



Morgantown Early Learning Facility

Morgantown Early Learning Facility

Parent Handbook

Updated: November 21, 2023

Table of Contents

Table of Contents	2
Introduction	4
Mission Statement:	4
General Operations:	4
About the Handbook:	4
Admissions:	5
Tuition Rates:	5
Attendance:	5
Contracts:	6
Authorization to Leave Form:	6
Sunscreen:	6
Immunizations:	6
Staff Medical Records Requirements:	6
Student Medical Records Requirements:	6
Parental Custody:	7
Restraining Order:	7
Allergy Information:	7
Contract Terms/Discharging Information:	7
Termination of Childcare Contract:	8
Complaint Procedure:	8
Program	9
Program Overview:	9
Early Dismissal Program and 2-Hour Delay Schedule:	10
Operating Hours:	10
Insurance Information:	10
Nutrition and Meals:	10
Outdoor Play:	11
Evaluations:	11
Communication:	12
Reports:	12
Enhancements:	12
Items from Home:	13
Health and Safety:	14
Mandated Reporters:	15
Confidentiality:	16
Violations of the Confidentiality Policy:	16

Parent Code of Conduct	16
Swearing/Cursing:	17
Threatening of Employees, Children, Other Parents of Adults Associated with ELF:	17
Physical/Verbal Punishment of Your Child or Other Children at ELF:	17
Tobacco:	17
Persons Appearing to be Impaired by Drugs/Alcohol at Pick-Up	18
Violations of the Safety Policy:	18
Confrontational Interactions with Employees, Other Parents or Associates of ELF:	18
Behaviors	18
Staff Interaction with Children:	18
Behavior Guidance:	18
Behavior Discipline:	19
Behavior Management:	19
Difficult Behavior Plan:	19
Difficult Behavior Procedures:	19
Policies	21
Babysitting Policy:	22
Conflict of Interest:	22
Environmental Safety:	22
Firearm and Weapon Prohibition:	23
Inclement Weather Policy:	23
Late Pick Up Policy:	24
Records and Information Disclosure:	24
Safe School Policy:	24
Procedures	24
Fundraising:	24
Work Day Requirements:	24
Drop-off Procedures:	25
Dropping Off / Picking up Your Child:	25
Parking:	25
Safety Procedures:	25
Bomb Threat:	25
Chemical Spills:	25
Evacuation Drills/Plan:	26
Fire Drills:	26
Kidnapping:	26
Lockdown Procedures:	26
Power Failure:	26
Loss of Water or “Boil Water Advisory”:	26

Safe Room Drills:	26
Threatening Intruder:	27
Pest Management:	27
Medical Procedures:	27
Illness:	27
Common Cold Policy:	28
Medical Emergencies:	29
Medical Notifications:	29
Medication Error:	29
Account Management	29
Procare Software®:	29
Payment Policies:	30
CCRC Payment Policies:	30

Introduction

Morgantown Early Learning Facility (“ELF”) is a non-profit, parent-owned educational program, licensed on a two-year basis through the West Virginia Department of Human Services for child care. It is guided and directed by an elected Board of Directors comprised of parents and staff of the facility. ELF was incorporated in May of 1983.

The Monongalia County Board of Education and the West Virginia State Board of Education ensures that our certified teachers meet all credentials required for Pre-Kindergarten programs.

ELF serves children from a wide geographical area, including Monongalia, Marion, and Preston Counties, as well as Southwestern Pennsylvania. ELF also serves children from a wide socioeconomic range in accordance with the Child Care Resource Center of West Virginia (“CCRC”). It also provides before and after elementary school delivery and pick up to a few area schools.

Due to operating as a non-profit corporation, ELF supplements its tuition funding in order to provide a quality experience parents expect for their student(s). Therefore, fundraising is a vital part of ELF.

Mission Statement:

Our mission is to create a challenging learning environment that encourages high expectations for success through development-appropriate instruction that allows for individual differences and learning styles.

General Operations:

As a non-profit corporation, there are a set of bylaws that generally set forth and govern the structure of ELF. As set out in those bylaws, the ELF Board of Directors (hereinafter “Board”) has the sole authority to govern the affairs of ELF. The Board exercises its authority with regard to the day-to-day operations of ELF through an administrative team currently comprised of ELF’s Early Education Director and Elementary Programs Director (“Administration” or “Administration Team”). ELF’s Board, in consultation with the Administrative Team, has decided the policies contained in this handbook. The Board relies upon the Administrative Team to oversee the day-to-day operations of ELF. More specifically, the Administrative Team oversees all education components of each facility and ensures that all regulations governing the operation of child care facilities, as well as all directives of the Board are implemented and followed.

Currently, ELF’s operations consist of two (2) sites/locations. Site 1 is located at 302 Scott Avenue, Morgantown, West Virginia. Site 1 houses ELF’s Toddler, Preschool, and Pre-K programs. Site 2 is located at 72 Distributor Drive, Morgantown, West Virginia. Site 2 houses all of ELF’s elementary aged programs which include before and after school care, snow day/no-school day care during the school year, and a full-time program during the summer.

About the Handbook:

This handbook defines the guidelines, policies, and procedures that are relevant for ELF parents and families. The policies in this handbook are in no way intended to be contractual in nature. ELF reserves the right to unilaterally supplement, delete, and/or amend the policies, practices, and general information contained herein, as it deems necessary and/or advisable. ELF parents and families will receive updates to these policies if changes are implemented. If you have a question as to whether a provision contained herein is current, you should contact a member of the Administration Team. The

information that follows is presented in sections sorted by topic.

Enrollment

Admissions:

Morgantown ELF is operated on a non-discriminatory basis, and the practice of this policy is demonstrated through equal treatment without regard to race, color, creed, religion, sex, national origin, handicap, sexual orientation and age or marital status of parents. In order to obtain admission into the facility, families will adhere to the following procedures:

- The parent completes and submits an application along with an application fee of \$50 per family for the child care services requested.
- The Administration documents the date the application is received in the child's file by creating an account through our Procure Software® system.
- A meeting/tour is scheduled with a member of the Administration Team to exchange information about the program and obtain information about the child.
- The center provides the parent a copy of its statement of purpose, philosophy, and general contract information.
- Families are then placed on a waitlist according to the date the application was received. Separate waitlists are created for each individual classroom.
- The family is contacted once a spot becomes available and has three days to decide on acceptance of position.
- Contract term for Site 1 is from September 1 (*or initial date of enrollment if done during school year*) through August 31 of the following year. Contract term for Site 2 will depend on the type of care selected.
- If acceptance is decided, families are provided with contract paperwork to complete and return to the facility prior to enrollment. Required documents are outlined in a separate section of this manual.
- If admission is declined by the family, the family may choose to be placed back onto the waitlist but will lose priority spot.

Tuition Rates:

Current rates are available online on our website, www.morgantownelf.com.

Attendance:

ELF only offers full contracts. This includes care Monday through Friday from 6:30 a.m. through 6:00 p.m. Families with children in the Toddler and Preschool programs may utilize the child care services as desired. Attendance in the Pre-K program is monitored through Monongalia County Schools. If your child is enrolled in the Pre-K Collaborative program **ONLY** and misses more than 5 days in a semester, you will receive a notification from the truancy director of Monongalia County Schools. Please refer to the Monongalia County Board of Education policies and procedures for additional Pre-K attendance requirements.

For all classrooms, we request that you notify the facility if your child will be absent or will arrive after 10:00 a.m. This is to ensure proper lunch count and staffing.

Contracts:

Contracts include the following information:

- Asbestos/Pesticide statement
- Authorization for Photo Release
- Authorization to Leave
- Authorization for Sunscreen
- Authorization for Transportation
- Cover page detailing costs
- Cover page outlining payment policies, work day fees, late pick up fees, and attendance policy
- Dental Check Up Form **(FOR MON COUNTY PRE-K COLLABORATIVE STUDENTS ONLY)**
- Emergency Medical Information
- Immunization Records
- Well Child Visit Report
- Federal Food Stamp Program Application

Authorization to Leave Form:

An "Authorization to Leave" form designates who has permission to pick up each child. Children are not permitted to go home with anyone who is not listed on the form. Therefore, include everyone on this form who may need to pick up a child in any situation. Changes to the child pick-up must be made in writing; no phone calls will be accepted. Whoever picks up the child(ren) must be registered in Procure® and have a valid ID. When authorizing someone else to pick up, please give sufficient notice.

Sunscreen:

We apply sunscreen to all children before playing outdoors, as weather permits. Parents must complete a Sunscreen Permission Form to allow us to apply sunscreen. If a form is not completed, the child will not get sunscreen before going outside until the form is completed. If parents/guardians wish us to use a certain type of sunscreen, it should be noted on the form and your family will need to provide the alternative sunscreen labeled with the child's name.

Immunizations:

Immunizations must be current and continued on a regular basis until all those necessary for public school enrollment have been completed as directed by the child's licensed healthcare provider taking into consideration any medical conditions. As children get new immunizations, please bring documentation when they receive them, i.e., covid vaccines.

Staff Medical Records Requirements:

As outlined in licensing regulations 8.5: Health policies for staff include a significant health history (updated every 2 years) including a physical exam, hearing and vision screens, a statement from the licensed health care provider noting that the prospective staff member has no known condition or disease which would interfere with the proper care of children and a tuberculosis risk assessment or a tuberculosis screening by the Mantoux method.

Student Medical Records Requirements:

Parents must provide a copy of the most recent valid immunization record and a copy of the most recent well-child visit. Well-child documentation must be updated with each updated contract.

Parental Custody:

Parents must provide up-to-date information regarding the custody of their children. If parents are separated or divorced, ELF must be provided with a copy of the court order that outlines the custody agreement between the parents. In the absence of a court order, both parents have equal access to a child. Authorization forms are available to both parents, but staff cannot share any pick-up information as per their confidentiality agreement. If there is no court ordered custody agreement, but you have come up with one on your own, please share the pick-up schedule with ELF.

- *Shared/Joint Custody*

Both parents retain rights to access information and make decisions about the child when the child's time is split between both parents. When this agreement is in place, each parent must complete an emergency form and an authorization to leave form for the child. If one parent has the child on certain days of the week, they are allowed to put whomever they choose on the authorization to leave form for those days only, if permitted through the custody agreement.

- *Sole/Exclusive Custody*

One parent gets all the access to the child and the other parent has visitation rights only. If changes are made in the agreement or schedule, both parents are to provide ELF with written notification explaining the changes.

Restraining Order:

If a family has a restraining order in place, ELF must have the original certified copy on file. Additionally, an original certified copy should be filed with the police department in our jurisdiction. If a child is included in the restraining order, then the restrained person cannot enter our facility. If attempted, police will be contacted. A restraining order can only be removed through a court order.

Allergy Information:

If your child has an allergy, please notify the facility upon registration. We will meet to adjust menu options and train staff accordingly. You must provide official medical documentation or prescription outlining any allergies and any medical information needed for staff to properly care for your child. This documentation must be updated each year, or if any changes occur.

In order to best protect our children, we are a nut-aware facility, and outside food is **NOT** permitted into the facility. If you repeatedly bring outside food in after being told not to, that food will have to be disposed of. Exception: For special events, snacks must have prior approval and adhere to the safe-snack guide. The guide can be located at <http://snacksafely.com/safe-snack-guide/>.

Contract Terms/Discharging Information:

Our contracts follow a typical school year calendar to be determined annually. For Site 1, a contract term is from the initial date of enrollment through the last day of August of the current school year. For example, if a family begins December 1, 2019, the contract runs through August 31, 2020. If a family decides to withdraw their child from the program prior to the contract expiration date, the family is responsible for the monthly tuition due for the remainder of the contract or until Administration secures a contract able to fill the vacancy. If the facility requests a discharge from the program due to an issue, such as severe behavior concerns, it will take place immediately and you will not be responsible for the remainder of the initial contract.

Monthly fees are calculated based on the total days of care ELF provides during the year. NO credits, refunds, or other reimbursements are given for any days of non-attendance. This includes the Site 1 contract, Site 2 Before and After School contract, Site 2 Summer contract, and Site 2 Snow day contracts.

Termination of Childcare Contract:

Morgantown ELF reserves the right to terminate a childcare contract for the following reasons:

- Behavior of a child indicates that he or she is not ready for a group experience
- Behavior of a child that endangers the physical or emotional well-being of other children at ELF on a chronic basis
- Failure of a parent or guardian to return required documents including physical forms, Federal Food Program forms, or immunization records
- Continual failure of a parent or guardian to notify ELF of child's absence or schedule changes
- Failure of parent or guardian to meet the financial obligation to ELF
- Failure to comply with outlined behavior plans
- Failure to comply with items outlined in the ELF Parent Handbook
- Any other reason that Administration deems that continuation in the program is not the best interest of the child, other children at ELF, the child's parent or guardian, or ELF staff

If termination becomes necessary, the parent or guardian will receive written and/or verbal notification by ELF Administration. The timing of the termination will be at ELF's discretion.

Complaint Procedure:

To resolve complaints and problems, families and staff are encouraged to first seek assistance from a member of the Administration Team, who will attempt to resolve the problem. We ask that complaints be presented in written form so that there is paper documentation in place as the complaint is resolved; written form includes email messages. The Administration has 10 days to resolve the problem or provide an answer.

If the complaint is not settled satisfactorily with the Administration, families and staff may present the dispute to the Board. The family or staff member is encouraged to advise the Administration of their intention to present the matter to the Board. The Administration will support the process to help rectify any remaining dissatisfaction. The Board will render a decision on the matter after appropriate investigations. The Board has 10 days following the next scheduled Board meeting to make a decision.

Families and staff have the right to report complaints to the Secretary of the Department of Health and Human Resources at any time.

Student Transition:

Each year, the children in our program are enrolled in a specific classroom (e.g., Toddler 1, Preschool 3, etc.) and assigned a specific lead teacher. Classrooms are generally organized by the child's age and developmental milestones, and children are placed accordingly. A child may be transitioned from one classroom to another during the school year. No such transition will occur without parent, teacher, and Administration approval.

Site 1 - Transition is completed through a various time frames depending on the needs of the child. Children gradually increase their time into the next classroom each day. Initial day is approximately a 30-minute period, and time increases each day until the full day is achieved. Notifications are sent to

parents and open house meetings are held each summer at Site 1 to begin the new school year. These meetings introduce the family to the new teacher and review classroom structure, schedules, and routines.

Site 2 – Pre-K students are assigned to their specific classroom. All other elementary-aged students are combined at various times between the two other classrooms depending upon age, attendance and staffing.

Program

Program Overview:

There are four major components to the overall program structure at Morgantown ELF:

1) **One Year Old Program:** This program begins with 12-month-old children. The students remain in a classroom of a maximum of eight students and with the support of a lead teacher and assistant teacher. We believe in this approach so that the children have an opportunity to work directly with staff members devoted to them in order to develop the security and safe environment in which they will continue to be able to thrive.

2) **Toddler Program:** This program begins with 24-month-old children. The students remain in a classroom of a maximum of twelve students and with the support of a lead teacher and assistant teacher. We believe in this approach so that the children have an opportunity to work directly with staff members devoted to them in order to develop the security and safe environment in which they will continue to be able to thrive.

3) **Preschool Program:** This program is developed for children ages 3-4. This is a curriculum-based program that involves children rotating through stations based upon themes shared by the entire program. Stations include art, science, math, blocks, dramatic play, and reading, materials for social studies, music, and sensory toys are provided around the room. Supplemental staff rotate through all Preschool groups to provide additional assistance. Children are assigned into classroom groups of students with one lead teacher.

4) **Pre-K Program:** We are a county-based collaborative program that incorporates the developmental guidelines of the kindergarten preparatory program as well as using time to implement additional skills, such as Spanish and Sign Language instruction and technology. Children experience learning through child-initiated play as well as station rotation, including the following topics: Construction/blocks, Math, Science, Reading, Art, Music, Dramatic Play, Writing Toys and Games and Sensory Stations.

The One Year Old, Toddler, Preschool and Pre-K Programs utilize Creative Curriculum.

5) **Elementary Program:** This program provides care for children ages 5-12 years of age. We offer many different enrollment options, such as a Before and After School Elementary Program, a Snow Day Program, a Non-School Day Contracted Program, and a Summer Program. We currently offer transportation to the following schools: Ridgedale and Mountainview Elementary School. This portion of our program is available at our Site 2 location at 72 Distributor Drive. Phone contact information is (304) 241-4632.

Early Dismissal Program and 2-Hour Delay Schedule:

Services provided in the Before and After School Program will include care needed during delay-of-start days and early dismissal days for elementary age children due to weather conditions or through Monongalia County School schedule. The Before School Program will utilize a 2-hour delay while the After-School Program will utilize early dismissals.

Operating Hours:

Monday-Friday, from 6:30 a.m. until 6:00 p.m.

Insurance Information:

ELF has the following insurance coverage:

- Property Insurance: Erie Insurance Company
- General Liability Insurance: Scottsdale Insurance Company
- Automobile insurance: Erie Insurance Company
- Directors and Operators Insurance: Great American Insurance Group

*Copies of these policies are available upon request. ELF carries liability insurance. This DOES NOT cover accident/injury of children. Parents' primary insurance would cover the children.

Nutrition and Meals:

We are dedicated to improving the health, both nutritionally and physically, of the children in our care. The goal of our nutrition program at ELF is to provide our children nutritionally well-rounded meals and snacks, as well as a diverse selection of foods, including multicultural components (refer to <http://wvde.state.wv.us/child-nutrition/> for additional details). We believe that these things offer children the tools and encouragement to make healthy choices. The nutrition program follows all federal and local recommendations per the Child and Adult Care Food Program ("CACFP"). ELF does not allow outside food, and we are also a nut-aware facility. For special events, snacks must have prior approval and adhere to the safe-snack guide. The guide can be located at <http://snacksafely.com/safe-snack-guide/>. When bringing food for special events please make sure they are labeled with all the ingredients

Children enrolled in the Site 1 and Pre-K full day program are provided the following meals each day:

- Full Breakfast
- Full Lunch
- Afternoon Snack

Children enrolled in the Site 2 before and after school program are provided the following meals each day:

- Full Breakfast
- Afternoon Snack

Children enrolled in the Site 2 Elementary Summer Program and/or the Site Snow Day or No-School Day Program are provided the following meals each day:

- Full Breakfast
- Full Lunch
- Afternoon Snack

We strive to meet all of the nutrition requirements for each student. We recognize that some children have food sensitivities and allergies; therefore, we do our best to provide nutritionally equal alternatives. In accordance with CACFP, a prescription and CACFP special dietary form outlining each child's situation must be provided by his or her licensed physician before alternative foods may be served. Once the proper documentation is received, a meeting will be scheduled to create an individualized plan for each child. This documentation must be updated every year, or as changes occur.

Outdoor Play:

Outdoor play is an important part of the ELF program. Outdoor play contributes to body strength, lung exercise, social skills, increased appetite, and higher quality concentration levels. Since children go outside every day, weather permitting, they develop an excellent tolerance for weather conditions. Your child needs to be dressed appropriately, and we urge you to always provide a change of clothes. Snow pants, hats, mittens, and boots are a necessity for late fall and winter. In the early Fall and Spring, please provide "layers" so your child may "peel" as the day warms up.

Many of us were taught that we "catch" colds outdoors in the weather. However, cold viruses are passed by physical contact, to which children are more vulnerable if enclosed and limited to the indoors. When the temperature is over 25°F, the children will spend a few active minutes outside and then move in 20-30 minute intervals in groups throughout the buildings in order for them to have adequate exercise. The wind chill factor is also taken into consideration in determining the length of outdoor time. When temperature increases to over 35°F, the length of time outside will be extended.

It is an enormous undertaking for staff to be sure each child is properly dressed for the outdoors. Your cooperation in being responsible for your child's proper dress and change of clothes, which should all be labeled, will help your child enjoy outdoor adventures to the fullest. In order for your child to stay indoors, a licensed physician's statement documenting the medical reason for their exclusion from the normal routine is required.

Evaluations:

Children are continually assessed with tools throughout the year that may include the West Virginia Early Learning Standards Framework. Additionally, children enrolled at Site 1 are evaluated using the BRIGANCE® assessment tool. Students in the Pre-K program are evaluated through a variety of tools including Preschool Steps to record observations, Early Learning Scale Pre-K assessment, and the BRIGANCE®. Scheduled parent conferences are held twice a year to review progress. You may request to schedule a conference at any time to discuss progress and performance. Conference times will be scheduled during the teacher's work day. Conferences are almost always held after ELF hours unless the parents' schedules don't work with those times.

Communication:

ELF incorporates a variety of home/school communication tools in order to ensure positive communication between families and school.

- Weekly notifications are distributed to each family with children in the One Year Old, Toddler, Preschool, and Pre-K programs, outlining classroom activities.
- Monthly newsletters provide parents with reminders and announcements about overall program needs, operations, schedules, and menu selections for the month.
- A Parent Information Center is located when you enter the facilities. This contains lunch menus, calendars, medical announcements, and donation request forms.
- Notifications are sent via email and are available through Facebook updates. Please join our private Facebook page for up-to-date notifications and information.
- Each class has some form of page or group specific to their classroom which we encourage parents to join. That is where updates that pertain to your child's class will be posted.

Reports:

We provide several reports to alert parents/guardians to incidents that happen: Injury Report, Behavior Report, and Serious Incident Report.

- **Injury Report:** Injury Reports are filed when a child gets hurt at ELF.
- **Behavior Report:** A behavior report is filed for these behaviors, including, but not limited to:
 - Hitting, pushing, kicking, biting, or choking another child with no injury occurring.
 - Spitting on a child or teacher.
 - Actions or languages that are sexual in nature that are beyond the scope of natural curiosity.
 - Minor assaults on teachers (unintentional or light enough not to cause injury).
 - Climbing on furniture / jumping off furniture.
 - Running outside the door or away from teachers at ELF or while on field trips.
- **Serious Incident Report:** A serious occurrence is an event that either harms or could potentially harm a child. It may include, but are not limited to, the following:
 - A child who is injured while in care to the extent that the child requires medical care beyond immediate first aid.
 - A medication error that occurs.
 - A legal action involving the child or affecting the operation.
 - A serious violation of a licensing requirement, such as use of physical punishment or failure to supervise.
 - A report given to Child Protective Services of suspected abuse or neglect of a child at ELF.
 - A child who dies while in care.

Enhancements:

The following items are enhancements to the basic curriculum of our program:

- **Birthdays:** Birthdays are a very special day at ELF. You can celebrate this time with your child

at school. Ideas could include spending the morning at school with your child or coming and eating lunch with him/her and friends. Please communicate your plans of your child's big day. Plans must have prior approval and follow the safe-snack guide due to our food restrictions in the facility if a family would like to bring in a special treat. The guide can be located at <http://snacksafely.com/safe-snack-guide/>.

- **Holiday Celebrations:** The students will complete activities addressing traditions and cultures such as those involving Christmas, Kwanzaa, Hanukkah, Chinese New Year, Independence Day, etc. The dreidel, a dreidel song, a dreidel game, potato latkes, gelt, and the menorah will likely be presented. Candy canes, Rudolph, Santa Claus, bells, poinsettias, and Christmas trees will likely be presented, as well as traditions from other cultures.

The children, verbalizing their enthusiasm for the season, sometimes talk about events that are occurring throughout the community, which may be unlike the experiences in your home. Teachers will encourage understanding alternate points of view when this occurs. We try to teach the children respect for the traditions of others and trust that you will encourage your child to enjoy learning about his/her traditions and those of his/her friends. Lesson plans are available for you to review. If you feel an activity is inappropriate for your child, your child is not required to participate and he/she will be provided an alternative activity. Communicating your concerns will be helpful to us. You must communicate any concerns if you want an alternative activity provided. The communication must be in verbal and written form to reduce any confusion and to ensure there is a record.

- **Field Trips:** Field trip permission forms are distributed at least a week prior to each scheduled event. They list dates, locations, directions, and contact information for each trip. We are required to have a permission form returned for each child to allow them to participate.
- **Spanish and Sign Language:** Children enrolled in the Pre-K Collaborative Program may be provided with a weekly Spanish and Sign Language lesson. Children are exposed to basic vocabulary and taught through the use of literature and music.

Items from Home:

ELF provides the majority of items needed for your child to use daily in our facilities.

- **What to Wear:** Children should wear play clothes and close-toed shoes with tread. Each family must provide appropriate clothing for all types of weather. Label everything your child wears and everything you bring to ELF. NO flip flops allowed unless they're wearing them to attend pool field trips. Shoes must be changed back to those with tread upon returning to ELF.
- **What to Bring:** Each child is required to have a complete change of clothing. LABEL each item. In addition, each child at Site 1 needs a small blanket, cot sheet, and pillow for rest time, as well as a soft resting buddy that does not make noise. These items should also be labeled. Furthermore, for children who are not potty trained, we will need diapers and/or pull-ups, wipes, extra underwear, and clothes during the transition out of pull ups. From November to March, please provide snow pants, boots, and mittens—even if there is no snow.

ELF is not responsible for lost or damaged clothing.

Health and Safety:

- **Medication Administration:** If your child needs medicine administered during school hours, you must fill out a consent form to document dosage, time given, and method in which to administer the medicine. Without proper information, we are not permitted to administer medicine.

For children who must have medication, they will be provided with a medication log that will be stored in their medical file. The medication log will be maintained by the appropriately authorized staff and will include the consent to administer, the method of administration, and the signature of the staff member administering the medication. Any spills, reactions, or refusal to take medication will be noted on the log.

In addition, prescription medication must be in the original prescription container (no pre-measured doses) with a label that indicates the child's name, pharmacist name, name and strength of the medication, the date the prescription was filled, the name of the healthcare provider who prescribed the medicine, the expiration date, as well as the administration, storage, and disposal instructions. Over the counter ("OTC") medicine must be presented in its original container and can only be administered for intended use. OTC and oral medications can be given for no more than 3 consecutive days in a 30-day period. OTC topical medicine can be given for no more than 5 days.

If a child must take a controlled substance, such as Ritalin, ELF staff will count with the parent the number of pills received and then document daily the number of pills remaining each day.

If a child requires emergency medication, such as a rescue inhaler or emergency allergy medication, such medication must be filled and on site during the child's attendance.

Only authorized staff who have successfully completed medication administration training will administer medicine. The first dose of any medication must be given at home to be sure that the child does not have an unexpected reaction to the medication. You must document the last dosage given to your child prior to drop off. This is to ensure that the appropriate amount of medication is being administered by the facility. Parents or guardians may administer medication to their own child during the day while the child is in care. If a child has written permission from the parent/guardian and healthcare provider, the child may self-administer asthma medication, emergency allergy medication, or other similar emergency medication. Also, under supervision, with written permission, a child may self-administer insulin or other injected medication. All self-administered medication is recorded in the medication log.

ALL medicine is locked away from child-access. We will not administer medication beyond the expiration date. If expired medicine is not picked up by the parent or guardian, then ELF will dispose of it and note it on the medication log.

- **First Aid Kits:** There are fully equipped first aid kits located throughout both facilities at ELF and on each bus. First aid kits are available in emergency bags hanging in each room.
- **Sanitation and Hygiene:** All staff and volunteers will practice good hygiene. Our staff members wash their hands under all of the following conditions:

- o Before starting work
 - o Before preparing, handling, serving food, and setting the table
 - o After toileting or assisting a child with toileting
 - o After handling pets or other animals
 - o Before giving medications
 - o After playing outdoors
 - o After handling garbage
 - o After removing gloves used for any purpose
- **Toileting and Diapering Procedures:** The staff members are trained on proper diapering procedures outlined by the Monongalia County Health Department. Signs outlining these recommended procedures are posted at each changing station throughout the facility. Individual toileting plans are created to meet the needs within all classrooms. Teachers will discuss with families to outline specific needs for each child.

Parents are responsible for providing diapers or pull-ups and wipes to meet their child's needs each week. In addition, if diaper cream is requested, an over-the-counter medicine form must be completed. Diaper cream must be provided in the original container with specific instructions for application and can be administered during changing times. Parents with children still in diapers or utilizing pull-ups are provided a daily sheet outlining toileting schedules for the day.

- **Dental Health:** Students at Site 1 are guided through steps outlining overall proper oral hygiene. Children brush their teeth daily after lunch. In addition, a dental hygienist visits ELF and completes a dental program yearly for children to help establish healthy oral hygiene habits. Children enrolled in Pre-K must show documentation of dental visits for enrollment.

Mandated Reporters:

This center reports suspected child abuse and neglect to Child Protective Services, as required by West Virginia Law.

W. Va. Code § 49-6A-2. Persons mandated to report suspected abuse and neglect.

When any medical, dental or mental health professional, Christian Science practitioner, religious healer, school teacher or other school personnel, social service worker, child care or foster care worker, emergency medical services personnel, peace officer or law-enforcement official, member of the clergy, circuit court judge, family law master or magistrate has reasonable cause to suspect that a child is neglected or abused or observes the child being subjected to conditions that are likely to result in abuse or neglect, such person shall immediately, and not more than forty-eight hours after suspecting this abuse, report the circumstances or cause a report to be made to the state department of human services: Provided, That in any case where the reporter believes that the child suffered serious physical abuse or sexual abuse or sexual assault, the reporter shall also immediately report, or cause a report to be made to the division of public safety and any law-enforcement agency having jurisdiction to investigate the complaint: Provided, however, That any person required to report under this article who is a member of the staff of a public or private institution, school, facility or agency shall immediately notify the person in charge of such institution, school, facility or agency or a designated agent thereof, who shall report or cause a report to be made. However, nothing in this article is intended to prevent individuals from reporting on their own behalf.

In addition to those persons and officials specifically required to report situations involving suspected abuse or neglect of children, any other person may make a report if such person has reasonable cause to suspect that a child has been abused or neglected in a home or institution or observes the child being subjected to conditions or circumstances that would reasonably result in abuse or neglect.

Confidentiality:

Within ELF, confidential and sensitive information will only be shared with employees of ELF who have a “need to know” in order to most appropriately and safely care for the child. Confidential and sensitive information about teachers, other parents and/or children will not be shared with parents, as ELF strives to protect everyone’s right of privacy. Confidential information includes, but is not limited to: names, addresses, phone numbers, disability information, and HIV/AIDS status or other health related information of anyone associated with ELF.

Outside of ELF, confidential and sensitive information about a child will only be shared when the parent of the child has given express written consent, except where otherwise provided for by law. Parents will be provided with a document detailing the information that is to be shared outside of ELF, persons with whom the information will be shared, and the reason(s) for sharing the information.

Any parent who violates the Confidentiality policy will not be permitted on center property thereafter.

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

Violations of the Confidentiality Policy:

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

Parent Code of Conduct

ELF requires the parents of enrolled children at all times, to behave in a manner consistent with decency, courtesy, and respect. One of the goals of ELF is to provide the most appropriate environment in which a child can grow, learn and develop. Achieving this ideal environment is not only the responsibility of the employees of ELF but, is the responsibility of each and every parent or adult who enters the center. Parents are required to behave in a manner that fosters this ideal environment. Parents who violate the Parent Code of Conduct will not be permitted on center property thereafter.

Swearing/Cursing:

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

Threatening of Employees, Children, Other Parents of Adults Associated with ELF:

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

Physical/Verbal Punishment of Your Child or Other Children at ELF:

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

Parents are prohibited from addressing, for the purpose of correction or discipline, a child that is not their own. No parent or other adult may physically punish another parent's child. If a parent should witness another parent's child behaving in an inappropriate manner, or is concerned about behavior reported to them by their own child, it is most appropriate for the parent to direct their concern to the classroom teacher and/or Director.

Furthermore, it is wholly inappropriate for one parent to seek out another parent to discuss their child's inappropriate behavior. All behavior concerns should be brought to the classroom teacher or Director's attention. At that point, the teacher and/or Director will address the issue with the other parent.

Although you may be curious as to the outcome of such a discussion, teachers and/or the Director are strictly prohibited from discussing anything about another child with you. All children enrolled in ELF have privacy rights and are further protected by our Confidentiality Policy. You may be assured that we will not discuss anything about your child with another parent or adult visiting the center.

Tobacco:

For the health of all ELF employees, children and associates, smoking is prohibited anywhere on ELF's property. Parents are prohibited from using tobacco, including smoking, smoke-less and vaping tobacco in the building, on the grounds, and in the parking lot of ELF. Parents who are smoking in their cars must properly dispose of the cigarette, smoke-less tobacco or vaping prior to entering the parking lot.

According to Title 64 West Virginia Legislative Rule - Division of Health Series 21 Child Care Centers: Smoking is prohibited in children's areas. You must extinguish your cigarette before entering the driveway. Please keep cigarette butts in your car. Please inform friends/relatives who may pick up your child.

Persons Appearing to be Impaired by Drugs/Alcohol at Pick-Up

The staff of ELF will contact local police and/or the other custodial parent should a parent appear to the staff of ELF to be under the influence of drugs and/or alcohol. The parent's right to immediate access does not permit the agency from denying a custodial parent access to their child even if the parent is or appears to be impaired. However, ELF staff will delay the impaired parent as long as possible, while contacting the other parent, the local police and Child Protective Services.

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

Violations of the Safety Policy:

Parents are required to follow all safety procedures at all times. These procedures are designed not as mere inconveniences, but to protect the welfare and best interest of the employees, children and associates of ELF.

Confrontational Interactions with Employees, Other Parents or Associates of ELF:

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

Behaviors

Staff Interaction with Children:

ELF staff will adhere to the following guidelines when interacting with children:

- Staff members are available and responsive to the children and interact with them frequently.
- Staff members are aware of the activities of the entire group of children.
- Staff members will speak to children in a friendly, courteous, and respectful manner. They will encourage conversation with children through the use of open-ended questions.
- Staff members treat children of all races, religions, family, and cultural backgrounds equally with respect and consideration.
- Staff members will maintain eye-to-eye contact with children and be on their level when appropriate.

Behavior Guidance:

Staff members are responsible for providing guidance that is appropriate to each child's age, understanding, and circumstances. ELF staff will:

- Teach by example.
- Recognize and encourage acceptable behavior.
- Make eye contact with the child and kneel or sit beside that child whenever possible when speaking to the child.
- Supervise with kindness, understanding, and firmness.
- Define clear limits, set fair and consistent rules, and, when appropriate, permit an older school age child to participate in the discussion of rules and procedures.
- Help a child develop self-control that assumes responsibility for his or her own actions.
- Guide a child's activities in an orderly manner.
- Prepare a child for his or her next activity a few minutes ahead of time, and allow the child a brief transition time before beginning the new activity.

Behavior Discipline:

ELF staff use the following guidelines for discipline:

- Children will be disciplined with kindness and understanding.
- Disciplinary measures should be designed and carried out in such a way as to help individual children develop self-control and to assume responsibility for their own actions.
- Simple, understandable rules will be established for both children and staff. These rules should set the limits of behavior required for the protection of the group and the individuals within the group.
- Discipline will be related to the child's action and handled without bias or prolonged delay so that the child is aware of the relationship between actions and consequences.
- Removal from the group, as a means of helping children gain control, will be for reasonable periods of time.
- Behavior problems will be treated individually and privately. If there is a professional assessment of a child's pattern of unacceptable behavior, the entire staff should be aware of it and cooperate in carrying out the specific plan developed for the child.
- Staff will not use punishment that is humiliating, shaming, frightening, or otherwise physically or emotionally damaging to children.

The use of **corporal punishment is strictly prohibited**. Any witnessed or reported incident of a staff person using this type of discipline technique will result in immediate dismissal. Staff will adhere to the West Virginia State Licensing standards, including section 11.4c, which states, "Staff members and other adults shall not handle behavior problems by restraining a child by any means other than a firm grasp around the child's arms or legs, and then for only as long as necessary for the child to regain control."

Behavior Management:

When a behavior problem arises, ELF staff will:

- Redirect the child to alternative behavior or other activities.
- Use appropriate time-out periods for children ages 3+ only as necessary, and not for more than one minute for each year.
- Speak so that the child understands that feelings are acceptable, but that inappropriate behaviors and actions are not.

Difficult Behavior Plan:

When a child's behavior problems continue over time, a member of the Administration Team, the teacher, and parent will develop and implement a plan for managing the difficult behavior. Behavior plans will involve monitoring and intervention procedures, as well as follow-up scheduling to review progress. When it is necessary and appropriate, other professionals may be called to participate in the development and implementation of the plan and will receive written reports of the child's progress.

Difficult Behavior Procedures:

Challenging behaviors are categorized by three levels of difficulty. The course of action taken is determined by the severity and persistence of the challenging behavior. We also determine what actions to take based on the age and developmentally appropriateness of the child. For example, if a 2-year-old hits because he or she is nonverbal, we would treat that differently than a 5-year-old who hits out of anger. We will make every effort to work with parents if children are having difficulties at ELF.

Behaviors that are **not** age appropriate are broken into the following three categories:

The Administration has the discretion to immediately suspend a child at any time if he or

she exhibits a behavior which is harmful to him/her or others. A parent/guardian may be called to pick up the child anytime he or she exhibits uncontrollable behavior that cannot be modified by the staff. Suspensions from ELF may vary from a few hours (i.e., the rest of the day) to an indefinite period of time.

1. Minor Behaviors

Minor behavior problems will be corrected immediately with appropriate redirection and management. No behavior form is required unless these behaviors become persistent. Then, a conference with parents may be scheduled, and a behavior plan will be put into place.

Minor behavior problems include, but are not limited to:

- Not following directions.
- Talking back to teachers.
- Arguing with other children.
- Inappropriate language or swearing.
- Name calling or teasing.
- Age Appropriate Tantrums (Site 1).
- Not following classroom routines or schedules.
- Running in the classroom.

2. Moderate Behaviors

For moderate behaviors, a behavior report will be filed and will require a parent's/guardian's signature. Repeated moderate behaviors will lead to a parent conference where a behavior plan may be established. A behavior specialist or other outside consultant may be brought in to help with these behaviors. At the conference, the problem will be defined and parents and teachers will establish goals towards solving the problem within a defined timeframe.

If the initial plan for helping the child fails, the parents will be called to a second conference where another attempt will be made to identify the problem, outline new approaches to the problem, and discuss the consequences if progress is not made. When previous attempts have been followed and no progress has been made toward solving the problem, then the child may be dismissed from ELF indefinitely.

Moderate behavior problems include, but are not limited to:

- Hitting, pushing, kicking, biting, or choking another child with no injury occurring.
- Spitting on a child or teacher.
- Actions/languages that are sexual in nature that are beyond the scope of natural curiosity.
- Minor assaults on teachers (unintentional or light enough not to cause injury).
- Climbing on furniture / jumping off furniture.
- Throwing objects with the intent to disrupt the class.

3. Severe Behaviors

Severe behavior infractions are defined as any malicious action that results in injury, requiring first aid to another child or staff member. A severe infraction will result in an immediate suspension of no less than three days. The child may not return until a conference has been held. A meeting will be set up within 24 hours to determine if behavior will result in further suspension or expulsion from ELF. If a child is suspended for any three occurrences, dismissal will occur. The child will remain suspended until a conference is completed with parents. The child has two weeks from the time of the conference to stop the severe behavior, or the child will be dismissed from ELF. Failure to schedule a conference will result in suspension of the child.

Severe behavior problems include, but are not limited to:

- Pushing, shoving, kicking, hitting, or biting a child that results in injury (bleeding, bruising, or cutting).
- Intentional aggression towards any staff member of ELF.
- Sexual language or actions that are overly aggressive in nature and put other children at risk for exposure to inappropriate actions.
- Any action deemed to be molestation of another child or teacher.
- Physical and/or verbal abuse of staff or children.
- Running outside the door or away from teachers at ELF or while on field trips.
- Persistent Bullying.
- Property damage.
- Throwing objects with the intent to harm others.

In addition to Morgantown ELF's policies and procedures, Morgantown ELF's Pre-K collaborative classrooms are also required to follow the guidelines and procedures presented in West Virginia Board of Education Policy 2525 – 14.4 which outlines the following:

Staff shall develop program provisions that prohibit or severely limit the use of suspension in Pre-k due to a child's behavior. A temporary suspension may be used only as a last resort in extraordinary circumstances where there is a safety threat that cannot be eliminated without reasonable modifications. Program provisions must include the following criteria:

- 14.4.a. guidance for a multidisciplinary team to determine when no other reasonable option is appropriate;
- 14.4.b. a written plan to guide actions and supports needed;
- 14.4.c. efforts to engage parents and appropriate community resources.

Policies

Babysitting Policy:

ELF does not provide a babysitting service outside our normal operating hours. However, ELF understands that parents sometimes ask staff to babysit for their child(ren) and this policy has been implemented to clarify some points regarding private arrangements between staff and parents.

Babysitting services are considered to be any and all care a current employee may provide to any child currently enrolled in any of ELF's programs that take place at any time other than during the employee's job duties at ELF.

- ELF is not responsible for any private arrangements or agreements that are made: such agreements are between the staff member and family.
- ELF requires the staff member and parent to sign a separate copy of this policy, which will be kept on file for the child and staff member.
- ELF has a rigorous recruitment and suitability processes in place to ensure that we employ competent and professional members of staff and uphold our duty to safeguard children whilst on our premises and in the care of our staff. This procedure includes interviews, references, full employment history as well as several other processes. Whilst in our employment all staff are subject to ongoing supervision, observation and assessment to ensure that standards of work and behavior are maintained in accordance with our policies. ELF has no such control over the conduct of staff outside of their position of employment. Parents should make their own checks as to the suitability of a member of staff for babysitting.
- ELF will not take responsibility for any health and safety issues, conduct, grievances or any other claims arising out of the staff member's private arrangements outside of ELF hours. The member of staff will not be covered by ELF's insurance whilst babysitting as a private arrangement.
- Out-of-hours work arrangements must not interfere with the staff member's employment at ELF.
- While performing his/her job duties at ELF, employees will not be permitted to negotiate and/or otherwise discuss the provision of any babysitting services. Likewise, parents and/or guardians should not attempt to discuss babysitting with any ELF employee while he/she is performing his/her job duties.
- All staff are bound by contract of the Confidentiality Agreement that they are unable to discuss any issues regarding ELF, other staff members, parents or other children.
- ELF has a duty of care to safeguard all children attending the setting, so if a staff member has some concerns for a child following a private babysitting type arrangement they need to pass these concerns on to the Administrative Team within the setting.
- It will be the staff member's responsibility to ensure they have the appropriate insurance, method of transportation and child restraints or child safety seats if they are transporting them in a car.

Conflict of Interest:

Members of the Board and staff are expected to reveal any personal, family, or business interests they have that, by creating a divided loyalty, could influence their judgment and therefore the wisdom of their decisions. A conflict of interest exists whenever an individual could benefit disproportionately from others, directly or indirectly, from access to information or from a decision of which they might have influence, or when someone might reasonably perceive there to be such a benefit or influence.

Environmental Safety:

ELF staff will take all necessary precautions to ensure an accident-free and smoke-free environment by adhering to the following rules:

- Smoking, including vapes, and spit tobacco use is prohibited on the premises and in the presence of children, regardless of location.
- Smoking is prohibited in any company vehicle operated by ELF, even in the absence of children.
- All tobacco products, lighters, and matches shall be kept out of children's reach.
- Staff shall ensure that the premises, furnishings, equipment, and supplies meet the standards of the Consumer Product and Safety Commission ("CPSC") and shall not use any product recalled by CPSC.
- Indoor and outdoor furnishings, equipment, and supplies will be positioned to allow children freedom to participate in center activities while permitting direct access to emergency exits and providing clear sight lines for staff supervision.
- Accessibility to outside time will be prohibited during periods of smog and other air pollution alerts.

Firearm and Weapon Prohibition:

Morgantown ELF strictly prohibits all weapons. Any child found to be bringing a firearm to ELF will be immediately expelled. Weapons include knives, swords, projectile weapons, including pellet or BB guns, darts, cap pistols, bows and arrows, sling shots, paintball guns, or any other tool or instrument which ELF staff could reasonably conclude as being dangerous to the child, other children, or staff is prohibited.

If a child is found to have a weapon in their possession, it will be removed from the child and the parent will be called immediately to pick up the child from ELF.

Parents who are in law enforcement and carry a weapon as part of their uniform are not allowed to bring their firearm into ELF. Parents who have permits to carry a firearm are not permitted to bring their firearm into ELF, even if the firearm is concealed.

Inclement Weather Policy:

If the Monongalia County Board of Education ("BOE") delays the start of school, or makes a decision to cancel school, or only offer remote instruction, due to inclement weather, prior to 6:00 a.m., then we will operate on a one-hour delay. BOTH SITES will not open until 7:30 a.m.

If the BOE makes a decision to delay the start of school, cancel school, or only offer remote instruction after 6:00 a.m., then we will open at our normal time.

If the BOE makes a decision to dismiss school early, due to inclement weather, then we will close one hour early. BOTH SITES will close at 5:00 p.m.

If the Governor declares a state of emergency for the roadways in our area, BOTH SITES will close.

The Board of Directors and the Administration Team reserve the right to close BOTH sites due to inclement weather to ensure the safety of the staff and families. As these events are outside of ELF's control, reimbursements cannot be given for any days that the site(s) are closed or delayed due to inclement weather.

Notifications will be posted on Facebook and through email notifications. County and state closings will be communicated on local television and radio stations.

Late Pick Up Policy:

In order to provide the best service we can for your children, we are open for operation 11 ½ hours.

This includes a start time of 6:30 a.m. and a close time of 6:00 p.m.

Children are not permitted to access the facility prior to 6:30 a.m. due to safety regulations. Furthermore, our closing time is 6:00 p.m. In order to enforce these time requirements, we will charge you a flat \$15 fee for late pick up through 6:15 p.m. After 6:15 p.m., you will be charged one dollar for each additional minute late. We will assess this fee based on the time noted on the Procure Software® system at pick up. These charges will be posted to your account and will be paid in accordance with your tuition payments.

Records and Information Disclosure:

ELF staff will maintain the confidentiality of every child's records and keep all information about the child confidential. Confidential information will only be disclosed to staff members caring for the child, in accordance with ELF policies and procedures. The ELF staff will obtain written consent from a child's parent before disclosing information about the child. Their consent will cover items such as photographs, audio or video recordings, or verbal statements about the child. The ELF staff does not have to obtain consent to disclose information to the Secretary of the Department of Health, a CPS employee, law enforcement, and the Department of Health and Human Resources or his/her designee.

Safe School Policy:

Morgantown ELF is responsible for providing a safe environment for all children enrolled. Acts of violence, aggressive behavior, and other acts that are harmful to children or staff will not be tolerated.

Procedures

Fundraising:

ELF is a non-profit organization and supplements its tuition in order to provide the quality experience parents expect for their child. Large fundraisers have included an Elimination Dinner, Book Fairs, and Spaghetti Dinners. In addition to these events, small fundraising opportunities are organized throughout the year. These include programs such as Sarris Candy sales, Enjoy book sales, and small item raffles, etc. Parent participation is expected with at least one activity.

Work Day Requirements:

Since ELF functions as a parent-owned facility, we rely on the assistance of parents to provide quality care. A parent work day is regularly scheduled, and parents will be notified of every opportunity. During these sessions, parents are asked to complete projects to update facility needs/concerns.

There are numerous opportunities that may arise throughout the year to complete your work day outside of the scheduled parent work day, for example, volunteering at the book fair or general maintenance tasks. If your assistance is requested, these additional items can be used as an equivalence to work day session attendance. All items will be posted and you will be notified of workday credit.

Families have the length of their contract to fulfill work day hours. Families at Site 1 and Pre-K are

required to fulfill 3 workday credit hours. Summer Program families at Site 2 are required to fulfill 1 workday credit hour. Before and After School Program families at Site 2 are required to fulfill 2 workday credit hours. Failure to fulfill any one or more workday credit requirements will result in the automatic account deduction of \$100.00 per hour not completed during the final month of your contract.

Drop-off Procedures:

Dropping Off / Picking up Your Child:

Turn off your ignition and carry your keys with you when dropping off and picking up your child. **NEVER LEAVE A CHILD UNATTENDED.** You must accompany child(ren) into the facility for both drop-off and pick-up. Walk from the car holding your child's hand because the parking lot is dangerous and busy.

Parking:

Due to our small parking lot, parking is limited. There are several guidelines that must be followed when parking in the lot:

- When selecting a space, please be sure not to park in front of the buses, and do not block the walkway into the building.
- You must turn off your engine when in the parking lot. Idling is prohibited in school areas.
- Do not park on the hillside (driveway) under any circumstances at Site 1.
- Avoid parking in the center of the lot.
- It is unlawful to leave children unattended in a vehicle, and authorities will be contacted.

These guidelines are created to ensure the children's safety. Each parking violation will be documented. You will receive a copy of the documentation and may schedule a meeting with the Administration to discuss the situation. After three parking violation infractions, you will be asked to meet with the Administration and/or the Board, and a decision will be made to determine if it is grounds for forfeiting your child's placement at ELF.

Safety Procedures:

Bomb Threat:

In the event of a bomb threat to Site 1, the Administration will signal the staff to evacuate the children safely to Valley Mental Health (next door) until transportation can be arranged safely to Site 2.

If the bomb threat is directed towards Site 2, the Administration will signal the staff to evacuate the children away from the building into the FedEx parking lot, until transportation can be arranged safely to Site 1.

Teachers will take with them attendance sheets and the emergency notebook. Staff will call 911. Children and staff will not be permitted to return to ELF until the proper authorities give permission.

Chemical Spills:

In the event of a chemical spill, children will be escorted to the safe room. One teacher will supervise the children. Another will use blankets to block cracks that lead to the outside to prevent the chemical from seeping into ELF. Another staff member will contact neighboring businesses to inform them of what is happening and to call 911 to get further instructions about the chemical spill. In the event that an evacuation is necessary, staff will follow evacuation procedures.

Evacuation Drills/Plan:

Students will practice the evacuation drill once each semester. Children will be transported from Site 1 (phone: 304-291-5845) to the Site 2 location (phone: 304-241-4632) and vice versa. If a further distance is needed, the children will be transported to the Morgantown Mall. They will enter at Entrance D (Kay Jewelers entrance) and sit in a designated area with trained staff. Families will be contacted to pick up children at this location.

Fire Drills:

The Administration will conduct fire drills twice a month.

Kidnapping:

ELF staff works to prevent kidnapping by being aware of where the children are at all times. Children are not permitted to play near the doors. While on the playground, children are kept in sight at all times.

If a stranger tries to kidnap a child, the first priority is to try to keep the child safe. If the person is brandishing a weapon, staff members are advised to not risk their own safety, but to release the child and call 911. If the person is not brandishing a weapon, staff members will try to keep the person there while another staff member calls 911.

If a parent who is not authorized to take a child from the center tries to take the child, a staff member will attempt to talk to the parent while another staff member takes the child out of the room. ELF staff will explain our policy about not releasing the child to people who are not authorized.

Lockdown Procedures:

We will follow lockdown procedures as directed by Monongalia County Schools. During "lockdown," the school will be locked and families/employees will be unable to gain access to the facility or travel between buildings.

Power Failure:

If power goes off and remains off for at least one hour, ELF will make plans to close. In the winter when heat is necessary, if a power failure that cannot be accommodated by transfer to an alternative Site lasts at least 30 minutes, then ELF will close. As these events are outside of ELF's control, reimbursements cannot be given for any days that the site(s) are closed due to power failure.

Loss of Water or "Boil Water Advisory":

If there is a loss of water or a "Boil Water Advisory" is announced for the area, ELF will make plans to close, announcing to parents via email and Facebook. The lack of potable water is a public health concern and safety of the children in our care is our priority. In the event of a "Boil Water Advisory", the site will remain closed until the advisory is lifted upon the completion of the necessary testing. As these events are outside of ELF's control, reimbursements cannot be given for any days that the site(s) are closed due to water issues. Staff may report to work, under the discretion of the Administration Team, to develop lesson plans and to organize the facility during this time.

Safe Room Drills:

Twice a year, ELF will conduct drills to practice evacuating to a safe room assigned to each age group.

Threatening Intruder:

If a threatening intruder enters ELF, the staff will evacuate the children to the safe room and lock the door. The Administration will try to get the intruder to leave the premises. In the safe room, a staff member will call other ELF staff (if possible) to inform them of what is happening and to call 911. The children will not be allowed to leave the safe room until this situation has been deemed "all clear". Staff will follow all lockdown procedures. At this time, no one can gain access to the building.

* A threatening intruder could be parental or non-parental.

Pest Management:

West Virginia law requires schools and daycares to implement Integrated Pest Management ("IPM") in their facilities. The IPM approach to pest control relies on common sense practices rather than depending exclusively on pesticides. We use IPM procedures to control structural and landscape pests in order to reduce the need for pesticide applications.

ELF aims to provide a clean, safe environment for its students. In providing this environment, attention will be given to pesticides and the hazards they may cause to people. If pests are spotted, pest management services are called to control the pest in an appropriate manner. All pesticide applications will be made by certified applicators or registered technicians.

The Administration will coordinate with pest management services to maintain pest management records.

Medical Procedures:**Illness:**

If our staff observe changes in a child that may indicate illness, the child will be removed to a quiet area to rest comfortably under supervision. Staff will take the child's temperature and record it on an Illness Report Form. The parents or guardians will then be notified. If a child has a temperature above 100.1°F or if they are vomiting, the parent must make arrangements to pick up the child.

A sick child will be excluded from ELF for the following reasons:

- He or she has a serious communicable illness.
- The illness prevents the child from participating in routine activities.
- The illness results in the need for greater care than the staff can provide.
- The child appears to have the following symptoms: fever, diarrhea, vomiting, undiagnosed rash, mouth sores with drooling, or an infestation of lice or scabies.

Morgantown Early Learning Facility reserves the right to temporarily deny any child admittance to the school for reasons of obvious illness, or to request early departure should symptoms become apparent during the day. Any child who seems unable to participate in our program for any reason will be sent home. The parent will have two hours to pick up the child after the call. There will be a charge of \$15 an hour after the initial two hours for one on one care since your child will be isolated from the other children. This is to ensure the continued good health of everyone at the center. We realize that most of our families are working parents and we do try to accommodate as much as possible. However, for the health and wellbeing of the children in our care and our staff we feel it is vital to maintain a strict wellness policy. We ask for parents to assist by keeping sick children at home. We do take into

consideration your physician's recommendations nevertheless it is up to our discretion when your child may return to school.

Once your child is excluded, due to illness, the following return criteria should be used:

Illness	Return Criteria
Fever	Fever free for 24 hours without use of fever reducing medicine.
Diarrhea	24 hours diarrhea free with at least 1 regular BM. If they have one or more loose bowels on their first day back, they will be sent home again.
Vomiting	Symptom free with no vomiting for at least 24 hours.
Lice	24 hours after treatment and must be nit free. The director or a lead teacher will make an evaluation to determine if the child can be readmitted.
Conjunctivitis (Pink Eye)	<ul style="list-style-type: none"> ● If the diagnosis is BACTERIAL CONJUNCTIVITIS children must have received at least 24 hours of treatment. If the diagnosis is VIRAL CONJUNCTIVITIS your child may return AS LONG AS THERE IS NO DISCHARGE. If in fact they do not have “pink eye” we need a doctor’s note with a diagnosis and a clearance that it is not contagious.
Strep Infection	24 hours on antibiotics and 24 hours fever free
Hand Foot and Mouth Disease	7 Days from start of illness (fever, poor appetite, runny nose, and/or sore throat) and no open blisters
Undiagnosed Rash	Return after treatment and approval from doctor

Common Cold Policy:

Children suffering from a common cold will be assessed on an individual basis.

Factors of consideration include the developmental level of your child in congruence with our ability to limit the spread of germs.

The younger your child, the more difficult it is to keep the spread of germs down. For example: hand to face contact, mouthing of toys, uncontrolled nasal discharge, uncovered sneezing and coughing etc.

Medical Emergencies:

In the case of a medical emergency, one staff member will administer first aid while other staff members continue to supervise children. If the injury is severe enough, then 911 will be called and the child's parent/guardian will be notified. If a child must be taken to the hospital via ambulance, then the Administration will escort the child to the hospital. In this case, another staff member will notify the child's parent/guardian.

It is ELF's policy to administer emergency rescue first aid to any child enrolled at ELF when the need arises. First aid is defined as the immediate care given to a victim of an illness or injury before professional medical rescuers arrive. Staff members are trained in CPR and first aid, and all are mandated to provide care when needed to an injured child. This policy does not exclude children whose parents may have signed a statement prohibiting medical treatment for their child. All children will receive emergency rescue first aid if needed.

All staff members will use precautions when exposed to blood or other bodily fluids. Rubber gloves will be worn when assisting a bleeding child and any material that has come into contact with that blood will be disposed of immediately in a plastic bag.

Medical Notifications:

Medical notifications are listed in the entry of both facilities. If your child is sick, we request that you notify the facility so that we can track illnesses among our students. IT IS REQUIRED to report any diagnosed illnesses of the child(ren). The child must have a physician's note stating that the child is able to return to school. If your child(ren) are enrolled at Site 2, a copy of the note is acceptable.

Medication Error:

Medication error involves any of the following:

- Failure to administer a dose of medication.
- Administration of medication to the incorrect child.
- Administration of medication in the incorrect dosage.
- Administration of medication at the incorrect time, other than within ½ hour before or after schedule time.
- Administration of medication in the incorrect form.
- Administration of medication by the incorrect method or route.
- Administration of medication that is incorrect.

Any medication error will be documented using designated ELF forms. Parents will be notified in the case of a medication error. Additionally, ELF will file a Serious Occurrence Report with our licensing agent.

Account Management

Procare Software®:

Procare Software®, our electronic sign-in/out software, is utilized as a tool for accounting information, tuition tracking, attendance purposes, and lunch counting/tracking and is set up by ELF's Administration team.

Upon a child's enrollment, you will be registered and given an access code for the Procare Software®. It

is a **REQUIREMENT** that the Procure Software® be used daily.

When the Procure Software® is not working, you must sign your child in/out using the binders located just inside the entry doors. A separate page is designed for each child and is arranged alphabetically in the binder. Please locate the correct date, enter the time, and sign your name. We must adhere to this back-up policy to be in compliance with licensing regulations.

Payment Policies:

All families are required to set up automatic tuition payments through ELF. Your payments are arranged to be withdrawn from your bank account or through Mastercard or Visa. You may set up one of three offered payment schedules (paid in full on the 5th or 20th of each month, or split between the two dates). If payment is declined or blocked for any reason, a \$5.00 service fee will be assessed each time this occurs. At the start of each contract term, you must complete a payment form to provide the account information to be charged and make your payment option selection. If you wish to change your form of payment at anytime, a new form can be requested from your site Director.

We understand that ELF families occasionally encounter unplanned hardship, so if at anytime you have a delinquent account with ELF, at least 60% of the amount due must be paid within 30 days of the original invoice date, and the remaining balance must be paid within 60 days of the original invoice date. Note: This will include any declined penalties that may have occurred. If you are unable to adhere to this payment plan, you may propose an alternative plan to the Board for consideration. Monthly tuition statements will be emailed to the email address provided by you.

CCRC Payment Policies:

Site 1 and Pre-K Families: CCRC will reimburse ELF the maximum rate allowed as long as each child covered under CCRC has attended for at least 13 days per month for at least 4 hours+ per day. ELF has the ability to charge you for any hours outside of your contract; however, ELF opts to not charge you any additional fees when the program is being used properly. For example, if your CCRC agreement said that you were covered Monday through Thursday each week, and you brought the child on Friday, we do not charge you extra for that. Our philosophy is that it is best for the child to have a regular structured routine, and if he/she attends the 13 days per month, then we are at the maximum amount we are able to claim so we accept taking a loss on the regular rates.

However, if ELF is unable to claim a child for the full amount each month due to his/her failure to attend as structured in the CCRC agreement, then ELF will charge the family the difference. For example, if the child only attended for 10 days in a month rather than the required minimum of 13, ELF will charge the family the difference of the unused days as well as your daily rate determined by CCRC for the 10 days that were used.

CCRC requires that ELF collects the daily determined fees 2 months after the month of care. If ELF assesses any additional fees due to failure to attend, ELF will collect those additional charges on the next tuition processing date following the end of the month, as well as the regularly scheduled daily rate fees due during that month. Failure to make the payment at that time will void your agreement with ELF, and your child may be removed from the program.