



Overview

Basic Contact Information:

Center Phone Number - 717-285-2711

Center email address - info@k-prep.com Website - www.k-prep.com

Owners - Claire B. Crescenzi claire@k-prep.com & Ann Kritzer ann@k-prep.com

Director Samantha Donley director@k-prep.com

Operating Hours

Monday – Friday 6:30am until 6pm.

Closed on the following holidays – Good Friday, Memorial Day, Independence Day, Labor Day,

Thanksgiving Thursday and Friday, Christmas Eve (closing at 1pm),

Christmas Day **through** New Year's Day

Weather closings & delays will be announced on social media and email as needed.

Scheduling Options

5 Days / 3 Days / 2 Days

All options include full-day care on a schedule you choose.

Tuition Costs

Weekly tuition is determined based on classroom and schedule option chosen at enrollment.

Tuition is due Thursday prior to the week of care, regardless of your child's attendance.

Weekly tuition is the same each week, including scheduled holidays and closings.

Alternate options for enrollment are available between Memorial Day and Labor Day.

Meals, Snacks and Activities are included in tuition cost.

Meal Times / Menu

All children, except for infants, are offered the daily lunch. It is up to the child to choose what and how much to eat of the provided meal. Food from home is only allowed for special occasions or if a food allergy is documented by a physician.

Clothing

All walking children are required to wear shoes during the day, including rest time.

Clothing should be practical for active play and appropriate outdoor wear is required every day.

Arrival

K-Prep Learning Center requires family/ guardians to sign in and out daily on the attendance log sheets. These sheets are attached to a clip board located in your child's class. Please accompany your children to their class upon arrival and please stay with them upon departure. Do not leave your child unattended at any time!

Release of Children

Procedure is to release the child only to his/her parents, or someone else the parents designate on the Authorized Pick up and Emergency Contact Form. If someone other than the parent is to pick up the child, please notify your child's teacher and director ahead of time.



Health & Safety Procedures

Security – All persons must be identified prior to access to the building.

Only individuals listed on Child's Emergency Contact Form are allowed access to the classroom and contact with the student. Any person with proof of custody (or other legal document) of a child is allowed access to child.

Child Release Procedures – Children are only released to a parent or individuals included on their Emergency Contact Form. If a custody agreement regarding pick up procedures exists, an updated copy must be on file in the office. Any changes or additions to Emergency Contact Form must be done through a Director. *Parents cannot be removed from Emergency Contact Form without an accompanying court document.* If a request is made for an individual not listed on the EC Form, additional paperwork must be completed at the time of the request and at pick up.

If a child is not picked up by closing time (6pm), individuals on the EC Form will be contacted. A late pick up form will be completed, and additional charges will apply.

Accident / Incident Reports – Accidents, injuries and incidents are reported to parents through a written report. One copy of the report is sent home; one copy is signed by the individual picking up the student and filed in the office.

Diaper / Potty Procedure – Diapers and potties must be done every two hours at a minimum. Some children may need to go potty more often, especially when training. Diapers may also need to be changed more often, at times. A child should never remain in a soiled diaper/clothing. The child and staff member must wash his/her hands after diapering/toileting. The changing table should be sprayed with sanitizing solution after each change. Our sanitizer has a 1-minute wait time to sit before being wiped clean. Gloves are provided for changing BM diapers or assisting a child who has soiled clothing. The soiled clothing should be sent home in a plastic bag that is tied closed.

Emergency Plan – All emergency procedures are posted in the emergency management plan, which is accessible to parents and staff at all times.

Fire Safety – Children and staff practice Fire Drills every 60 days. Students are escorted from the building by staff members, using the most appropriate exit from each classroom. Infants are placed in evacuation cribs and exited from the building.

Tornado or Special Weather Drills – Children and staff practice weather drills as needed.

Claire Crescenzi, Owner	717-285-2711 x201 claire@k-prep.com
Ann Kritzer, Owner	717-285-2711 x202 ann@k-prep.com
Samantha Donley, Director	717-285-2711 x0 director@k-prep.com
Lancaster General Hospital	717-544-5511
Ambulance	717-898-5092
Police	717-285-5191
Fire	717-285-4929
Poison Control	800-222-1222
Other Emergencies	911



Supervision / Child Safety

Supervise—To be physically present with a group of children or with the facility person under supervision. Critical oversight in which the supervisor can **see, hear, assess and direct the activity of the supervisee**.

§3270. 113. Supervision of children.

- (a) Children on the facility premises and on facility excursions off the premises shall be supervised by a staff person at all times. Outdoor play space used by the facility is considered part of the facility premises.
- (1) Each staff person shall be assigned the responsibility for supervision of specific children. The staff person shall know the names and whereabouts of the children in his assigned group. The staff person shall be physically present with the children in his group on the facility premises and on facility excursions off the facility premises.
- (2) The requirement for supervision on and off the facility premises includes compliance with the staff:child ratio requirements in §§3270.51—3270.55 (relating to staff:child ratio).

Age of Students	Ratio of students per 1 teacher	Ratio at naptime
6wks-1year	4	1:4
1 year old	5	1:10
2 years old	6	1:12
3+ years old	10	1:20

* Ratio goes by the age of the youngest child in the classroom

Families will need to sign the time and their initials on the roster at drop-off and pick-up each day. Each student also has an ID card that the responsible teacher wears on a clip. The number of students in each teacher's care must coincide with the ratio for the classroom. **Teachers should always know the number of students in their care, have the appropriate number of cards on her clip, and make sure the roster is correct.**



Accident / Injury Procedure

ATTENDING TO INJURED CHILD- Immediately attend to injured child. Be sure other children are attended to by another staff member. Calm child and get them to relax. Only soap, water, ice packs, bandages, may be applied to the injury. Complete an accident report form ASAP. Do not include children's names if injury involves other students. If injury is severe, dial 911 for medical assistance and follow steps on emergency plan.

COMPLETING ACCIDENT REPORT FORM- Document every accident even if there are no signs of visible injury. When completing report, both copies must be completed identically. (2 copies) Complete all areas of the report and note if the report is being written for an injury or behavior. Fill out all sections of report as detailed as possible. (*Action Taken* should include what was done to care for the wound/bruises OR the consequence of the behavior. *Follow Up* should include what the mark looked like after some time had passed OR how the child re-entered play after the consequence.) If the accident involves another student, NEVER included the other child's name and do not include information on the other student in the *Action Taken* or *Follow Up* sections. Staff member signs both copies of accident report puts report in child's cubby with a note on the child's daily. A parent must sign the school copy of the accident report the same day the accident occurred. The signed school copy of the accident report should be placed in the office mailbox. The parent copy is sent home with the child.

WHEN TO INFORM THE DIRECTOR AND/OR CONTACT THE PARENT- In addition to the report, parents should receive a phone call with any accident involving a serious injury, a bite, an injury to the face/head or private area or for any significant behavior concern. The director should also be notified IMMEDIATELY with any accident involving a serious injury, a bite, an injury to the face/head or private area or for ANY behavior concern causing injury to another student.

SAMPLE ACCIDENT REPORT FOR: INJURY / BEHAVIOR

CHILD'S FULL NAME: _____

DATE: _____ TIME: _____

DESCRIPTION OF THE INCIDENT:

CLASSROOM: Secondary / Primary / Junior / Nursery Inside / Outside: _____

HOW: ___ Trip/Fall ___ Kick/Hit ___ Bite ___ "I Noticed..." ___ Unknown/Other: _____

Did it involve another child? Yes / No If yes, explain: _____

WHAT: ___ Cut/Scrape/Scratch ___ Bump/Bruise/Red Mark ___ Splinter Other: _____

Where on child? ___ head ___ other: _____

ACTION TAKEN:

___ Ice ___ Washed soap & water ___ Band-Aid ___ Comforted ___ Consequence

Other: _____

FOLLOW UP: Time: _____ Description: _____

TEACHER/AIDE SIGNATURE: _____

I have read the above report and have discussed the incident with a teacher involved. I understand that in many cases, sign of visible injury do not show up or may change appearance after the incident has occurred. In this case, I find the description above to be a truthful and valid representation of what actually took place.

FAMILY MEMBER SIGNATURE: _____



Playground Safety

Before going outside:

- Make sure all children have gone to the restroom prior to going outside (if applicable)
- Remind children of playground rules and procedure for crossing the parking lot.
- Be sure one teacher has the phone, emergency contact forms, attendance roster, and accident report forms.
- All teachers should have their clip with the ID cards of the children in their group.
- Toddlers - Line children up and pass out 'donuts' to children, or, if appropriate, children hold hands. Preschool - Children line up with their buddies. One teacher should be in front of line and one teacher at the end of the line.
- Count children immediately before exiting building. Always know how many children are in your assigned group AND in the classroom all together.

During outdoor play:

- Count children upon entering play yard.
- Check to be sure the fence gate is closed all the way.
- Staff should be dispersed amongst the play yard. (Not congregated in one group)
- Staff should be interacting with the children, coordinating and participating in their play. (Staff should NEVER be sitting idle while outdoors)
- NEVER LET A CHILD LEAVE THE PLAY AREA OR ENTER THE BUILDING BY HIM/HERSELF. If a child must go indoors, a teacher must accompany him/her.
- Remember: All accidents are to be documented even if there are no visible signs of injury. Any serious injury (or head injury) should be reported to the director immediately.
- If family member pick-up while outdoors, parents must come to the gate to pick-up child. Under no circumstances are children allowed to leave play area without a teacher or parent by their side.

Before coming inside:

- Toddlers - Line children up along fence and hand out 'donuts' to children, or if appropriate, children hold hands.
- Preschool - Children line up with their buddies. One teacher should be in front of the line and one teacher at the end of the line.
- Remind children of procedures for crossing the parking lot.
- Count children immediately before exiting the play area.
- Re-count children upon entering the building.



Medication / Sick Policy

As per State Licensing Regulations, each child shall have an age appropriate health report (completed and signed by a physician) on record. Health assessments must be conducted according to the recommended schedule for routine health supervision as referenced in the current edition of the American Academy of Pediatrics Guides for Health Supervision. **FAILURE TO PROVIDE UPDATED HEALTH ASSESSMENTS AS PER RECOMMENDED SCHEDULE WILL RESULT IN TERMINATION OF CHILD CARE SERVICES (PA STATE LAW).** *Parents have 30 days upon child's starting date to submit initial health form.*

To ensure that a child's health is at no time being jeopardized, your child may not attend school if he/she shows any signs of a contagious illness. Staff will notify parents when child is ill. Parents have 1 hour to pick up the ill child. Should parents not arrive within the 1-hour period the child's emergency contact person will be notified. **Parents are to inform the center if their child has any food allergies/medical conditions that may require special attention and if the child is exposed to a communicable disease while away from the center.**

Your child may not attend school with:	Your child may return to school when:
A temperature of 101 or higher	Fever free for 24hrs (w/o the influence of medication)
1 watery diarrhea or 3 loose BM within 24 hours	Symptom free for 12 hours
Vomiting	Symptom free for 12 hours
Persistent, phlegmy cough, extreme crankiness or lethargy combined with any fever, difficulties breathing, any other signs of contagious illness	All symptoms have passed
Symptoms of pinkeye (conjunctivitis) including 'glued' shut eyes, bright red eyes, oozing yellow/green from eyes, etc.	A doctor's note or after 24hrs on an antibiotic
Suspicion of Hand, Foot & Mouth or Chicken Pox	A doctor's note or after all sores have scabbed
Signs of head lice including bugs or eggs found in hair	A doctor's note or after hair has been treated and no eggs or bugs are visible in hair

** A child sent home due to illness 2 consecutive days will not be able to return to daycare without a doctor's note stating that the child is well enough to return to school.*

Staff will not administer any medication unless for a chronic ongoing condition/special needs. In such case, all medication must be logged on the medication log sheet. Medication must be in its original container with a prescription label containing the child's name, dosage, time of day medication to be administered, and expiration date. Medication should never be left in child's cubby or diaper bag. All medications must be handed directly to the director.



Child Release Information

Front Door Procedure – The doors are always locked. Parents/visitors will buzz at the front door. Teachers can remotely unlock the door to let them in. **All persons must be identified prior to access to the building.** Only individuals listed on Child's Emergency Contact Form are allowed access to the classroom/have contact with the student. Any person with proof of custody (or other legal document) of a child is allowed access to child. New teachers should not unlock the door for anyone until they begin to recognize authorized persons. Please rely on your other teachers to help you learn familiar faces.

Child Sign In/Out Procedure – Parents will need to sign the time and their initials on the roster at drop-off and pick-up each day. Each student also has an ID card that needs to be given to the classroom teacher at drop-off and given back to the child/parent to put in the basket at pick-up. Each teacher wears a clip holding the cards of the students she is responsible for. The number of students in each teacher's care must coincide with the ratio for the classroom. Teachers should always know the number of students in their care, have the appropriate cards on her clip, and make sure the roster is correct.

Child Emergency Contact Form – A copy of each child's Emergency Contact Form is kept in the office, accessible from all classrooms digitally, and in the Staff Binder in the front of the center. The form contains information for the child including parent contact information, medical information and a list of persons to whom the child may be released. Children are only released to a parent or individuals included on their Emergency Contact Form. If a custody agreement regarding pick up procedures exists, an updated copy must be on file in the office. Any changes or additions to Emergency Contact Form must be done through a Director. *Parents cannot be removed from Emergency Contact Form without an accompanying court document.*

Child Release Procedure – Children are only released to a parent or individuals included on their Emergency Contact Form. If an unfamiliar person comes to the door for pick-up, immediately ask for the person's name and check to see if they are on the child's release list. If the person is on the list, ask for photo identification. (They must have this in order for child to be released) Once the person shows proper ID that matches the emergency form, it is safe to release the child. Make note of the release and drop it in the office mailbox to be included in the daily journal. If the person is not on the child's release list, check with the director to see if the parent left a written or verbal release for the child. In the case of a written or verbal release, check the photo ID to the name on the written or verbal release form. NEVER RELEASE A CHILD TO A PERSON IF... The person's name does not appear on the child's release list, written release form, or verbal release form OR if the person does not have photo ID. In these situations, immediately contact the director.

Late Pick-up – If a child has not been picked up by 6:00pm and the parent has not called to alert you that he/she is running late, a special form needs to be filled out. This form is located in the Staff Binder on the Parent Table. The form gives detailed directions on what to do. If staff are ever in doubt about how to handle these types of situations, immediately contact the director.

Written/Verbal Release – If a parent requests for a child to be released to someone not listed on the child release area of the emergency contact form, a special form needs to be filled out. This form is located in the Staff Binder on the Parent Table. The form gives detailed directions on what to do in either situation depending on if the request was written (given in person) or verbal (given over the phone). Staff must complete ALL SECTIONS of the form to safely complete a change in child release. If staff are ever in doubt about how to handle these types of situations, immediately contact the director.

Late Pick Up Procedure

This form is located in the Staff Binder on the Parent Table. Contact the director immediately with any questions or concerns.

If a child has not been picked up by 6:00pm and the parent has not called to alert you that he/she is running late, please follow the steps listed below and fill out the appropriate information.

1. Both closers need to stay at the center until the problem is resolved. If both cannot stay, call the director immediately. Also, all doors should remain locked after hours.
 Name of staff person staying with child: _____
 Name of second staff person staying with child: _____
2. At 6:05 obtain the child's Emergency Contact Form. Call the parents' home, work, and cell phone numbers. If you speak to the parent, explain that the child has not yet been picked up. Get confirmation of who will be picking up the child. (If the person is not listed on the child release, be sure to fill out a verbal request for child release) Be sure to leave messages with each call so parents know you are trying to reach them.
 Name of parents called: _____
 Phone numbers used to contact parents: _____
 Was contact made? Yes / no Were messages left at each number? Yes / no
3. If you cannot reach either parent, then begin to call the person's listed on the Emergency Contact Form. When calling this person be sure to:
 - a. Identify yourself and where you are calling from.
 - b. Explain why you are calling and that you have tried to reach the parents.
 - c. Inform them that the child's parents have listed them as a person to be contacted in an emergency and ask if they can pick up the child ASAP.
 - d. Remind them that they need to bring photo ID with them to pick up the child.
 - e. Leave messages with each call so persons know you are trying to reach them

Fill out the following information:

Emergency Contact Name	Phone Number used	Result of phone call

4. If one of the emergency contacts can pick up the child, call the parents back and leave a message stating who you spoke to and who will be picking up the child.
 Name of parent message was left with: _____
5. If you cannot contact anyone to pick up the child call the director.
 Name of director called: _____
6. If one hour has passed and you are unable to contact anyone, call the police and inform them of the situation. Then, call the parents back and leave a message stating that the police have been notified and will be handling the situation. (Calling the police is a last resort)
 Name of parent message was left with: _____
 Result of conversation with police: _____
7. Record who picked up child and at what time.
 Name of person picking up child: _____
 Time of pick-up: _____
 Signature of staff person releasing child: _____
 Signature of second staff person releasing child: _____
8. **Drop this form in the office bin to be recorded and placed in the child's file.**

Written/Verbal Release

This form is located in the Staff Binder on the Parent Table. Staff must complete ALL SECTIONS of the form to safely complete a change in child release. Contact the director immediately with any questions or concerns.

If a parent requests for a child to be released to someone not listed on the child release area of the emergency contact form, the following information must be completed:

Verbal Request:

1. Staff person taking call shall fill out the following information:
Child's name _____
Name of parent making request: _____
Date and time of request: _____
Name of individual to be released to: _____
Name of staff person taking the call: _____
Signature of staff person taking the call: _____
2. Staff person should then ask parent if he/she is calling from home, work, or cell.
3. Staff person should call the parent back using a number listed on the child's emergency contact form to confirm the request. Upon calling the parent, the staff member shall fill out the following information:
Phone number used to reach parent: _____
Name of parent confirming request: _____
Date and time of request confirmation: _____
Name of staff person confirming request: _____
Signature of staff person confirming request: _____
4. When individual arrives to pick-up child, photo ID must be compared to the above information and the following information shall be filled out:
Name on photo ID of individual to pick up child: _____
Date and time of child release: _____
Name of staff person releasing the child: _____
Signature of staff person releasing the child: _____
5. Staff person shall drop this form in the office bin to be recorded in the daily journal and placed in child's file.

Written Request:

1. Staff person should give this form to parent making request. Parent should fill out the following information and return the form to school prior to the date of child release.
Child's name: _____
Name of parent making request: _____
Date of request: _____
Name of individual to be released to: _____
Date of release to above named individual: _____
Signature of parent making request: _____
2. Once parent returns completed form to school, staff person shall put request with child's emergency contact/child release form until date of release.
3. When individual arrives to pick-up child, photo ID must be compared to the above information and the following information shall be filled out:
Name of photo ID of individual to pick up child: _____
Date and time of child release: _____
Name of staff person releasing the child: _____
Signature of staff person releasing the child: _____
4. **Staff person shall drop this form in the office bin to be recorded and placed in the child's file.**