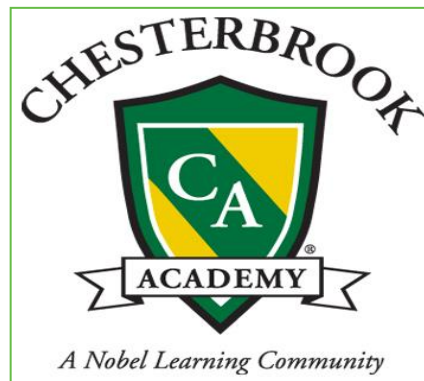


**PRESCHOOL
PARENT HANDBOOK
CHESTERBROOK ACADEMY
PA-1**



Infant χ Toddler χ Beginner
Intermediate χ Pre – K 1 χ Pre – K 2
Kindergarten χ School Age

July 2016 – June 2017

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2016 – 2017 School Year

Dear Parents,

Welcome to Chesterbrook Academy. We are pleased that you have selected a Nobel Learning Community (NLCI) School for your child's early childhood education and look forward to working with both you and your child in providing a successful and enriching learning experience.

NLCI schools offer children the opportunity to learn and develop in a happy, secure, creative and stimulating environment. We firmly believe that parent involvement is one of the significant reasons that children succeed in school. This Parent Handbook will serve as a handy reference throughout the year and as a guide as we work together on your child's behalf. **After you have reviewed the handbook, please be sure to sign and return the Acknowledgement Page to the school Principal.**

The teachers and administration welcome the opportunity to meet with you at any time throughout the year, and, of course, are always pleased to respond to any questions, concerns or suggestions you might have.

Please take note; I have highlighted a few policies and/or procedures that either is* new for this upcoming year or those that that seem to continue to surface as questions still needing some clarity.

Professional Development Days – Election Day (Tuesday, Nov 8) and President's Day (Monday, Feb. 20)

Special Requests- In continuing to service your child's social, emotional, physical and cognitive needs we ask that the Principal be made aware of any changes or accommodations that your child may need as he or she grows and develops.

Vacation Days- Vacation credits will be eligible initially to new enrollees after the completion of 6 mos. and earned yearly on July 1st provided that your child remains enrolled in the school.

Notification of Withdrawal- Parents who wish to withdraw their child must give written notice 30 days prior to leaving.

Sign In/Out – All children must be signed in and signed out daily when arriving and departing from school. Please understand this is a state regulation and one of our quality assurance items that must meet full compliance. You must escort your child to his/her classroom daily. Please remember that children should never be unattended and should be following the "walking feet" rule.

Birthdays - Only commercially prepared foods for birthday or holiday celebration. **The contents must be in a sealed box and the label must include the ingredients.** This process is not intended to cause hardship, but to minimize the possibility of serving children already handled foods and outdated products. Listing the ingredients will benefit those who have allergic reactions to specific foods.

Educationally yours, Donna Bonfiglio-Miller, Executive Director

Important Events	Important Dates (2016-2017)
Labor Day	School Closed 5-September
First Day of School	6-September
Professional Development Election Day	8-Nov ember School Closed
Thanksgiving Day	24-November School Closed
Day after Thanksgiving	25-November Non-Academic for K students
Winter Break	23, 27, 28, 29,30-December Non-Academic for K students
Christmas Day	Observed 26-December School Closed
New Year's Day	Observed 02-January School Closed
Martin Luther King's Day	16-January Non-Academic for K students
Professional Development Day President's Day	20-February School Closed for PDD
Spring Break	13, 14, 17 April Non-Academic for K students
Memorial Day	29-May School Closed
Last Day of School Year	9-June
First Day Summer Camp	12-Jun
Progress Reports	Oct, Feb, May

WHO ARE WE

Chesterbrook Academy is a part of Nobel Learning Community a network of schools across the country. Nobel Learning Communities, Inc. (NLC) is the only scaled and diversified provider of preschool - 12th grade education in the US private school industry. Our 4,700 principals, teachers and staff educate over 25,700 students in 186 schools, including 159 preschools and 27 elementary, K-8 and high schools. The schools are located in 33 metropolitan areas across 18 states and the District of Columbia. We provide local education, using different brand names in various communities based on the history and needs of each particular market. We also operate the Laurel Springs online school, which serves K-12th grade students in 48 states and 55 countries. Our greatest asset is our network of schools, with dedicated teachers who have diverse skill sets and backgrounds. By leveraging this network and valuing the contribution of each teacher, we help them create deeply engaged students.

MISSION

The mission of our preschools offer the perfect balance of learning and play in a safe, nurturing, and stimulating environment for children. Our caring teachers are dedicated to creating lifelong learners. Through the implementation of our Links to Learning curriculum, evidence of learning is found throughout our schools. Productive parent-teacher partnerships are developed, keeping families involved and connected to what their children are learning and discovering. Our educational programs provide students with instructional experiences the challenge them to think, make decisions and solve problems students should be able to construct knowledge based upon their experiences

GOALS

Our major goal is to provide the necessary educational activities that will allow your child to function successfully when he/she enters an elementary school program. Our Links to Learning Curriculum provides:

- An atmosphere in which children are encouraged to be productive and creative.
- An opportunity to develop an appreciation for education and a love of learning.
- The ability to educate the whole child – cognitively, emotionally, socially and physically.
- A positive self-concept and feeling of self-worth.
- The opportunity to develop fine and gross motor skills.
- The change to assist the child in learning about safety and good health habits.

- The skills to expand the child's background with meaningful educational experiences that are necessary for future school success in the various subject areas (reading, writing, mathematics, social studies and science).
- An atmosphere in which a child feels secure and comfortable away from his/her family.
- The ability to communicate effectively with others.
- A sense of responsibility and independence by teaching self-help skills and strengthening decision-making abilities.
- The ability to work and play in groups, as well as independently, and to promote healthy relationships with peers and adults.

Through the Links to Learning Curriculum, Chesterbrook Academy combines academic learning and structured play in a fun, safe and nurturing environment. Children are given plenty of room to discover, explore and learn. This is their introduction to a lifetime of learning, and it's a journey that should start on the right foot. Our environment is built around children and their needs. Our teachers have the sensitivity and knowledge to understand a child's individual developmental needs. They help each child learn in his or her own way. Most importantly, we encourage a highly productive partnership between teachers, principal and parents. Chesterbrook's Links to Learning curriculum is an integrated series of programs for young learners that engage their senses, mind and body. Each stage of our curriculum builds upon the last, and encourages each child's interest in discovery and hands-on learning. The curriculum takes advantage of a child's readiness to learn with fun, easily understood, challenging and meaningful activities. Links to Learning incorporates all of the components needed to ensure an excellent preparation for kindergarten and beyond. We know that when parents and teachers work as partners in a child's education, the learning experience becomes richer and more meaningful for the child. In addition to daily communication, you'll receive a monthly Links to Learning folder. The folder contains a list of skills covered that month, samples of your child's work, and suggested activities you can do with your child to continue the learning at home.

YOUR CHILD'S ADJUSTMENT

Introducing your child to his/her first group experience can be an exciting time for both parent and child. We make the following suggestions to help your child's adjustment period be quick and pleasant:

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- Allow your child to accompany you on your initial visit to school. Allow him/her to look around and get a feel for the building and the people in it. Introduce him/her to the principal and to his/her teachers. Encourage him/her to ask questions.
- After you visit, talk with your child about what you saw at school. Discuss what your routine will be when he/she enrolls. When you bring your child into the school those first few days, help him/her off with coats, boots, etc., and show him/her where to store them. Make sure your child's teacher sees him/her come in. Make a firm, quick "goodbye" ... and then leave. Your child's teacher will take over from there.
- Allow your child to bring a favorite naptime buddy or blanket for those first days at school. This will help him/her feel more secure.
- In following the recommendations of the American Pediatrics, infants are to be put to sleep on their backs. Also, in accordance with the state licensing regulations and our safe sleep policy blankets, bumpers, pillows, and toys are not permitted in infant cribs.(see page 19 for more details)
- Adjustment will be easier for your child if you accept any initial emotional reactions as normal, and continue to calmly reassure him/her of your love and interest. A child will quickly pick up on any hesitation from his/her parent.
- Feel free to give us a call later in the day to check on your child's adjustment.

ADMISSION

NLCI schools are non-sectarian, private, independent and non-discriminatory. We believe in equal education, attention and care for all children without regard to race, color, religion, or ethnic origin.

REGISTRATION

Any child enrolled will need to complete an Application, Registration Form, Tuition Agreement, an Emergency Contact, Immunization Record, and Physician's Form. This information must be kept current throughout your child's enrollment.

There is an annual, nonrefundable, registration fee due at the time of enrollment and renewable each July, or before. For weekly-pay schools, a deposit of one week's tuition must accompany the application upon enrollment and will remain on account while your child attends school. Any credit balance that you may have on deposit may be applied to your final week of tuition provided proper notification of withdrawal has been given. We will not pay you interest on your deposit, and we may commingle your deposit with our general [Type text]

funds. All new enrollments after April 1st will not be charged another registration fee at our annual re-enrollment period within the same year. Our annual re-enrollment period begins early spring prior to the start of the fiscal year in July. The new school year begins with the date listed on the Tuition & Fee schedule. In addition, we request a copy of your child's IFSP/IEP if applicable so that we can better understand his/her individual strengths and needs.

TUITION POLICY

Tuition payments are due and payable on Friday by noon prior to care or on the first day that your child is scheduled to attend each week, or if payment is monthly, on the first day of each month. Tuition is considered delinquent at 12:00 noon on Monday or the following day by noon. A late charge of \$25.00 will be assessed at that time. If tuition has not been paid by Friday, attendance will no longer be permitted unless tuition is paid in full. A \$25.00 service charge will be assessed for any returned checks. Persistent violation of this policy is reason to deny a child the opportunity to attend school. The weekly tuition rate is based upon the staff to child ratio in the room.

VACATION AND ILLNESS

Each child who is enrolled on a continuous basis is entitled to one free week of vacation per year that he/she is enrolled July thru June. Vacation credits will be eligible initially to new enrollees after the completion of 6 mos. and earned yearly on July 1st provided that your child remains enrolled in the school. Enrollment must be continuous July thru June to be eligible for any vacation credits. If you choose to withdrawal your child for any extended period of time, you will forfeit your eligibility to earn vacation credits. If your child attends on less than a full time basis, the number of vacation credit days equals the number of days per week he/she attends. You may not 'carry over' vacation credits from one school year to the next. You may not use vacation credits after you have notified us of the withdrawal of your child from your school. Vacation credit may only be taken in consecutive days and your child may not be in attendance. You may not use as individual days unless special circumstances occur and this will be granted only at the discretion of the principal. Enrollment is continuous throughout the year and it is the guarantee for a reservation for your child. There are no deductions in tuition for absences, illness or the holidays that are observed throughout the year. For specifics regarding holiday schedules and other contractual arrangements regarding absences to school please consult your tuition agreement. All summer vacations must be submitted by June 1st to help manage summer employment vacations and maintain state ratios.

WITHDRAWAL, SUSPENSION, AND DISMISSAL

Parents who wish to withdraw their child must give **written notice 30 days prior to leaving**. We reserve the right to suspend or dismiss a child (in our sole discretion) for unsatisfactory or inappropriate behavior, if we do not have adequate expertise or resources for the child's educational, medical, or other needs, for violations of our policies, or if for any reason we determine it to be in the best interest of the school. If you were called by the school to pick up your child early because of behavioral issues, full tuition is expected for that day.

If you wish to return after withdrawing your child, space is not guaranteed and you must pay a new registration fee and deposit applicable to new enrollees. You must also give us two weeks written notice prior to requesting a change in your child's attendance. If you decide to withdraw for the summer with plans to return in the fall please be advised your spot will not be guaranteed unless you discuss the minimum attendance requirement and/or deposit needed with your school principal. This also applies to extended leaves throughout the school year. Please note that your choice to withdraw your child affects your ability to earn vacation credits. For part time enrollments that need to add or change an attendance day please be advised there is no guarantee on availability.

ADDRESSES AND TELEPHONE NUMBERS

It is very important that all students' emergency cards are up-to-date at all times. If you have moved or have changed your home or work telephone number, please notify the office immediately of the changes. Also, please inform us if there are changes in the emergency telephone numbers of people to contact if you are not available. All Emergency Contact persons should be fairly local (within 15 minutes) to the school in case of an emergency.

SCHOOL DAY

Chesterbrook Academy is open and supervised daily during the stated hours of business, excluding the holidays observed during the year. If your child remains at school past the designated closing time, you will be charged a late fee as stated in the Student Arrival and Departure section of the parent handbook.

Your child's schedule may vary from day to day based on his/her needs and will include stimulation appropriate to his/her individual needs. The preschooler's morning schedule may include a morning snack, free choice activities, circle time, language development/reading readiness activities, math readiness

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activities, learning centers, motor movement and other activities, such as Spanish and computers. The afternoon schedule may include activities such as art, cooking, language experience, stories, music, and learning centers. Rest time, snack time, lunch and outside activities are provided for all preschoolers during the course of the day.

STUDENT ARRIVAL AND DEPARTURE

Our school is open and supervised daily during the stated hours of business, excluding the holidays observed during the year and based on a 10-hour school day as per our tuition agreement. Please make sure if more hours are needed you need to put it on the DPW fee agreement, so we can staff accordingly. If your child remains at school past the designated closing time you will be charged a late fee of \$5.00 for any part of 5 minutes after closing and \$1.00 every minute thereafter. ***There is no grace period.*** For families with multiple children enrolled, these fees apply to **every** child with no discount awarded.

All children must be signed in and signed out daily when arriving and departing from school. Please understand this is a state regulation and one of our quality assurance items that must meet full compliance. Parents can sign in and out on the daily attendance log located either in the front lobby or each individual classroom. You must escort your child to his/her classroom daily. Please remember children should never be unattended and should be following the “walking feet” rule. Parents, please note that the Parents’ Bulletin Board has pertinent information regarding school events and announcements displayed for your convenience. So that we may properly supervise your child, a parent or an authorized representative must sign the “in and out” record when bringing and picking up children. No child will be released to anyone other than his/her parent without prior written authorization from the parent. No phone calls will be accepted, but in an emergency, we will accept authorization by facsimile transmission. Any discrepancy to this procedure must be approved by the school administration.

RULES FOR VEHICLES WHILE ON SCHOOL GROUNDS

Because the safety of our children is of paramount concern to us, we require all parents to adhere to the following rules of the road while on campus:

- All vehicles must obey the 5 miles per hour speed limit at all times while on school property.
- Parents are asked to park in designated parking spaces only.
- While on school grounds, pedestrians always have the right of way.

- Vehicles ignitions MUST be turned off and the keys removed, while parked on school grounds.
- Children may NOT be left unattended in a vehicle at any time or for any reason.
- Please leave handicapped spaces for those with special needs.

Violations of these rules may result in a warning. If a violation is serious, or if violations continue, school personnel are authorized to take a tag number for a report to the local police.

TRANSPORTATION POLICY

Please review and discuss the importance of the following van rules and regulations with your child:

- Passengers will remain seated at all times, facing the front of the vehicle and wearing seatbelts and/ or car seats if the age or weight requires.
- No eating or drinking is permitted on the van.
- Loud, noisy, or distracting behavior is not permitted.
- Fighting or pushing of any kind is forbidden.
- Parents will be held responsible for their child's behavior while on the van or bus.
- Parents are not permitted to pick students up or drop students off at field trip destinations. Special circumstances should be discussed with the Principal.
- Dangerous objects of any kind will not be allowed on a van.
- Each student is responsible for his or her belongings on a van.
- The driver must be notified if a child suffers from motion sickness.
- Doors shall be opened and closed only by the driver or by another designated adult.
- Children may not extend any part of their body through the vehicle windows.
- Emergency Contact information is brought on any off campus trip.
- Staff will complete a face to name roll call before leaving the school, prior to leaving their destination and upon the return to school.
- Parents may follow the bus or accompany the students on the trip if room allows, but the child enrolled must be on the bus. They may not be carpooled behind.

BEFORE AND AFTER SCHOOL TRANSPORTATION

Chesterbrook Academy will make every effort to provide transportation to and from area public schools designated by the Principal. Each public school has its own unique plan for arrival and dismissal of children

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entering and exiting school property. Parents, in partnership with Chesterbrook Academy, are responsible for making sure their child understands the arrival and dismissal procedures for their child's public school. We will be responsible for the safe delivery of children to public school and to Chesterbrook Academy. While the children are on public school property, they are under the supervision of the public school officials.

Parents are responsible for notifying each school by phone or in writing of any schedule changes or absences of their child at least 2 hours prior to the scheduled van run. In the event that a child scheduled for pickup is not at the public school when the driver arrives, the van driver will notify the Principal upon returning to Chesterbrook Academy. The Principal will call the public school to ensure that the child was not left behind and will also contact the parent to find out if the parent had picked up the child from school.

The children will be instructed to wait together at a designated pick-up area at each public school. Please remember that we transport children from several area schools. Our van driver is unable to wait for a child or leave the van to look for a child who is not at the designated pick-up area.

STAFFING

The employment criteria for our teaching, administrative, and support staff adheres to or exceeds all Pennsylvania state requirements for licensed early childhood facilities. All Chesterbrook Academy employees complete the following prerequisites prior to having direct contact with children in our school:

- Pennsylvania Child Abuse History Clearance
- Department of Human Services FBI Criminal History Clearance
- Pennsylvania State Police Criminal History Clearance
- Child Care Health Assessment with Mantoux Test

Our employment criteria for teaching staff adheres to or exceeds all state requirements for licensed early childhood facilities, including the established child/teacher ratios. NLCI teachers are hired according to their education and experience in the field of early childhood education.

Our teachers and educational specialists continue to seek professional growth experiences either by continuing their formal education, by attending teacher professional development activities or through other professional enhancement activities. They are caring, nurturing individuals whose goal is to develop the whole child.

We do not encourage or recommend school staff to care for children that are enrolled at one of our schools after school hours of operation. It also is discouraged that staff not be emergency contacts since their first responsibility is to the school and the children they care for each and every day.

We do not permit school staff to transport children to or from any of our schools.

CHILD PROGRESS AND ADMISSION TO KINDERGARTEN

- We support the development of the whole child and of the individuality among children. It is expected, therefore, that the rate and pattern of development in young children will vary as they grow and develop. Our philosophy is to keep parents informed through the use of the Developmental Progress Report notification system, and, whenever necessary, through additional notification at conferences regarding their child's growth and development. Parents are encouraged to review their child's development, recorded through this system on the Progress Reports.
- Chesterbrook Academy offers a personalized learning environment to its students, infants through eighth grade. This is accomplished through the instructional program being geared to the individual child's learning ability, e.g., allowing students to "cross" grades for academic skill instruction, as needed, for advancement or improvement in specific subjects. It is therefore, Chesterbrook Academy's policy that students are not advance promoted; that is, they do not "skip" grades.
- Children are placed according to developmental progress and may continue in a placement if their developmental needs warrant such a decision, without that continued placement being considered retention". Appropriate continuation procedures and forms are used when recommending that a child repeat Pre-K 2. Placement decisions are always discussed with the parents.

The admission policy for entering Kindergarten is as follows:

1. Children who are five (5) by the cut off date set by the local school district may be admitted within the standard admission criteria. Chesterbrook Academy uses the cut-off date of September 1st.
2. Children who are not five (5) by the cut-off date set by the local school district may be considered for admission, subject to the following criteria:
 - a. The child will be five (5) before Oct 31th may be admitted within the standard admission criteria, including an appropriate readiness test at 85% proficiency.
 - b. Acceptable evidence exists that the child is emotionally, socially, physically, and academically capable of succeeding in Chesterbrook Academy's Kindergarten curriculum. It is the sole right of Chesterbrook Academy to determine what evidence is reliable and acceptable for the admission.

3. It is the parents' responsibility to check future admission requirements for future school placement both public and private.

DISCIPLINE AND BEHAVIOR MANAGEMENT

Chesterbrook Academy, discipline is approached with a positive attitude and is based on the premise that children, parents and staff respect and care for themselves, respect and care for others, and respect the school and others' property. The goal is to solve behavior concerns by using modeling, redirecting behavior, and positive reinforcement through attention, praise and reasonable outcomes for desired behaviors. Positive classroom rules/structure/reinforcement allows children to know what is expected of them. Circle time and other appropriate group meetings are used as a time for children to experience praise for themselves and others, to plan activities together, and to discuss class concerns and goals for desired behavior.

We do not utilize 'time out' or other exclusion techniques for managing behaviors in our classrooms. When necessary, the Principal may work with NLCI's Education Department to develop a behavior management plan for a child. Behavior management plans are designed for collaboration with parents in reaching a resolution for a behavior concern. If the behavior concern cannot be resolved within a stated period of time, we reserve the right to temporarily suspend or permanently dismiss a child for unsatisfactory or inappropriate behavior. This determination is made at the sole discretion of the Principal, Executive Director, and other parties at Nobel Learning Communities, Inc.

Biting

We recognize that biting is a developmentally appropriate behavior for children in the infant through beginner classrooms. Parents with children in these classrooms should expect that their children may be bit, or will bite another child. The staff understands that parents are concerned and can be upset when their child is involved in a biting incident. We ask that you remember this is a developmentally appropriate behavior, and that the staff is working to identify situations, which provoke or elicit this behavior so it can be prevented in the future. The staff will redirect the children to different activities within the classroom to minimize the opportunity for reoccurrence. Parents are expected to work with staff to implement strategies to curb this behavior. As always, we must all respect and abide by the rules of confidentiality.

A procedure for difficult behaviors is used when appropriate, and, when necessary, a plan is designed to work with parents in reaching a resolution. Parents are kept informed as to the behavior concern. If the behavior
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concern cannot be resolved, we reserve the right to dismiss or suspend a child for unsatisfactory behavior to ensure the health and safety of all children.

HEALTH AND SAFETY

All students are required to have updated physical health forms and immunization records on file. All physical health forms must be submitted within 30 days of enrollment.

All staff members are trained in First Aid and Fire Safety procedures. Water Safety and CPR trainings are consistent with the requirements of the DPW. They can take care of everyday bumps and bruises. If a child has an accident or incident during the day, the appropriate form will be filed and sent home for the parent's notice. For any serious accident or incident, we will attempt to notify parents by telephone.

In the event of a serious emergency, the school will secure immediate medical attention as describe on the "Authorization for Medical Treatment" section of the child's enrollment form filed in the school office. Every effort will be made to contact parents, guardians, or authorized family members or friends. Staff is not to transport children in personal vehicles in an event of a medical emergency.

Student health is an important factor at Chesterbrook Academy. Observation and supervision of the health of students during school hours is the responsibility of each teacher. We reserve the right to refuse admittance to any student who shows signs of illness. A student who becomes ill at school will be made comfortable until his/her parent can be notified and the student is picked up from school. A parent must pick up an ill child within one hour of notification.

As part of the admissions procedure, you authorize us to obtain immediate medical care if a medical emergency occurs when you cannot be located immediately. Such care may be from a physician or hospital other than your child's physician if in our judgment there is insufficient time first to contact your child's physician. You also authorize us to make the decision of when an emergency exists.

If an accident does occur at school and medical treatment is necessary, payment is the responsibility of your medical coverage. Please see your Principal with any other questions.

SICK POLICY AND MEDICATION

The purpose of our sick policy as it applies to children is a follows:

- To reduce the spread of illness from the sick child to other children.
- To reduce the possibility of the recuperating child returning to school before the child is fully recovered from the illness, which in turn could develop into a more serious illness.

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- To prevent the constant spread of colds, flu and diarrhea so common among small children.

Parents are to assist us in maintaining a safe and healthy environment for all of our children by helping to reduce the spread of illness from a sick child. If you, as a parent, have any questions regarding this policy, feel free to discuss them with your Principal.

Illness

A sick child must stay home where he/she is most relaxed and comfortable. Children may be sent home if they have any specific symptoms as listed below. In addition, a child must be free of all of these specified symptoms for at least 24 hours before he/she can be returned to school.

These symptoms are as follows:

1. A fever of 100 degrees or more.
2. Vomiting within the previous 24-hour period.
3. Diarrhea within the previous 24-hour period (including recurring episodes of diarrhea at school).
4. A heavy nasal discharge indicative of infection.
5. A constant cough or sore throat.
6. Fussy, cranky behavior and generally not himself/herself.
7. A skin rash, excluding diaper rash.
8. Head lice. (Note: Child must be nit-free to return to school.)
9. Symptoms of a communicable disease.
10. An eye showing redness or discharge.
11. Any discolored discharge from eyes, ears, and or nose.

Following an illness, a child may return to school once he/she has either been seen by a doctor or it has been determined that the illness is not contagious. A doctor's clearance may be requested.

General Notice: *Students having a temperature of 100 F or more should be fever free (while off of fever-reducing medicine) for a minimum of 24 hours before returning to school.*

With the exception of our infant population, children at Chesterbrook Academy will be involved in physical fitness activities, both indoors and outdoors, as an important part of the curriculum. If a parent believes that his/her child is not well enough to participate, he/she will probably be more comfortable at home in more familiar surroundings. The school is not equipped to accommodate the needs of a sick child.

Medication

Chesterbrook Academy will administer **over-the-counter** medications to children ONLY under specific circumstances, as follows:

- a. The medication is in the original container.
- b. A medication release form is completed by the parent/guardian to include the name of the medication, the dosage to be administered, (must match the bottle label), time to be administered, and the length of time that the child is expected to be on the medication. If a medication is to be administered for longer than 10 days, we require a physician's signature on appropriate medication form. Under no circumstance should medication be left in a child's cubby, diaper or book bag. The medication should be brought in only while your child is taking the medication. Under no circumstances should medication be administered through a baby's bottle/sippy cup.
- c. If your child requires Benadryl or any other over the counter medication that would be used in an emergency situation, please accompany the medication with a doctor's note with the specific situation.
- d. A written authorization must be provided by the parent or guardian prior to the application of any topical products, such as diaper ointment or sunscreen.
- e. Vitamins are to be given at home.
- f. If your child requires 3 doses of medication, the first dose should be given at home, midday dose given at school and final dose given at home. Our schools will administer midday medications only. Any other exceptions must have prior approval from your school principal.
- g. Medication may be administered during school hours only by designated school administrators.

Note: In circumstances requiring specific skills or prior medical training to administer medicines, or use certain medical procedures, the school will not be able to accommodate the administration of these prescription medications or procedures.

Prescription medications will be administered to children ONLY under specific circumstances, as follows:

- a. The medication is in the original container and shall be labeled with the full Pharmacy label.
- b. A medication release form is completed by the parent/guardian to include the name of the medication, the dosage to be administered, and the time to be administered, and the length of time that the child is expected to be on the medication.
- c. Chesterbrook Academy will not administer any medication without a parental medication release form and the physician's prescription on the medication.
- d. Prescription medication shall be used only for the child named on the label.
- e. If your child requires 3 doses of medication, the first dose should be given at home, midday dose given at school and final dose given at home. Our schools will administer midday medications only. Any other exceptions must have prior approval from your school principal.

FIRE AND OTHER SAFETY DRILLS

As requested by law, the school will hold regular fire and safety drills. It is expected that all students on the campus at the time of such drills will participate fully. At times, these drills may take place in inclement weather. All attempts will be made to assure that children are properly attired at such times not forgetting the over goal is to evacuate the children as quickly and safely. Should you find yourself on campus while a drill is taking place, please participate with your child. Please take time to review and discuss the importance of such drills with your child and to be sure that he or she knows the routines.

FOOD SERVICE AND NUTRITION

At Chesterbrook Academy we offer children nutritious early-morning and mid-afternoon snacks. In addition most of our schools will include lunch a program. Menus are posted on the school website as well as posted for parents to review. Our menu conforms to all state nutritional guidelines. Food exceptions cannot be made except in the case of allergy or religious constraints. If you were to provide your child with additional food, please make sure it adheres to both the nutritional and safety guidelines of the school and does not require warming. For the safety and well being of all of our students, please refrain from bringing in peanuts or peanut butter, or peanut butter products. In conjunction with this policy we support the non- serving of peanuts and peanut butter to our students.

(Please note: Products served may contain traces of tree-nuts and/or may have been produced in a plant that processes peanuts, tree nuts, nuts. Please see your school principal for ingredient information should you have any questions.)

[Type text]

WHAT TO BRING

Each child will have a cubby in his/her classroom to store all personal belongings. All items from home should be labeled with your child's first and last name. The following items are required to be brought in from home for each classroom:

<u>INFANT</u>	<u>TODDLER</u>	<u>BEGINNER</u>
3-4 full changes of clothing	2-3 full changes of clothing	2-3 full changes of clothing
prepared plastic bottles	1 standard size crib sheet	1 standard size crib sheet
prepared solid foods	1 small blanket	1 small blanket
<u>INTERMEDIATE</u>	<u>PRE-K</u>	<u>KINDERGARTEN</u>
2 full changes of clothing	2 full changes of clothing	2 full changes of clothing
1 standard size crib sheet	1 standard size crib sheet	
1 small blanket	1 small blanket	

Please keep in mind that cubby space is limited. We encourage you to pack light and bring only the essentials that your child will need at school. Candy, gum, toy weapons, jewelry, and money are not permitted at school. Toys should be sent only on designated days set by the teacher.

INFANT LABELING

Each child in our Infant program will be assigned a color on his/her first day of attendance, which will be used to label all bottles, food, belongings, and classroom spaces. Color labeling allows all teachers to easily verify that each child is administered his/her own items at all times.

Parents are responsible for correctly labeling all bottles, lids, sippy cups, and/or solid food containers with colored tape **AND** their child's name labels. Colored tape and name labels are provided by Chesterbrook Academy through AppliedLabels.com. It is critical that all infant materials are labeled in order to maintain a safe and healthy environment for the children in the Infant classrooms. For convenience purposes, extra supplies can be ordered directly by the parent at appliedlabels.com.

CLOTHING

Children are asked to wear clothing that they can move around comfortably in throughout the active school day. Shoes must be closed-toe and closed-back with a non-slip sole. Each child should also have outerwear that is suited to the weather in order to allow for outdoor play.

BIRTHDAYS

Birthdays are important to children, and they enjoy sharing them with their friends at school. We normally celebrate children's birthdays at snack time. Parents are welcome to attend. Please notify your child's teacher or Principal if you plan to bring a snack for your child's special day.

Parents may only bring commercially prepared foods for birthday or holiday celebration. The contents must be in a sealed box and the label must include the ingredients. This process is not intended to cause hardship, but to minimize the possibility of serving children already handled foods and outdated products. Listing the ingredients will benefit those who have allergic reactions to specific foods.

Teaching staff is not to be responsible for distributing party invitations. We urge you to mail them or distribute them outside of the school to avoid hurt feelings among the uninvited. Cubby distribution will only be permitted if all students are invited.

A popular way to celebrate birthdays is with a new book donation to the school library. A bookplate is placed in the donated book with the child's name and birth date, and the book is put into circulation for all students to enjoy. Your Principal may suggest titles for donations, if you prefer.

PARENT INVOLVEMENT & COMMUNICATION

Chesterbrook Academy has varying opportunities for participation, such as donating time or treats for parties, accompanying field trips, etc. We encourage participation and volunteering. You are welcome to visit and observe our schools in operation at any time. The school schedules a variety of events which may include Back to School Night, Fall Festival, Spring Flings, etc. Special events and reminders will be publicized by newsletters and other forms of communication well ahead of time. Parents will also be asked to participate in parent teacher conferences periodically throughout the year to discuss their child's progress. Your continued support is essential in creating a positive learning atmosphere for your child. Chesterbrook Academy encourages the establishment of open channels for the parents or legal guardians of the children in the school to communicate with the school. Parents or legal guardians not subject to a restriction (such as a court order) are able to interact with their child's teacher, and other staff members involved with their children, on a regular, [Type text]

daily basis during the school's normal hours of operation (subject to any applicable procedures of the school, such as those relating to security, or those imposed by the school to ensure the effectiveness of teaching and classroom management). An added feature to our communication with you, each school has a website as well as the ability to e-notify you through e-mail correspondence. It is critical for you to provide us with your e-mail address upon enrollment and update us if any changes were to occur. In addition, parents or guardians are able to interact with their child's principal on a regular basis, and can make an appointment to meet with their child's principal (or, on an as-needed basis, the Executive Director to whom such principal reports) at a mutually convenient time.

SPECIAL PROGRAMS

Special events will be publicized by newsletters and other forms of communication well before the events, e.g., picture, holiday programs.

SUGGESTIONS AND CONCERNS

Chesterbrook Academy welcomes your suggestions and respects your concerns. Our goal is to provide an opportunity for open communication between parents and our staff. Each school will have a system for sharing those concerns posted in the lobby area.

INCLEMENT WEATHER

Emergency closings or delayed openings may be observed if weather conditions present current or potential unsafe travel conditions. If we deem it necessary to close school early due to inclement weather parents will be notified by telephone during school hours and instructed on our early closing time. If weather forces us to close school entirely and/or delay opening parents will be informed in the start of the winter season as to what TV and/or RADIO channel to watch for our school closing listing. There is NO financial reimbursement for closings beyond our control. Also, no tuition credit will be provided for emergency closures.

We will use the following methods to communicate this information.

- Delivered via mass e-notification to all currently enrolled families
- Posted at the top of the front page of the school's website
- Announced on our school's direct voicemail
- **Shared on 6ABC by television and at www.6abc.com**
- Shared on NBC10 by television and at www.nbcphiladelphia.com

We will make every effort to provide as much notice as possible if we are changing our operational hours. It is critical that you check all of the aforementioned communication channels for emergency or weather-related announcements that affect our school

ABSENCES

No tuition credit will be provided for absences, illness, emergency closures, or holidays. Tuition is continuous throughout the year and guarantees a reservation for your child in his/her class. No requests for a lower attendance tuition rate will be granted for neither planned nor spontaneous absences from school.

DISMISSAL & SUSPENSION

Chesterbrook Academy reserves the right to temporarily suspend or permanently dismiss a child for unsatisfactory or inappropriate behavior if we do not have the adequate expertise or resources for the child's needs, for violations of our policies, and/or if it is found to be in the best interest of the school. This determination is made at the sole discretion of the Principal, Executive Director, and other parties at Nobel Learning Communities, Inc.

NOTICE OF WITHDRAWAL

Parents who wish to withdraw their child from Chesterbrook Academy of Philadelphia must provide written notice to the Principal a minimum of thirty (30) days prior to the child's last day of attendance. Upon notice of withdrawal, any credit balance that you may have on deposit or on your account will be applied towards your child's final weeks of tuition.

Withdrawing your child from the school with less than thirty (30) days' notice will result in forfeiture of any credit balance that you may have on deposit or on your account.

Tadpoles

Links 2 Home is powered by Tadpoles, the leader in preschool communications, but is tailored specifically to tie with our Links to Learning curriculum. Links 2 Home has a mobile app that you can download to get started. The app gives you the ability to easily view photos, notes and daily reports from teachers, as well as the ability to easily notify us of special drop-off information or absences.

MISCELLANEOUS

Receipts

Parents can request for weekly/monthly/year end receipts by submitting the request in writing to school administration.

Use of Photograph, etc.

You authorize us to use your child's photograph or appearance in any advertising or other media.

Internet Use

You recognize that while the Internet has the potential to provide vast resources and tremendous learning opportunities, searching the Internet can expose your child to dangerous or inappropriate material. You agree to release the school and its employees from all claims, charges, and damages of any nature arising from use or misuse of the Internet. You further agree that the school may condition your child's use of the Internet upon execution by you and your child of further documentation as may be required by the school.

Responsibility

You agree that you will be responsible for any loss, damage or destruction by your child of any property of the school and for any damages for which the school becomes liable or chargeable because of your child's actions.

<p>PARENT ACKNOWLEDGEMENT FORM</p>

**2016-2017 Chesterbrook Academy
Parent Handbook**

Student Name (Please Print): _____ Student SS# _____

Address: _____ Town _____

Phone #: _____ home _____ cell _____

This Parent Handbook was created to promote an understanding of the policies and procedures at Chesterbrook Academy for the 2016-2017 fiscal year (July 2016 thru June 2017)

The information in this Parent Handbook applies to all activities occurring on school grounds, school buses, and during any school related activity. It is important that parents and students are familiar with these expectations.

Please remove this page, sign it, and return it to the Principal. It will be added to your child's permanent file. Your signature means that you have received this Parent Handbook and understand the policies and procedures of Chesterbrook Academy.

I have read and understand the policies and procedures in the Chesterbrook Academy Preschool Parent Handbook. I agree to abide by them as will my child (ren).

Parent/Guardian and Signature Date: _____

Parent/Guardian and Signature Date: _____

Submission Date and Signature of School Level Manager: _____

[Type text]