Robert and Maureen Dunham
Children's Learning Center
at Penn College



FAMILY HANDBOOK

Academic Year 2026–27

A Keystone 4-Star Center

Early Learning naeyc ACCREDITED Program

pennsylvania KEYSTONE STARS
OFFICE OF CHILD DEVELOPMENT AND EARLY LEARNING

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WELCOME

We are pleased to welcome you and your child/ren to our center. We offer the following guide to our policies and procedures to help make your child's adjustment as smooth as possible. Please ask the center's director or assistant director if you have questions or concerns about anything in the handbook.

By enrolling your child in our center, and signing the form indicating your receipt of this handbook, you are agreeing to abide by the policies and procedures outlined here, as modified or amended from time to time, and so are we.

ROBERT AND MAUREEN DUNHAM

The Children's Learning Center at Pennsylvania College of Technology is named for retired Penn College Board of Directors Chairman Robert E. Dunham and his wife, Maureen.

After a long, distinguished career in higher education, Dunham retired in 1998 from The Pennsylvania State University as senior vice president and dean of the Commonwealth Education System. He served as chairman of the Penn College Board of Directors from 1997 to 2012. During his tenure as board chairman at Penn College, Dunham provided leadership for the design and construction of a new main entrance, the Student and Administrative Services Center, College Avenue Labs, the Madigan Library, the Center for Business & Workforce Development, Rose Street Commons student housing complex, the Construction Masonry Building, and the Children's Learning Center, as well as renovation of many campus facilities, including extensive work at the historic Klump Academic Center.

Maureen Dunham is a retired elementary public-school teacher, having taught for 28 years in Pomona, Calif.; Ventura, Calif.; West Lafayette, Ind.; and the State College area. She helped found and administer a no tuition Friendship Tutoring Program for elementary school students in the State College area who need help with math, science and reading skills.

ABOUT THE CHILDREN'S LEARNING CENTER

MISSION AND GOALS

The mission of the Children's Learning Center at Penn College is to provide early care and education services that facilitate students' access to the College experience and serve employees.

GOALS

- To function as a model early care and education program, one that meets or exceeds licensing and accreditation standards to demonstrate the highest standards of care and early childhood education;
- To provide exemplary early care and education, following developmentally appropriate practices, for young children and their families;
- To extend the educational experiences of students enrolled in Penn College majors by providing a demonstration and observation site.

PHILOSOPHY

At the Children's Learning Center, our first priority is establishing a safe, nurturing, and responsive environment where children's physical needs are met and they feel psychologically secure. We believe that high quality early care and education fosters the physical, social, emotional, language, and cognitive development of young children. Reciprocal relationships with each child's family are an essential element of quality. We value and celebrate each family's unique composition and their cultural, ethnic, and linguistic background. Positive relationships among all children and adults promote each child's sense of individual worth and belonging to a community.

We believe children are active learners who construct an understanding of the world around them through play and exploration of their environment. Teachers support and enhance children's learning by providing the time, materials, and relationships children need. Children learn at varying rates and in different ways. They also have different methods of representing what they know.

We believe adults are also active learners. We are committed to supporting the education of Pennsylvania College of Technology students who are learning about children and families. This is best accomplished by providing them with opportunities to work directly with children and families, under the guidance of professional educators who serve as role models and mentors, in an exemplary early care education setting. We believe that children's development and learning are enhanced by their experiences with the Penn College community.

Accreditation and Certificate of Compliance

The Children's Learning Center at Penn College is accredited by the National Association for the Education of Young Children (NAEYC). This prestigious voluntary credential recognizes the quality of our educational program and the qualifications of our staff, which far exceed the requirements for the state certificate of compliance. Accreditation must be renewed periodically, a process which involves a lengthy self-study involving staff, families, and administration, followed by a visit from the accrediting body. For more information, please visit www.naeyc.org.

The state of Pennsylvania offers a tiered quality program, Keystone Stars, that is a responsive system to improve, support, and recognize the continuous quality improvement efforts of early learning programs. The system is guided by three core principles. A whole child approach to education is essential to meeting the holistic and individual needs of each and every child and family. Knowledgeable and responsive early childhood education (ECE) professionals and educators are essential to the development of children and the support of families. Building and sustaining ongoing positive relationships among children, families, early care and education professionals and community stakeholders is essential for the growth and development of every child. More information regarding the program can be found at www.pakeys.org.keystone-stars.

We are inspected annually by the Pennsylvania Office of Child Development and meet all compliance requirements for a certificate of compliance as a childcare center. We have been awarded a STAR 4 ranking (the highest possible) under the Keystone STARS system. Please see the certificate display in the bulletin board outside the Center, which informs you of your rights as a parent or guardian and tells you where to report complaints. The PA Child Care Center certification guidelines were revised in December 2020. They are available online at www.pakeys.org/certification.

Nondiscrimination Statement

The Center participates in the Child and Adult Care Food Program funded through the U.S. Department of Agriculture (www.fns.usda.gov). The U.S Department of Agriculture and the Children's Learning Center prohibits discrimination against its customers, employees, and applicants for employment on the bases of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department. (Not all prohibited bases will apply to all programs and/or employment activities.)

If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at www.ascr.usda.gov/complaint_filing_cust.html, or at any USDA office, or call (866) 632- 9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at program.intake@usda.gov.

Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (Spanish). USDA IS AN EQUAL OPPORTUNITY PROVIDER AND EMPLOYER.

Our Staff

Our Center's adult-child ratio meets accreditation standards and Pennsylvania certificate of compliance requirements. All of our full-time teachers have degrees in early childhood, elementary education or a human service-related field. All have prior experience working with young children. The Center Director holds a master's degree in education and has over 20 years' experience working as a director and educator. The Assistant Director has a degree in education.

Regular involvement of college students reflects a vital part of our mission. College student workers and student interns supplement our well-qualified staff. Students use the Center to complete course requirements for Human Services and Restorative Justice, Nursing, Physician Assistant, among other majors. Many students also complete their work-study hours with us. The children benefit from the individual attention, which can be provided by so many willing adults, as well as from the stimulating environment of the College campus.

All paid staff (including work-study students) are required to have criminal background checks and child-abuse record clearances, mandated reporter training, as well as bi-annual health appraisals and an initial TB test. Full-time staff are certified in pediatric first aid and receive a minimum of 24 hours annually of staff development related to their duties as early childhood educators. Check out the Children's Learning Center website at www.pct.edu/childcare for staff photos and biographies.

Eligibility for Enrollment

The Children's Learning Center at Penn College admits children without regard to race, color, nationality, sex, disability, or religious background. Preference is given to children of Penn College students and employees. Other children will be admitted if space is available. Children are admitted on the basis of chronological age, and we will make reasonable accommodations for any disability or developmental delay. The entire center is accessible.

It is the goal of the Children's Learning Center to provide a safe and healthy environment for all children. A policy has been developed to ensure fair and equitable treatment of all children and families, while still allowing for dis-enrollment in those rare instances in which one child's needs or behavior interferes with this. Please see "Discipline," and "Dis-enrollment," page 16, and the current year's *Fee and Enrollment Policies* for more details.

Children are accepted for enrollment on a first-come basis within the following preference categories:

1. Children of Penn College Students
2. Children of Penn College Employees
3. Siblings of currently enrolled children
4. Children of Penn College Alumni and the Public

Currently enrolled families are asked to complete a re-enrollment form each October and March, indicating their intention to return and their preferred schedule.

By June 1 (for Fall semester) or Nov. 30 (for Spring), the Director will offer openings to children on the waiting list according to the priorities defined above. Parents will have 1 week to accept an opening before it is offered to another child.

CURRICULUM

The Center uses a research-based educational curriculum, *Creative Curriculum*™ that follows the guidelines of the National Association for the Education of Young Children for developmentally appropriate programming and also incorporates the Pennsylvania Learning Standards for Early Childhood as they create lesson plans. The curriculum offers daily opportunities for children to make their own choices among various learning areas in the classroom, as well as daily teacher-planned activities in language, math, science, art, music, fine motor, and gross motor areas.

More information about the *Creative Curriculum*™ can be found on their website, www.teachingstrategies.com, or by asking one of the teachers or the director

FEES

Fees for the Children's Learning Center are set each year by the College. They cover the cost of staff and supplies. Some students and employees are eligible for subsidies through the Early Learning Resource Center (ELRC or STEP) in their counties of residence. Penn College student parents may be eligible for reduced costs based on their full- or part-time academic enrollment status, supported through various funding sources. Contact the center director or assistant director for information on subsidies.

Fees are due on the first service day of the week (usually Monday). They should be paid by check or money order to "Penn College." **Please write your child's name and the dates for which you are paying on the check or money order.** Payments should be deposited into the mailbox just inside the Children's Learning Center entrance. You are welcome to pay by the month or semester if that is more convenient for you. We do not accept credit card or cash payments.

Penn College employees can set up an automatic payroll deduction for enrollment fees. Ask the director or assistant director for details. Employees may also want to contact People and Culture about setting up a flexible spending account, which allows for payment of such expenses with pre-tax dollars.

Once you have established an attendance schedule at the time of enrollment, we will expect your child at those times unless you make other arrangements with the director. Let us know if your child is ill or if they will be absent for more than a day for some other reason. Fees are due for every day your child is *scheduled* to attend, whether or not they are actually present, and we are not able to offer make-up days to children enrolled part-time. There are no allowances for absences due to illness.

In January, a statement of fees paid in the previous year, for income tax purposes can be made available by request.

- **College Closure –** Weekly fees remain the same regardless of the College closure for holidays or inclement weather.
- **Illness –** There are no allowances for absences due to illness.
- **Maternity Leave** – There are no allowances for weeks off due to maternity leave.
- **Vacation –** Families are not charged for one vacation **WEEK** (**not days**) scheduled at least two weeks in advance during the summer months only.

Please see the current year's *Fee and Enrollment Policies* for more details about fees.

Child Abuse & Neglect

Center staff are mandatory reporters under Pennsylvania law. This means that we are required by law to report suspected cases of child abuse or child neglect to the appropriate local Children and Youth agency and to Child Line. The center does not investigate such cases; only report. As with all matters relating to families and children, such reports are treated with absolute confidentiality.

Shaken Baby Syndrome (Abusive Head Trauma) Prevention Policy

This policy is designed to prevent the possibility of abusive head trauma during care. Abusive head trauma (also referred to as Shaken Baby Syndrome) occurs in infants and young children, whose neck muscles are not well-developed and whose heads are larger relative to their bodies. A sudden shaking, with or without blunt impact. Damage can occur in as little as 5 seconds. Abusive head trauma can occur in children up to 5 years of age; however, infants less than one year are at greater risk of injury.

Shaken baby syndrome can lead to serious conditions including: • Brain damage, problems with memory and attention, cerebral palsy; • Blindness or hearing loss; • Intellectual, speech or learning disabilities; and • Developmental delays. 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. Injury Prevention Infant crying is normal behavior, which improves as a child grows.

Caregivers should develop proactive strategies to manage stress levels and appropriate responses to a crying child. This includes being self-aware and noticing when the caregiver may become frustrated or angry. Parents/guardians, caregivers and coworkers should discuss what calming strategies are successful with a particular child at home or in the center.

In-Home Care Disclaimer

Because parents and their children become comfortable with our staff, they sometimes ask our staff and work-study students to provide after-hours, at-home childcare. Please be advised that the Children's Learning Center at Penn College assumes no responsibility for employees who provide private services to families and that we are not permitted to refer possible babysitters. Parents may contact the Penn College Career Office to post job openings for college students.

DAILY OPERATIONS

CENTER HOURS

The center opens at 7:30 a.m. and closes promptly at 5:30 p.m. (Hours may change according to changes in the college work schedule.)

Early morning staff sometimes arrive before 7:30 a.m. to prepare the classroom or attend to personal needs, but you may not leave your child until the teacher is officially "on duty" at 7:30 a.m. The secure door is locked until 7:30 a.m. for all families.

It is best if you can arrive each day by 5:15 p.m. to pick up your child. This allows for conversations with your child's teacher and a relaxed departure. If you are not able to pick your child up by 5:30 p.m., please arrange for another authorized person to do so. If an unavoidable emergency will cause you to be late, please call the center to let the staff know what is happening. They can then reassure your child, who will be worried if left past the usual time.

Please see the current year's *Fee and Enrollment Policies* for details about late fees. We reserve the right to terminate enrollment for those who repeatedly arrive late to pick up their children.

ARRIVAL AND DEPARTURE

Parking for the Children's Learning Center drop-off and pick-up (with flashers on) is provided in the circle in front of the LEC building. If the designated spaces are full when you arrive, you may pull up along the curb, avoiding the handicapped accessible space. You are welcome to park there while you sign in, accompany your child to the room, help them wash hands, and put away belongings. Please do not allow your vehicle to idle unless needed due to extreme heat or cold to maintain interior or engine temperatures. If the children and staff are not in your child's room when you arrive, look for a sign on the door indicating the group's location, and accompany your child to the group so that a staff member is able to greet your child and take responsibility for them. Never send a child into the center or a classroom without making at least eye contact with one of our staff!

> IMPORTANT: We use a computerized sign in/out system that automatically tracks your child's attendance. Please see the center assistant director for assistance establishing an account. Authorized adults will use their PCT issued ID to gain access to the center lobby. Please call or knock on the door to gain access in the event that you forget the ID card. Once inside the lobby, caregivers will use the ID once more to enter the center.

At pick-up time, sign out and check your child's cubby for clothing, notes, artwork, etc., and your mailbox for notes and notices.

We will release your child only to those persons authorized by you on the emergency form you provide at enrollment. You must add at least two additional people to the pick-up list at any time by giving us their names in writing. (Ask the teacher for an emergency change form, or write a note and sign and date it.) If someone not on your pick-up list must come for your child in an emergency, you must call the center to give us this person's name and description. Ask the pick-up person to bring a photo ID so that we can check identification. You are responsible to keep your emergency form up-to-date, including removing persons who you no longer want to authorize to pick up your child.

Emergency Information

Before your child can attend the center, you will be asked to complete the required paperwork, including emergency information, permission forms, a fee agreement, an up-to-date health assessment with immunizations as well as the food program related forms. As you do this, remember that your child's safety and well-being may depend upon the information you provide. State law requires that we have the name and telephone number of at least two emergency people other than parents/guardians. This MUST be someone who is willing and able to come for your child in any emergency when you cannot be contacted. (Examples may include injuries requiring attention beyond simple first aid, emergency closings of the Center, or delayed pick-up when we have not received notice from you.) If you will be somewhere other than your usual place of work or study during the day, it is important to tell the teacher on duty when you drop your child off, and to tell us whom to call first in your place if you will not be available.

Emergency information will be checked routinely for accuracy every 6 months, but you should notify us right away of changes in:

- home address or phone number
- workplace information for either parent
- child's medical needs or allergy status
- authorized emergency person or pick-up people

Custody Order Information

We may not deny a child's parent the right to see or to leave with that child unless we have a copy of a current custody order on file, which limits that parent's rights. If you think this may apply to you, please alert us to the situation and provide us with a copy of your custody order, showing the effective beginning and ending dates.

Snow Days and Other Emergency Closings

The Children's Learning Center follows the same schedule as Penn College for snow days or other emergencies. Penn College students and employees are encouraged to sign up for PCT Alerts: PCT Alerts. We do not announce delays or closings separately for the center, so listen for Penn College announcements. You may find it more convenient to call the college switchboard at (570) 326-3761 for a recorded announcement about delays or closings, or to check the Penn College website (www.pct.edu) for announcements posted there.

If the college is closed for the entire day, then the Children's Learning Center will be closed as well. In the case of a delayed opening, the center will open 30 minutes before the announced college opening time, so that parents/guardians can bring children and still get to class or work on time. If you are on campus when an early closing is announced, or if you hear an announcement, please come directly to the center for your child.

Remember that our staff may have some distance to travel home and will appreciate your promptness. If you are off campus, we will call you at the number you have provided. If we cannot reach you, we will contact your emergency contacts. Late fees will be assessed in accordance with the Fee and Enrollment Policies beginning thirty minutes after the time announced for the early closing.

What to Bring (And Not to Bring) From Home

Bring the following items: a complete change of clothing, including socks and underwear (more than one change for children just out of diapers), a small blanket, and a favorite soft small toy for rest time. We supply a cot and cot sheet. The classroom will send the rest-time bedding home to be laundered each weekend. You should also provide a personal water bottle including child's name, which will need to be emptied and rinsed out daily. The center supplies diapers and wipes for toddlers. We provide a generic SPF-30 children's sunscreen. You may provide your own diapers, wipes, and sunscreen, if you prefer.

It can be difficult for children to share toys from home, so it is best not to bring them unless you have made special arrangements with your child's teacher or unless your child is willing to have the toy "rest" in his or her cubby for the day. Due to allergies, please do not bring any food to the center at any time.

We discourage the use of pacifiers in children over 12 months as recommended by the American Academy of Pediatrics. Parents must provide written instruction if they request their child use a pacifier. Please ask your child's teacher for this form or stop at the front desk.

Nutrition

The center participates in the Child and Adult Care Food Program through the Pennsylvania Department of Education. Menus, meal service, and record keeping are monitored periodically by a representative of the Department of Education. All components of the meal plan are reviewed by the Penn College nutritionist and by the PA Department of Education Food and Nutrition department. Monthly menus will be posted in the center and sent home via email to families. The center does not serve food containing peanuts or nuts. Penn College Dining Services provides a nutritious lunch each day, and the center kitchen aide prepares light morning and afternoon snacks. Menus are sent home monthly, and meal times are posted in each room for you to see. Please be sure to tell us about any food allergies or food restrictions due to religious or other considerations.

We will provide menu substitutions only when medically necessary and only upon written instructions from a health professional indicating which foods may not be given and the appropriate substitutions. For legitimate religious or ethical preferences, you are welcome to provide alternate foods, but otherwise please **do not send alternate meals**. We do not have the refrigerator space to store them, nor the staff to serve them. If menu substitutions are necessary, the director will share specific guidelines with the family. Young children can be picky eaters, but in the long run, their nutritional needs are best met by serving them a variety of food and expecting them to try and eat what is served.

Our meals are served family style. We encourage preschool children to serve themselves and pass during each meal. Toddler teachers sit with the children to serve the food and cut it into bite-size pieces. We encourage children to try each food, but never force them to eat something, nor use food as a reward or punishment.

Drinking water will be accessible to children who can serve themselves and offered between meals to all children, while indoors and outdoors. Water will be dispensed by individually labeled personal water bottle or cups, in drinking fountains, or by single-use paper cups. Drinking water will be offered to children during each snack or meal.

We support mothers who wish to continue breastfeeding their toddlers. Mothers are welcome to use the

outer conference room as a private area. Please speak to the director about arranging for storing and feeding expressed human milk. We follow the guidelines of the *Caring for Our Children: National Health and Safety Performance Standards Guidelines for Early Care and Education Programs, 4th. edition*, published by the American Academy of Pediatrics, American Public Health Association, and National Resource Center for Health and Safety in Child Care and Early Education.

Rest Time

A nap or rest period is scheduled after lunch for all children. The duration varies according to each child's need. Staff help children relax with stories, soft music, and back rubs. Those who do not fall asleep can look at books or play quietly in the room after about thirty minutes.

The center provides cots and cot sheets for all children. Please bring a small blanket and an optional naptime animal if you like (see "What to Bring (And Not to Bring) From Home," above).

Appropriate Clothing

Center activities include painting, sand and water play, clay and play dough, and daily outdoor play. Children will get dirty, so please dress your child in sturdy, washable play clothes. We do have aprons, but they do not always protect the clothing and sometimes children refuse to wear them. Play clothes are the best solution. Assume that your child will be going outside in all but the most inclement weather. Hats, mittens, and boots will be needed for cold and snowy or wet days. Children should wear closed toe shoes except on water days, when flip-flops or water shoes are allowed.

A complete change of seasonal clothing, including underwear, socks, pants, and shirt, should be kept at the center for accidents of any kind. Children who are just learning to use the toilet should have several changes. They will also be aided in their toilet learning by elastic waist pants and easy fasteners on all clothing.

Label all personal belongings with your child's first and last names.

Outings and Classroom Visitors

Walks and visits to locations around the campus are a regular part of the program. We participate in appropriate college-wide events, and welcome your suggestions for good on- campus "field trip" possibilities. Off-campus outings occur only occasionally for the oldest groups and individual permission will be required

Classroom visitors also help to enrich the children's experience. Sometimes these visitors are parents or grandparents who come to read a story, cook a favorite family recipe, or share a hobby. Again, your suggestions are most welcome! Please see the section on background checks for information about the requirements related to the Pennsylvania child abuse laws

Physical Activity and Outdoor Play

Outdoor play is scheduled every day, in every season, unless the weather is unsafely inclement. Outdoor play is encouraged to support physical, social and emotional development. The center administration will determine based on the forecast and temperature each day if it is safe for children to play outside.

In summer, we like to spend as much time outdoors as we can. To minimize exposure to harmful sun, we try to go out early in the day and remain inside between 11 a.m. and 3 p.m. The center purchases a generic SPF 50 sunscreen for children and will apply that before we go out in the morning and again in the afternoon. Parents of children who arrive after the group is already outside are expected to apply sunscreen at home or after they get to school. Parents who prefer to use sunscreen other than that provided by the center may supply a bottle clearly labeled with their child's name. Families are also asked to provide a personal water bottle for each child, to ensure that they have continual access to water even when outdoors. Water bottles are sanitized weekly.

The center does not purchase nor routinely apply insect repellant of any kind. Parents who want their child to have insect repellant will be asked to apply this at home, prior to coming to the center. If insect repellant is advisable for a special field trip away from the center (for example, a walk in the woods where ticks may be a problem), parents will be so advised and asked to apply the insect repellant.

Fresh air and sunshine are vital to children's well-being, even in the winter. Many studies have shown that regular outings in the fresh air actually help to cut down on colds and other respiratory infections, which are spread more easily in closed-in, heated rooms. Children need to be dressed properly, so parents are asked to provide suitable outdoor clothing every day.

Children should wear closed toe shoes except on water days, when flip-flops or water shoes are allowed. The Center also maintains a supply of extra hats, mittens, jackets, etc., for children who occasionally come to school without proper clothing.

Birthdays, Holidays, and Other Special Events

The center will acknowledge every child's birthday in some way unless you tell us that you prefer, we do not. You are welcome to celebrate by visiting the classroom to share a favorite story, music, dancing, games, crafts or another activity. You may also choose to bring a small, nutritious treat or a small favor to share with the class for your child's birthday at lunch or during afternoon snack. However, please do not plan a whole birthday party at the center. If you intend to bring in a treat, please arrange with your child's teacher in advance. Never feel obligated to provide a birthday treat if it is a burden on your time or budget or if you prefer to celebrate the birthday at home. We will not accept food containing peanuts and/or nuts.

As part of our multicultural, anti-bias curriculum, we like to include holidays celebrated by children of various religions and ethnic groups, without overemphasizing any of them.

Sometimes we make up our own celebrations, such as Pajama Day or Teddy Bear Day. We try to keep all school celebrations low-key to avoid adding to the holiday stress and hyperactivity that often accompany parties for young children. We believe that the most important holiday traditions are the ones that take place within the child's family. We think one way to ensure this specialness is by not overdoing school time celebrations.

Please let us know if your child should not participate in parties or holiday activities for religious or ethical considerations. In addition, please share with us any family traditions or holidays that are important to you.

Here are some guidelines for specific holidays:

- Thanksgiving*:* We do not teach children about Pilgrims and Indians, but we do talk about being thankful and ask children about their families' Thanksgiving Day celebrations.
- Winter Holidays, including Christmas, Kwanzaa, Chanukah, and New Year's, (and others inadvertently omitted): We like to include customs from various cultures and ethnic groups. Does your family have holiday customs unique to your family, religion, or ethnic/national group? Would you be willing to share them? If so, talk to the staff in your child's room.
- Spring Holiday, such as Easter and Passover: We celebrate spring with activities such as spring walks, gathering flowers, and perhaps an egg hunt, but we do not touch on the religious aspects of these holidays.

DISCIPLINE

Discipline is seen as guidance, and our goal is to help the children to regulate their own behavior. We try, through good classroom management and constant alertness, to foresee and prevent behavior problems whenever possible. We treat children with respect and consideration, and we expect them to show respect and consideration to staff and other children. When a child's behavior is not appropriate, a variety of techniques may be used such a logical or natural consequences, redirection to another activity or to another area of the room. Removal of a child from the group is a last resort, used when the child's behavior is so out of control as to be a threat to his/her own safety or to the well-being of the other children.

No physical punishment, threats, or shaming are allowed in our Center.

As part of our discipline, we have adopted Program-Wide Positive Behavior Supports (PBIS). Research has indicated that positive behavioral support plans help children develop the social and emotional skills they need to be successful in elementary school. In addition, most of area elementary schools have school-wide expectations and we believe our program will assist children with the transition to kindergarten.

The plan currently includes:

- Four broad expectations for the behavior of children and adults
- A behavior matrix which explains the expectations for various activities See Appendix C
- Classroom strategies to teach the expectations
- Intentional acknowledgement of demonstration of the expectations
- Documentation of challenging behaviors
- Action plans for children with chronic challenging behaviors

Teachers document incidents when children harm others or themselves or exhibit behavior that disrupts the classroom. When there are chronic behavior challenges, teachers develop an action plan in consultation with the teacher, administration and family. This may be as simple as specific lessons or monitoring plans but can include referral to outside agencies. Please see information about "dis-enrollment" in the next section.

As we collaborate with families to promote the development of the whole child, it is important that families understand this process. Parents will be given opportunities to participate in informational meetings and

will be given written materials. Please consult our Health and Safety Policies found at www.pct.edu/childcare for a detailed description of our guidance practices.

DIS-ENROLLMENT

We reserve the right to deny enrollment to any child whose behavior, in the opinion of the director, constitutes a threat to the well-being or safety of themselves, other children or staff or whose special needs cannot be met with reasonable accommodations. Our goal is to limit the use of suspension, expulsion and other exclusionary measures by implementing the following procedures and following best practices in guidance. Prior to denial of service, the administration and teachers will meet with parents or guardians in an attempt to establish an action plan for the child that will allow for continued enrollment. This may involve classroom strategies, at-home strategies, an alternate schedule or perhaps referral to an outside agency or specialist for screening, assessment, and possible follow-up services. Failure to help develop or follow the established plan may result in termination of enrollment.

If all the above steps fail to resolve the challenging behavior, the program may ask the family to obtain care for their child at another center. The program will provide the family with 2 weeks' notice, except where such notice is not reasonable because of safety concerns and will try to assist the family in obtaining alternative care. Exclusionary measures are not considered until all other interventions have been exhausted.

The Center also reserves the right to give notice of termination of enrollment in the event of parental failure to follow the policies and procedures described in this handbook or conduct, which, in the opinion of the administration, is of a harassing or threatening nature toward staff, parents, or children. Failure to pay weekly fees or repeated late pick-ups can be a cause for dis-enrollment.

If parents have ended their relationship with Penn College, either by terminating employment or, in the case of students, by withdrawing or being dismissed prior to graduation, the child may finish their enrollment with the center as long as they are age eligible. The current tuition fee status would change to the public category for the remainder of enrollment within the Children's Learning Center. See "Eligibility for Enrollment".

ACCOMMODATIONS FOR SPECIAL NEEDS

The center treats each child as an individual and attempts to meet individual needs while still providing a positive group experience for all the children. Administration and teachers want to know about documented special needs. The center will make referrals (with parent permission) to appropriate agencies for developmental screenings if families or our teachers have concerns. Therapists and special education staff are welcome to come to the center to work with children in their care. Specialists are not employed by Penn College

ASSESSMENTS & REFERRALS

Our teachers do ongoing observational assessments of all children and complete an online assessment form in accordance with the requirements of the PA Office of Child Development. (See the box below for more information about this requirement.) Recognizing that families know more about their own children than anyone else does, we also rely on their input about each child's development. The center always asks for your permission before making a referral for testing or evaluation outside of the program. Child

assessments are routinely shared with families at regularly scheduled conferences in the fall and spring and are available for your review at any time.

Program Transition Guidelines

Three common transitions occur at the Children's Learning Center. One is when children begin attending the center for the first time. A second is when children move to different classes within the center and the third is when children leave the center for attendance at a kindergarten program. The following procedures are a guide and not a set of rigid rules. These practices are embedded in the overall philosophy of developmentally appropriate practice.

Transitions into the Center for the First Time

1. During summer session of each year, the center will send out an enrollment packet via email or inner office mail for every child (both new and returning). This packet will include a welcome letter with suggested times for visiting prior to the child's start, registration forms, a yearly calendar, list of items to bring, and for new children, "Saying Goodbye Gets Easier with Time," a handout to help with separation in the beginning. Children, who enroll after August, receive an enrollment packet as soon as possible.
2. Part of the enrollment paperwork is a form for families to complete about their child, including information on daily habits, special needs, likes and dislikes, prior experiences in childcare, etc. Teachers use this information to get a first impression and to have some knowledge of how best to relate to each child.
3. Prior to the beginning of the fall semester, families are invited to visit their new room, meet the staff, see where belongings go and sign-ins are completed, etc. Information will be provided in the enrollment packet. No child will be allowed to stay at the center until required paperwork is completed and parents have met the director and the child's teachers.
4. During the child's first few days at the center, teachers make every effort to connect personally with the parent, upon either arrival or departure. Parents are also encouraged to call the classroom directly if they are concerned about how their child is doing. A phone call is preferable to dropping by, because new children often have a very difficult time separating from their parents more than once a day.
5. The first parent conference, in October, is largely based on a questionnaire given ahead of time to families, asking them for their impressions of their child, their goals for the child, and what they want from the program.
6. If, during the initial enrollment, parents indicate that their child has received special education services or has special medical or emotional needs, a special care plan is completed and an individual conference may be scheduled to discuss the care plan for that child. If an I.E.P. or I.F.S.P. already exists, the parent must bring a copy to the program so that we can coordinate our services with those being provided by the other agency or agencies. A form giving the program permission to share and receive information with the other agencies may also be completed, as needed.

Transitions within the Center

Children typically move to a new classroom in August with the beginning of the new academic year. The toddler division at the CLC enrolls children as they are 13 months and children continue in the same toddler classroom for two years or until they transition to preschool.

In the spring of each year, teachers will make recommendations based upon their observations of the child and discussions with parents. Parents will be invited to visit the rooms to which their child will transfer, and they will be urged to meet with the teacher or director if they have questions or concerns. All children moving to a new room will have opportunities to visit the new classroom during the regular activities of the day at least three times. One of these should include a meal. Sometimes children will visit alone, sometimes with a friend or with a teacher. Sometimes toddler groups may visit the preschool rooms with their teachers when the preschoolers are outside. The length of the visit may be from a half hour to a whole morning.

Transition to Kindergarten

Because children enrolled at our center live in many different school districts, including some that are 30 miles or more from Williamsport, it is not possible for us to arrange group visits to schools or to provide detailed information about each district's kindergarten enrollment procedures. Rather, the transition process to kindergarten is focused on helping families of children who will be old enough to enter school in the fall to understand the process.

1. At the beginning of the academic year, teachers in the older preschool room will ask parents where each child will be attending kindergarten, if this is known.
2. In the spring the staff will post information (when and where and what is needed) about kindergarten registration, as this is made available from the various school districts. The director distributes an annual memo reminding parents of the importance of registering at the appropriate times.
3. During the spring conference, a major topic will be kindergarten transition. Teachers will share the results of the online assessments and suggest that the parent and child visit the new school, even when this is not a routine part of kindergarten registration for the receiving district.
4. The center will provide copies of records if requested by the parent or the school district.
5. In the case of a child with documented special needs, a staff member will attend the transition meeting that the intermediate unit will arrange.

HEALTH AND SAFETY

HYGIENE & SANITATION

The health and safety of the children is our first concern. We follow the guidelines of the American Academy of Pediatrics for illness, emergencies, and basic sanitary procedures. Instructing the children in good personal hygiene is an important part of our program. This includes frequent handwashing, regular use of the bathroom with staff monitoring proper habits, tooth brushing after meals, and proper use of tissues.

An important hygiene practice is to have children wash hands upon arrival at the Center each day. You may want to have them wash their hands when they get home at the end of the day, too. In this way, we minimize the spread of germs from one setting to another and keep everyone healthier.

The staff follow a sanitary diaper-changing procedure, which is posted in each room where children are diapered. Table surfaces and hand washing sinks are sanitized regularly as are toys and rest mats. College custodial staff wash floors, clean bathrooms, and vacuum daily.

ILLNESS

Unfortunately, we have neither the staff nor the space to provide care for ill children. Please do not bring your child if they are unable to participate in all Center activities, including outdoor play. If your child is too sick to go outside, they are too sick to be at the Center.

We follow the guidelines of the American Academy of Pediatrics for exclusion of ill children. Briefly, children who have any of the following symptoms may not attend:

- diarrhea;
- vomiting (stomach content) two or more times within twenty-four hours;
- skin rashes with fever or behavior change;
- discharging sores;
- fever (101 degrees Fahrenheit or higher) accompanied by other symptoms of illness;
- contagious diseases such as strep throat until appropriate medical treatment is given;
- children with head lice upon identification;
- fatigue to the point that the child is unable to participate in Center activities.

If your child becomes ill while at the Center, we will notify you, and you will be expected to arrange to pick your child up within an hour. We must sometimes ask for a note from your physician to return to the Center.

Children must wait to return to the Center for 24 hours after they have been sent home for illness assuming they are free of symptoms by then or a physician indicates they may return.

We will notify all parents if one of our children has a contagious illness, usually by a sign posted on the classroom door. We appreciate your help with this by informing us if your child is ill or has been diagnosed with a contagious illness.

MEDICATIONS

Because having medication in the facility is a safety hazard for all children and administration of medication poses an extra burden for staff, you should check with your child's physician to see if a dose schedule can be arranged that does not involve the hours the child is in the Center.

In cases where this is impossible, we will administer medication to children for whom a plan has been made and approved by the director or the childcare teacher in the child's room. *Your written instructions and a physician's permission will be required.* (This applies to medicated skin creams and lotions and to inhalers or nebulizers of any kind, as well as to medications given by mouth.) Non-prescription medications such as Tylenol or cough syrup require a physician's written instructions in addition to your written permission. In the case of prescription medications, the prescription label on the original container provides the written instructions.

All medication must be brought to the Center in the original container, labeled with the child's name. It should be given to the childcare teacher upon arrival. Tell us if the medicine must be refrigerated. All medications will be kept in a locked cabinet in the classroom or a locked medicine box in the refrigerator.

You may come to the Center at any time during the day to give your child medications. This does not require written permission, although we will ask you to sign our medication log so that we know what you have given and whether there may be side effects.

Because of the possibility of allergic reactions to medicine in young children, the first dose of a new medication must always be given at home. Medications and medical apparatus of all kinds must be given to the staff for proper storage.

NEVER leave medicine or medical apparatus (such as an asthma inhaler) in your child's cubby or backpack, where other children can reach it.

INJURY RESPONSE

We try to prevent injuries by constant adult supervision and alertness, but occasional accidents are bound to happen whenever active young children are at play. You will probably receive one or more written incident forms at some point in your child's time with us. We complete these whenever a child is hurt badly enough to require first aid or in any way that has left a mark on his or her body. If your child has an accident, you will find the form in your mailbox at pick-up. You will be asked to sign it, and a copy will go home with you.

It is important for families to realize that young children sometimes bite when they cannot otherwise express themselves. While distressing to adults, bites are a common occurrence wherever young children are together in groups. You will receive an incident form if your child is bitten, of course, but also if your child is the biter. If the skin is broken, we will contact family members of both children by phone to report the incident. Due to confidentiality concerns, staff are not permitted to share the name of the other child involved in these incidents.

Center staff are trained in pediatric first aid, including management of a blocked airway. See Medical Emergencies, below, for more information about more serious accidents. If your child has a health condition that might require CPR or other special emergency interventions, please notify the director prior

to enrollment so that staff can be properly trained.

Medical Emergencies

In the event of an illness or accident which requires medical attention beyond simple first aid, we will contact parents (guardians), emergency contact people, or the child's physician, in that order after calling 9-1-1. If it is impossible to reach any of these people and should emergency treatment be required, we will contact 9-1-1 and accompany the child to the nearest emergency facility. A Center employee will remain with the child until your child can be released to a parent, or other authorized emergency person. Your signed permission to obtain emergency treatment was obtained at enrollment. (See "Emergency Information" earlier in this section.)

Please note that your own health insurance will be responsible for bills stemming from injury treatment. If you do not have health coverage for your child, please see the director for information on how to obtain it.

Health Appraisals and Immunizations

Licensing regulations require an initial health appraisal, including an immunization record, for all children. You are then required to provide updated health appraisals periodically as your child has regular checkups and immunizations. In most cases, this will be annually. *Please ask for a form to take with you to the doctor (or print one out from the Center website)* whenever you schedule a check-up for your child. Failure to provide the required health documentation is grounds for terminating enrollment. Special regulations apply to children with incomplete immunizations. Please notify the director prior to enrollment if this applies to your child.

FAMILY COMMUNICATION & INVOLVEMENT

Keeping You Informed

The center will keep you informed in several different ways about the Center and your child's experiences here:

- E-mail – You will receive e-mails from your child's teacher. A few times a week they attach a WORD/PDF document titled "Here's What We Did Today" (sometimes abbreviated HWWDT). The document will include a few photos of children in your child's class and a few sentences letting you know what they did that day and what they learned from the activity. Be sure to give us a correct e-mail address for one or both parents. To save on paper, we also send monthly class newsletters and center menus by e-mail. If you need to receive a paper copy instead, just let us know.

- REMIND APP – This application allows the teacher to send you text messages from their computers or phone. We have found this to be an excellent way to communicate short messages. The teacher will send you an invitation to join the class list.

- Bulletin boards – Check the bulletin board near the card-swipe door and the one located next to the door to your child's classroom for notices about activities, daily schedules, lesson plans for your child's group, menus, etc.

- Classroom doors – Reminder notices and notes about events of the day are posted on classroom doors. So are notices about contagious illness.

- Hallway and classroom displays – Do not forget to look over the photos and the children's work both inside and outside the rooms.

- Written notes and permission forms– Look for these forms of communication in your mailbox. Let us know if you would like to have duplicate copies of permission forms, notices and assessment forms, so that parents living in different households can each have one. We are happy to do this.

- Our website (www.pct.edu/childcare) – From this site, you can link to the entire text of our curriculum, our health and safety policies, and this Family Handbook. You can also find staff photographs and biographies and a printable version of the application for admission.

- Locked mailbox – This box is located in the lobby of the Center. Please use it to deposit fees (checks and money orders only. Cash is accepted on a limited basis).

- Parent conferences – We schedule individual conferences with you each semester, but do not wait until then to ask questions or bring concerns to us. Contact the director or your child's teacher at the numbers provided on page 27, at drop-off or pick-up time, or by note or e-mail to schedule a meeting. We will be happy to meet with you at any time, but must arrange to cover the room.

YOUR FEEDBACK, CONCERNS, & QUESTIONS

We encourage you to let us know about changes in your child's life, comments they have made about the Center, or anything else that will help us make your child more comfortable and more ready to work and learn.

Each spring, we conduct a Family Survey. Please take the time to complete this survey. We really do use your feedback to make improvements in the program.

If you have specific problems, please follow these guidelines to make sure your questions and concerns are handled as quickly and satisfactorily as possible:

- **Concerns about days of enrollment:** Please speak directly with the Director or Assistant Director if you want to change the days of attendance each week. Our rooms are typically full and changes in schedules are difficult to make once the semester begins.

- **Concerns about fees/payments:** Please speak directly with the Assistant Director or Director. Teachers are not involved in financial matters and are not prepared to answer questions related to fees.

- **Concerns about your child:** See your child's teacher first, and then the director or assistant director. Also, they will be happy to help with a referral to an outside consultant or agency.

- **Concerns about a staff member:** Talk directly to that person or to the director.

We are always interested in learning more about better ways to serve you and the children enrolled in the Center. We take this responsibility and this honor very seriously. Please let us know how we are doing. If there is something you do not understand or do not like, tell us right away. We cannot always make changes to accommodate everyone, but we are always willing to try. It is much better to address small problems as they arise than to let them grow into big ones. If you are happy with our Center, tell us that too, and tell everyone else as well!

CONFIDENTIALITY

We treat information about children and families with confidentiality, and we ask that you do the same if you spend time in the Center. This means that we may share information about a child ONLY with that child's parents or guardians, unless specific written permission has been obtained to do so with others. Center staff (on a need-to-know basis, which usually means only those staff who work directly with the child and the director) and licensing or accrediting representatives are the only people other than parents/guardians who have access to children's confidential information.

You may have access to your child's file at any time by coming to the office and asking the director or secretary. We are happy to forward copies of children's files to their next school or to other agencies with your written permission. Please do not take photos of other Center children with your cell phone or personal camera, nor post such photos on Facebook or other social networking sites.

RESOURCE MATERIALS

We will gladly share our collection of resource materials with you. This includes books about child development; family events such as divorce, death, moving, or birth of a baby; and teacher resource books with recipes for homemade play dough, finger plays and songs, and suggestions for reading or math experiences. Just ask, or feel free to browse through the collection in the conference room off the lobby area.

BECOME INVOLVED

We hope that you will become involved in your child's Center. You will find it rewarding and your child will benefit in many ways. Some possibilities for involvement include:

- spending time in the classroom, either observing or participating in activities (arrange this with your child's teacher; if your child is new to the Center, you may want to wait until they have settled in to the Center routine first);
- volunteering to serve on Center Advisory Committees, which are formed from time to time to make recommendations on policy and personnel matters;
- donating supplies for activities, or time and expertise in various Center projects;
- attending Center events for families;
- arranging and/or accompanying the group on walks and visits; and
- anything else you would like to do! Just let us know.

Visiting the Center

Parents/guardians of enrolled children are welcome to visit any part of the Center, at any time, without prior notification. You may have to make an appointment if you need to speak with your child's teacher for any length of time. Safety requires that teachers be attentive to the children unless arrangements have been made for a substitute.

Some families enjoy joining their child for lunch at the Center. Others occasionally sign their child out for a lunch date. Just ask your child's teacher about either option.

All visitors other than parents or guardians must report to the front desk to schedule a visit at a convenient time. This includes parents' friends or relatives unless they have come to pick a child up as authorized by the parent.

College-wide Open House events, held on Saturday or Sunday in Fall and Spring, are a good time for children to show off the Center to families and friends who can't come during the week. Watch for signs and notices about dates and hours.

Cell Phone Policy

Communication is key between parents and caregivers. Therefore, in order to assure thorough communication, a no cell phone policy is in effect within the Center. This is to include all classrooms, restrooms and play yards. If you are on a call at the time of drop-off or pick-up, please terminate your call before entering the Center or finish it in the lobby area. If your phone rings while you are on site, please allow your voicemail to answer the call.

Background Checks

As of December 31, 2014, Pennsylvania Act 153 of 2014 require volunteers to have background checks. The department of Human Services has determined that adults who accompany us on field trips must have volunteer clearances. Please see the Director for information about how to obtain these free clearances.

NONDISCRIMINATION POLICY STATEMENT, EQUAL EMPLOYMENT OPPORTUNITY

An open and equitable personnel system will be established and maintained. Personnel policies, procedures, and practices will be designed to prohibit discrimination on the basis of race (to include hair type, hair texture, or hair style), color, religious creed (to include all aspects of religious observances and practice, as well as belief), disability, ancestry, national origin, age (40 and over), or sex (to include pregnancy status, childbirth status, breastfeeding status, sex assigned at birth, gender identity or expression, affectional or sexual orientation, and differences in sex), and retaliation.

Employment opportunities shall be provided for applicants with disabilities and reasonable accommodation(s) shall be made to meet the physical or mental limitations of qualified applicants or employees.

Any employee who believes they have been discriminated against may file a complaint of discrimination with any of the following:

The Children's Learning Center

One College Avenue
Williamsport PA 17701
570-320-8026 childcare@pct.edu (F) 570-320-2405

Office for Civil Rights U.S. Department of Health and Human Services

Centralized Case Management Operations
200 Independence Avenue, S.W. Room 509F HHH Bldg Washington, D.C. 20201
Customer Response Center: (800) 368-1019 TDD: (800) 537-7697 www.hhs.gov/ocr/complaints
Email: ocrcomplaint@hhs.gov

Pennsylvania Human Relations Commission

333 Market Street, 8th Floor Harrisburg, PA 17101
www.phrc.pa.gov/File-a-complaint
Inquiries: (717) 787-4410 TTY users only: (717) 787-7279

Commonwealth of Pennsylvania Department of Human Services

Bureau of Equal Opportunity

Room 225, Health & Welfare Building P.O. Box 2675 Harrisburg, PA 17120
Inquiries: (717) 787-1127 Email: RA-PWBEOAO@pa.gov

U.S. Equal Employment Opportunity Commission

801 Market Street, Suite 1000 Philadelphia, PA 19107-3126
Inquiries: (800) 669-4000 TTY users only: (800) 669-6820
www.eeoc.gov/federal-sector/
Email: PDOContact@eeoc.gov

APPENDIX A: REQUIRED EMERGENCY PLAN LETTER

To Parents/Guardians of Children Enrolled:

Child care regulations of the Pennsylvania Office of Child Development require that all child care centers inform parents annually of the existence of an emergency plan, to assure you of our concern for the safety and welfare of children attending the center. Our Emergency Plan provides for response to all types of emergencies. Depending on the circumstance of the emergency, we will use one of the following protective actions:

- *Evacuation:* Children are evacuated to a safe area outside the building in the event of a fire, etc. Total evacuation of the facility may become necessary if there is a danger in the area. In this case, children will be taken to a relocation facility in another Penn College building as directed by College Administration and Penn College Police.
- *In-place sheltering:* Sudden occurrences, weather or hazardous materials related, may dictate that taking cover inside the building is the best immediate response.
- *Modified Operation*: May include cancellation/postponement or rescheduling of normal activities. These actions are normally taken in case of a winter storm or building problems (such as utility disruptions) that make it unsafe for children but may be necessary in a variety of situations.

Please listen to local radio and television stations, subscribe to PCT Alerts, or check the Penn College website, for announcements relating to any of the emergency actions listed above.

We ask that you not call during the emergency. This will keep the telephone line free to make emergency calls and relay information.

You have already completed an emergency form listing those persons authorized to pick up your child. This form is used every time your child is released, including during emergencies. Please ensure that only those persons you list on the form attempt to pick up your child and that you or anyone else coming to pick up during an emergency have a photo ID (this is in case your child is in the care of a teacher other than the ones who already know you.)

I specifically urge you not to attempt to make different arrangements during an emergency. This will only create additional confusion and divert staff from their assigned emergency duties.

In order to assure the safety of your children and our staff, I ask your understanding and cooperation. Should you have additional questions regarding our emergency operating procedures contact me at (570) 320-8026, or childcare@pct.edu.

Sincerely,
Linda A. Reichert, Center Director

APPENDIX B: CENTER CONTACT INFORMATION

Classroom	Phone
Classroom B1076 (Bees)	(570) 320-2400, ext. 7271
Classroom B1072 (Bunnies)	(570) 320-2400, ext. 7256
Classroom B1069 (Butterflies)	(570) 320-2400 ext. 7283
Classroom B1066 (Birds)	(570) 320-2400, ext. 7698
Classroom B1062 (Bears)	(570) 320-2400, ext. 7279
Director	(570) 320-2400, ext. 7239
Assistant Director	(570) 320-2400, ext. 7123

Each room has its own voice mail. After several rings, voice mail will take your message. Messages involving your child's attendance that day or a change in pick-up time or person, etc., should go directly to the teachers in his or her group at the extensions above. If a message is urgent, do not leave a message but call the Center's mail line (570) 320-8026. Questions and messages about enrollment or policy should be directed to the director. The secretary can answer questions about fees as well as take messages for other staff.

Please enter the center's phone number and your child's classroom phone number into your cell phone contact list.

APPENDIX C: PROGRAM WIDE EXPECTATIONS

Program Routines	We are Caring and Kind.	We are Always Respectful.	We are Team Players	We are Safe.
Meals	Say please and thank you Listen when others talk	Call people by name Remember personal space	Sit where you are asked Clear your dishes	Sit on chair when eating Stay at table Gentle hands and feet
Classroom/Outside	Let others play Gentle hands and feet Use your words	Call people by name Remember personal space Let others learn	Take turns and share Clean up Work together to solve problems	Walk inside (preschool) Use toys safely Follow directions
Circle/large group	Gentle hands and feet Use your words	Call people by name Listen when others talk Remember personal space	Wait your turn	Follow directions
Transitions	Gentle hands and feet Use your words	Call people by name Remember personal space	Follow the directions	Adults' open doors Stay with teacher
Walks (inside or outside)	Gentle hands and feet Use your words	Quiet voices inside Remember personal space	Stay together Move carefully	Stay with teacher Listen



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