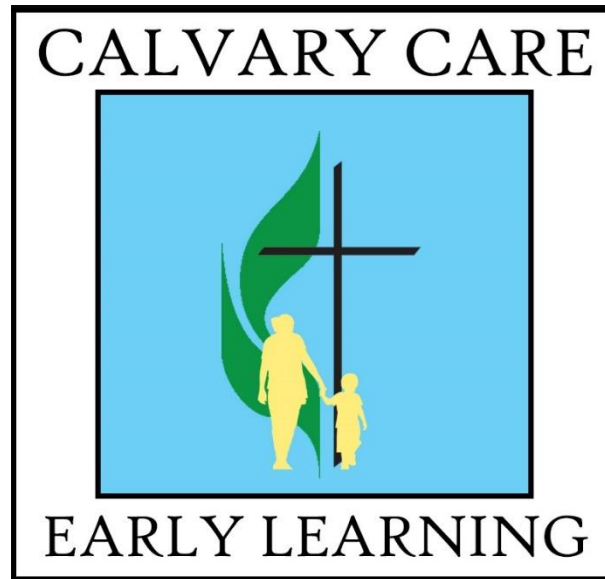


Family Handbook



A Safe Nurturing Christian Environment

Mohnton AM/PM Child Care Inc. DBA:
Calvary Care Early Learning Center

Calvary United Methodist Church
1 West Wyomissing Avenue
Mohnton, PA 19540

Calvarycare@comcast.net
www.calvaryumcmohnton.org

610-777-8552

We are an equal opportunity care provider/employer.

All policies have been approved by our board of directors.

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FORMS:

- A – Authorization of Emergency Care of Children with Severe Allergies
- B - Special Health Care Plan
- C - Nutrition and Feeding Care Plan
- D - School Calendar / Open & Closed List
- E - Vacation Credit Request Form

Calvary Care Early Learning Center

POLICY: MISSION STATEMENT

POLICY NO.: 1

EFFECTIVE DATE: 8/2024

VISION

*Total Commitment
to our Children,
our Staff, and
our Christian Values*

MISSION

*To provide for our children a safe,
nurturing Christian environment*

VALUES

*A Christian Way of Life
Continuous Learning and Self-Improvement
Honesty & Integrity
Respect*

Calvary Care Early Learning Center

POLICY: PROGRAM PHILOSOPHY

POLICY NO.: 2

Calvary Care Early Learning Center / A program of Mohnton AM/PM Childcare, Inc. / An outreach ministry of Calvary United Methodist Church of Mohnton, Saint John's & Zion.

Calvary Care Early Learning Center is a community outreach ministry of Calvary United Methodist Church of Mohnton in conjunction with Saint John's Lutheran Church and Zion Evangelical Congregational Church. The Commonwealth of Pennsylvania licenses this program to provide childcare. The ministry is overseen by a board of directors, which is made up of interested members of the church, Calvary UMC's Director of Christian Education, the Calvary Care Center Director, assistant director(s), and a parent representative.

It is the philosophy of Calvary Care Early Learning Center that childhood should be a time of play, exploration, and discovery. Childhood should be a time for making new friends and sharing new experiences in a safe and secure environment.

The purpose of our program is to provide an atmosphere that fosters each child's academic, physical, social, and emotional growth. Our teachers strive to encourage and nurture each child's creativity, curiosity, and enthusiasm for learning utilizing various individual and group activities.

Designed within this framework of philosophy and purpose, classroom discussions focus on themes such as: Family, Community, Weather, Seasons, and many more. Christian principles, holidays, Bible stories, and prayer are incorporated and celebrated throughout the school year. Mealtime graces, nighttime prayers, and religious songs are also taught. However, we do not discriminate care based on religion. We are an equal opportunity care provider.

Our program includes a well-rounded curriculum based on "Creative Curriculum" by Teaching Strategies and rooted in the Pennsylvania Learning Standards for Early Childhood. Creative and process art, along with some craft projects, language arts, math, science, social studies, music & movement, large & fine motor activities, and fieldtrips are all incorporated throughout our year.



Mohnton AM/PM Child Care Inc., DBA: Calvary Care Early Learning Center (Calvary Care) is licensed under the Commonwealth of Pennsylvania. In addition to our policies and procedures, as outlined in this family handbook, are the required state forms to be completed by a parent/guardian at the time of registration and updated throughout their child's time enrolled. The Department of Public Welfare (DHS) performs two (2) annual inspections, one announced and the other unannounced. DHS mandates that all forms are completed for each child enrolled. (See Enrollment for all required forms)

3.1 SAFE SANCTUARY

Calvary Care also follows the Safe Sanctuary Policy set by the Calvary United Methodist Church.

The Safe Sanctuary Policy: For the safety of all children, Calvary United Methodist Church operates a *Safe Sanctuary* program. Every staff member and volunteer who works with children, in any of the church programs, is required to have a current, negative criminal history check and a negative child abuse history clearance on file with the church. Staff are required to wear an identification badge at all times while on duty.

Workmen, visitors, and volunteers are required to sign in and out at the church office and wear a temporary identification badge.

Any person working or volunteering may NOT be one-on-one with any child at any time. There must be 2 or more students with an adult or more than one non-related adult with one or more children.

3.2 STARS

Calvary Care Early Learning Center is proud to participate in the Pennsylvania STARS program. STARS (Standard, Training/Professional Development, Assistance, Resources, & Support) is a program striving to have childcare facilities meet high quality standards in performance. As we continue to work our way up through this program, we are confident we are offering the best level of care for our students, families, and staff. Offering additional training, quality-ranked assessment tools, stellar curriculum, and encompassing policies to serve all, we are proud to participate in STARS.

3.3 DEPARTMENT OF HUMAN SERVICES REGULATIONS FOR CHILD CARE PROVIDERS

It is a requirement of the state of Pennsylvania that all child care centers follow and meet all regulations set forth by the department of human services. (DHS) A printed copy of these regulations is located by the parent place bulletin board, as well as a QR code to take you directly to the website. All staff are trained in these regulations during our staff meetings and in-service training days. A copy of the DHS regulations is included in the staff handbook.



Under the Child Protective Services (CPS) Act, mandated reporters are required to report any suspicion of abuse or neglect to the appropriate authorities. Under this law, the staff of Calvary Care are considered mandated reporters. The staff of Calvary Care are not required to discuss their suspicions with parents (or guardians) prior to reporting the matter to the appropriate authorities, nor are they required to investigate the cause of any suspicious marks, behavior, or condition, prior to making a report. Under the CPS Act, mandated reporters can be held criminally responsible if they fail to report suspected abuse or neglect. We, at Calvary Care, take this responsibility very seriously and will make all warranted reports to the appropriate authorities including "wellness checks" for families. The Child Protective Services Act is designed to protect the welfare and best interest of all children.

Causes for reporting suspected child abuse or neglect include, but are not limited to:

- ◆ Unusual bruising, marks, or cuts on the child's body
- ◆ Severe verbal reprimands
- ◆ Improper clothing relating to size, cleanliness, season
- ◆ Transporting a child without appropriate child restraints (i.e. car seats, seat belts, etc.)
- ◆ Dropping off or picking up a child while under the suspected influence of illegal drugs or alcohol
- ◆ Not providing appropriate meals, including a drink for your child
- ◆ Leaving a child unattended for any amount of time
- ◆ Failure to attend to the special needs of a disabled child
- ◆ Sending a sick child to school that is over-medicated to hide symptoms, which would typically require the child to be kept at home until symptoms subside
- ◆ Children who exhibit behavior consistent with an abusive situation

As mandated reporters, the staff of Calvary Care cannot be held liable for reports made to Child Protective Services which are determined to be unfounded, provided the report was made in "good faith."

4.1 SHAKEN BABY / ABUSIVE HEAD TRAUMA

Calvary Care Early Learning Center believes that preventing, recognizing, responding to, and reporting shaken baby syndrome and abusive head trauma (SBS/ABT) is an important function of keeping children safe, protecting their healthy development, providing quality of care, and education families. SBS/ABT occurs in infants and young children, whose neck muscles are not yet fully-developed and/or whose heads are larger than 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.

Signs and Symptoms:

The signs and symptoms of shaken baby syndrome or head trauma include:

- Seizures;
- Bruises;
- Lack of appetite, vomiting, or difficulty sucking or swallowing;
- Lack of smiling or vocalizing;
- Rigidity, inability to lift the head;
- Difficulty staying awake, altered consciousness;
- Difficulty breathing, blue color due to lack of oxygen;
- Unequal pupil size, inability to focus the eyes or track movement; or
- Irritability.

Prevention strategies to assist staff and/or parents in coping with a crying, fussing, or distraught child:

Staff first determine if the child has any physical needs such as being hungry, tired, sick, or in need of a diaper change. If no physical need is identified, staff will attempt one or more of the following strategies:

- Rock the child, hold the child close, or walk with the child.
- Stand up, hold the child close, and repeatedly bend knees.
- Sing or talk to the child in a soothing voice.
- Gently rub or stroke the child's back, chest, or tummy.
- Offer a pacifier or try to distract the child with a rattle or toy.
- Take the child for a ride in a stroller.
- Turn on music or white noise.

In addition, the facility:

- Allows for staff who feel they may lose control to have a short, but relatively immediate break away from the children.
- Provides support when parents/guardians are trying to calm a crying child and encourage parents to take a calming break if needed.

Prohibited behaviors:

Behaviors that are prohibited include (but are not limited to):

- Shaking or jerking a child
- Tossing a child into the air or into a crib, chair, or car seat
- Pushing a child into walls, doors, or furniture
- Striking a child's head, directly or indirectly

Responding to:

- If SBS/ABT is suspected, staff will:
 - Call 911 immediately upon suspecting SBS/AHT and inform the director.
 - Call the parents/guardians.
 - If the child has stopped breathing, trained staff will begin pediatric CPR.

Reporting:

- Instances of suspected child maltreatment in child care are reported to Childline by calling 1-800-932-0313 or by reporting online at <https://www.compass.state.pa.us/cwis/public/home>.
- Instances of suspected child maltreatment in the home are reported to Childline by calling 1-800-932-0313.

4.2 CHILD MALTREATMENT

Child maltreatment is the abuse and neglect that occurs to children under 18 years of age. It includes all types of physical and/or emotional ill-treatment, sexual abuse, neglect, negligence and commercial or other exploitation, which results in actual or potential harm to the child's health, survival, development or dignity in the context of a relationship of responsibility, trust or power. Preventing child maltreatment before it starts is possible. Effective prevention approaches include supporting parents, teaching positive parenting skills and enhancing laws to prohibit violent punishment.

POLICY: CONFIDENTIALITY

POLICY NO.: 5

In order to most appropriately and safely care for your child, confidential and sensitive information will only be shared with the staff of Calvary Care who have a "need to know". Confidential and sensitive information regarding faculty, other parents, and/or children will not be shared with parents, as Calvary Care strives to protect everyone's right of privacy. Confidential information includes, but is not limited to: names, addresses, phone numbers, disability information, HIV/AIDS status, and other health related information of anyone associated with Calvary Care Early Learning Center.

Outside of Calvary Care, confidential and sensitive information about a child will only be shared when the parent of the child has given expressed written consent, except where otherwise provided for by law.

You may observe children at our center who are disabled or who exhibit behavior that may appear inappropriate (i.e. biting, hitting, and spitting). You may be curious or concerned about this child. Our Confidentiality Policy protects every child's privacy. Employees of Calvary Care are strictly prohibited from discussing anything about another child with you.

Any parent or designated "pick-up" person who violates the Confidentiality Policy will not be permitted on church property thereafter. Refer to: "Parents Right to Immediate Access" for additional information regarding unenrollment of a child when a parent is prohibited from accessing church property.



Mohnton AM/PM Child Care Inc. DBA: Calvary Care Early Learning Center

A Safe Nurturing Christian Environment

One West Wyomissing Avenue

Mohnton, Pa 19540

610-777-8552 Calvarycare@comcast.net**TO: Student (and/or their Guardian)**

FROM: Stacey Hanley, Center Director

SUBJECT: Nondiscrimination in Services (Revised February 2024)

Mohnton AM/PM Child Care, Inc., DBA: Calvary Care Early Learning Center is an Equal Opportunity Care Provider.

Admissions, the provision 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 a disability through the most practical and economically feasible methods available. These methods include, but are not limited to: equipment redesign, the provision of aids, and the use of alternative service delivery locations. Structural modifications shall be considered only as a last resort among available methods.

Any student (and/or their guardian) who believes they have been discriminated against, may file a complaint of discrimination with:

Mohnton AM/PM Child Care Inc. DBA:
Calvary Care Early Learning Center
1 West Wyomissing Avenue
Mohnton, Pa.19540
610-777-8552
calvarycare@comcast.net

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

Office for Civil Rights
U.S. Department of Health & Human Services
Centralized Case Management Operations
200 Independence Avenue, S.W.
Room 509F HHH Building
Washington, D.C. 20201
Customer Response Center: (800) 368-1019
TDD: (800) 537-7697
<https://www.hhs.gov/ocr/complaints>
Email: ocrmail@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
TTY users only: (717) 787-7279

6.1 INCLUSION

Calvary Care Early Learning Center is considered a group childcare-based center. We accept all learners into our program. Families should be aware that we cannot offer one-on-one care in our facility. We will, however, collaborate with any outside service, provided by the parents, that can offer one-on-one care to students requiring such assistance.

6.2 SPECIAL ACCOMMODATIONS

Any student with an Individualized Education Plan (IEP), an Individual Family Service Plan (IFSP) and/or special needs assessment must have all documents on file for our staff to implement. It is the parent's responsibility to update any and all information pertaining to these forms.

We recommend that the classroom teacher and/or the Center Director participate in any required meeting, if possible. Our program will make any reasonable accommodations to help support the required needs outlined in IEPs or IFSPs.

6.3 CARE PLAN

Care plans will be designated by the student's health care provider for any student needing adaptations or accommodations for long-term medical reasons such as, but are not limited to, severe allergies, digestive issues, asthma, Type 1 diabetes, or seizures.

A 504 plan may also be submitted by families to have staff follow for required steps of treatment. See Forms for "Special Health Care Plan" and/or "Nutrition and Feeding Care Plan".

6.4 TEMPORARY CARE PLAN

A temporary care plan may be developed by the student's health care provider for any student needing temporary adaptation of accommodations for short-term medical reasons such as, but are not limited to, needing crutches or wearing a cast/brace.

POLICY: ENROLLMENT

POLICY NO.: 7

Enrollment at Calvary Care Early Learning Center is open to children 2 years of age (at time of start date) through 6th grade. All school-aged students, for the school year program, must be enrolled in the Governor Mifflin School District (GMSD), since we are a bus stop for GMSD and do not provide transportation to any school buildings. Calvary Care Summer Camp is open to any student from any school district who has completed kindergarten thru 5th Grade.

Classes offered: Toddler, Preschool, Pre-K, Before &/or After School, and Summer Camp.

Full-time care: 10 hours max per day between the hours of 6:30am and 6:00pm. This schedule MUST be set at time of registration. All students must be signed out and have exited the building by 6:00pm or late pick up fees may apply. Late pick up fees also apply for students here longer than 10 hours per day and/or if in attendance before or after scheduled time registered for.

Part-time care: 9:00AM-12:00PM for toddlers through pre-K or AM OR PM care for school age students.

Days offered: 2-day option is Tuesday / Thursday only. 3-day option is Monday / Wednesday / Friday only. If a family wishes to pick 2 or 3 days that do not coincide with these options, for example: someone needs care Monday, Tuesday and Wednesday, then that family would be required to pay a 4-day rate.

See terms and conditions rate sheet for more detailed information.

Calvary Care is an Equal Opportunity Care Provider.

Please refer to the Non-discrimination policy (6): (Also posted on our parent board)

Parents may apply for enrollment of their child(ren) by completing the Registration Form and paying all registration/activity fees and a 1st and last week security deposit. These fees are NON-REFUNDABLE. Without these fees, registration is not complete, and the child(ren) will not be admitted to the program. The security deposit IS applied towards the first and last week tuition. ELRC Funding is accepted. (see subsidized care under Tuition) This initial payment must be made by cash, check or money order payable to Calvary Care. After initial payment, ACH debit or credit card payments may be made through Brightwheel but fees apply. To avoid fees, cash, check or money orders are accepted and may be placed in the tuition box located at the parent place board.

Initial enrollment is contingent upon receipt of the completed enrollment application, signed fee agreement, registration fee, first and last week security deposit payment, immunization records, and signed Parent Handbook receipt.

Calvary Care reserves the right to dismiss any parent or child at any time with or without cause.

Continued enrollment at Calvary Care is contingent upon the parent's, emergency contact person's, and child's adherence to the policies and procedures of Calvary Care as outlined in this handbook, including, but not limited to, on-time payment of tuition and fee.

Parents are required to notify Calvary Care immediately if any of the information collected at the time of enrollment, or any time thereafter, changes. Failure to do so may result in the child(ren) being unenrolled from the program and forfeiture of any deposit.

If your child has withdrawn from the program for four weeks or more and requests reentry into the program, another non-refundable, first-time registration fee will be charged.

7.1 REQUIRED FORMS

It is required that EVERY LINE ITEM IN EACH FORM BE COMPLETED IN ITS ENTIRETY. IF THE REQUESTED INFORMATION IS NOT APPLICABLE TO YOUR CHILD, PLEASE WRITE "n/a" OR A ZERO.

School Year Registration Form:

To sign up for the school year you must complete this form. Choose a care option that works best for your family and the days of the week you need care for. There is an annual, non-refundable, registration fee, per child, for both new and returning families. See the Tuition Schedule sheet for current rates.

Summer Camp Registration Form:

To sign up for camp, you must complete and return this form, choosing the days and the weeks you will need care for the summer. Families have until May 1st to make changes to this schedule, if applicable. There is an annual, non-refundable, registration fee, per child, for both new and returning families. There is a non-refundable activity fee for all school-aged campers to off-set the cost of bussing for trips and facility-supplied sunscreen. See the Tuition Schedule sheet for current rates.

Emergency Contact/Parent Consent Form:

This is a state required form. EVERY BOX MUST BE COMPLETED either with the information indicated or an N/A. Please make sure all areas are complete, including addresses for the "person to whom child may be released" section. The more information we have, the easier it is to care for your child in the event of an emergency. It is especially important we obtain your six separate signatures in the boxed section.

Agreement Form:

There are two copies provided. The bright yellow copy is for your records, and light yellow is for your child's file. Please complete all lines, including the sections acknowledging your receipt of the Family Handbook and agreeing to review your child's file in February.

Child Health Assessment:

The top part of this blue form is to be completed by the parent (or guardian). Your child's physician must complete the rest. It is due NO later than 30 days from the child's first day in our care. Please encourage your doctor to complete every line item requested.

Permission Slip

This form is a permission slip to apply sunscreen, use bee sting wipes if needed, and to take a bus to/from and swim at the Ken Grill Pool. This must be on file before your child's first day of camp or they may not be allowed to stay at camp.

Handbook & Photo Agreement

This form acknowledges that you have read, understand, and will adhere to the policies outlined in our Family Handbook. This form also gives you the ability to deny or approve that photos of your child may be taken and or used for advertising purposes. Names will NEVER be used.

Medication form

This form is used for any medications that we are asked to dispense to a child in our care. All over the counter (OTC) medications require this form. This includes, but is not limited to, lotions, sunscreens, antacids, and pain medications. This form does NOT need to be completed by a physician.

Vacation Request Form

During the school year, tuition is charged every week regardless of attendance. Families may request ONE vacation credit per school year calendar (August-May) A vacation week MUST be a Monday-Friday and the student may not attend during this time. Summer camp does not have this policy as families pick the days and weeks they want care (3 week minimum) at the time of registration with the opportunity to remove any care days up to May 1st. After May 1st all accounts are charged for the days and weeks registered for.

POLICY: ARRIVAL & DISMISSAL PROCEDURES

POLICY NO.: 8

/ BRIGHTWHEEL™ SYSTEM USAGE

Daily Drop-off Procedures

◇AM parents are given a code that allows building access from 6:30AM – 7:45AM only. (After 7:50AM parents must accompany their child(ren) to the bus stop located on Wyomissing Avenue in front of the church and stay until their child is on the bus, or be a parent drop-off at the child's school for the day.)

◇PM parents are given a code that will allow access from 3:45PM – 6:00PM only. (If arrival is past the pick-up time of 6:00PM, ring the bell for admittance into the building. Late pick-up fees will be charged.)

◇AM/PM parents are given a code that will allow access for all the times listed above.

◇All-Day Toddler – Pre-K parents are given a code that allows access from 6:30AM – 6:00PM, as families have 10 hours of care per day during operating hours. This schedule must be set at

time of registration. (Late pick-up fees will be charged for students in attendance past 10hrs. and/or earlier or later than their scheduled times of attendance)

◇9:00AM-12:00PM Toddler – Pre-K: Doors will auto open at 9:00AM and relock at 9:15AM; if arrival is past this time, doors are locked, and this is considered a late arrival. Doors reopen at 11:45 AM for pick up and relock at 12:00PM; if arrival is past this time, doors are locked, and this is considered a late pick-up.

◇Camp parents are given a code that allows access from 6:30AM – 6:00PM, as families have 10 hours of care per day during operating hours. This schedule must be set at time of registration. (Late pick-up fees will be charged for students in attendance past 10hrs. and/or earlier or later than their scheduled times of attendance)

◇ACT-80, IN-SERVICE, HOLIDAYS, SNOW DAYS: During In-service and Act 80 days, the codes will be adjusted for extended access, or a staff member will be monitoring the door to allow access. Unscheduled changes, like snow days, will require you to knock on the door to be let in.

8.1 DOOR CODES

Families are given a 4-digit access code, followed by the pound key (#) that acts as an enter button to the main school entrance keypad. This code is for everyone who will normally be picking up or dropping off; not to be confused with INDIVIDUAL Brightwheel codes that may NOT be shared. The security system and door locking policy are additional layers of added protection supplied by Calvary Care and CUMC. No security system is infallible, but to help maintain a higher level of security, please comply with the following procedures:

- If there is someone picking up that normally does not do so, do not give them your code. Please have them ring the bell to be let in by a staff person. They will still need to have photo identification, and you will still need to notify Calvary Care in writing of this pick-up.
- Please do not hold the door open for someone you do not know. If you feel uncomfortable using your code to open the door because there is someone else by the door, you can always ring the bell to be let in.

8.2 USING BRIGHTWHEEL™

Brightwheel™ is the management system we have in place to meet several of our state regulations. It is vital that at least one parent download the BW app. We use this system for:

1. Communication – Messages, alerts, notes and developmental tracking
2. Attendance tracking – Parents and approved pick-up persons must use their individual BW code for signing in & out daily. DO NOT SHARE THIS CODE. The names are associated with each individual code and signing under someone else's code is falsifying a legal document.
3. Billing – Accounts are set up with billing plans based on registration requested care.
4. Payment – BW offers ways to pay online. (BW does have fees associated with those options.)

Parents and/or any designated pick-up persons will be asked for photo ID and will need to sign-in and out daily, using the tablets located by the parent board in the main hallway or in your child's classroom.

- Every approved parent and/or pick-up person must be listed on the Emergency Contact form. Using this form, that person will be entered into the Brightwheel™ system.
- Every person MUST have a Photo ID until this person is recognized visually by staff.
- The Brightwheel™ system will generate an individualized 4-digit pin assigned to that person's name. You MAY NOT SHARE BW CODES! The signature for the person assigned to the pin must match the person. This is a legal designation required by the state.
- An additional pick-up person(s) must be added to the Emergency Contact form in order for him/her to be added to the Brightwheel™.
 - Written parental consent may be given for extenuating circumstances. That person will not be added to the system, and the staff will sign the student in or out based on the need.

8.3 ARRIVAL & DEPARTURE

Calvary Care discourages parents from "sneaking out" of the center. Some children exhibit separation anxiety when it is time for their parent to leave. Calvary Care believes it is best for parents to tell the anxious child upon arrival that after all of the child's things are put away, the parent will give one big kiss and one big hug, and say goodbye to the child. This will prepare the child for their departure and establish a morning drop off routine. The employee present in the classroom will comfort and assist the child through the anxious time. Parents are asked to leave after saying goodbye. The longer the parent of an anxious child drags out the departure, the more anxiety the child is likely to feel. The staff of Calvary Care are available to discuss other options if the child does not settle into the arrival routine after a reasonable period of time.

Always remember to sign-in and/or sign-out using the individualized Brightwheel™ code on the tablets provided.

Parents are required to check the bulletin board for any information that may be posted. Check for sign-up sheets for all day/half day care and/or tuition receipts.

- Your child should NEVER be unattended in the hallway; please escort your child to the classroom and acknowledge to the staff that your child is here or leaving.
- Your child should NEVER exit the building without an adult.

Parents are required to notify the staff in the child's classroom or Center Director of any special instructions or needs for the child's day. The parent must present the special instructions in the form of a letter and verbally discuss them with either the classroom staff or Center Director. These special instructions include, but are not limited to: early pick up, alternative pick-up person, health issues or medications given over the previous night which may need to be observed, and/or any general issues of concern which the staff should be made aware of to best meet the needs of the child throughout the day.

Once a parent enters the building for departure, they must enter the classroom to have their child released to them. (Government issued Photo ID may be required at any time.) Parents or

another authorized adult are required to sign their child out of care on a Brightwheel™ tablet located in the hallway by the "Calvary Care Parent Bulletin Board" or on the tablet in your child's classroom. Once a person signs the child out, that person is then solely responsible for supervising the child while on church property.

Designated pick-up persons may not allow a child to:

1. Leave the building without an adult.
2. Wander through the hallways, bathrooms, other classrooms and/or playground areas.
3. Students may not "stay longer" once a parent arrives to pick-up.
4. Parents are required to handle all business issues prior to entering the classroom for child release or signing out their child.
5. Parents must check the breezeway for their child's personal items. Please take home all papers, school bags, sports equipment, projects, and instruments each day. There is a lost and found table located by the exit.
6. Parents or pick up persons are required to sign any incident/accident reports from the day at pick-up. The classroom staff will be able to briefly discuss the matter with you or another authorized adult at pick-up. However, should you feel it necessary to have an in-depth discussion or meeting, it is most appropriate to schedule a meeting with the Center Director for a later date, because the staff are responsible for supervising the remaining children in the classroom. A telephone conference may be scheduled if the parent is unable to meet at the Center during the course of the day.
7. Families are asked to directly exit the building once they have signed their child out of care.

8.4 AGENCY'S RIGHT TO REFUSE ADMISSION

Calvary Care reserves the right to refuse admission to any child at any time with or without cause.

Calvary Care strives to maintain an ample list of substitutes in anticipation of staff absences; however, there are times when substitutes are not available, and classrooms need to be closed to maintain compliance with licensing regulations. Refusal will be based on a "first-come, first-served" basis when seeking to maintain appropriate staff to child ratios and/or when closing classrooms.

Possible reasons for the refusal of admission include but are not limited to:

- Lack of staff to maintain appropriate staff to child ratios as determined by PA State Licensing Regulations.
- The need to maintain compliance with Licensing Regulations.
- Staff deems the child too ill to attend.
- Domestic situations that present a safety risk to the child, staff, or other children enrolled at Calvary Cafe if the child were to be present at the center.
- Parent's failure to maintain accurate, up-to-date records and payments.
- Parent's failure to complete and return required documentation in a timely fashion.

8.5 PARKING

The Calvary Care parking lot, located on East/West Mohn Street, has 5 standard parking spaces. Parking on the east bound side of this street (same side as parking lot) and/or in front of the parsonage driveway is prohibited. The local authorities can issue a ticket for this offense. The lower church parking lot and the west bound side (stone wall area) of East/West Mohn Street may be used as alternate parking.

POLICY: EMERGENCY CLOSING AND INCLEMENT
WEATHER INFORMATION

POLICY NO.: 9

Every storm is assessed on an individual basis in conjunction with the decision of the school district, predicted future weather patterns, and the safety of families, children, and staff.

In the event of an emergency closing and/or inclement weather, parents will be notified of the closing through our Brightwheel™ messaging alert system. Parents are STRONGLY urged to have the Brightwheel™ app for fast and direct communication.

Should Calvary Care need to close in the middle of the day, the staff will attempt to reach the child's parents (or guardian) first to arrange for pick up. Should the staff be unable to reach the parents in a timely manner, the person(s) listed on the emergency contact form will be called until pick up arrangements can be made. Staff will notify the parents or emergency contact person of an alternate pick-up location should the children need to be evacuated from the childcare center. Parents or emergency contact persons should report directly to the alternate location, if one is indicated.

Under PA state regulations, in the event of an emergency power failure which results in the loss of electricity, heat, A/C, and/or running water for more than 4 hours, the Director must close the center and require that the parents arrange to pick up their child(ren). Should Calvary Care need to close for any reason, tuition will not be refunded or reduced for closures that are out of our control.

9.1 LATE STARTS & EARLY CLOSINGS

In the event that the Governor Mifflin School District (GMSD) announces a delayed school start due to inclement weather, the program will open at the usual time (6:30AM), as long as safety allows, and remain open until the buses arrive. However, all 9:00AM-12:00PM preschool classes will be closed for the day. All day Toddler – Pre-K may attend if care is needed.

If the district closes early due to inclement weather, the program will have staff ready when the buses arrive and will remain open until the usual time (6:00PM), as long as safety allows. 9:00AM-12:00PM families may need to pick up by 11:30AM depending on the time of dismissal for the school aged students.

In the event that Governor Mifflin School District announces a school closing before 5:00AM, Calvary Care will automatically operate on a one-hour delay, opening at 7:30AM. If there are no children in attendance by 9:30AM the program will close for the day. The program will remain open until the usual time of (6:00PM), as long as there are children who need care and weather conditions permit.

The center will be closed due to inclement weather if the Governor calls a State of Emergency & issues road closures for Berks County.

Any child attending during a GMSD Snow Day Closing must have a packed lunch. If the parents fail to provide a lunch, there will be a fee assessed, and the program will provide a lunch with items we have on hand.

An additional hourly fee will be charged for those hours beyond the regularly scheduled program hours. Please refer to the published fee schedule posted on the parent board.

9.2 EMERGENCY EVACUATION PLAN

This Emergency Operations Plan describes the procedures that will be used by *Mohnton AM / PM Child Care, Inc, dba Calvary Care Early Learning Center, hereafter referred to as Calvary Care* to provide for the care and the well-being of the children under our care and our staff. This plan is meant to address extraordinary circumstances that threaten lives and property. The procedures outlined in this plan constitute those temporary measures that will be taken to provide the best available protection for persons under our care. In the event that Calvary Care faces an extraordinary circumstance, we will exercise the following options:

1) If the Calvary United Methodist Church building is still safe, we may move the children to another floor or rooms within the building. A Brightwheel™ Alert will go out to all families and a note will be placed on the door or bulletin board as to our location.

2) If this building becomes unsafe, we will walk across the street to:

Giles / Yeckly Funeral Home
21 Chestnut Street
Mohnton, PA 19540
610-777-2331

A Brightwheel™ Alert will go out to all families, and a note will be placed on the door or bulletin board as to our location and directions to pick-up your child.

3) Alternatively, if this building becomes unsafe, we will walk the children up the street to

Zion Evangelical Congregational Church
Church and Summit Streets
Mohnton, PA 19540
610-777-5601

A Brightwheel™ Alert will go out to all families and a note will be placed on the door or bulletin board as to our location and directions to pick-up your child.

- 4) If this neighborhood becomes unsafe, we will transport the children by staff vehicles to:
- Allegheny Evangelical Lutheran Church (AELC)
1327 Alleghenyville Road
Mohnton, PA 19540
610-777-2520

Every attempt will be made to contact you at the phone number listed on your Emergency Contact Form. Staff will continue to try all of the emergency contacts listed until someone is reached.

AELC is located in Knauers across the street from Brecknock Elementary, one block east of routes 625 and 568 on route 568.

These destinations have been set up in conjunction with each location's management and given permission to use their facilities. Our program has set up Emergency Evacuation Procedure Plans with each location and is prepared to contact the appropriate contact personnel if the need should arise.

9.3 SPECIAL ACCOMMODATIONS PER EVACUATION

Infants (currently not part of the program), toddlers, and children with special needs will have special accommodations made as necessary. The administrative and/or facility staff members available at the time, will make evacuating the youngest students a top priority by entering their classroom area and helping to usher them to the evacuation spaces quickly and safely.

Any medications we have for students in our care will be taken during an emergency evacuation of the facility.

Any child with specific special needs will have a plan developed by the center director and parents. This plan will be added to the emergency evacuation plan book and staff will be notified.

POLICY: METHODS OF COMMUNICATION

POLICY NO.: 10

Calvary Care feels that communication is essential as we work together to meet the needs of your child. We use many forms of communication to help keep you informed.

- Brightwheel™ is our first-line method of communication, and we STRONGLY ENCOURAGE that ALL parents download the BW App; all emergency alerts, quick notes and/or reminders are sent through this app. BW can also be the first way we reach out with any issues.
- Administrative staff may be reached by phone: 610-777-8552 or email to: Calvarycare@comcast.net
- The "Calvary Care Early Learning Center Parent Place Board" – We post any immediate information you may need to this board.

- Toddler, Preschool, and Pre-K students have a folder that will be sent home at the end of each day. Please make sure this folder comes back to the school each day as a way to assure you will receive any forms / paperwork you may need
- Calendars – we post a monthly calendar of events on the parent board. Our Toddlers, Preschool and Pre-k students will have this sent home monthly.
- Monthly newsletters are also sent home to our Toddlers, Preschool and Pre-K families.
- Lesson plans for Toddlers, Preschool, Pre-K, and school-aged students are also posted outside each classroom for all families to see.
- Additional day special events are posted on the parent place board along with a sign-up sheet for care. All school-aged students and our all-day students must sign up for these days. (See Open & Closed list)

POLICY: Curriculum

POLICY NO.: 11

Calvary Care Early Learning Center feels privileged to offer the local community a safe nurturing Christian environment for their children. We understand the childcare needs working families face, and we are committed to helping by providing our services.

11.1 DAILY SCHEDULE OF ACTIVITIES

In addition to our center's daily schedule of activities, each classroom teacher has a posted daily schedule specific to their daily operations. Summer camp has a varied daily schedule depending on the day. (see FORMS for daily schedule)

11.2 CLASS ASSIGNMENTS

Classrooms are typically arranged by age groups; however, classroom size, number of children enrolled, and staffing also play a factor in classroom assignments. Children are given their teacher and room assignments at the time of parent orientation.

Classroom assignments may differ for the AM and PM sessions.

11.3 STAFF TO CHILD RATIOS

Calvary Care operates in accordance with PA Department of Human Services (DHS) Regulations. When children are grouped in mixed age levels, the age of the youngest child in the group determines the staff / child ratio and maximum group size in accordance with the requirements. On average, we operate at lower ratios than DHS requires, but at times may comply with the higher ratio of DHS.

PA Department of Human Services state regulation of staff to child ratios:

	<u>Staff</u>		<u>Children</u>		<u>Rest Time</u>	
Older Toddler (24 months-36 months)	1	to	6	at	1	to 12
Preschool (36 months-4 years old)	1	to	10	at	1	to 24
Pre-K (4 years old-the start of Kdg.)	1	to	10	at	1	to 24
Young school age (Kdg. -start of 4 th)	1	to	12			
Older school age (4 th -completion of 6 th)	1	to	15			

11.4 CURRICULUM GUIDELINES

Our program includes a well-rounded curriculum based on “Creative Curriculum” by: Teaching Strategies and rooted in the Pennsylvania Learning Standards for Early Childhood. Creative and process art, along with some craft projects, language arts, math, science, social studies, music / movement, large / fine motor activities, and special guests and events are all incorporated throughout our year.

We work closely with the local school districts, particularly Governor Mifflin, to ensure we are best preparing our students for the next steps in their education. The children are exposed to a variety of subjects and learning tools needed to prepare them for a successful entry into the next progressive grade level.

11.5 EDUCATIONAL/PERSONAL CARE SUPPLIES

Parents are required to have their child dressed in seasonally appropriate clothing. This includes jackets and winter gear, as the weather dictates.

Backpacks, instruments, school projects, and other personal items are the responsibility of the child/parent at the beginning and end of each day. Children are required to provide items necessary to complete homework while at Calvary Care. Parents are strongly recommended to review homework that was completed at Calvary Care. While we offer homework help, we are not tutors.

Students MUST HAVE every day:

- Their Daily Folder
- Sneakers – NO OPEN TOES SHOES OF ANY KIND. If shoes are not appropriate to be used on playground equipment, your child may be excluded from using that equipment.
- A back-pack that includes: a seasonal change of clothing. (including our school-age students) Accidents can happen to anyone; not just toileting accidents, but messy art, or food spillage. While we do keep some changes of garments on hand, but we cannot guarantee that we have your child’s size or articles of clothing needed.
 - Parents may be required to drop of clothing or pick up their child IMMEDIATELY if we cannot get them properly clothed.

- A refillable water bottle to take outside to stay hydrated – Clearly labeled with student's name. WATER ONLY, PLEASE.
- All-day students need:
 - A cold packed lunch – clearly labeled with your child's name
 - A hot thermos may be used for warm foods. There is no access to microwave.
 - A crib sheet and blanket for rest time
 - These must be taken home for washing on a weekly basis.
- Toddlers also need:
 - All diaper supplies: Diapers, wipes & ointments to be used.

There are "fees" applied to families who fail to provide items needed for daily care. (See tuition) For Summer Camp, Every Camper Needs Every Day: Sneakers, refillable water bottle and a packed lunch. ABSOLUTELY NO FLIP FLOPS, PLEASE!!

- If a camper does not have proper footwear, they will be denied care for the day. Parents will be called to pick up their child, and the fee for the day will be forfeited and may not be applied toward another day.
- If a camper does not have a refillable water bottle, Calvary Care will provide a bottle of water, and a fee will be charged to their account.
- If a camper does not have a packed lunch for the day, Calvary Care will put together a lunch with items we have available, and a fee will be charged to their account.
- Fees for each of the above items are posted on the parent board.

Students may NOT HAVE:

- Anything considered "over-the-counter-medication", as these must be monitored by the teachers during any applications. (See Health & Safety)
 - Personal hand sanitizer
 - Personal lotions and sunscreens
- Personal home toys – We strongly recommend that no personal toys from home be brought to school. We will not be responsible for any lost, stolen, or damaged items. (see Toys from Home / Electrical Devices)

11.6 DEVELOPMENTAL SCREENING / CONFERENCES

Calvary Care Early Learning Center uses "Ages and Stages" questionnaires, the "Child Service Report" from DHS, and an in-house developmental check list to screen all students within their first 45 days in care. These screening tools are used to help identify any student who may require additional evaluations and/or outside intervention services. Families will be notified by the classroom teacher or the center Director if we feel any necessary steps should be taken to procure additional services.

Parent/Teacher Conferences will be offered twice during the school year.

The first conference is offered at the time of our "Child Service Reports", 45 days after the start of our school year. This is very brief just to go over the report findings.

Pre-K has a second conference held in February, enabling parents to meet with the teacher to review their child's progress before kindergarten registration. This is more detailed and shows several months of assessments.

Preschool and toddler classes have their second conference in March, during our enrollment time for the upcoming year.

Our school age families may request a conference at any time, but we encourage them to meet during our periodic review of forms that is done in February.

11.7 LANGUAGE DEVELOPMENT

Calvary Care understands that we have children who learn and grow at different rates and stages. We also understand that we may have families and/or students who do not speak English proficiently. In order to best serve our families, our church offers adult ESL classes on site (12-week sessions). Our staff uses picture cues, basic ASL, and some bilingual signage in the classrooms. Translation services may be requested, as needed, at the expense of the family.

11.8 CLASS GOALS

All of our student class goals come directly from the PA Learning Standards of Early Childhood put forth by the Office of Child Development and Early Learning (OCDEL). Our teachers use these goals when creating their lesson plans.

Our toddler classes are introduced to a structured social environment. These classes focus on all subject areas, as well as continuing to nurture each child's social and emotional growth through play, hands-on projects, and other age-appropriate activities, including the introduction of potty training. The main focus is social / emotional growth through guided play and lessons. To attend this class, children must be 2 years of age by their start date.

Our three-year-old classes are an official introduction to preschool. These classes focus on all subject areas, as well as continuing to nurture each child's social and emotional growth through play, hands-on projects, and other age-appropriate activities. To attend this class, children must be 3 years of age by October 1st. Children must also be fully toilet trained and able to communicate when they need to use the restroom. This means one or less potty accidents per week. Children enrolled who do not meet this stipulation may be moved into our toddler class, if room allows, or be dismissed from the program until which time they master this requirement.

Our four-year-old classes place kindergarten readiness as our primary goal. We continue to work on social, emotional, and self-help skills, as we strive to give children a solid base of academic math and language arts skills to begin their future school years. To attend this class, children must be 4 years of age by September 1st. Children must also be fully toilet trained and able to communicate when they need to use the restroom. This means one or less potty accidents per week. Children enrolled who do not meet this stipulation, may be moved into our toddler class, if room allows, or be dismissed from the program until which time they master this requirement.

Our school age classes offer a safe place for children to prepare to head to school for the day, and/or a place to return to after school. We offer all day care during most days school is closed, along with the opportunity for summer care. We set standards of playing fair, having good sportsmanship, and learning how to be kind, building friendships and grow self-positivity. Children must be entering into kindergarten or grades 1st-6th to participate in the school year program. To join our school aged summer camp, students must have completed kindergarten through the competition of 5th grade. (Students who completed 6th grade may not attend that summer.) See Transitioning

POLICY: TOYS FROM HOME/ELECTRONICS

POLICY NO.: 12

12 TOYS FROM HOME

Personal home toys – We strongly recommend that no personal toys from home be brought to school. Calvary Care will not be responsible for any lost, stolen, or damaged items. We recognize that our younger students may need a comfort item; however, we strongly suggest they try to leave it in the car; however, if they cannot part with it, we urge them to keep it in their backpacks so no one else can touch it. Children can make multiple visits to backpacks, if necessary. All-day students may have one stuffed animal type item for rest time each day. Our school-aged students who require fidgets must have an IEP stating this need. Fidget items must be approved by the center Director and must be used appropriately to be allowed.

Please make sure any item is clearly labeled with your child's name.

12.1 ELECTRONICS / CELL PHONES / SMART DEVICES

NO CELL PHONES – AT ALL – IF SEEN THEY WILL BE CONFISCATED.

SMART WATCHES ARE ONLY ALLOWED IF NO SERVICES ARE ATTACHED (basically just a watch.)

We understand that children who are involved in after school activities may have cellular devices so that parents may contact them and/or know their whereabouts easily. It is our goal to offer stimulating activities that allow our students "screen free" time. If a student does have an electronic device, we ask that it remain safely in their backpacks. Calvary Care will not be held responsible for any item lost, stolen, or damaged.

POLICY: TRANSITIONING / CONTINUITY OF CARE

POLICY NO.: 13

Calvary Care Early Learning Center offers times of transitioning twice a year. We follow the Governor Mifflin School District calendar, and our first day of school for all classes is the same as the first day GMSD starts classes. All students spend the year with the same teacher/staff, to the

best of our ability. At the end of the year, we prepare for the transition into summer care. While we are a year-round program, we operate the school year and summer camp as separate registrations. All families who wish to continue care must register for the upcoming session, whether the new school year or new summer. As stated previously, the school year tuition is based on the child's registered schedule, regardless of attendance, with the opportunity to take one free vacation credit. The summer tuition will reflect payment for all weeks signed up to attend only. Camp weeks can be removed up to May 1st. After May 1st all dates are set and will be billed regardless of attendance. (see Tuition)

Transitioning into Preschool can be difficult for both students and families during drop off. Calvary Care offers a "Family Orientation" for all students and families the week before the school year session begins. Families will be sent a Brightwheel™ and/or an email invitation with details and a time to attend the orientation. We encourage children to attend so that they may experience the classroom set up and meet the staff. A Brightwheel™ reminder sent the weekend before.

For the first few weeks we expect there might be tears. We stress the importance of discussing your routine ahead of time. For example: *When we get to school, you will hang up your backpack and take out your folder. I will walk you into class, sign you in, and then you get one big hug and one big kiss and then I leave. Just remember, I will be back at the end of your day, and you can tell me about all the fun things you did.*

Setting a drop-off routine can be comforting and make the transition easier. Our staff is always present to help in any way that works for you.

Transitioning from the preschool school year into the preschool summer camp is made a little easier by having the location of summer camp in our downstairs classroom spaces. This makes it feel like a new experience with the same type of preschool routine.

Transitioning from preschool to kindergarten is something our staff talks about with our Pre-K students throughout the year. We work with our families to help them register their children in their school district by providing registration dates, website information, and age requirements. Our 4-year-old parent conferences are always offered before kindergarten registration so that parents and staff may discuss the best choice for the individual child.

Should your family need to transition your kindergartner to our Before & After School Care Program, we require families to contact the Governor Mifflin School District Transportation Department to set "Calvary Care" as your child's bus stop for AM and/or PM care.

Transitioning from school-age care to independent care can be very worrisome. Since the state of PA does not have an age requirement for this transition, it can be more personalized. Both the child and family need to be comfortable with the amount of "alone time" your independent child will have. It's important to communicate your rules and safety requirements to your child.

- Have emergency contact numbers posted.

- Discuss what is expected during an emergency, such as a power outage, weather warnings, or “stranger danger” types of scenarios.
- Each family should develop the rules that best apply to their household, such as, may friends come over, or can the child leave the house to go somewhere. Or things like, may I use the stove or oven while home alone, or May I answer the phone or door?
- We encourage families to do some research and have a serious conversation with their child as they investigate this choice or move forward as their child might age out of school-age programs.

13.1 CONTINUITY OF CARE

It is the goal of Calvary Care to offer continuity of care by having our students with the same staff as often as possible up to and including both the school year and summer sessions. This makes it easier for staff and students to build good healthy relationships which lead to optimum learning environments. We strive to maintain longevity of staff by offering a positive work environment, competitive wages, and always putting family first.

POLICY: HEALTH & SAFETY / ILLNESS & ABSENCES

POLICY NO.: 14

PRE-ENROLLMENT REQUIREMENTS

Each child is required to complete a pre-enrollment packet of information. These forms may be found on Calvary Church’s website at www.calvaryumcmohnton.org. This packet is to be returned to the center’s office 3 business days prior to the child’s first day of attendance. All children are required to have a complete, updated immunization record on file at Calvary Care within 30 days from their start date, and every 12 months for children under the age of 6. This is per PA State licensing regulations. If you have chosen not to have your child immunized, please ask the Center Director for an immunization waiver form. Immunizations may be waived for certain reasons. Please discuss this with the Center Director to determine whether you have the right to be enrolled and not have your child immunized. Parents are required to have a waiver on file in place of an immunization record so that the center can maintain compliance with licensing regulations. Failure to have the completed physical form on file by the end of the 30 days will result in suspension of care, until such time that the forms are completed.

14.1 CHILDREN WITH SEVERE ALLERGIES

For the safety of your child, parents are required to provide a signed copy of the “Authorization for Emergency Care for Children with Severe Allergies” form, detailing any allergies, food or otherwise, from which their child suffers, at the time of enrollment or when the allergy is discovered. This form must be completely filled out by the child’s physician and parents or legal guardian(s), and must be updated every six months, or more frequently, as needed. In addition to this form, parents must provide a copy of any additional physician’s orders and procedural

guidelines relating to the prevention and treatment of the child's allergy. This form may be obtained by request from the Center Director

Parents must also execute a "Release and Waiver of Liability for Administering Emergency Treatment to Children with Severe Allergies" form. This form releases Calvary Care from liability for administering treatment to children with severe allergies and taking other necessary actions set forth in the "Authorization for Emergency Care for Children with Severe Allergies" form, provided Calvary Care exercises reasonable care in taking such actions.

Any medication required to treat an allergic reaction must be provided in accordance with the Medication Policy detailed herein.

14.2 COMMUNICABLE DISEASES

Calvary Care follows all health/communicable disease policies as outlined in the American Academy of Pediatrics Model Health Policies and Procedures Manual. A copy of this manual is available on line @ <http://www.ecels-healthychildcarepa.org>. Additionally, copies may be purchased for a nominal fee from the National Association for the Education of the Young Child (NAEYC).

National Association for the Education of the Young Child
1509 16th Street N.W.
Washington, DC. 20036-1426
1(800)-424-2460

Parents are required to pick up a sick child within 45 minutes of notification by phone. If a parent is reached but cannot pick his or her child up within 45 minutes, it becomes the parent's responsibility to arrange for alternate pick up with someone listed on the child's emergency contact form within the same time frame. The staff will not continue to call those listed on the emergency contact list once a parent is reached. If a parent cannot be reached, the staff will begin to call the people listed on the emergency contact form, until arrangements can be made for the child to be picked up.

Children will be excluded from participation in the program if they exhibit symptoms of any communicable disease. They will not be permitted to return to the program without a doctor's note stating they are no longer contagious. Guidelines for determining the contagious period for a specific illness are based on the recommendations by the American Academy of Pediatrics. Calvary Care reserves the right to refuse to allow a child to return if the Center Director, or designee, believes the child to be too ill to participate in the program.

If your child will be absent due to illness, we request that you notify the Center Director. This is to inform our staff not to expect your child and enables us to keep track of any illnesses that may occur at the center. This information will only be shared with staff on a "need to know" basis. If your child has a communicable disease, we ask that you share the diagnosis with the Center Director so that the parents of the children in the school may be notified that a communicable disease is present. Once again, only the communicable disease information will

be shared. Calvary Care will take all measures necessary to protect your child's confidentiality. You are not required to disclose this information by law, and your continued enrollment will not be based whatsoever on your decision to share, (or not) the reason for your child's absence from school.

To report your child's absence please call 610-777-855, email calvarycare@comcast.net or send a Brightwheel™ message. If your child should become ill during the school day, you, or the specified emergency contact person, will be contacted to pick up the child within a 30-minute time period. While we follow GMSD in many aspects, our illness policies may not be the same as in your child's school. We require all students to be symptom free, and or on antibiotics for 24 hours before returning to Calvary Care.

Any Fever over 100.4 F°

The child should not return to school until they have been fever-free a full 24 hours without the use of fever-reducing medications.

Vomiting or Diarrhea

Children are required to be excluded from the program for any episode of vomiting, loose bowels, or diarrhea occurring 2 or more times in a 24-hour period.

The child should not return to school until they have been symptom-free a full 24 hours without the use of medications.

Reddened Eyes with Drainage

If a physician deems that medication is unnecessary, a note signed by that physician stating this to be a non-infectious condition will be needed for the child to return to school.

If eye drops, ointment, or oral medication are prescribed, the child should not return to school until 24 hours after the first dose has been given.

Chicken Pox & Impetigo

A doctor's note stating that the child is no longer contagious must be provided before the child will be allowed to return to school.

COVID Symptoms, unexplained rashes, and or ailments

A child with COVID-like symptoms or an unexplained rash or ailment will be asked to leave the school and return with a doctor's note stating they are not contagious and/or COVID free.

If any child has an infectious condition that requires antibiotic treatment, it is advisable that the child not return to school until 24 hours after receiving the first dose.

Head Lice









Lice can come from almost anywhere (another child's hat or comb/brush, an upholstered seat, etc.). Any child found to have head lice or nits (eggs) will be excluded from school until completely clear of lice and nits. It is important that you act immediately to prevent spreading to other members of your family. You will be given further information if this occurs to your child.

14.3 DISPENSING MEDICATION

Calvary Care will only dispense over-the-counter and/or prescription medication that is in original, labeled containers. We will only give medication to the child for whom the medication container is labeled.

Parents are required to complete a Medication Log form for each medication to be dispensed. This form does NOT need to be completed by a doctor. The Medication Log forms can be found on the table by the sign-in and out sheet. These forms are to be turned into the classroom staff along with the medication. Staff will refrigerate medication(s), if needed. Parents are responsible for ensuring that all prescription medication is properly labeled by a pharmacist and replaced prior to the expiration date.

I NEED TO STAY HOME IF...

I HAVE A FEVER	I AM VOMITING	I HAVE DIARRHEA	I HAVE A RASH	I HAVE HEAD LICE	I HAVE AN EYE INFECTION	I HAVE BEEN IN THE HOSPITAL	I HAVE THE FLU
							
TEMPERATURE OF 100.0 F OR HIGHER	WITHIN THE PAST 24 HOURS	WITHIN THE PAST 24 HOURS	BODY RASH WITH ITCHING OR FEVER	ITCHY HEAD, ACTIVE HEAD LICE	REDNESS, ITCHING AND/OR PUS DRAINING FROM EYE	HOSPITAL STAY AND/OR EMERGENCY ROOM VISIT	ACHY BODY, PAIN, TIREDNESS, HEADACHE, DRY COUGH, SORE THROAT, RUNNY NOSE (may have vomiting, diarrhea or fever)

I am ready to go back to school when I am...

Fever free without the assistance of medication for 24 hours (i.e. Tylenol, Motrin, Advil, etc.)	Free from vomiting for 24 hours	Free from diarrhea for 24 hours	Free from rash, itching, or fever. I have been evaluated by my doctor if needed.	Treated with appropriate lice treatment at home.	Free from drainage and/or have been evaluated by my doctor if needed.	Released by my medical provider to return to school.	Released by a medical provider, symptoms are gone.
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If your child has strep throat or another bacterial infection, he/she should stay home until the antibiotic has been given for at least 24 hours and your health care provider has given your child permission to return to school. We encourage you to seek medical attention when your child is sick and to follow your health care provider's recommendations about returning to school and other activities.

Please note: Guidance from Public Health will be followed for outbreaks or unusual clusters of disease.

February 2018

14.4 FIRE/EMERGENCY DRILLS

Calvary Care Early Learning Center conducts fire and emergency/evacuation drills every 30-60 days. Parents, staff, and children will not be made aware of drill dates or times, as this is the most valuable way to assess the effectiveness of fire and emergency/evacuation plans.

During a fire/emergency drill, parents may not sign children in or out of the program. Parents must wait until the drill is completed and children have returned to the building to sign their

child in or out of the program. Parents may feel free to wait with the child's class in the designated safe zone outside of the building until the drill is finished.

In the event of a real fire/emergency situation, the director or designated person in charge, will inform each staff person that the school will be closing. At this time any parents waiting to sign their child(ren) in or out will be given directions from the staff to leave the premises with their child(ren). All other parents or emergency contact persons will be notified of the situation by a Brightwheel™ alert. Children must be picked up within 45 minutes of the alert.

Parents wishing to sign their child out of the program during a fire/emergency drill or real fire/emergency situation are expected to have patience with the staff as they are trying to maintain order during an often hectic and dangerous situation. If the center is in the midst of a fire/emergency drill, parents will be required to wait until the drill is completed and the staff and children are returned to the building to sign their child out of the program. If the center is having a real fire/emergency situation, parents will be asked to wait until the Director or designated person in charge has accounted for all staff and children and gives the staff permission to release children.

Once again, it is important for parents and staff to work together, remain calm, and cooperate with the fire/emergency personnel and center administration during these important and critical situations.

14.5 ALTERNATE SAFE LOCATION

Should the administration of Calvary Care or any emergency services personnel determine the building which houses the childcare center to be too dangerous to be occupied, the staff and children will be taken to Giles/Yeckley Funeral Home (see Emergency Operation Plan 19.2). Once the children are assembled there, the staff will begin contacting parents or emergency contact persons for pick up. As stated before, children must be picked up within 45 minutes of the telephone call.

14.6 INCIDENT/ACCIDENT/ILLNESS REPORTS

Should your child be involved in an incident/accident or develop an illness during the course of the school day, a staff member will complete an incident/accident/illness report. Parents or persons designated to act "in loco parentis" are required to sign any incident/accident/illness reports from that day at pick-up time.

The classroom staff will be able to briefly discuss the matter with you at pick-up. However, should you feel it necessary to have an in-depth discussion or meeting, it is most appropriate to schedule the meeting for a later date because the staff is responsible for supervising the remaining children in the classroom. A telephone conference may be scheduled for later in the day or, for the next day at a more convenient time if the parents is unable to meet at the center during the course of the day.

Should a person other than the parent or one designated to act "in loco parentis" pick-up the child, a parent or person designated to act "in loco parentis" must sign the Incident/Accident Report and return a copy to the Center Director within 24 hours. Failure to sign and return an Incident/Accident in this time period will result in your child's exclusion from the program until such time as the Report is returned signed. Signed forms are kept in student files.

14.7 FOOD POLICY

During the school year, Calvary Care provides breakfast every morning at 7:00AM (8:00AM on All-Day Days and Summer Camp). Children must be in the classroom no later than 7:15AM (8:15AM on All-Day Days and Summer Camp) to be offered breakfast. We ask that no outside breakfast food be brought to Calvary Care, unless there are special dietary needs. If your child will not be in attendance before 7:15AM, it is the parent's responsibility to feed their child(ren) before they enter Calvary Care or to make arrangements with the school district for your child to eat breakfast in their breakfast program.

Our Toddler, Preschool & Pre-K classes will have a light morning snack as part of their morning class schedule.

An afternoon snack is served daily at 4:15PM (3:30PM For All-Day Days and Summer Camp). Children do not have to eat a snack, but we encourage them to at least drink something.

A cold packed lunch and drink is needed for All-Day students, school-age students who attend any All-day days, and summer camp.

Governor Mifflin School District provides lunches on Half Days. (Talk to your child's teacher about how this works.)

Cold packed lunch provided parents should:

- Be well balanced & nutritional.
- Be in an insulated lunch bag with an ice block as refrigeration will not be available. Likewise, a hot thermos may be used for warm foods but there is no access to microwave.
- Have your child's name on all items.
- Include a drink.

PEANUT BUTTER Items: At this time there are no food restrictions for packed lunches. However, if we have any students with severe allergies, parents will be notified and restrictions may be implemented.

For the safety of your child, parents are required to provide notification, in the form of a doctor's note, of any allergies (food or otherwise), with instructions for treatment should a child have an allergic reaction. Please refer to the Health and Safety Policies contained herein for further information.

Parents are required to provide written notification of any food/dietary restrictions (e.g., lactose intolerance, vegetarian diets, wheat free/gluten free diets).

Calvary Care curriculum focuses on developing healthy, well-balanced eating habits. Therefore, parents are required to provide a full, healthy lunch for their children each day they are in attendance. Lunches should include a sandwich (or main entrée item), snack(s) and a drink. Snack food items should be healthy, such as fruits & vegetables. Parents should limit junk foods to a minimum in their child's lunch. All uneaten food will be placed back in the child's lunch so parents can see what items and how much their child consumed during the day.

Calvary Care does not allow full size candy bars, sodas, or full-sized candy treats such as Skittles, Starbursts or gum, in a child's lunch. If you wish for these foods to be a part of your child's diet, please give them to your child at home. One or two miniature-sized candies are permitted in a child's lunch as a treat. However, Calvary Care staff will prohibit a child from consuming these treats if the child is having a particularly overactive, excitable day. We also may require that the child eat the main parts of their lunch before they are permitted to eat the treats.

Calvary Care prohibits any food item in glass containers, as well as aluminum cans. These can be safety hazards for the children and staff.

Lunches containing milk, cheese, yogurt, and/or other food items requiring refrigeration should be used at your own risk as refrigeration is not available. Ice blocks are required along with insulated lunch bags.

Calvary Care never uses food as a punishment. Children will never be denied participation in lunch or snack time for behavioral reasons. Staff may use food as a reward for good behavior and/or for activities.

POLICY: TRANSPORTATION

POLICY NO.: 15

Bus transportation between Calvary Care Early Learning Center and Governor Mifflin school buildings will be provided by the Governor Mifflin School District for Governor Mifflin residents, provided there is room on the bus. If, for any reason, Governor Mifflin School District does not allow your child on the bus, transportation will be the responsibility of the parents.

It is the parent's responsibility to notify the Governor Mifflin School District Transportation Department (610-775-1464) concerning your child's schedule at Calvary Care. Calvary Care will also provide Governor Mifflin School District Transportation Department with a list of enrolled children in early to mid-August, prior to the opening of the school year; however, Governor Mifflin School District will ONLY go by the information provided by the parents/guardians.

Transportation from home to Calvary Care is the responsibility of the parents. Some families have worked together to carpool, but those arrangements are the responsibility of the parents.

15.1 FIELD TRIPS

Summer Camp Transportation is chartered for each trip destination. The fees for busing are included in the activity fees and weekly camp tuition fees. The time of departure for each trip is

listed on the camp calendar. It is the responsibility of the parent to have the child here at the time of departure. If you miss the departure time you may opt to meet at the location of the trip or forfeit your care for the day.

Calvary Care may offer off-premises field trips for some half day, All-day, Act-80 day, or In-service days. Parents are required to sign-up their child(ren) to attend field trips 1 to 2 weeks before the scheduled event.

15.2 ALL-DAY CARE / HALF-DAY CARE

One to two weeks prior to any early dismissal, Act 80, or In-service day, parents will be asked to make a commitment to enroll their child (ren) for that particular day(s). Deadline dates to sign-up, or to make changes will be posted. Fees for the additional day(s) are due by Friday the week prior. Any field trip, transportation, and entrance fees are included with this fee. Because the Center Director must staff, purchase snack and craft supplies, and make the schedule for the day(s), the parent's commitment is required. If, for any reason, you cancel your commitment or your child(ren) does not attend that pre-committed day, your paid fee will be forfeited, and it will not be credited toward future tuition fees. If the fee is not paid in advance by 6:00PM on Friday of each week, late payment fees will be assessed until which time payment, including all fees, are paid in full.

If a parent brings their child for care without making the prior commitment, the parent and child(ren) will be turned away. Even if adequate staff are present, there may not be adequate snacks, crafts, or other preplanned activities for the child(ren). If scheduled, most field trip locations require the number of reservations to be made a week in advance.

All-Day Act 80/In-service/Holidays are considered "All-Day Care" days. On scheduled days in the Governor Mifflin School District when children will be at Calvary Care all day, the program will be open from 6:30AM to 6:00PM. Families may utilize up to 10 hours of care each day.

- School age families must sign up for are on these days
 - An additional fee will be charged for those hours beyond the regularly scheduled program hours of 6:30-8:30AM and 3:30-6:00PM. Please refer to the published fee schedule sheet posted on the parent board.
- All-day Toddler, and Pre-K families must sign up for care on these days.
 - No additional fees apply to you.
- 9:00AM-12:00PM families do not have care these days.
 - Discounted weekly tuition rate will be applied.

Early Dismissal Days/Half-Day Act 80 Days are considered "Half-Day Care" days. On scheduled days in the Governor Mifflin School District when children are dismissed at 11:45AM, the program will be open when the buses arrive and will remain open until 6:00PM.

- School-age families must sign up for care on these days.
 - An additional fee will be charged for hours beyond the regularly scheduled program hours of 6:30-8:30AM and 3:30-6:00PM. Please refer to the published fee schedule sheet posted on the parent board.

- All-day Toddler-Pre-K families must sign up for care on these days
 - No additional fees apply to you.
- 9:00AM-12:00PM families WILL BE DISMISSED EARLY.
 - Pick up time for half days will be 15 minutes earlier than the regular schedule.
 - Pick up will be 11:30-11:45AM. Any student not signed out by 11:45AM will be considered a late pick up. and late pick up fees may be assessed

15.3 SUMMER CAMP DAYS

Calvary Care Early Learning Center offers a 10-week summer camp program typically starting the first Monday in June.

Camp registration opens on March 1st (or the next closest Monday) for any family who has been previously enrolled in Calvary Camp or any family who is currently enrolled with Calvary Care Early Learning Center. Open enrollment for new families starts on April 1st (or the next closest Monday). Registration is on a first-come, first-serve basis. It is highly recommended that families who need summer care sign up for ALL DAYS AND WEEKS they feel they will need care for. Days and weeks can be removed up until May 1st. After May 1st, fee agreements are set, and accounts are charged. If for any reason, you cancel your commitment or your child(ren) does not attend any of the pre-committed days, your paid fee will be forfeited, and it will not be credited toward future tuition fees.

If a parent brings their child(ren) for care without making the prior commitment, the parent and child(ren) will be turned away. Even if adequate staff are present, there may not be adequate snacks, crafts, or other preplanned activities for the child(ren). And, if scheduled, most field trip locations require the number of reservations be made a week in advance. Summer Camp may not exceed the 54 students per day maximum (School-Age); 12 children per day maximum (Toddlers), and 16 children per day maximum (Preschool /Pre-K maximum).

POLICY: BEHAVIOR & DISCIPLINE

POLICY NO.: 16

At Calvary Care Early Learning Center, we believe that each child should be treated with respect. In return, we expect that the children use their manners and treat the staff and fellow classmates with respect. Our philosophy for discipline is simple. If you cannot follow the rules, you cannot be involved in the activity.

Your child will be encouraged to play and enjoy their day safely. Teachers use redirection to reinforce desired behaviors. Soft spaces and quiet areas are available to help provide a calming place for students to use. If a child repeatedly acts out and harms himself/herself or others, they may be removed from the group until they are able to control himself/herself. Depending on the severity of the behavior, the Center Director may be consulted, and parents may be contacted. If harmful acts continue after working with a child and their family, the Center Director may require testing by a physician and or behavioral specialist be completed as a requirement to stay in the program.

Classroom goal, rules, and consequences are based on age-appropriate expectations of behavior.

Classroom Goals / Rules /Consequences

KINDNESS ALWAYS

Kind words: Be respectful to the teachers, be respectful to others, be respectful to yourself.

Kind actions: No tantrums, Hands to yourself, Be respectful to toys & equipment

BE SAFE

Our words and actions should keep us safe: No pushing, no hitting, no running inside, no jumping on steps.

Keeping our hands to ourselves, listening to the teachers, following safety rules keep us safe.

CLEAN & HEALTHY

Hand washing is a step we take to stay healthy. – see handwashing sign

Cleaning up after yourself is your job – no one else's.

Cover your coughs and sneezes PLEASE, use a tissue, wash your hands

SHARING

Sharing means you ask for a turn and wait your turn. It does NOT mean someone has to give you something just because you want it.

FAIRNESS

Must follow all official games rules – If you do not know the rules a teacher will look them up and help you to learn them.

No cheating – games are fun when you play for fun! You do not have to win to have fun playing.

No sore losers & no boastful winners – there is no need to be sad if you lost, and you may not gloat if you win.

RESPONSIBILITY

It is the teacher's responsibility to keep you safe and help you try and learn new things.

It is your job to follow the rules listed above, stay safe, and have fun learning and trying new things

FAILURE TO FOLLOW THE RULES WILL LEAD TO: (This is during a one-day time period; each day starts fresh.) Documentation to Brightwheel™ must happen for each inappropriate action.

FIRST TIME:

You will be removed from the activity you are in and will have to sit at a table activity of the teacher's choice, still with other students.

SECOND TIME:

You will have to sit at a table by yourself, and you may not play with anyone else for the remainder of the day unless the teacher states a lesser amount of time.

THIRD TIME:

You will be moved out of the classroom to the office for any amount of time the office staff deems appropriate. The office staff will either send a Brightwheel™ notice your parents or a call them. If you have more than 3 office trips in a week, a meeting will be set up with your parents to discuss a behavior plan and could lead to you being asked to leave the program.

16.1 BITING

During the early stage of child development, verbal skills may not be fully developed and can often be displayed through the use of non-verbal actions, such as sensory or oral actions. With this age-appropriate developmental stage, biting can be a concern. Our staff are trained to recognize the warning signs and potential triggers to help prevent this action. However sometimes there are no warnings and biting may still occur. If your child bites or is bitten, a staff member will complete and incident/accident/illness form. Confidentiality for both the biter and the bitten child is both strictly enforced.

16.2 TOILET TRAINING / ACCIDENTS

While we understand that each child develops at their own pace, we also have toileting expectations for health and safety reasons. If your child is struggling in this area, we can discuss options that work for you and our facility.

Toddlers will be introduced to toileting habits while in our care and may only advance to preschool classes if having no more than one potty accident per week.

Preschool and Pre-K students are expected to be fully potty trained. This means they can communicate the need to use the bathroom, can be self-sufficient while using the bathroom (little to no help in wiping / pulling pants up or down). If a preschool or pre-K student has not yet mastered these skills, the teacher, along with the Center Director and parents of the student, may suggest moving a child back to a younger class until which time that these skills are fully developed.

It is expected that a school-aged child is fully potty trained before entering the school system. Any school-aged child who has one or more potty accidents per month may require medical documentation to remain in our care. Any school-aged child who has continuous issues with self-care during toileting, and who does not have medical documentation as to the reason, will be ineligible to participate in our program.

16.3 PREVENTION OF TERMINATION OF CARE

Calvary Care Early Learning Center reserves the right to terminate care for any child, at any time, with or without cause. We work closely with students, families, and intervention services to help eliminate the need for termination.

- We may request appropriate evaluation(s) be completed.
- We may request IEP's, IMP's and/or 504 plans be in place.
- We may request therapy plans and set time limitations to have the above completed.

We implement student observations and written records of behaviors unacceptable for a group childcare setting. If these behaviors continue and/or worsen, the Center Director, in conjunction with the teacher, will create a behavior modification plan. A meeting will be scheduled with the parents to discuss and/or adapt this plan before implementation.

- Step one – documentation of behavior

- Step two – meet with parents to discuss ideas for modification / refer to outside resources such as the child’s pediatrician and/or a therapist
- Step three - modify behavior with the implementation of a behavior plan
- Step four – revisit documentation of inappropriate behavior during the two-week time frame that the modification plan is being implemented

If the staff of Calvary Care has been working with the child to correct continuously disruptive behavior and has consulted with the parents on numerous occasions regarding this disruptive behavior, and if the child’s disruptive behavior is not noticeably improving, the Center Director will ask the parents to have their child evaluated by a professional counselor.

The parents must either have the evaluation completed or have an appointment within two weeks of the Director’s request. The parents may use a referral list provided by Calvary Care or pursue a counseling center of their choice.

If the parents refuse to pursue an evaluation, the parents will be asked to withdraw their child from the program.

When a written evaluation is complete, the parents will be asked to share the results and recommendations with the Center Director. The program staff will then continue to work with the family and the child by following any intervention or recommendation resulting from the professional evaluation.

16.4 TERMINATION OF CARE

If a child has gone through behavior modification and changes are not seen, or parental follow through of services has not been met, termination of care may be the best option.

We are considered a group childcare center; therefore, one-on-one care is not an available service. Calvary Care will make any reasonable accommodation(s) to allow for outside service(s), provided by the parents, to assist in one-on-one care, if necessary.

If termination is the best option, the Center Director or designee will assist the parent in gathering their child’s belongings at the time of dismissal, after which the parent and child are required to immediately leave agency property in a calm and respectful manner. Calvary Care will request assistance from local police should any parent or designated “pick-up” person become disruptive and/or uncooperative while gathering their child’s belongings upon dismissal.

A dismissed child and their parents are required to call and request an appointment with the Center Director if they wish to return to agency property following a dismissal. Appointments are made at the discretion of the Center Director and are not a right of the dismissed child or parent.

Following a dismissal, any parent or child who harasses, threatens, or in any manner causes harm to anyone affiliated with the center by calling, writing, or by any other means, will be prosecuted to the fullest extent of the law by our programs.

Parents may be refunded any unused tuition within two weeks of the termination. A business check will be mailed to the address indicated in the child's file if a refund is forthcoming. Any past due balances must be paid within 30 days of the dismissal. An invoice detailing the past due balance will be forwarded to the address indicated in the child's file within one week of the dismissal. Any balances remaining after the 30-day period will be referred to the agency's legal counsel for collection.

Once a child has been asked to leave the program, they will not be able to return.

POLICY: TUITION

POLICY NO.: 17

All parents are required to sign a Fee Agreement prior to enrollment of their child in the Calvary Care Program. Parents are required to indicate to whom all billing information and correspondence are to be addressed.

Please refer to the published fee schedule for detailed fee information located on the parent board.

- Weekly payments are based on the number of days a student is enrolled, regardless of days actually attended. If Calvary Care is open, tuition is charged. Additional care time is only charged if a sign-up to attend (e.g., Act 80 day). Emergency care is charged when in attendance.
- If enrolled less than 5 days per week, parents may be asked to designate permanent/specific days of attendance. This is to ensure we can maintain the appropriate staff to student ratios, at all times.
- Early Learning Resource Center funding is accepted. The cost of tuition, minus funding weekly max., may be added to your weekly co-pay. (Example: ELRC pays \$85 per week. Tuition is \$90. The additional \$5 is added to your weekly co-pay amount) (Amounts vary with enrollment.)
- If your child requires occasional additional care (for hours they are not currently enrolled), special arrangements may be made with the Center Director.
- An additional fee will be charged for those hours beyond the regularly scheduled program hours of 6:30-8:30AM and 3:30-6:00PM. This includes snow delays. Any student enrolled with Calvary Care may use our services for snow delays and/or emergency dismissals.
- Late pick-up fees are assessed per child for each 10-minute period, or part thereof, for anyone in the building past 6:00PM and/or here past the allotted 10 hours max. of daily care.
- Weekly tuition payment is due on Friday for the following week. Any payment not received by Friday at 6PM, will be charged a late payment fee daily for each day it is late, until payment in full is received. If by the next Friday, tuition, past due tuition, and all late fees are not paid in full, there will be no further care provided until outstanding balances are paid in full. We accept Check, Cash or Money Orders payable to *Calvary Care*, or online payments can be made through Brightwheel™ (Fees are charged by Brightwheel™ for this service.)

- Parents are required to commit to their child(ren) attending half and full day Act-80, In-service, and Holidays by signing up two weeks in advance. If, for any reason, you cancel your commitment or your child does not attend on a pre-committed day, your fee will be forfeited, and it will not be credited toward future tuition/fees.
- Packed lunches must be provided for any All-Day care unless otherwise stated. If your child does not have a packed lunch, one will be provided for a fee, per lunch, per child.
- Rates are based on 20% sibling discount.
- Parents are responsible for reading the complete Family Handbook.
- An annual, non-refundable, registration fee is due at time of enrollment. This applies to new and returning families. Both the school year registration and summer camp registration require this fee.
- A two-week security deposit is due at the time of enrollment. This is applied toward the first week and the very last week of care. Year-round families will need to pay for the last week only.
- Parents are responsible to designate Calvary Care as your child's bus stop with GMSD transportation department. This must be done yearly @ 610-775-1464.

17.1 PAYMENT SCHEDULE

Weekly fees, including anticipated additional fees for early dismissals, in-service, and holidays, are due in advance by Friday of each week. Fees incurred by inclement weather are due by Friday of that week.

Cash, check, or money orders may be used to pay tuition. Receipts will be given for tuition payments made by cash. All cash payments must be placed in an envelope marked with the child's name and placed in the green tuition box. Checks should be clearly marked with the child's name and the dates that the payment is for. Checks must be made payable to "Calvary Care".

There will be a \$25.00 fee charged for tuition checks returned by the bank. This fee is subject to change based on our bank's current rate for returned checks. Returned tuition checks will not be re-deposited. Parents will be responsible for re-issuing a second check. If, at any future time, the bank returns a second check, the balance, including fees, must be paid in full by cash, certified check, money order, or automatic payment. All delinquent accounts must be paid in full within 7 days in order to continue to receive childcare. If special arrangements are required, they must be worked out immediately with the Center Director and/or Treasurer.

Additional fees for early dismissal, in-service, all-day and half-day Act-80, and holidays include the cost for field trips and extracurricular activities, such as: special guests, craft projects, transportation, and themed curriculum. They do not include spending money for gift shop items, extra food items, or arcade games.

17.2 LATE PAYMENTS

If tuition is not paid in advance by 6:00PM on Friday of each week, there will be a late payment fee assessed per day until such time the outstanding tuition, including any and all late fees, is paid in full.

All delinquent accounts must be paid in full within 7 days in order to continue to receive childcare. Non-payment of tuition is grounds for immediate dismissal from the program. On time payments are essential for continued enrollment at Calvary Care; however, if you anticipate difficulty with paying on time, please discuss the matter with the Center Director immediately. If alternative arrangements for payment are approved, you will be notified by the Center Director.

17.3 SUBSIDIZED CARE

Calvary Care Early Learning Center accepts childcare subsidies.

We must be contacted by Early Learning Recourse Center (ELRC) / Child Care Works (CCW) (Formerly known as Child Care Information Services (CCIS) of Berks County) to confirm co-payment information. Parents of subsidized children are also required to sign a Fee Agreement, acknowledging their personal responsibility for the payment of tuition, in the event they become ineligible to receive childcare subsidies.

- Subsidy families are not charged the registration fee but will be required to pay the *activity fee* for summer camp.
- Subsidy families are not charged for Snow Days / Delays / All-day care / Act-80 or in-service care.
- Subsidy families are charged the difference between the weekly amount covered by ELRC and their personal co-pay amount (Example: ELRC pays \$69 per week. Tuition is \$90. The additional \$21 is added to your weekly co-pay amount amounts vary with enrollment)
- Subsidy families may miss up to 41 days between June 1st & May 31st. Missing more than 41 days will require private pay rates for Center care on any further missed days. These include additional days, snow day care, and scheduled camp days.

Call 1-833-229-6927 or 610-987-2247 to see if you qualify for childcare subsidies.

17.4 MULTIPLE CHILD DISCOUNTS

Calvary Care offers a multiple child discount for one or more siblings enrolled during the same school year. The child with the most billable hours pays the full tuition rate with each additional child's tuition discounted 20%. Discounts are only applicable when tuition payments are made on time. The full tuition rate, plus any additional late fees, will be charged when tuition payments are late.

17.5 SICK TIME

Should your child become ill for an extended period of time, the following fee schedule will apply:

Absences of one week or less are charged the full weekly fee.

Absences of a second *full* week will have their vacation credit applied. If vacation credit has already been used for the year, the second week or more will be charged *half* of the regular weekly fee for each continuous week of illness.

17.6 VACATION CREDIT

One vacation credit may be requested during the course of each school year. (August –May) Your child may not be in attendance during the week the vacation credit is applied. A valid week must be a Monday to a Friday. The total amount of credit given will equal the amount that would have been charged for attendance during that specific week.

Vacation request forms are located by the Calvary Care bulletin board. This request must be submitted two weeks prior to the dates requested as vacation week. This request will be denied if your account is more than two weeks delinquent.

Summer Camp - You pay for what you pick. If you will be on vacation, do not sign up for that week.

Tuition fees are charged for each week children have been registered, regardless of attendance. If you sign up for a specific day / week and the child(ren) fails to attend; payment in full is still required.

17.7 LATE PICK-UP:

It is our policy that all students are signed out and exit the building before 6:00PM. There is a late pick-up fee of \$10.00 per child for each 10-minute period, or any part thereof, that each child is left at the program past 6:00PM. Local authorities will be notified for any child left at the program after 7:00PM.

The late pick-up fee also applies to any full-time student here longer than the allowable 10 hours of daily max. care.

The late pick-up fee also applies to any 9:00AM-12:00PM student who is not signed out and has not exited the building before 12:00PM. (Doors are open from 11:45-12:00 for pick up.)

All measurements of time are to be according to the world clock time sensitive doors. The doors lock promptly at 6:00PM. Your account will be billed immediately, and payment is due with your next tuition check. Late pick up fees are also subject to late payment fees.

A child's services will be terminated should the child be picked up late on three occasions in one school year, regardless of the reasons for the late pick-up. It is the parent's responsibility to ensure that someone (either a parent or other authorized pick-up person) is available to pick up the child on time.

17.8 WITHDRAWING FROM CARE

Two week's written notice is required when withdrawing a child for any reason. If the proper notice is given, any unused tuition will be refunded within two weeks of the withdrawal. If the required notice is not given, parents will be charged tuition for two additional weeks.

Following the last day of enrollment, the parents and child are not permitted to re-enter agency property without prior permission of the Center Director. A withdrawn child and their parents are required to call and request an appointment with the Center Director if they wish to return to agency property. Appointments are made at the discretion of the Center Director and are not a right of the withdrawn child or parent.

Parents who wish to re-enroll a student, must follow the guidelines set forth in the enrollment policy.

POLICY: PARENT'S RIGHT TO IMMEDIATE ACCESS

POLICY NO.: 18

Parents are entitled to immediate access, without prior notice, to their child whenever they are in care at Calvary Before & After School Care or Summer Camp, as provided by law.

In cases where the child is the subject of a court order (e.g., Custody Order, Restraining Order, or Protection from Abuse Order) Calvary Care must be provided with a Certified Copy of the most recent order and all amendments thereto. The orders of the court will be strictly followed unless the custodial parents request a more liberal variation of the order in writing. In the case where both parents are afforded shared/joint custody by order of the court, both parents must sign the request for more liberal interpretation of the order.

In the absence of a court order on file with Calvary Care, both parents shall be afforded equal access to their child, as stipulated by law. Calvary Care cannot, without a court order, limit the access of one parent by request of the other parent, regardless of the reason. Calvary Care staff will contact the local police should a conflict arise.

Visitors are asked to schedule appointments with the Center Director and are allowed on church property only at the discretion of the Center Director. An employee of Calvary Care will accompany visitors at all times throughout the Center.

Calvary Care will dismiss any child whose parent is prohibited from entering upon church property. Due to the parent's right to immediate access policy, as well as state and federal regulations, Calvary Care cannot have a child at the Center when the child's parent is prohibited access. Calvary Care will not agree to any request to maintain a child's enrollment even if the parent agrees to stay out of the Center. Such an agreement is a violation of the law and will not be entertained.

18.1 PERSONS APPEARING TO BE IMPAIRED BY DRUGS/ALCOHOL AT PICK-UP

The staff of Calvary Care will contact local police and/or the other custodial parent should the parent on church property appear to the staff of Calvary Care to be under the influence of drugs and/or alcohol. The parent's right to immediate access does not permit the staff from denying a custodial parent access to their child even if the parent is or appears to be impaired. However, Calvary Care staff will delay the impaired parent as long as possible while contacting the other parent, the local police (610-655-4911), and Child Protective Services (610-478-6700).

Any other authorized person who attempts to pick-up a child and appears, to the staff of Calvary Care, to be under the influence of drugs and/or alcohol, will be denied access to the child. The staff of Calvary Care will contact the child's parents, local police, and Child Protective Services to notify them of the situation.

POLICY: PARENT CODE OF CONDUCT

POLICY NO.: 19

Calvary Care Early Learning Center requires the parents of enrolled children to behave in a manner consistent with decency, courtesy, and respect. One of the goals of Calvary Care is to provide the most appropriate environment in which a child can grow, learn, and develop. Achieving this ideal environment is not only the responsibility of the staff of Calvary Care, but it is also the responsibility of each and every parent or adult who enters the center. Parents are required to behave in a manner that fosters this ideal environment. Parents who violate the Parent Code of Conduct will not be permitted on church property thereafter. Please refer to the Policy on Parent's Right to Immediate Access for additional information regarding unenrollment of the child when a parent is prohibited from accessing church property.

19.1 SWEARING/CURSING

No parent or adult is permitted to curse or use other inappropriate language on church property at any time (including the parking lot), whether in the presence of a child or not. Such language is considered offensive and will not be tolerated. If a parent or adult feels frustrated or angry, it is more appropriate to verbally express the frustration or anger using non-offensive language. At NO time shall inappropriate language be directed toward members of the staff.

19.2 THREATENING OF STAFF, CHILDREN, PARENTS OR OTHER ADULTS ASSOCIATED WITH CALVARY CARE EARLY LEARNING CENTER

Threats of any kind will not be tolerated. In today's society Calvary Care cannot afford to sit by idly while threats are made. In addition, all threats will be reported to the appropriate authorities and will be prosecuted to the fullest extent of the law. While apologies for such behavior are appreciated, the agency will not assume the risk of a second chance. PARENTS, or designated "pick-up" Person MUST BE RESPONSIBLE FOR AND IN CONTROL OF THEIR BEHAVIOR AT ALL TIMES.

19.3 PHYSICAL/VERBAL PUNISHMENT OF YOUR CHILD OR OTHER CHILDREN AT CALVARY CARE EARLY LEARNING CENTER

While Calvary Care does not necessarily support nor condone corporal punishment of children, such acts are not permitted on church property. While verbal reprimands may be appropriate, it is not appropriate for parents to verbally abuse their child. Doing so may cause undue embarrassment or emotional distress. Parents are always welcome to discuss a behavior issue with a staff member or the Center Director to seek advice and guidance regarding appropriate and effective disciplinary procedures.

Parents are prohibited from addressing, for the purpose of correction or discipline, a child that is not their own; nor may any parent or other adult physically punish another parent's child. If a parent should witness another parent's child behaving in an inappropriate manner or is concerned about behaviors reported to them by their own child, it is most appropriate for the parent to direct their concern to the classroom staff and/or Center Director.

Furthermore, it is wholly inappropriate for one parent to seek out another parent to discuss their child's inappropriate behavior. All behavioral concerns should be brought to the classroom staff or Center Director's attention. The staff and/or Center Director will then address the issue with the other parent. Although you may be curious as to the outcome of such a discussion, staff and/or the Center Director are strictly prohibited from discussing anything about another child with you.

19.4 SMOKING

For the health of all Calvary Care staff, children, and associates, smoking is prohibited anywhere on church property. Parents who are smoking in their cars must dispose of the cigarette in an appropriate container prior to entering the parking lot.

19.5 VIOLATIONS OF THE SAFETY POLICY

Parents are required to follow all safety procedures at all times. These procedures are designed to protect the welfare and best interests of the staff, children, and associates of Calvary Care. Be alert and mindful. Immediately report any security breach to the Center Director. Parents, or designated "pick -up" Person's, will be held accountable for any violations of our safety policy and care could be terminated for such violations.

19.6 CONFRONTATIONAL INTERACTIONS WITH STAFF, OTHER PARENTS, OR ASSOCIATES OF CALVARY CARE BEFORE & AFTER SCHOOL CARE AND SUMMER CAMP

While it is understood that parents will not always agree with the staff of Calvary Care or the parents of the other children, it is expected that all disagreements be handled in a calm and respectful manner. Confrontational interactions are not an appropriate means by which to communicate a point and are strictly prohibited.

19.7 VIOLATIONS OF THE CONFIDENTIALITY POLICY

Calvary Care takes very seriously the responsibility of maintaining the confidentiality of all persons associated with the Center. Parents must understand the implications of this responsibility and recognize that the Confidentiality Policy not only applies to their child or family, but to all children, families, and staff associated with Calvary Care. Any parent who shares information considered to be confidential, or pressures employees or other parents for information, which is not necessary for them to know, will be considered to be in violation of the Confidentiality Policy and care could be terminated for such violations.

19.8 FIREARMS AND WEAPONS

At no time is any person permitted to carry any type of firearm, ammunitions and/or a weapon on church property for any reason. Violation of this policy will result in immediate dismissal from the program. The only exception to this rule is if you are an officer of the law, on duty, and are on the premises in your uniform, with your weapon.

POLICY: COURT ORDERS AFFECTING ENROLLED CHILDREN

POLICY NO.: 20

In cases where an enrolled child is the subject of a court order (e.g., Custody Order, Restraining Order, or Protection from Abuse Order) Calvary Care must be provided with a Certified Copy of the most recent order and all amendments thereto. The orders of the court will be strictly followed unless the custodial parents request a more liberal variation of the order in writing. In the case where both parents are afforded shared/joint custody by order of the court, both parents must sign the request for more liberal interpretation of the order.

In the absence of a court order on file with Calvary Care administration, both parents shall be afforded equal access to their child as stipulated by law. Calvary Care cannot, without a court order, limit the access of one parent by request of the other parent, regardless of the reason. If a situation presents itself, where one parent does not want the other parent to have access to their child, Calvary Care suggests that the parent keep the child with them until a court order is issued.

If conflicting court orders are presented, the most recently dated court order will be followed.

Once presented with a Protection from Abuse Order or a Restraining Order, Calvary Care is obligated to follow the order for the entire period it is in effect. Calvary Care staff cannot, at the request of anyone except the issuing judge, allow a Protection from Abuse Order and/or a Restraining Order to be violated. Calvary Care will report any violations of these orders to the court.

Calvary Care Early Learning Center

1 West Wyomissing Avenue

Mohnton, PA 19540

610-777-8552

Calvarycare@comcast.net

Calvary United Methodist Church

1 West Wyomissing Avenue

Mohnton, PA 19540

610-777-8441

www.calvaryumcmohnton.org

21.1 PARENT REPRESENTATIVE

The Calvary Care Board of Directors values the input of parents who have children enrolled in the program. In order to keep an open line of communication, there is always a parent representative who is a voting member of the Board. The Board of Directors meets the fourth Tuesday in August, October, January, March and May.

The name and home phone number of the parent representative(s) is always posted on the Calvary Care bulletin board.

While we ask that you first speak to the teacher and or the Director about any issues you may be having, you may voice your concerns to the parent representative. He or she will take your concerns, as well as positive comments, to the Board of Directors on your behalf.

If you are interested in serving as parent representative, please speak with the Center Director.

21.2 CONTACTING THE BOARD OF DIRECTORS

If you have specific comments, suggestions or concerns about the program that you feel need to be brought to the Board's attention, please speak with the Center Director, the President of the Board (whose name and home phone number is posted on the bulletin board), or the parent representative(s).

It is the goal of Calvary Care Early Learning Center to be a safe nurturing Christian environment for families in our community. To provide community resources for our families and to help where we can.

- Calvary UMC offers English as a second language (ESL) classes for adults.
- CUMC offers Youth Group meetings for children 6th grade through 12th grade. Youth Group focuses on self-positivity, building family connections, and faith.
- Zion Evangelical Congregational Church (57 N. Church St., Mohnton) offers a monthly food bank & a clothing drive several times throughout the year.
- St. John's Lutheran Church (at the bottom of church street), Zion, and CUMC collaborate to offer Vacation Bible School each summer and several community gatherings during the year.

These activities / services are posted on the parent board close to the dates of the activity.

Other community services offered, such as but not limited to:

ELRC Resources

Berks IU Services

Vision Screening

Make Art, Stay Alive program

Local Pediatricians & Health care programs

FORM A

AUTHORIZATION OF EMERGENCY CARE OF CHILDREN WITH SEVERE ALLERGIES –

Attached bellow

FORM B

SPECIAL HEALTH CARE PLAN – Available upon request

FORM C

NUTRITION AND FEEDING CARE PLAN – Available upon request

FORM D

OPEN & CLOSED LIST – Attached bellow

FORM E

DAILY SCHOOL SCHEDULE – Attached bellow

FORM F

VACATION REQUEST – Available at parent place board

FORM A

AUTHORIZATION FOR EMERGENCY CARE OF CHILDREN WITH SEVERE ALLERGIES

Dear Health Care Provider,

Your patient, _____ is enrolled in the Calvary Care Early Learning Center program, and we have been requested to provide certain emergency care for the prevention of anaphylaxis in the event the child comes into contact with a certain allergen(s), as described below. Please complete Part I of this instruction record. This record will remain in the child's file at Calvary Care so we may assist with the allergy care and needs of the child. If you need to provide further instructions or clarifications, please use a separate sheet of paper, which will become a part of this record and will be kept with this form in the child's file at Calvary Care.

PART I (to be completed by a Licensed Health Care Provider)

Child's Name: _____ Child's Birth Date: _____

Known Allergens: Please provide a complete list of all events and/or substances that may trigger a severe allergic reaction [i.e. anaphylactic shock] in the child.

_____ Bee Sting

_____ Other Insect Bite(s): (identify): _____

_____ Animal(s): (identify): _____

_____ Food Allergy: (identify all foods or groups of foods that must be avoided):

_____ Other: (identify): _____

SYMPTOMS: Please provide a complete list of all symptoms that indicate the child has come into contact with an allergen and requires emergency treatment.

_____ Shortness of Breath _____ Swelling of the Face or Lips

_____ Hives _____ Vomiting

_____ Diarrhea

_____ Other: (explain): _____

PROCEDURES: Please indicate all steps necessary and the order in which they should be taken.

_____Administer the following medication: (provide name, dosage, and method of administration): _____

_____Administer Epinephrine injection: (provide instructions for administration)

_____Call Emergency Medical Services (911)

_____Call the child's parent or guardian

_____Other (explain): _____

_____DO NOT administer medication in the absence of KNOWN exposure to allergen

RECREATIONAL ACTIVITIES:

1. The child may participate in recreational activities. ☐ yes ☐ no

2. Recreational Activity Restrictions: ☐ none ☐ some restrictions

(explain recreational activity restrictions): _____

HEALTH CARE PROVIDER INFORMATION:

Office: _____

Name: _____

Address: _____

Phone #: _____ Fax #: _____

Signature: _____ Date: _____

PART II: (to be completed by the child's Parents and/or Legal Guardian)

By signing this form, I/we authorize Calvary Care to follow the instructions contained in this Authorization for Emergency Care of Children with Severe Allergies Form. I/We agree to update this form every six (6) months, or sooner, if my/our child's needs change.

PARENTS/LEGAL GUARDIAN(S):

Name: _____ Relationship: _____

Address: _____

Phone #: _____ Cell Phone #: _____

Emergency Contact #: _____

Signature: _____ Date: _____

Name: _____ Relationship: _____

Address: _____

Phone #: _____ Cell Phone #: _____

Emergency Contact #: _____

Signature: _____ Date: _____

PART III: (to be completed by Calvary Care Center Director)

This completed Authorization for Emergency Care for Children with Severe Allergies Form was received by Calvary Care on (date) _____.

This Form must be updated by (date) _____.

Signature: _____

Title: _____

DAILY CENTER SCHEDULE

AM

6:30	Doors open
7:00-7:15	Breakfast is served
7:45	All school aged students must be signed in to attend for the day
8:00	School aged students go to the bus stop area
8:30-8:45	Preschool / Pre-k potty time
8:45-9:10	Preschool / Pre-k transition to rooms - Free Play
9:00-9:10	Doors are open for 9:00-12:00 students
9:00-9:15	Toddlers diapers / potty time
9:15-9:30	Toddlers transition to Sun room
9:00-11:45	Each room has own daily schedule of activities (see posted outside of classroom)
11:45-12:00	Doors open for 9:00-12:00 students dismissal time and "classroom recap"

PM

12:00-12:30	Lunch
12:30-12:45	Diapers / potty time for all classes
12:45-2:45	Quiet Time
2:45-3:00	Diapers / potty time for all classes
3:00-3:30	Transition to other rooms - Free Play
3:30-5:30	School aged students join us Snack / bathrooms breaks / outside time / homework help / Center Activities
5:30-6:00	Combine and close down rooms. All students must be signed out and have exited the building by 6:00pm

~~~~~ Variation to schedule for GMSD Half days and Full days ~~~~~

**"Half day" Days** – 9:00-12:00 students dismissed at 11:30 (Doors open 11:20-11:30)

No Quiet Time for Preschool / Pre-k students

**"Full day" Days** – No School for 9:00-12:00 students

All Toddler / Preschool / Pre-k students MUST Sign up if care is needed on these days.

No Quiet Time for Preschool / Pre-k students

# CALVARY CARE EARLY LEARNING CENTER

## 2024-2025 Additional Days Opened & Closed List

**Calvary Care follows the Governor Mifflin School District calendar.**

|                                                                                                                |             |                                                                                                   |                          |
|----------------------------------------------------------------------------------------------------------------|-------------|---------------------------------------------------------------------------------------------------|--------------------------|
| Monday                                                                                                         | August 19   | GM First Student Day                                                                              | Calvary Care Open        |
| Kindergarten Staggered start students MUST NOTIFY US IF ALL DAY CARE IS NEEDED DURING THE FIRST WEEK OF SCHOOL |             |                                                                                                   |                          |
| Friday                                                                                                         | August 30   | In-Service                                                                                        | Calvary Care Open        |
| Monday                                                                                                         | September 2 | Labor Day Holiday                                                                                 | Calvary Care CLOSED      |
| Friday                                                                                                         | October 11  | Half Day Act-80                                                                                   | Calvary Care Open        |
| Monday                                                                                                         | October 14  | CC Staff Training Day                                                                             | Calvary Care CLOSED      |
| Thursday                                                                                                       | October 31  | Half Day Act-80                                                                                   | Calvary Care Open        |
| Monday                                                                                                         | November 25 | All Day Act-80                                                                                    | Calvary Care Open        |
| Tuesday                                                                                                        | November 26 | All Day Act-80                                                                                    | Calvary Care Open        |
| Wednesday                                                                                                      | November 27 | In-Service                                                                                        | Calvary Care Open        |
| Thursday                                                                                                       | November 28 | Thanksgiving Holiday                                                                              | Calvary Care CLOSED      |
| Friday                                                                                                         | November 29 | Thanksgiving Holiday                                                                              | Calvary Care CLOSED      |
| Monday                                                                                                         | December 2  | Thanksgiving Holiday                                                                              | Calvary Care Open        |
| Monday                                                                                                         | December 23 | Christmas Holiday                                                                                 | Calvary Care Open        |
| Tuesday                                                                                                        | December 24 | Christmas Holiday                                                                                 | Calvary Care CLOSED      |
| Wednesday                                                                                                      | December 25 | Christmas Holiday                                                                                 | Calvary Care CLOSED      |
| Thursday                                                                                                       | December 26 | Christmas Holiday                                                                                 | Calvary Care CLOSED      |
| Friday                                                                                                         | December 27 | Christmas Holiday                                                                                 | Calvary Care CLOSED      |
| Monday                                                                                                         | December 30 | Christmas Holiday                                                                                 | Calvary Care Open        |
| Tuesday                                                                                                        | December 31 | Christmas Holiday                                                                                 | Calvary Care CLOSED      |
| Wednesday                                                                                                      | January 1   | New Year's Holiday                                                                                | Calvary Care CLOSED      |
| Thursday                                                                                                       | January 2   | New Year's Eve Holiday                                                                            | Calvary Care Open        |
| Friday                                                                                                         | January 3   | New Year's Eve Holiday                                                                            | Calvary Care Open        |
| Monday                                                                                                         | January 20  | MLK Jr Holiday                                                                                    | Calvary Care Open        |
| Friday                                                                                                         | February 14 | All Day Act-80                                                                                    | Calvary Care Open        |
| Monday                                                                                                         | February 17 | Presidents Day Holiday                                                                            | Calvary Care Open        |
| Friday                                                                                                         | March 14    | In-Service                                                                                        | Calvary Care Open        |
| Wednesday                                                                                                      | April 16    | All Day Act-80                                                                                    | Calvary Care Open        |
| Thursday                                                                                                       | April 17    | All Day Act-80                                                                                    | Calvary Care Open        |
| Friday                                                                                                         | April 18    | Easter Holiday                                                                                    | Calvary Care CLOSED      |
| Monday                                                                                                         | April 21    | Easter Holiday                                                                                    | Calvary Care CLOSED      |
| Friday                                                                                                         | May 23      | Tentative GMSD Last Day                                                                           | Calvary Care Open        |
| Monday                                                                                                         | May 26      | Memorial Day Holiday                                                                              | Calvary Care CLOSED      |
| Tuesday                                                                                                        | May 27      | All Day                                                                                           | Calvary Care Open        |
| Wednesday                                                                                                      | May 28      | All Day                                                                                           | Calvary Care Open        |
| Thursday                                                                                                       | May 29      | All Day                                                                                           | Calvary Care Open        |
| Friday                                                                                                         | May 30      | All Day                                                                                           | Calvary Care Open        |
| Monday                                                                                                         | June 2      | Tentative First Day of Calvary Care Summer Camp                                                   |                          |
| Friday                                                                                                         | July 4      | Independence Day Holiday                                                                          | Calvary Care Camp CLOSED |
| Friday                                                                                                         | August 8    | Last Day of Calvary Care Summer Camp<br>(Week of 8/11-8/15 Calvary Care is closed for In-service) |                          |