placement requested from December 1st until the start date of the child.

CDC3 and CDC4: The child must attend a preschool class and be potty trained.

Early Drop Off: Should a need arise to drop off your child earlier than the scheduled time, please phone ICEC before coming to school. Due to numbers and staffing, we may not be able to accommodate the early arrival.

Preschool Field Trips

The preschool offers field trips for all preschool classes except Older 2's. Field trips are an opportunity to extend classroom learning. Destinations may vary from year to year, depending on availability and topics currently included in our curriculum. Parents are asked to provide transportation for all field trips. The activity fee collected with preschool registration is used to pay the field trip entrance fees for one child and one parent. We encourage parents to make other arrangements for siblings on these days to provide a special experience for you and your preschooler. You may also send your child with another adult within your class; however, it is the parent's responsibility for any arrangements made.

Security Policies

Your child's safety and the safety of all our children, parents and staff is of the utmost importance. With this in mind, we have put several procedures into place. Please cooperate with your teachers and staff to help us enforce the following safety measures.

Parental Supervision: While your child is with you in the hall, the safety and care of your child is your parental responsibility. Please ensure that children are using walking feet and not running up and down the hallway. When children run in the halls, it creates a safety situation and distracts other children who are trying to learn. If any person appears to be under the influence of drugs or alcohol when picking up a child, we are obligated to call the emergency contact person to come pick up both the child and adult.

Drop-off and Pickup: Upon registering your child, a list of all adults who will regularly pick up your child. It is important that the teacher be informed if someone other than a designated person is picking up your child. Please contact your teacher in writing so that person may be added to the Emergency Contact Form.

Please be considerate of teachers and your child and stay off your phone while dropping off or picking up your child.

If you wish to deny access to your child to the other parent, we must have a copy of the court order stating that access is denied. Without a court order, both parents must be granted access. A verbal release form will be given to your child's teacher if you need to call into the center to make alternative pick-up arrangements for your child.

Emergency Phone Number: Parents are responsible for providing staff with an accurate phone number of where they can be reached while their child is in our care. Parents should have their cell phones on while their children attend Ingomar Child Enrichment Center.

PARKING, LOADING AND UNLOADING CARS

Ingomar Child Enrichment Center understands that transporting young children to and from vehicles can be a hectic process. For this reason, we will do our best to provide convenient and safe parking and carpool arrangements for all families. Young children are unpredictable; **DRIVE SLOWLY IN OUR PARKING LOTS** at all times, and remember that small children are very hard to see around vans and larger vehicles.

When coming into the building, please **PARK IN A PARKING LOT**. It is against the law to leave children unattended in cars and to leave your car unattended under the portico, or along the yellow curb lane – a fire lane, or in a space marked for the handicapped.

ONLY the white handicapped signs in the inner circle of the building can be used during the week by our ICEC Families. The **BLUE HANDICAPPED SIGN SPACES ARE RESERVED FOR HANDICAPPED INDIVIDUALS AT ALL TIMES.**

Curbside Pickup for preschool only

As a convenience to parents and caregivers, the preschool offers curbside drop off and pick up. This is voluntary for pick up but mandatory for drop off. Every child will be assigned a number and color, in the event that you may wish to use this service on an occasional basis. If you are carpooling with other families, PLEASE REQUEST DUPLICATE NUMBERS for the other children in your carpool and be aware that our security policies also apply to curbside pickup. Our teaching staff will only release your child into your car or a car displaying the appropriate curbside number. Complete information and your number will be distributed through the classrooms. Here is a list of our carpool rules:

1. Only 3 cars are loaded at one time.
2. Please do not go around the cars that are loading; wait until all three cars are loaded before moving.
3. Families from drop off, please arrive no more than 10 minutes before the start of your class. Do not take your child out of the car or let them hang out the windows or tops of the car. This poses a safety risk. Please have them unbuckled and ready to go, with their backpacks on, when the teacher arrives at the door.
4. Families are asked to arrive promptly at 11:30 and 3:00 to pick up their child. Pull around to the parking lot to buckle your child in.
5. If a parent arrives after the end of school and the carpool line has been extinguished, the child will be taken to the Director's office and late fee rules will apply.
6. For the safety of the children and courtesy to our teachers, please stay off your phone during carpool.

Funeral Parking

The Ingomar Child Enrichment Center reminds parents that our programs are one facet of the daily ministry of the Ingomar United Methodist Church. For this reason, please be especially attentive to special parking

signs and cones that will be placed in the front circle when funeral services will be held in the sanctuary. When the **NO PARKING** signs are placed outside the main front door, the designated handicap parking spaces cannot be used. Instead, you must use the side or back parking lots for dropping off and picking up children.

Communication

We believe the best way to teach and nurture your child and to meet their individual needs is to have open communication between school and home. Teachers will communicate with parents throughout the school year through monthly newsletters and calendars, and on our schools communication app, Famly. Parents are encouraged to contact their child's teacher via Famly. If you feel you need to meet with the teachers to talk about concerns, conferences can be set up anytime during the school year.

For questions, e-mail the Director at ashleys@ingomarchurch.org.

Preschool Classroom Schedule

Preschool classes vary in time length and number of sessions per week. All class times can be found on ingomarpreschool.org under the preschool page.

Please take your child to the bathroom before arriving at school. We ask you to be prompt at both arrival and dismissal.

It is important that your child be on time for school. When they are late, they miss important part of daily of learning. It also disrupts the flow and makes it hard for your child to adjust to school. If you are late, you need to enter ICEC via door 2, wait with your child until 9:20 when the children will be escorted to their classroom.

PS, Kindergarten and CDC Daily Schedule and Calendar

A daily schedule will be posted outside each classroom. Each month, your teachers will post a newsletter and calendar outside the classroom and on Famly. This will keep you informed of current activities, lesson topics, and classroom events. Keep this information for the month so you can always be involved in your child's school activities.

CDC (Childcare) Quiet/Nap Time

Infants are given the opportunity to sleep whenever needed.

CDC 1, 2 and 3: A quiet/nap time will be from 12:30 – 2:30 in the afternoon for **CDC 1, 2 and 3** students who need to sleep or rest. Cots and sheets will be provided for these children. Parents are asked to send in special blankets, pacifiers or stuffed animals that will make their child feel more comfortable during this time.

Assessments

PS Assessment

Our preschool staff will use a base line overview in the fall to assess each child's level of development. Based on these results, the curriculum can be individualized to meet each child's needs. A winter (February) developmental assessment will be completed and sent home. Parent conferences will be scheduled to discuss assessment form. Preschool classes will not be held on conference days. A spring assessment will be sent home at the end of the school year.

CDC Assessment

On your child's 45th day in CDC, their teachers will complete a state report form about your child's progress the first 45 days. The form will be sent home and a copy placed in their school file.

In February, children in the CDC will receive a developmental assessment from Teaching Strategies Gold, the assessment component of Creative Curriculum. These assessments are required by the state. Parents will receive a copy of the assessment. If you have any questions please be sure to contact your teacher.

Kindergarten Assessments

Kindergarten parents will receive a copy of their child's assessments every 9 weeks.

Parent Conferences

We feel that the nurturing and development of each child is a partnership between the home and school. We strive to keep open communication between parents and teachers. Informal notes about changes or special situations in the home environments are invaluable for the insight into a child's behavior. More formal exchanges occur through Get Acquainted, monthly newsletters and calendars, preschool and Kindergarten open house and parent/teacher conferences. We hold scheduled parent conferences during February for our preschool children. Parents do not have to wait until February to conference with their child's teacher; teachers are available at any time to schedule a time to meet or talk. Parent conferences for CDC children can be scheduled upon request.

Kindergarten teachers will have a scheduled parent teacher conference in the fall after the first 9 weeks. If a parent would like one after the other 9 week periods, please contact the Kindergarten teacher to arrange a time that works for both parties.

Toilet Training

We are aware of the different needs of each child; however, please consider our guidelines for this issue.

- In preschool, CDC3 and CDC4, it is expected that your child is wearing underpants to school and is able to tell the teacher when they need to go to the bathroom. Our classrooms are not equipped to accommodate changing diapers. We understand that children have accidents, and we ask that you send an additional set of clothing (to include shoes and socks) for this purpose. In the event that a child is regressing, we will reach out to the parent for assistance.
- If your child is transitioning from diapers to underwear, please inform the teacher so we can continue the training while he or she is in our care. As toilet training can be stressful for some children, we recommend dressing them in clothes that are easy for them to manage. Suspenders, onesies, buttons, or belts can make it much more difficult for a child to achieve independence. Until your child is reliably toilet trained, please be sure to bring a change of clothes, including shoes and socks. Please do not send your child to school in underwear until they have fully mastered toilet training at home and can communicate the need to use the potty to a teacher.

Lunch

Children who will be at the ICEC any time between 11:30 and 12:30 are asked to bring a bag lunch and drink (preferably a water bottle to support our Green Initiative). Items that need to be refrigerated, should be placed in a lunchbox with your child's name on it. A microwave is available for re-heating food in infants, CDC1 and CDC2 only.

Discipline

At Ingomar Child Enrichment Center, we consider discipline to be learning self-control and respect for others. We believe that these qualities are developed through positive reinforcement, modifying the environment, and helping children to understand one another's actions. The teacher will notify parents if there is any unusual or persistent behavior problem. Together we will work together to create a plan to ensure that the child is successful.

Dress for Success

Please send your child to Ingomar Child Enrichment Center in clothes that are comfortable and appropriate for the season. While we order only washable paint and other washable art supplies, we have found that learning, growing and playing can be messy business! We would like our children to be totally involved in their learning experience without undue concern for special clothing. Therefore, we recommend comfortable, washable clothes and closed toed rubber soled shoes, especially when weather permits playing outside. Ingomar Child Enrichment Center does not reimburse for clothing that gets ruined while the children are here learning.

Children attending Ingomar Child Enrichment Center will play outdoors as long as the weather permits. Children may be taken outdoors for play in cold snowy weather if the temperature is above 38 degrees with the wind chill. Please make sure that your child brings the clothing necessary to play outdoors (jacket, hat, gloves). If you want your child to use sunscreen, please apply before school. If necessary, sunscreen will be reapplied as needed.

During inclement weather, children three and up will use the Fellowship Hall for their gross motor activity. On Monday - Thursday, children are asked to bring their **BIKE HELMET**, as these are bike days at Ingomar. **Children only need their helmet on Monday - Thursday on rainy or cold days when the children are playing inside. Please make sure your child's helmet is labeled with their name.** Children under two will use the auxiliary narthex for their gross motor play.

Clearly label all additional clothing such as jackets, boots, hats, mittens, and tote bags with your child's name. Please avoid necklaces, rings, bracelets, toys and/or other items that can be lost easily.

Book Bags

Daily communication is important and we ask all children to bring a book bag or backpack to school each day. Your child's teacher will use the book bag to send home announcements, newsletters, and completed activities. *Please make sure that your child's name is clearly written on their book bag and that the book bag is large enough to hold a 9x12 inch art work.*

ICEC GUIDELINES AND POLICIES

School Safety and Security Plans

The state requires all school districts, childcare centers, preschools and educational centers to prepare an emergency plan. Ingomar Child Enrichment Center wants to assure you of our concern for the safety and welfare of your child/children. Our emergency plan provides for a response to all types of emergencies. Depending on the circumstance of the emergency, we will use one of the following protective actions:

- **IMMEDIATE EVACUATION:** Students are evacuated to a safe area on the grounds of the facility in the event of a fire, problems in the building, etc.

- **IN-PLACE SHELTERING:** Sudden occurrences, weather or hazardous materials related, intruder alert, may dictate that taking cover inside the building is the best immediate response.
- **EVACUATION:** Total evacuation of the facility may become necessary if there is danger in the building or area. In this case, children will be taken to the Ingomar United Methodist Church Ministry Center, directly across the street. If there is danger in that area as well, then the children will be taken to the United Methodist Conference Center in Cranberry Township
- **MODIFIED OPERATION:** May include cancellation/postponement of normal activities. These actions are normally taken in case of a winter storm or building problems that make it unsafe for children

To prepare our center and children for unforeseen emergencies we hold fire drills every 60 days, and annual lock down and severe weather drills. During these drills we explain to the children that we are practicing how to be safe.

Please listen to WPXI or the Family app for announcements relating to any of the emergency actions listed above. We ask that you not call during the emergency. This will keep the main telephone line free to make emergency calls and relay information. Whenever possible, staff will call families with information concerning the emergency.

*****The Emergency Contact Form, submitted upon entry into our program, designates individuals to whom we are permitted to release your child/children to in the event of an emergency. You are reminded to keep this form accurate during the school year. This form will be used every time your child is released. Please know that only those persons you list on the form may pick up your child. Do not attempt to make different arrangements during a school safety and emergency.

**CHILD ABUSE LAW: All staff of child care centers and schools are required by law to notify the appropriate agencies if child abuse is suspected. The appropriate agency is
CHILD & YOUTH SERVICES 1-800-581-9145 OR 412-350-4636.
To report ABUSE OF A CHILD please call 412-473-2000 or 1-800-932-0313**

Safe Sanctuaries

In an effort to protect youth, children, and vulnerable adults from risks of abuse, Ingomar United Methodist Church has adopted a Safe Sanctuaries policy. The following list highlights the provisions of this policy. You may request a complete copy in the ICEC office or IUMC office.

- At the time of employment, approved adults who deal with children and youth will be required to fill out an Employment application. They will be checked for a history of child abuse through Acts 33/34. Reference checks will be made.
- All volunteers who work with children and youth must fill out a volunteer application. They will be similarly screened in accordance with Acts 33/34.
- All volunteers must be at least 18 years of age.
- At least two approved staff members or volunteers will be present at all times.
- On-on-one counseling and small group activities will be conducted in areas where outside visual access is possible; doors must have windows, half-doors, or be left partially open.
- Children will not be left unsupervised at any time.

- The Safe Sanctuaries policy also prescribes steps to be taken in the event a suspected incident of abuse is reported.

Child's Health

We ask all parents to work with us to provide as healthy an environment as possible for your children. With this in mind, please pay special attention to the following rules and guidelines. ICEC uses Caring for Our Children, National Health and Safety Performance Standards Guidelines for Early Care and Education Program, and the Center for Disease Control to establish our policies and practices. These policies and practices include plans for children with special needs, medical needs, asthma, food allergies and medication administration.

Health Appraisal

State agencies require that a yearly health appraisal, signed by a physician, must be on file for all students and staff. This includes making sure that your child has an annual physical and is properly immunized for their protection. Your initial health appraisal is due within 30 days of your child starting. After this, it needs to be completed within 30 days of your child's birthday. In addition, for children under two years old, Health Appraisal forms are required at 3, 6,12,18 and 24 months.

ALL CHILDREN IN OUR CENTER MUST BE UP TO DATE WITH THEIR IMMUNIZATIONS AND PROVIDE THE DOCUMENTATION STATING SUCH. THIS DOCUMENTATION MUST BE ON FILE PRIOR TO ATTENDING ICEC.

Within the classroom, we make every effort to carry out good health practices such as proper hand washing and tissue use. Furthermore, we have careful cleaning practices in place to prevent the spread of disease. Health Appraisal Form can be found: ingomarpreschool.org under Forms or http://dhs.pa.gov/cs/groups/webcontent/documents/form/s_001756.pdf

Injury at School

Children run, jump, and play during the school day. Sometimes, this may lead to an injury such as a scraped knee, elbow, or bump on the head. In the event of **ANY** injury, ICEC will fill out an incident report via the Family app. It will send you an email where you will need to verify that you reviewed the incident report. Please make sure that you do this as soon as possible. On the website, it will be under reports. If you have any questions, please feel free to reach out.

Illness

To prevent the spread of disease, please keep your child at home if he or she has an elevated temperature (100.4 and over), vomiting, a bad cough or cold, an upset stomach, or is otherwise visibly ill.

Specifically, a sick child may not return to the center until all illness symptoms (uncontained bowel movements, diarrhea, vomiting, fever, strep throat, COVID symptoms, or rash have **been gone for 24 hours without the use of fever reducing medication**. If we detect a fever (temperature over 100.4) after you drop off your child, we will call you or your emergency contact to pick up your child.

Please understand that if your child's health condition interferes with classroom activities or requires a staff member to care for their symptoms, you will be asked to pick up your child. Please be advised that if your child is sent home with a fever or vomiting, he/she will not be able to return to the center the next consecutive school day.

There is no refund in either preschool, CDC, or Kindergarten for days missed due to illness.

Contagious Diseases

We will notify parents in a class if a contagious disease is a possibility. In order to minimize the spread of diseases such as influenza, pink eye, chicken pox, hand, foot and mouth, or infestations such as lice, please notify the office at once. Speak with your doctor to determine when your child can return.

Medication

If medication is to be administered, please complete and sign a medical instruction form (on-line at ingomarpreschoo.org > Info > Resources > ICEC > Forms). Medication can only be accepted in its original container, and our staff can only administer prescription medication with written instructions from the doctor. For the safety of all our children, please do not leave any medication in diaper bags, book bags or lunch bags.

Emergency Medical Procedure

If a child becomes ill or is injured at school, we will attempt to contact you. If we cannot locate you, we will call the people you have indicated on your **Emergency Information Sheet**. If necessary, we will use your signed emergency authorization. Your signature on the emergency contact form gives your permission for us to transport your child and authorizes medical care in an emergency.

Food Allergy Policy – ICEC is a NUT FREE school

The classroom teachers and parents will monitor children with food allergies. Teachers will meet with parents at the beginning of the school year to review what needs the child has as a result of food allergies. Parents of children with allergies may provide a list for all classroom parents of suggested snacks for their child.

- Parents of children with severe allergies are responsible for providing allowable snacks for their child to be kept in the classroom in the event that the daily snack does not meet his/her acceptable requirements.
- Cooking experiences are a part of our school's curriculum. It is the teachers' and parents' responsibility to work together to communicate these projects ahead of time so that parents of children with allergies can provide alternative ingredients (as in the case of "friendship snack") or a similar snack (ex: pancakes or ice cream) for that day. These cooking projects will be listed on monthly calendars.
- Birthday snacks usually involve a sweet "special" treat for that day. Parents of children with food allergies are asked to bring a similar snack for their child on birthday days. Parents can contact parents of the birthday child to inquire what specific type of snack is being provided on that day. (cupcakes, brownies, cookies, etc)
- Parents of children with food allergies are required to fill out a **Food Allergy Action Plan** which lists the child's allergies, symptoms of an allergic reaction and medications which will be administered upon observance of symptoms. This form requires a parent's and physician's signature. Parents must provide medications necessary for treatment of allergic reactions. This form can be found on-line at ingomarpreschoo.org > Info > Resources > ICEC > Forms
- 911 will be called if medication is administered.

Release of Child to Impaired Adult

In response to the growing focus on child care issues, specifically concerning liability and insurance, Ingomar Child Enrichment Center has expanded the Department of Public Welfare's policy concerning the release of children to parents or other designated adults who appear, to the center's staff, to be in an impaired condition.

An impaired condition specifically relates to alcohol, mind-altering chemicals or other medical conditions that render a person unable to operate a motor vehicle and thereby endanger the safety of a child who would be transported by the impaired person.

If, in the judgment of the responsible personnel at the center, a parent or designated person appears to be unable to safely transport a child, the center personnel will ask the parent or designated person to arrange for alternative transportation. If the person is unwilling to provide such alternate transportation, the matter will be referred to the Franklin Park police before the child is released for transportation.

Weapon Policy

Weapons are not permitted on our church property. In a culture where there are continual and energized debates over the appropriateness of weapons and the settings in which they may or may not be acceptable, the church is one place where we can set a higher standard than that which is tolerated by other segments of our society. In this policy, weapons are understood to include, but not limited to, guns of all sort, swords, knives, bows and arrows, explosives (including firecrackers), and other instruments that are regularly and commonly used in a violent fashion. **This policy includes symbolic weapons such as swords and knives worn as part of uniforms or costumes.**

Although we acknowledge that young children may use their imaginations or other materials to create toy weapons, children may not bring toy weapons of any kind to the Ingomar Child Enrichment Center. It is our belief that even toy weapons can symbolize behaviors and activities that are not in keeping with a peaceful setting.

Non-Discrimination in Services

At Ingomar Child Enrichment Center, admissions, the provision of services, and referrals of clients shall be made without regard to race, color, religious creed, disability, ancestry, national origin, age, or sex. Program services shall be made accessible to eligible individuals 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 client (and /or their guardian) who believes they have been discriminated against may file a complaint of discrimination (please see appendix).

IEP/IFSP

When filling out your child's paperwork at the beginning of the school year, there will be a place to mark if your child has an IEP/IFSP. If they do, please turn these into the front desk ASAP so that we can help your child be successful at ICEC. If your child has an IEP/IFSP, his/her teacher and the ICEC Director will attend IEP/IFSP meetings if at all possible.

In Classroom Volunteers

Parents are invited to share talents, experiences, or cultural enrichment events with our classes. Volunteers are often needed for special projects, cooking, and holiday celebrations.

Parents who choose to volunteer in ICEC **MUST** obtain their Pennsylvania State Police, Child Abuse clearance, and FBI clearance. These clearances may be obtained as follows:

- 1) **The website for the State Police Clearance is: <https://epatch.state.pa.us>**
- 2) **The website for the Child Abuse Clearance is: <https://www.compass.state.pa.us/cwis/public/home>**

3) **FBI Clearance** – One only needs to be fingerprinted if you have NOT resided in PA for the past 10 years. If you have resided in PA for the past 10 years, then you just have to sign the waiver.

a) **For fingerprinting:** Go to <https://uenroll.identogo.com/> to set up an appointment. Use the code 1KG6ZJ to register

b) **For the waiver :**

http://keepkidssafe.pa.gov/cs/groups/webcontent/documents/document/c_160267.pdf

Clearances will not be needed for birthday celebrations BUT if you plan to help out in the classroom, you will need to obtain your clearances. Clearances are good for **five** years and are needed by all adults working with or around children. Please bring a copy of your clearances to the office so we can have them on file.

When parents volunteer in the classroom or anywhere in the school they may encounter sensitive information about children in our center. We respect all children and families; therefore, volunteers must comply with our policies and keep all information they encounter during their assistance confidential.

Expulsion / Suspension Policy

Unfortunately, there are sometimes reasons we have to expel a child from our program either on a short term or permanent basis. We want you to know that we will do everything possible to work with the family of the child(ren) in order to prevent this policy from being enforced. The following are reasons we may have to expel or suspend a child from this center:

Immediate Causes for Expulsion

- The child is at risk of causing serious injury to other children or him/herself.
- Parent threatens physical or intimidating actions towards staff members, other parents or children.
- Parents exhibits verbal abuse to staff in front of enrolled children.

Parental Actions for Child's Expulsion

- Failure to pay.
- Failure to complete required forms including the child's immunization records.
- Habitual tardiness when picking up your child.
- Verbal abuse to staff, other parents, or children.

Child's Actions for Expulsion

- Uncontrollable tantrums/angry outbursts.
- Ongoing physical or verbal abuse to staff or other children.
- Excessive biting.

Prior to expulsion, a parent will be called and correspondence will be sent home indicating what the problem is. The director will request a face to face meeting to discuss the situation. Every effort will be made by both the center and the parent to correct the problem. If, after one or two weeks, depending on the risk to other children's welfare or safety, behavior does not improve, and the center finds that they can no longer accommodate the child, the parent will be asked to remove him/her. The parent will be given a minimum of one week's notice to find another center to provide care for this child.

If a child at risk of suspension/expulsion is receiving Early Intervention (EI) services, the ICEC will reach out (with parent permission) to the child's EI program to request assistance. The EI program must respond to ICEC via phone or email within 48 hours and hold an IEP/IFSP meeting within ten EI program calendar days from the date of the request for assistance. If the behavior has not previously been identified as a special consideration on the IEP/IFSP prior to the request for assistance, EI must include the information in the IEP/IFSP at this time.

If a child at risk of suspension/expulsion has not previously been evaluated and the family and/or ICEC staff believe the child may be eligible for EI, ICEC will work with the child's family to schedule an EI evaluation. The family should contact the CONNECT Helpline (1-800-692-7288) to identify to whom the child should be referred. Documentation of the referral will be maintained in the child's record. If it is determined that the child is eligible for EI services, the family will be encouraged to involve ICEC staff in planning meetings. If the child is not eligible for services, the EI evaluator and ICEC will assist the family in accessing other services and/or provide some strategy suggestions.

If the child at risk of suspension/expulsion has previously been evaluated and does not qualify for EI, ICEC should request assistance from the Early Learning Resource Center to receive appropriate supports.

In the event of expulsion, a parent resource is:

- CONNECT Helpline can be contacted for a referral.
<https://securerervercdn.net/198.71.233.197/69d.231.myftpupload.com/wp-content/uploads/2020/08/Developing-Suspension-Expulsion-Policies-7-16-2020.pdf> Referrals can be for family support as well as program support.

School Cancellations

If there is a delay or cancellation due to a weather related event, please make sure to check the alert on Family or WPXI.

If a two-hour delay is called:

- **Child Development Center (Child Care) will open at 10:00.**
 - Placement times between 8:00 and 10:00 will be forfeited.
 - If you were scheduled from 8:00 to 12:00, your new schedule would be 10:00 to 12:00. Please check for availability to extend your child's time on these days if needed.
- **Preschool Program will open at 11:00 AM.**
 - Morning classes will run 11:00 - 12:30
 - Afternoon classes will run 1:30 - 3:00
 - Extended Day classes will run 11-1:30
- **Kindergarten will open from 10-3**

If we announce an early dismissal:

- **Afternoon preschool classes** will be cancelled.
- **Child Development Center (Child Care) and Kindergarten parents** will be alerted via the Family app and asked to pick up their children as soon as possible, and any remaining placements for the day will be cancelled.

Parents are encouraged to use their own discretion when it comes to bringing their child to school on a snowy day.

If more than four school days are missed, alternative plans may be made to make up that time. No refunds will be made for snow days.

Transfer of Child's Records

Ingomar Child Enrichment Center will transfer a child's records to a new educational setting upon signed written notice from the child's parent or legal guardian. Please give the ICEC a two week notice in order to have the child's records mailed. We need these requests in ASAP.

For More Information:

If you have any questions or concerns regarding ICEC Preschool or Child Development Center, please do not hesitate to contact the Director of ICEC, or any member of the ICEC administrative staff. We will try our best to answer your questions or ease your concerns. We can be reached at **412-364-4089**.

If you would like to find out more information about the preschool, child care and Kindergarten please contact the front desk or email icec@ingomarchurch.org.

If you have questions or concerns, please email the Director at ashleys@ingomarchurch.org.

If you have questions regarding billing, please contact corwell@ignomarchurch.org.

ICEC 2023/24 Calendar

August 2023							September 2023							October 2023							November 2023						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5						1	2	1	2	3	4	5	6	7				1	2	3	4
6	7	8	9	10	11	12	3	4	5	6	7	8	9	8	9	10	11	12	13	14	5	6	7	8	9	10	11
13	14	15	16	17	18	19	10	11	12	13	14	15	16	15	16	17	18	19	20	21	12	13	14	15	16	17	18
20	21	22	23	24	25	26	17	18	19	20	21	22	23	22	23	24	25	26	27	28	19	20	21	22	23	24	25
27	28	29	30	31			24	25	26	27	28	29	30	29	30	31					26	27	28	29	30		

December 2023							January 2024							February 2024							March 2024						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
					1	2		1	2	3	4	5	6					1	2	3						1	2
3	4	5	6	7	8	9	7	8	9	10	11	12	13	4	5	6	7	8	9	10	3	4	5	6	7	8	9
10	11	12	13	14	15	16	14	15	16	17	18	19	20	11	12	13	14	15	16	17	10	11	12	13	14	15	16
17	18	19	20	21	22	23	21	22	23	24	25	26	27	18	19	20	21	22	23	24	17	18	19	20	21	22	23
24	25	26	27	28	29	30	28	29	30	31				25	26	27	28	29			24	25	26	27	28	29	30
31																					31						

April 2024							May 2024							June 2024							July 2024						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6				1	2	3	4							1		1	2	3	4	5	6
7	8	9	10	11	12	13	5	6	7	8	9	10	11	2	3	4	5	6	7	8	7	8	9	10	11	12	13
14	15	16	17	18	19	20	12	13	14	15	16	17	18	9	10	11	12	13	14	15	14	15	16	17	18	19	20
21	22	23	24	25	26	27	19	20	21	22	23	24	25	16	17	18	19	20	21	22	21	22	23	24	25	26	27
28	29	30					26	27	28	29	30	31		23	24	25	26	27	28	29	28	29	30	31			
														30													

■ ICEC Closed	■ Preschool Get Acquainted Sessions	■ Preschool Closed for Conferences	■ CDC Last Day
■ CDC & Kindergarten Get Acquainted Sessions	■ Preschool First Days	■ Preschool Last Days	
■ CDC & Kindergarten Start	■ Preschool Open Houses	■ Kindergarten Last Day	

Appendix 2: Community Family Resources

Development is individual to each child. It is important to keep in mind that some children may achieve various developmental milestones earlier or later than the average but still be within the normal range. However, as a parent, you may have concerns about the manner in which your child responds or reacts when he or she is in a group of his/her peers. Your child's teachers may also identify similar concerns.

Fortunately, there are agencies whose main purpose is to discover children who may have a potential developmental delay, provide in-depth assessment aimed at identifying a child's individual needs, and recommend and provide appropriate early intervention services.

Allegheny Intermediate Unit (AIU) DART Program

475 East Waterfront Drive
Homestead, PA 15120-1144
412 394-5904
www.aiu3.net/DART

If your child is UNDER THREE PLEASE CONTACT:

ALLIANCE FOR INFANTS AND TODDLERS

2801 Custer Ave
Pittsburgh, PA 15227
412-885-6000

Community Alternatives, Inc.

2100 Wharton Street Suite 319
Pittsburgh, Pa 15203
412 381-5040 or 1-800-332-1208

Wesley Institute Family Child Development Center

5499 William Flynn Highway
Gibsonia, PA 15044
724-443-8900

Watson Institute

301 Camp Meeting Rd
Sewickley, PA 15143
412- 741-1800

Children's Hospital of Pittsburgh

3705 Fifth Avenue
Pittsburgh, PA 15213
412-692-7337

CONNECT HELPLINE: 1-800-692-7288 This agency assists families in locating resources and provides information regarding child development for children birth to age five and assist in early intervention services.

Financial needs vary for all families. If you are looking for ways to help pay for child care and preschool expenses, please stop in the office for our scholarship packet or contact one of the following agencies:

Allegheny Country Assistance Headquarters

301 5TH Avenue, Suite 470
Pittsburgh, PA 15222
412-565-2146
FAX: 412-565-3660

Low Income Home Energy Assistance (LIHEAP)

5947 Penn Avenue 4th Floor
Pittsburgh, PA 15206
412-562-0330
FAX: 412-565-0107

CCIS of Allegheny County – North/South

305 Wood Street – 2nd Floor
Pittsburgh, PA 15222-1982
412-261-2273 or 1-800-392-3131
FAX: 412-391-9808

The following agencies provide information and promote awareness for the importance of Early Childhood Education and quality programming.

Pennsylvania's Promise for Children www.papromisesforchildren.com
Keystone Stars – Southwest Region SWKey@ywcaph.org 412-255-1175 or 1-877-349-4850

Appendix 3: Non-Discrimination in Services

At Ingomar Child Enrichment Center, admissions, the provision of services, and referrals of clients shall be made without regard to race, color, religious creed, disability, ancestry, national origin, age, or sex. Program services shall be made accessible to eligible individuals 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 client (and /or their guardian) who believes they have been discriminated against may file a complaint of discrimination with any of the following:

Ingomar Child Enrichment Center
Ingomar United Methodist Church
1501 West Ingomar Road
Pittsburgh, PA 15237

Bureau of Equal Opportunity
Department of Public Welfare
Room 521, Health and Welfare Building
P.O. Box 2675
Harrisburg, PA 17105

Bureau of Equal Opportunity
Department of Public Welfare
Room 521, Health and Welfare Building
P.O. Box 2675
Harrisburg, PA 17105

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

Pennsylvania Human Relations Commission
11th Floor, Pittsburgh State Office Building
300 Liberty Ave.
Pittsburgh, PA 15222

Bureau of Equal Opportunity
Department of Public Welfare
Western Field Office
Room 702, State Office Building
300 Liberty Ave.
Pittsburgh, PA 15222

Appendix 4: Special & Summer Events

June Bug Camp:

During June, the center will provide a multi-age, thematic, learning experience for young children ages 3 to 5. In order to be eligible to enroll in June Bug Camp, children must have attended preschool during the current school year, and must be 3 – 5 years old. All three year old children must have turned 3 by December 31, of the current school year. Families will receive communication in the spring that outlines the topics, fees, and schedule for this exciting summer program.

Art Camp:

In June, children will be able to experience a week of ART. This multi-age camp will use a variety of materials and mediums to inspire the natural curiosity of a 3 to 6 year old child. The children will use their imagination to create irreplaceable masterpieces. Children must have turned 3 by December 31 and attend a preschool class, of the current school year to attend this camp. Information will be sent home with children in May about the camp dates and art explorations.

Science Camp:

In June children will be able to experience a week of SCIENCE. This multi-age camp will use the scientific method to explore the world and discover how science is a part of their everyday life. This camp is for children 3 to 6, children must have turned 3 by December 31 and attend a preschool class, of the current school year to attend. Information will be sent home with the children in May about the camp dates and exciting investigations.