



GREEN LANE
SCHOOL

Green Lane United Methodist Church/School
PARENT HANDBOOK

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Parent Handbook

Green Lane United Methodist Church and School

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SIGNATURE PAGE

WELCOME

Welcome to Green Lane School. We are a non-profit mission of the Green Lane United Methodist Church.

Thank you for choosing our school. We are excited to have you onboard, whether you are new to our school or a family who has been with us for some time. We look forward to a happy learning experience for you and your child. If you have any questions, please don't hesitate to call the office.

We are proud to be serving our community for over 50 years. We do not advertise and depend on word of mouth for our enrollment. We work hard to ensure a dynamic program for children ages 1 to 4 that is in guided by the regulations set forth by Pennsylvania Department of Human Services and the Pennsylvania Early Childhood Learning Standards.

We are thrilled to have you as part of our school and look forward to developing a long-lasting bond with you for many years.

SECTION 1: INTRODUCTION

1.1 Green Lane United Methodist Church Mission Statement

Supported by God's grace we, Green Lane United Methodist Church, are a spiritual home and family, nurturing the faithful and winning new followers to Christ while serving our community.

1.2 Green Lane School Mission Statement

Green Lane School prides itself in providing a safe, healthy and nurturing environment with the highest quality learning program for your child. We believe that every child is special, and a good beginning will help them find success throughout their school years. Our Christian foundation is the basis for teaching universal values of love, peaceful resolution of conflict and strategies for building a positive self-image. We embrace diversity and cultural/religious differences. We encourage families to share their traditions with us all to enrich our environment. Our dynamic, child-centered curriculum is age appropriate and provides opportunity for each child to learn at his/her own pace. It is Green Lane School's goal to give children a positive school experience to make them enthusiastic learners for life.

1.3 School History

Green Lane School is a ministry of Green Lane United Methodist Church. We are non-profit organization. The school has been in existence since 1968 providing a quality and affordable Christian Pre-School experience for young children regardless of race, creed, or ethnic origin. In 1989, the school expanded its limited morning program to provide care for children of working parents. Green Lane School's childcare program and governing policies have been established in accordance with the regulations set forth by the State of Pennsylvania, the Department of Human Services, Green Lane United Methodist Church (GLUMC), Green Lane School Board of Directors, and the staff.

1.4 Board of Directors

Green Lane School is governed by a Board of Directors who set policy, prepare and approve the annual budget, supervise staffing, oversee building maintenance, and guide curriculum development. The Board of Directors consists of a Chairperson, the Pastor of Green Lane United Methodist Church, the Director of the school, a

church Trustee, an educational or community representative, a parent representative, and a staff representative. Our Board is directly responsible to GLUMC. A representative of the Board serves on the GLUMC Church Council.

1.5 Staffing

Green Lane School 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. Green Lane School employees agree with the mission statement of the school and church. All employees meet the following criteria:

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

1.6 Supervision

- Children in the facility are always supervised
- Outdoor play space is considered part of the facility
- Two staff persons must be on site when any children are in care
- The staff to child ratio is one adult to every five toddlers (1 and 2-year olds), one adult to every ten children for Nursery and Pre-K children (3 and 4-year olds)

SECTION 2: ADMISSIONS

2.1 Admissions Guidelines

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 "buddies" 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 and/or the Pennsylvania Human Relations Commission.

- Children entering the One-Year-Old program must be 12 months of age by September 1st of the admitting year.
- Children entering the Two-Year-Old program must 2 years of age by September 1st of the admitting year.
- Children entering the Three-Year-Old program must be 3 years of age by September 1st of the admitting year, they must be fully potty trained (toilet themselves independently) and display appropriate maturity.
- Children entering our Pre-K program must turn 4 years old by September first of the enrollment year. Children will be placed in groups by age, program, and availability of space.

2.2 Application for Enrollment

Applications for enrollment are available upon request from the school office and from the school's website at www.greenlanepreschool.com. After the completed application is received by the school, you will be notified if there is an available position for your child. 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. **There is a non-refundable enrollment fee.** Payment of this fee is required upon acceptance of a position for your child in our program.

2.3 Admissions Interview

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, transportation procedures, and arrival and

pickup policies. During this time, you and your child may visit the classroom and tour the facility.

2.4 Paper Work

When your paperwork is prepared by the office you must come in to complete the enrollment packet. All paper work is required by the state and is to be completed and on file with the school prior to the 1st day of attendance.

Required documents are as follows:

- ***EMERGENCY CONTACT FORM*** – do not leave any information blank, you must include the following information:
 - phone number and address for people of whom may pick up your child other than you
 - emergency contact that is located no further than one hour from school
 - health insurance carrier and policy number
 - any known allergies, food restrictions, diet requirements, medical conditions, etc.
 - This form is reviewed and updated every 6 months
- ***CHILD HEALTH ASSESSMENT FORM***
 - Must be signed by a physician or certified registered nurse practitioner
 - Must be dated with the date of last examination
 - All information must be current, no older than three months prior to admission
- ***TUITION AGREEMENT FORM***
 - Outlines the tuition amount paid in each of the 10 tuition payments you agree to make to the school
 - It also outlines your child’s schedule and list those to whom your child may be released
 - This form is reviewed and updated every 6 months
- ***EMERGENCY EVACUATION PROCEDURES FORM***
 - Outline the school shelter-in-place and evacuation procedures
 - Must be reviewed and signed
- ***PARENT CONCENT FORM*** - Gives GLS permission to
 - Use your email address for communication purposes
 - Post your child’s name on lists in public areas of the school building
 - Share photos of your child on our closed group Facebook page.

2.5 Enrollment Fees

The enrollment fee is a deposit and is **not refundable**. Any changes to your schedule must be done in writing within 30 days of completion of your enrollment paperwork. Change requests after 30 days are \$25 each per child and will only be granted if space is available.

2.6 Enrollment/Re-Enrollment

Enrollment for current families begins in February. Upon completion of in-house enrollment Green Lane School will hold an open house and will open enrollment to the public. **There is a non-refundable enrollment fee.**

Current families are required to re-enroll their child/children each year. The re-enrollment begins in February for the following school year. **There is a non-refundable enrollment fee.**

2.7 Schedule Changes

Schedule changes must be requested in writing. GLS cannot guarantee accommodation for these requests. Schedule changes may include dropped enrollment, addition of days or times, changes in days or times. Schedule changes made within 30 days of enrollment are free of charge. All others will be charged \$25 per change per child. Special consideration may be given with proof of hardship.

2.8 Withdraw from Program

- Enrollment fees are **not refundable**.
- Newly enrolled families withdrawing prior to start of the year will receive a refund for their tuition payment #1 when their child/children's spot has been filled.
- Withdrawing students during the school year will receive a refund for any advance payments of tuition when your child/children's spot has been filled.
- Withdrawing students whose tuition is paid in full will be handled on an individual basis.

2.9 Removal from the Program

All children will have a 3-week attendance trial period to assess their adjustment to our program. Children that we feel are not ready for our program or cannot adjust to individual program requirements are assessed at that time. All children will be assessed on an ongoing basis. Difficulties in adjustment that manifest themselves during the trial period will be brought to the attention of the parents. A decision will be made after discussion with the parents as to continuation in our program.

Green Lane School reserves the right to remove a child from our program if the School Board deems that continuation in our program compromises the safety of other children, school staff, or the child in question. Biting, failure to comply with teacher directives, continual classroom disruption, and aggressive behavior toward others are all behaviors which may cause exclusion. If necessary, a two-week period will be extended to the family to find a more suitable care setting for the child in question. This two-week extension will be offered at the discretion of the Director.

2.10 Removal from our Nap & Afternoon Program

Rest time takes place for all children between the hours of 12:00 pm and 2:00 pm. Children who continually disrupt the rest of other children may be removed from our nap and afternoon program by implementing a program schedule change.

SECTION 3: TUITION & FEES POLICIES

3.1 Tuition

GLS is a non-profit mission of the Green Lane United Methodist Church and our tuition/fees are fair and below competitor prices. To assist in meeting our financial obligation it is important that families pay their tuition on time.

Each family's tuition payment is determined by the number of children, the program, the number of days attending and the hours per day. Special payment arrangements can be obtained if needed with the approval by the Director. The tuition rates are annually reviewed and determined by the School Board. Please refer to our website (www.greenlanepreschool.com) for more pricing information.

A 5% discount is applied to families with two or more children enrolled at GLS. The 5% discount does not apply to the oldest enrolled child but will be applied to each younger sibling enrolled.

Subsidized and DHS payments are accepted. For more information please see the Director or call CCIS to inquire. CCIS phone number is 215-842-4820

3.2 Payment Schedule

Invoices are delivered to families via email to the email addresses you provide on your enrollment application. Tuition invoices are issued on the 1st of each payment month outlined below. Payments are due by the 10th of the month for which the invoice was issued.

- The first of ten tuition payments is taken upon Enrollment for new families.
- The first of ten tuition payments is invoiced in the August prior to the start of the school year for re-enrolled families.
- The next 9 payments will be invoiced the first of each month beginning in September and ending in May.
- Summer Camp tuition is broken down into two payments, one for each 5-week session.
- Summer Camp tuition is invoiced on June 1st for session #1 and July 1st for session #2.

3.3 Submitting Payments

Payments can be made by:

- Bank Transfer: if your bank provides this service you can pay your tuition directly from the invoice you received via email.
- You may mail your check to: Director, Green Lane School, 470 Green Lane, Philadelphia PA 19128
- Checks may be placed in an envelope labeled with your child's name and left in the black lock box located on the Director's office door.
- Cash and money orders must be given to the Director or the Office Manager. You will receive a receipt for the exact amount to indicate record of payment.
- Please do not leave any money (check, cash or money order) for any reason in your child's book bag or on a teacher's desk.

- Please make sure that you are given a receipt for the exact amount you are paying for in cash or money order payments.

3.4 Returned Checks

Checks returned by the bank for insufficient funds are subject to the service charge. You will receive a new invoice for the original payment amount plus the service charge to be paid immediately. After two occurrences of a returned check, a money order will be required as a regular form of payment.

3.5 Late Payment Fees

A \$25.00 late fee per child is applied on the 20th of the month and again on the 30th of the month.

3.6 Late Picking Up Fees

- If you are late picking up your child/children, you will be charged \$1.00 per each minute late/per child.
- If you are habitually late in picking up your child/children, a mandatory schedule change will be required.
- If your pick-up time is 5:30 pm and a schedule change cannot be arranged removal from the program may be required
- Tuition credit is not given for early pick-ups.

3.7 Non-Tuition Fees Outlined

- **Early Care fee:** \$5 per day per child
- **Change of schedule fee:** \$25.00 per change/per child
- **Late tuition payment fee:** \$25.00 late fee per child is applied on the 20th of the month and again on the 30th of the month.
- **Late pick up fee:** \$1.00 per minute late/per child
- **Enrollment:** This fee is determined annually by the School Board and is due when your child/children are enrolled in our program
- **Re-enrollment:** This fee determined annually by the School Board and is due when your child/children are re-enrolled in our program

SECTION 4: HEALTH & SAFETY

4.1 Sick Policy

For all medical concerns Green Lane School refers to the recommendations by the American Academy of Pediatrics distributed by the National Association for the Education of Young Children.

To provide a healthy and safe environment for everyone, children may not attend school under the following conditions:

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

The following conditions require a doctor's note to return to school:

- Pink-eye
- Scarlet Fever
- Chicken Pox
- Rash/Hives
- Measles

Children who become ill during the school day will be sent home. Parents are responsible for providing up-to-date emergency phone numbers. It is important that you have an emergency contact person who is local and available for timely pickup if necessary. **Sick children must be picked up within 30 minutes of initial phone call from the school.**

If your child is sent home sick, he/she **may not return to school until they are symptoms free for 24 hours.**

4.2 School Health Policy

Reporting: Symptoms of Illness

I agree to report to the Director when my child has:

- Diarrhea
- Vomiting

- Jaundice (yellowing of the skin and/or eyes)
- Sore throat with fever
- Infected cuts or wounds, or lesions containing pus on the hand, wrist, and exposed body part (such as boils, infected wounds, however small).

Reporting: Diagnosed Illnesses

I agree to report to the manager when my child has:

- Norovirus
- Salmonella Typhi (typhoid fever)
- Shigella spp. Infection
- E. coli infection (Escherichia coli O157:H7 or other EHEC/STEC infection)
- Hepatitis A

NOTE: The Director must report to the Health Department when a child in care has one of these illnesses.

Reporting: Exposure

I agree to report to the manager when my child has been exposed to any of the illnesses listed above through:

- An outbreak of Norovirus, typhoid fever, Shigella ssp. infection, E coli infection, or hepatitis A.
- A household member with Norovirus, typhoid fever, Shigella ssp. infection, E coli infection, or hepatitis A.
- A house hold member attending or working in a setting with an outbreak of Norovirus, typhoid fever, Shigella ssp. infection, E coli infection, or hepatitis A.

4.3 Absences from school

If for any reason a student is absent from school, the parent/guardian must notify the school office the day of the absence between 8:30AM and 9:00AM stating the reason for the absence. This is to be done on each day of absence unless indicated that a student will be out for an extended period due to serious illness. Failure to do so will result in a call from the school to assure the safety of the student. When the student returns to school, a written, dated note explaining the reason for the absence must be sent. After 3 days' absence, Green Lane School requires a doctor's note be provided.

Tuition credits are not given for absences, sick or otherwise.

4.4 Head Lice Policy

Green Lane school has a no lice, no nits policy. Upon discovery of lice/nits the child will be sent home.

Parents should treat the child immediately. 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/children's head. Individual children repeatedly sent home with lice will need a doctor's note to return to school.

4.5 Medication and Special Needs

To allow for Green Lane School staff to administer medication to your child, you must stop by the office and complete a **Medication Protocol Form**. This is a DHS form that must be completed annually and/or when there is any change to your child's medication protocol.

- You must complete a consent form indicating the name of the medication, the dosage, the time to be given, refrigeration requirements, the date and your signature.
- All medication must be in the original container 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.
- A dosage spoon or syringe (not an ordinary kitchen teaspoon) marked appropriately is required for all liquid medication.
- If your child's allergy requires an EPI-PEN, one will be required to remain in school, in your child's morning class "Go Kit", and if your child naps, a second EPI-PEN will be needed for the Aftercare "Go Kit".
- A child who receives a dose of EPI-PEN may not return to school for at least 24 hours. The child will need a doctor's note stating that the child is able to return to the program.

- Over the counter medication will be given only upon written instructions from a physician.
- 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 advise a Staff member if you administer any medication (OTC or otherwise) to your child prior to dropping off at school
- Please advise the school if your child has any special needs or unusual health concerns including food allergies or religious restrictions regarding food immediately.

These are some of the Bacterium and Viruses spread from Food Handlers to Food

E. Coli

Overview: A bacterium that can produce a deadly toxin and causes an estimated 70,000 cases of foodborne illnesses each year in the U.S.

Sources: Meat, especially undercooked or raw hamburger, produce and raw milk.

Incubation period: 2-10 days

Symptoms: Severe diarrhea, cramping, dehydration

Prevention: Cook implicated food to 155F, wash hands properly and frequently, correctly wash rinse and sanitize food contact surfaces.

Shigella

Overview: Shigella is a bacterium that causes an estimated 450,000 cases of diarrhea illnesses each year. Poor hygiene causes Shigella to be easily passed from person to person.

Sources: Salad, milk, and dairy products, and unclean water.

Incubation period: 1-7 days

Symptoms: Diarrhea, stomach cramps, fever, chills and dehydration

Prevention: Wash hands properly and frequently, especially after using the restroom, wash vegetables thoroughly.

Salmonella

Overview: Salmonella is a bacterium responsible for millions of cases of foodborne illnesses a year. Elderly, infants and individuals with impaired immune systems are at risk to severe illness and death can occur if the person is not treated promptly with antibiotics.

Sources: raw and undercooked eggs, undercooked poultry and meat, dairy products, seafood, fruits and vegetables

Incubation period: 5-72 hours (up to 16 days has been documented for low doses)

Symptoms: Nausea, vomiting, cramps, and fever

Prevention: Cook all food to proper temperatures, chill food rapidly, and eliminate sources of cross contamination (i.e. proper meat storage, proper wash, rinse, and sanitize procedure)

Hepatitis A

Overview: Hepatitis A is a liver disease caused by the Hepatitis A virus. Hepatitis A can affect anyone. In the United States, Hepatitis A can occur in situations ranging from isolated cases of disease to widespread epidemics.

Incubation period: 15-50 days

Symptoms: jaundice, nausea, diarrhea, fever, fatigue, loss of appetite, cramps

Prevention: Wash hands properly and frequently, especially after using the restroom.

Norovirus

Overview: This virus is the leading cause of diarrhea in the United States. Any food can be contaminated with norovirus if handled by someone who is infected with the virus. This virus is highly infectious.

Incubation period: 6-48 hours

Symptoms: Nausea, vomiting, diarrhea, and cramps

Prevention: Wash hands properly and frequently, especially after using the restroom; obtain food from a reputable food source; and wash vegetables thoroughly.

Staph (Staphylococcus aureus)

Overview: Staph food poisoning is a gastrointestinal illness. It is caused by eating foods contaminated with toxins produced by Staphylococcus aureus. Staph can be found on the skin, in the mouth, throat, and nose of many employees. The hands of employees can be contaminated by touching their nose, infected cuts or other body parts. Staph produces toxins that are extremely heat stable and are not inactivated by normal reheating temperatures. It is important that food contamination be minimized.

Incubation period: Staph toxins are fast acting, sometimes causing illness in as little as 30 minutes after eating contaminated foods, but symptoms usually develop within one to six hours.

Sources: Ready-to-eat foods touched by bare hands. Foods at highest risk of producing toxins are those that are made by hand and require no cooking.

Symptoms: Patients typically experience several of the following: nausea, vomiting, stomach cramps, and diarrhea. The illness lasts one day to three days. In a small minority of patients the illness may be more severe.

Prevention: No bare hand contact with ready-to-eat foods. Wash hands properly. Do not prepare food if you have a nose or eye infection. Do not prepare or serve food for others if you have wounds or skin infections on your hands or wrists. If food is to be stored longer than two hours, keep hot foods hot (over 135°F) and cold foods cold (41°F or under). Properly cool all foods.

Ways of Prevention

1. Handwashing is the MOST CRITICAL control step in prevention of disease. Invest 20 seconds to follow these 6 simple steps:
 1. Wet your hands and arms with warm running water.
 2. Apply soap and bring to a good lather.
 3. Scrub hands and arms vigorously for 10 to 15 seconds (clean under nails and between fingers).
 4. Rinse hands and arms thoroughly under running water.
 5. Dry hands and arms with a single-use paper towel or warm-air hand dryer.
 6. Use the towel to turn off faucets and open door handles so you don't re-contaminate your hands

2. Don't go to work when you are sick

3. No bare hand contact with ready-to-eat foods.

4.6 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.

4.7 Building Access

The safety and security of the children is our number one priority. All doors in the building are always locked.

Security cameras are located at the front middle door and the back door off the parking lot. Each camera unit is equipped with a buzzer. Pressing the buzzer will notify the office to release the door lock and allow entrance into the building. Someone must be in the school office to release the lock. If you do not get a response, please use the doorbell to notify someone in the building that you need access.

The back door also has key pad access. Employees and current families are the only people given the code. We ask that the code not be share with other family, friends, etc. who are not regular pick up people. The code is changed annually at the beginning of the school year. Please do not hold the door for anyone you do not know by name.

4.8 Arrival and Dismissal

Arrival and dismissal policy are designed around DHS regulations and implemented to keep all children safe and the staff in compliance.

- All children must be **signed in and out** each day by an adult.

- 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
- If your child requires medication temporarily or otherwise, please refer to [Section 4.4](#) of this handbook for details of the procedures required for the staff to administer said medication(s).
- Children are dismissed at the time indicated on the tuition agreement.
- Please be prompt when picking up your child. This can be an anxious time for some children.
- You will be charged a late fee when you are late. Please refer to the [Section 3.6](#) of this handbook details explanation on how late fees are applied.
- Please make every effort to contact the office when you are running late to pick-up your child.
- Children will only be dismissed 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 your information 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.
- Picking up early, or by a different person other than normal, or going home with a classmate must be verbalized to a staff member as well as written on the bottom of the sign-in/out sheet at drop-off time in the morning.
- All children must be signed out by the pick-up person.
- Green Lane School 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
- Green Lane School employees will not release a child to a person with whom they are not familiar and fails to produce required identification

4.9 Legal Custody Issues

When legal custody of a child/(ren) resides with one parent that parent must provide the school with a copy of the court order or custodial agreement adjudicating that determination of custody. This Court Order/Custodial Agreement

will be placed in the students file. Custodial parents are likewise asked to supply the school with copies of restraining orders if the need arises.

Those individuals who have legal custody of the student may attend school meetings, participate in educational decisions and review educational records regarding that student. Persons who do not have legal custody (including those with visitation rights but not legal custody) have no such educational rights and may not participate in these matters.

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.

4.10 Basic Emergency Plan

Green Lane School 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.

This plan is posted on the bulletin board outside of the school office. There is also a copy of the plan in each classroom's Go-Kits.

A "shelter-in place" has been established in the basement of the church. Supplies are checked and recorded every six months.

The Emergency Plan is reviewed at the time of our annual inspection by the DHS.

4.11 Emergency Closing Procedures

It is Green Lane School's policy to close when the Philadelphia School District is closed due to poor weather or extreme emergency conditions. We also follow the Philadelphia School District's early dismissal times and delayed openings for weather or emergency conditions.

School closings are announced on Ch10 news and Ch3 news. We will also post updates our "Friends of Green Lane" Facebook page.

If the weather conditions become hazardous during school hours and the Philadelphia School District closes, or there are fewer than ten children because of the conditions, Green Lane School will close, and all parents will be notified. Two staff persons will wait with the children until an appropriate pick up person assumes responsibility for the child.

If there is an emergency during the school day that forces an evacuation of our building, the children will be taken to either **Roxborough Church at 6035 Ridge Avenue (215) 482-1489** or **North Light Community Center located at 175 Green Lane (215)483-4800**. 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.

No tuition credits or refunds for any emergency or weather-related closings.

4.12 Parking

The church/school parking lot is used for drop-off and pick-up. The three parking spaces next to the stairway are designated for **Handicap Parking** only.

Children may wander away from parents or dart out from cars unexpectedly. Please use caution and slow speeds when entering and exiting.

Use the driveway closest to our building when entering the lot. **At the end of the driveway please STOP and be aware of the children in the parking lot.**

Exit the lot by using the "out" drive way located on the far side of the parking lot. It is against the law in the state of Pennsylvania to leave a child alone in a parked car. Do not leave children alone in the car while you are in the building. Do not leave your car running while you are in the building.

4.13 Transportation

Green Lane School does not provide transportation to or from school.

Children in our Pre-K Program (four years of age or older) are transported by school bus for class trips only. Prior knowledge and permission releases are required for each trip.

SECTION 5: SCHOOL OPERATIONS

5.1 Program Calendar

- Green Lane School offers a ten (10) month program, for all classes, which begins the Wednesday after Labor Day and continues until the middle of June.
- Green Lane School will be closed for one day in the spring for teacher in-service training. Advanced notice will be given.
- Green Lane School is closed on the following days:
 - Labor Day
 - Tuesday following Labor Day (Teacher Preparation Day)
 - Columbus Day
 - Thanksgiving Day
 - Thanksgiving Friday
 - Christmas Eve through New Year's Day
 - Martin Luther King Day
 - Presidents Day
 - Good Friday
 - Easter Monday
 - Memorial Day
 - One Teacher In-Service day (in the Spring), to be announced.
 - The 2 days after the last day of our 10-month program
 - July 4th (Independence Day)
- Green Lane School offers a summer program which runs from the middle of June and continues until the Friday of the second to last week in August all students.
- School is not in session during the last week in August.
- The summer program enrollment is separate from fall program enrollment.

5.2 Early Care

Early care is available beginning at 7:30 am for \$5 a day. Your child must be registered as an early care child. We cannot accommodate Early Care Drop-ins as we staff according to the number of children expected in care.

- Parents of the 3s & Pre-K who are paying for early care (7:30-8:30) will drop their child/children off in the playroom.
- Parents of 1s & 2s who are paying for early care (7:30-8:30) will drop their child/children off in the 1-year old classroom.

5.3 General Daily Schedule

7:30 am	• School opens. Early Care begins.
8:15 am	• Early Care children are picked by teachers and taken to classrooms.
8:30 am	• Classes begin
11:30 am-12:00 pm	• Lunch
12:30pm	• Rest time begins – Morning Classes dismiss
12:30-2:00 pm	• No dismissals during rest time
2:30 pm	• Rest time is over and afternoon pick-ups begin
2:30	• Aftercare program begins.
5:30 pm	• School closes for the day.

Children should arrive **no earlier** than 5 minutes before their scheduled starting time.

Children should be in their classrooms and unpacked **no later** than 9:00am.

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

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

5.4 Curriculum

GLS bases its curriculum on several sources. We use the basic guidelines presented by the Philadelphia School District for preschool. We also use resources recommended by the Delaware Valley Association for the Education of Young Children and the National Association for the Education of Young Children. Teachers use the Pennsylvania Standards to ensure varied, exciting, developmentally appropriate learning experiences that will help each child grow socially, emotionally, physically, and academically. Each child is given individualized opportunities based on his/her readiness level. We are constantly aware of the need to protect and nurture a positive self-esteem for all our children. During the school year the children will work in areas of readiness (appropriate for their age level) in the following subjects; reading, math, color and shape recognition, spatial size relationships, language, listening skills, social studies, science, movement, art, and music. In addition, the children are always practicing social skills such as working together, helping, sharing, and making friends.

Our staff is cognizant of the fact that all children develop at their own pace. If developmental concerns arise regarding any possible delays a child may exhibit, the teachers will arrange a parent conference. We will ask for your help in formulating approaches to address these concerns. While trained in making acceptable adaptations for all children, teachers are not trained to diagnose a developmental delay. If the initial interventions discussed at the parent conference are not addressing the needs of your child, the school may recommend that you discuss the matter with your pediatrician. Your child's pediatrician may recommend evaluation by Child-Link (servicing children birth to three years of age) or Elwyn (servicing children three years of age to kindergarten enrollment). Parents may also call directly to inquire about evaluations at the following numbers:

Child Link	(215) 731-2110
Elwyn	(215) 222-4005

5.5 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. Please refer to Section 2.8 for severe behavior concerns.

5.6 Lunch and Snacks

All children need a healthy lunch daily. Lunches are kept with your child’s school bags. If lunch includes perishable items, please place labeled perishable items in the refrigerator bin in your child’s classroom. We do not heat lunches.

Two snacks are served each day. Parents are asked to donate snack on a rotating basis. More information on snack will be provided by your child's teacher.

If your child has food allergies or religious restrictions, please advise the teacher and provide a snack that is acceptable for the child.

Birthdays are celebrated on the school day closest to the birthday. The usual procedure is for the birthday child to provide the snack. Mini cupcakes, brownies or Munchkins are perfect.

Please inform the teacher when you wish to celebrate your child’s birthday, so they can plan their snacks.

5.7 Nap/Rest Time

Children who nap/rest at school (all children in school between 12:30 and 2:30 p.m.) need a child size sleeping bag and a rest mat. Rest mats are available for purchase from the office. Children may have a small stuffed toy and/or pillow that can remain at school.

Sleeping bags, stuffed toys and pillows are sent home on any day that the child is ill or has an “accident”. All sleeping bags are sent home once a month for washing.

Children are not required to sleep but must remain quietly on their bags. In fairness to other resting children, a child who is disruptive at rest time will not be

permitted to continue in the afternoon program. Please see [Section 2.9](#) for specific details about removal of a child from the afternoon program.

5.8 Clothing and Footwear

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

All strings must be removed from the hoods of sweat shirts and jackets. If a child comes to school with strings on their clothing the teachers will remove the safety hazard.

During the colder months, children must come to school with appropriate outer wear for outdoor play. It is Green Lane School's policy to have the children play outdoors if the weather permits. Hats that cover their ears and gloves are required. Do not send you child to school with a scarf of any kind as it can become a safety hazard when playing.

Appropriate footwear is of the most importance. Sneakers or rubber soled shoes must always be worn. Open toed shoes, sandals, Crocks, flip-flops, snow boots and rain boots are not acceptable foot wear. They pose a safety hazard.

Accidents happen. Please provide your child's teacher with a complete set of clothing that is appropriate for the season. This clothing should be place 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.

5.9 Additional Supplies

Your child will need the following items on the first day of school:

- **SCHOOL BAG & LUNCH BOX:** Your child is required to have school bag large enough to hold a lunch box, folder and special projects. Clearly label both items with your child's name.
- **WATER BOTTLE/SIPPY CUP:** Your child will need a water bottle/sippy cup daily. Be sure to label it with their name.

- **DIAPERS & WIPES:** For the ones and twos who are in diapers. Please mark your packages with your child's name.

SECTION 6: PARENT INFORMATION

6.1 Getting Ready for School

Getting your child ready for school is very important. Whether this is the first school experience or a change from another school, it is an adventure into the unknown for your child. Please spend time before the first day discussing some things your child will be doing in school, such as making friends, painting, playing and generally having fun! Reassure your child that you are happy about him/her going to school and that you will be picking them up on time and are anxious to hear all about their school experience day! Remember that many children cry sometime during the adjustment period. Your attitude will greatly affect your child's adjustment. Continue to reassure your child. Please feel free to call the office and check on your child if you have any concerns. Routine here at school is a vital part of building trust and confidence with the children. Routine at home is very important too. Once your child begins school, eating and sleeping schedules that are consistent are very helpful. Please feel free to discuss any changes in routine at home or other family arrangements that you feel might influence your child's adjustment and progress at school.

6.2 Parent/Teacher Relationship

The relationship between teacher and parent is very important to the child's adjustment and overall happiness in school. Please feel free to talk with your child's teacher if you have any questions or concerns. We do ask that you make an appointment, so that the teacher is free of classroom duties to talk privately with you. Telephone conferences can be arranged. Please leave your telephone number and a scheduled time for the conference call. Every family receives a monthly newsletter containing information about the individual class programs and any special events planned for that month. The Toddlers receive a daily report so that you will be aware of health, bathroom and food concerns. It also includes special activities of that day. Progress Reports are provided twice during the year.

6.3 Back to School Night

Back to School Night is scheduled for the 3rd Wednesday of the school year. This is an opportunity for all parents to meet the teachers and hear about the overall program for the year. You are encouraged to ask questions about your child's/children's program. This is also a good time for parents to meet each other. During this program you will have the opportunity to meet with representatives from the various enrichment programs such as Soccer Shots, Jeanette School of Dance, Action Karate and Music by Alison. The Chairperson of the Parents Association will also be available to provide information about upcoming fund raisers and social events. This is a great opportunity to sign up to volunteer. We welcome suggestions and participation.

6.4 Parents Association & Volunteers

Parents are a very important part of GLS. There are many opportunities for families to volunteer and we hope that all the parents at GLS will be able to participate in some way throughout the year.

Parents can volunteer to help with special projects in the classroom, trips away from the school and special projects to improve our building.

GLS has a Parents Association. It is organized and governed by volunteer parents in our school. The Parents Association organize and run our fundraisers and social events.

Contact the Office to see how you can help and receive your volunteer packet. You will be required to provide clearances for GLS to keep on file at the school. Directions for obtaining your clearances will be included in your volunteer packet.

6.5 Donations

We are a not for profit school and donations help us keep the tuition costs as low as possible. Please consider donating any of the following items as often as you can:

- Paper Towels
- Tissues
- Baby Wipes
- Coffee Filters

- Disinfectant Wipes

6.6 Important Information

Tax ID # 23-1379515

Green Lane School

- School phone: 215-487-0740
- Address: 470 Green Lane, Philadelphia, PA 19128
- Director: Frances DiGiovanni
- Director email: greenlaneschooldirector@gmail.com
- Office Manager: Patty Toal
- Office Manager email: greenlaneprek@gmail.com
- School Website: www.greenlanepreschool.com

Green Lane United Methodist Church

- Church Phone (215) 483-0999
- Pastor: Rev. Don Edwards



PARENT HANDBOOK SIGNATURE PAGE

I/We _____ the parents of _____, have received, read, had the opportunity to ask questions about, understand and agree to abide by the policies set forth in the Green Lane School parent handbook.

Furthermore, I/We understand and agree that the director of the school, in consultation with the School Board, is the final authority in all matters and can waive all regulations as seen fit for just cause. This handbook contains policies and procedures of Green Lane School. We reserve the right to amend this handbook, and thus, the information contained herein is subject to change.

STUDENTS AND PARENTS MUST ACCEPT AND ABIDE BY THE SCHOOL'S POLICIES AND PROCEDURES IN ORDER FOR THE STUDENT TO ATTEND GREEN LANE SCHOOL.

I/We also understand that parents must accept and abide by the School's policies and procedures for the student to attend Green Lane School. Future questions regarding policies in the parent handbook can be directed to the school Director and Board.

Parent/Guardian Signature

Date

Parent/Guardian Signature

Date