

Fountain of Knowledge Mission Statement

Fountain of Knowledge provides a variety of experiences and lessons that will develop children's growth in all five developmental areas. We offer individual attention to each child. Our goal is to produce self-reliant, confident children prepared for Kindergarten and life-long learning. The center aims to form an environment that is not only fun for kids but also family-oriented and comfortable. Fountain of Knowledge strives to create the intimacy of home, with a degree of excellence.

Staffing

Fountain of Knowledge employs qualified teachers, well trained aides and experienced support staff in accordance with the requirements set forth by the Pennsylvania Department of Human Services and its licensing policies. The center's employees agree with the mission statement of the company. All employees meet the following criteria:

- Required to complete at least six clock hours of current training in areas relating to Early Childhood Education each year
- Receive annual Fire Safety training
- Certified in First Aid and CPR
- Maintain confidentiality and conduct themselves in a professional manner
- Required to provide FBI criminal background check, clearance for child abuse and criminal histories
- Employees may not use harsh, demeaning or abusive language toward anyone at anytime
- Employees may not single out a child for ridicule, threaten harm to a child or the child's family
- Employees may not use any form of physical punishment, including spanking a child

Supervision

- Children in the facility are always supervised
- The staff to child ratio is: one adult to every five children one year of age; one adult to every six children two years of age; one adult to every ten children 3 and 4 years of age
- Outdoor play space is considered part of the facility

Admission

Applications for admission are available upon request from the center's director. After the completed application is received by the center, you will be notified if there is an available position for your child(ren). There is a non-refundable enrollment fee (which is equal to 2 weeks of tuition).

Payment of this fee is required upon acceptance of a position for your child(ren) in our program. If a position is not available, you may elect to place your child on the waiting list. When a position becomes available, an admission interview will be scheduled. A 30-day notice is required to remove a child from the program.

At the time of the admission interview, the Director will review with you the general schedule, hours for which care is to be provided, fees, responsibility for lunch/snack, clothing, health policies, and arrival and pickup policies. During this time, you and your child may visit the classroom and tour the facility. You will also be given a health assessment which must be on file when the child starts. The date of the examination must be included. The information included on the form must be current (no older than twelve months prior to admission). It must be signed by a Physician or Certified Registered Nurse Practitioner. A tuition agreement will be completed. The tuition agreement and emergency contact information must be updated every six months. The Health Assessment must be updated annually. The first tuition payment and enrollment fee are required to complete the enrollment process.

- The enrollment fee and tuition payment are used as a deposit and are non-refundable.
- If for any reason you need to drop from the program, we require 30 days written notice.

Services are provided and admissions are made without regard to race, color, religious creed, ancestry, sex, disability or national origin. Families with limited English proficiency will be “buddied” with another family to help make the transition easier. Individual conferences and support will be provided when necessary. Complaints of discrimination may be filed with the Office of Civil Rights, U.S. Department of Health and Human Services, Bureau of Civil Rights compliance, Departments of Human Services, and/or the Pennsylvania Human Relations Commission.

Children must be 12 months of age to attend the one-year-old program; 2 years old by in order to attend our Toddler program. To enter our Three-Year old program, children must be potty trained, turn 3 years old by September 1st, and display appropriate maturity. Children will be placed in groups by age, program, and availability of space.

Security

- All doors are locked for the safety of the children and the staff.
- Fountain of Knowledge employees have the right to ask anyone who is picking up a child to show proper photo identification. All

- parents and authorized pick-up persons are required to have proper photo identification on their person at each pick-up time.
- Fountain of Knowledge employees will not release a child to a person with whom they are no familiar and fails to produce required identification.
 - Please do not hold the door for anyone you do not know by name.

Arrival and Dismissal

- All children must be signed in and out each day by an adult.
- It is preferred that children arrive no later than 9:00am in order to prevent class disruptions during lesson activities.
- Adults dropping off the children are required to wait with the child until a staff person can receive the child.
- At no time should a child be dropped off outside the building or at an entrance.
- No child may enter the building unsupervised at any time.
- When at all possible, please contact the center if you are running late to pick-up your child
- Children will only be released to authorized pickup persons who are listed on the Emergency Contact Form. The pickup person must be at least eighteen (18) years of age. Please keep the information on the Emergency Contact Form current. Any changes must be made on the original form in your child's file. We will then pass the information on to the classroom teachers.
- All children must be signed out by the pick-up person

Late Fees

- If you are late picking up your child, after the first 10 minutes, you will be charged \$10.00. For each additional minute, you will be charged \$1 per each minute late/per child.
- If you are habitually late picking up you child, a mandatory schedule change will be required, or you may be asked to leave the program

Transportation

- Fountain of Knowledge does not provide transportation to or from the center.

Emergency Medical Care

If emergency care is needed for a child, the parent will be contacted as soon as possible in the best interest of the child. If the parents cannot be reached, the emergency contact person/persons will be notified.

A staff person will accompany the child to the source of the emergency care and will remain with the child until the parent or emergency contact person assumes responsibility for the child.

Please keep your emergency contact/information up to date, including your Health Insurance identification numbers.

Health Concerns – Exclusions and Restrictions

In order to provide a healthy and safe environment for everyone, children may not attend school under the following conditions until after being 24 hours symptom free from the last occurrence:

- Vomiting
- Fever
- Diarrhea
- Green runny nose
- Contagious rash

***If any of the above symptoms persist for three or more days, the student must be symptom free for 48 hours from the last occurrence and a doctor's note is required to return to school.**

The following conditions require a doctor's note to return to school and require being symptom free for 48 hours from the last occurrence:

- Pink-eye
- Scarlet Fever
- Chicken Pox
- Rash/Hives
- Measles
- Norovirus
- Salmonella Typhi (typhoid-like fever)
- E.coli O 157:H7, Enterohemorrhagic or Shiga toxin-producing E.coli
- Shigella spp. (causes shigellosis); and
- Hepatitis A virus

***If an outbreak should occur with any of the above, the child must be symptom free for 48 hours from the last occurrence and a doctor's note is required to return to school.**

Children who become ill during the day will be sent home. **Sick children must be picked up within 30 minutes of initial phone call from the center.** Parents are responsible for providing up-to-date emergency phone numbers, promptly picking up an ill child and consulting with your child's doctor about diagnosis and care. It is important that you have an emergency contact person who is local and available for timely pickup if necessary. If your child is sent home sick, he/she may not return the next day, they

cannot return to the center until they are symptom free from the last occurrence for a full 24 hours.

We require each student wash their hands with soap and water upon arrival, before entering the playroom or the classroom. All students must be accompanied by their parent when hand washing.

In order to keep our students and staff as healthy as possible, we ask that sick siblings and parents not enter the building during drop off or pick up. While we understand this may cause an inconvenience, we will try our best to help assist if ratio allows. Please call the center to see if our staff is able to help bring students to their classrooms.

Head Lice

We have a no lice, no nits policy. Upon discovery of lice/nits the child will be sent home. The child should be treated appropriately. Please consult your health care provider for the best way to handle the removal of lice/nits as well as ongoing maintenance. A notice will be sent home to all parents if lice are detected so that everyone can check their child's head. Individual children repeatedly sent home with lice will need a doctor's note to return to the center.

For all medical concerns, Fountain of Knowledge refers to the recommendations by the American Academy of Pediatrics distributed by the National Association for the Education of Young Children.

No tuition credit or refunds are given for sick days.

Medication and Special Needs

In order to allow Fountain of Knowledge staff to administer medication to your child, you must complete a Medication Authorization Form.

- The form includes the name of the medication, the dosage, dosage instruction, the date and parent signature.
- All medication must be in the original bottle with the prescription label included. If your child has an inhaler and you have thrown away the box with the needed information on it, please contact the pharmacy for a replacement sticker, or your doctor for documentation.
- Any OTC (over the counter) medications must be accompanied by a doctor's action/care plan. It must include the dosage, dosage instructions and must be in the original box.

- If your child's allergy requires an EPI pen or any prescribed emergency medication, one will be required to remain in school, in your child's classroom emergency travel kit.
- A child who receives a dose of EPI-pen may not return to school for at least 24 hours or until all symptoms have been resolved. Children returning must have a doctor's note stating the child is free and clear to return to school.
- No medication will be administered if these guidelines are not followed.
- Never put any medication or vitamins in your child's lunch box or school bag.
- Please inform Fountain of Knowledge staff of any changes to your child's health, medication or action/care plan.
- Please inform our staff if your child has any special needs or unusual health concerns including food allergies or religious restrictions regarding food immediately.

Fountain of Knowledge Operations Schedule

Fountain of Knowledge is closed on the following days:

- Martin Luther King Day
- Easter Monday
- Memorial Day
- Juneteenth
- Fourth of July
- Labor Day
- Indigenous Peoples' Day
- Thanksgiving Day
- Thanksgiving Friday
- Christmas Eve through New Year's Day

Daily Schedule

6:30 – 7:15am:	Free Play
7:15am:	Wash hands
7:30 – 8:30am:	Breakfast
8:30 – 9am:	Bathroom/wash hands

9:00am:	Circle time lessons/Individualization time /Reading/Exercise
11:00 – 11:45am:	Outdoor/Gross motor activities
11:45am:	Wash hands
12:00 -1:00pm:	Lunch
1:00 – 1:30pm:	Bathroom Time
1:30 – 3:30pm:	Naptime
3:30 – 3:45pm:	Manipulatives/Puzzles/Art
3:45pm:	Snack
4:00 – 6:00pm:	Free Play/Outdoor activities/Puzzles

The daily schedule will be used as a guide for structure and routine. It may change from day to day based on the children’s attention span and interests. The focus is to provide a schedule on which the children can rely.

Classroom activities are planned and executed based on the Pennsylvania Early Childhood Learning Standards. Children participate in activities in each of the following areas of development daily:

- Social
- Emotional
- Gross Motor Skill
- Fine Motor Skill
- Cognitive

Basic Emergency Plan

Fountain of Knowledge has established a basic emergency plan that is meant to address extraordinary circumstances that could threaten lives or property. The plan outlines an action plan to be implemented in extreme situations that will provide the best available protection for everyone under our care.

The plan is near the parent sign in desk. There is also a copy of the plan in the emergency kits. A “shelter-in-place” has been established. Supplies are checked and recorded every six months. The Emergency Plan is reviewed at the time of our annual inspection by the State.

Specific Emergency Closing Information

It is the policy of Fountain of Knowledge to close due to poor weather or extreme emergency conditions.

School closings are announced on our Fountain of Knowledge Facebook page and Instagram page.

If the weather conditions become hazardous during childcare hours, Fountain of Knowledge will close, and all parents will be notified.

If there is an emergency during the school day that forces an evacuation of our building, the children will be taken to Jefferson Urgent Care at Smylie Times 2607 Rhawn St. (215) 333-0304. Parents or emergency contacts will be notified as soon as possible and in the best interest of the children's safety. Our first concern is always the safety of our children and staff. There will be no tuition credits or refunds for any emergency or weather-related closings.

Clothing Policy and Supplies

All children must come to school dressed in acceptable clothing for playing, climbing, running, jumping, riding bikes and participating in messy art projects. Girls are encouraged to wear pants or shorts since they will spend a lot of time playing on the floor.

Appropriate clothing guidelines required by Fountain of Knowledge are as follows:

- Sneakers or rubber soled shoes are required. Open toed shoes, sandals, flip-flops, snow boots and rain boots are not acceptable footwear. They pose a safety hazard.
- During the colder months, children must come to school with appropriate outer wear for outdoor play. It is Fountain of Knowledge's policy to have the children play outdoors if the weather permits. Hats that cover their ears and gloves are required.
- Please provide your child's teacher with a complete change of clothing that is appropriate for the season. This clothing should be placed in a zip seal plastic bag and labeled with your child's name. At the change of season, your child's teacher will send your child's bag home to switch the clothing for the season
- Several changes of clothing should be provided for potty-training children.
- Diapers/wipes - for toddlers still in diapers or who are training (no pull-ups)

- Crib sheet and blanket for cots

Naptime

Sheets and blankets are sent home on any day that the child is ill or has an accident. All bedding is sent home on a regular basis for washing. Children are not required to sleep but must remain quietly on their cots.

Discipline

Discipline is based on positive goal setting with praise for following the established limits necessary to run a safe and happy program. Children are redirected and encouraged to choose acceptable activities. Short rest breaks are given if a child loses control and cannot be redirected. All limits are developmentally appropriate and implemented with awareness of the child's self-esteem.

Parent and Teacher Relationship

The relationship between teacher and parent is very important to the child's adjustment and overall happiness in childcare. Please feel free to talk with your child's teacher if you have any questions or concerns. If necessary, you may make an appointment, so that the teacher is free of classroom duties to talk privately with you. The children receive a daily report so that you will be aware of health, bathroom and food concerns. The report also includes special activities of that day.

Release of a Child

A child will not be released to a parent/guardian that does not have physical custody, without the written consent of the custodial parent/guardian. To determine the custodial parent/guardian, all separated or divorced parents of children enrolled in the childcare must provide the center with a copy of the court order or custodial agreement adjudicating that determination of custody. This court order/custodial agreement is placed in the child's file.

Tuition Policies

For the center to meet its financial obligations and in fairness to all families, we require that tuition be paid promptly and in full. Tuition is due monthly, prior to the 5th of each month. If a payment has not been received by the due date, a \$25 late fee will be applied. After 30 days, the child will be excluded from our program and his/her position will be offered to the next child on the waiting list. If the position remains open, the child may be invited to return, at the discretion of the center, when full payment of all

past due tuition is made. Payments can be mailed to 2722 A Rhawn St. Philadelphia, PA 19152 or may be left in the tuition drop box in the center.

All payments must be submitted in an envelope with the students first and last name on it. Checks returned by the bank are subject to the service charge. New checks must be issued. We will not redeposit a returned check. After two occurrences of returned checks, cash or a money order will be required.

Thank you for choosing Fountain of Knowledge childcare. We look forward to good times, memories and several learning experiences for your child. If you have any questions, please don't hesitate to contact the center.

Center Information:

Fountain of Knowledge Childcare

2722 A Rhawn Street

Philadelphia, PA 19152

Website: www.fountainofknowledge.org

Phone: 267-702-3372

The owner of the center is the final authority in all matters and can waive any and all regulations as seen fit for just cause.

This handbook contains policies and procedures of Fountain of Knowledge. We reserve the right to amend this handbook, and thus, the information contained herein is subject to change.

Children and parents must accept and abide by the center's policies and procedures in order for the child to attend Fountain of Knowledge.