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Letter from the Director

New Growth Learning Company provides high quality academic education with mastery of the basic subjects in the forefront. Since holistic development is our goal, we want to educate not only a child's brain, but nurture their heart, develop their character and involve their body as well. We believe that this type of discipleship happens best in community. We will do everything possible to nurture a close relationship between child and teacher. With this in mind, our classes will be kept small.

We believe that service to our community is an important part of anyone's life. To provide holistic development for our students we train them in service to their communities.

Throughout the school year, we expect our students to be positive contributors within both the community and the classroom. On a monthly basis, students will also participate in school-planned community service projects such as community gardening, singing for the elderly in our community, or clean-up projects.

Mission Statement

New Growth Learning Company partners with parents to provide nurturing care in a reliable community.

Programs

Hours of Operation

New Growth Learning Company is open between the hours of 7:30 a.m. and 5:30 p.m., Monday through Friday.

Full-day Daycare

Children may attend three, or five days per week. Children who attend five days per week will be given first priority. Infants can be enrolled for five days per week only.

Preschool

Preschool is held on a three-day (Monday, Wednesday, Friday), and five-day (Monday through Friday) schedule from 8:55 a.m. to 12:15 p.m. and includes lunch. Children may arrive as early as 8:45 a.m. and stay as late as 12:25 p.m.

Typical Preschool Day

Learning Through Activity Centers - art, blocks and construction, books, home living, science and nature, music and movement, puzzles and language arts, writing, and other manipulative play. Teachers also give instructions in the learning of colors, shapes, numbers, alphabet, vocabulary, and motor skills.

Group Time - stories, songs, finger plays, games and conversation revolve around a weekly unit theme, such as seasons, animals, machines, friends, helpers and weather.

Outdoor Play – New Growth has a playground equipped with age- appropriate play equipment. There is also an indoor area with play equipment that can be used during more extreme weather.

Daily Schedule SAMPLE

7:30 Center Opens

7:45-8:15 Breakfast

8:15 Potty

8:45 – 8:55 Arrival of half-day Preschool

9:00 Circle Time – story, finger plays, songs

9:10 Preschool activity

9:30 Potty, Snack

9:50 Centers/Free play

10:20 Potty

10:40 – 10:55 Outside play

11:00 Lunch
11:30 Potty
12:00 – 12:30 Outside play
12:15 – 12:25 Dismissal of Preschool
12:30 Potty, story, songs
1:00 Nap/Quiet Time
3:00 Potty, Snack
3:30 Free Play
4:00 Potty
5:30 Center closes

General Information and Policies

Arrival and Departure

For security measures all doors in the facility remain locked at all times. When you arrive at the main entrance, press the button on the Aiphone. Wait for the door to be released.

Each day upon arrival and departure, please sign your child in and out at the front desk. Walk with your child to the appropriate classroom so that the teacher knows your child has arrived. If you arrive early, please stay with your child until the correct time. If another person is picking up your child, we must have a written note stating who will be picking up your child. Alternatively, this person could be listed on the emergency form that is part of the original application. Picture ID will be requested for anyone other than a parent picking up a child.

When parents come to drop off their child, we would like there to be a direct transfer-of-care. In other words, the parent should come with the child to the classroom, say good-bye to the child and exchange a word with the teacher so that it is clear to all involved that the transfer has taken place. The same should happen at pick up. Parents should expect to come to the child's class wherever they are and make that same transfer with the

teacher in charge. We do ask that older siblings are not sent to retrieve the child from the class. All of this also applies to elementary students when they are in before/aftercare. This is an effort to ensure each child is monitored safely. In summary:

Drop-off: Bring your child to the room where the teacher is, communicate with the teacher and say good-bye to your child.

Pick-up: Come to the classroom or outdoor area for your child. Say good-bye to the teacher in charge.

Keep your child and any siblings with you all the time when you are here.

Inclement Weather Cancellation Procedure

We do not follow the local school district's cancellation or delay decisions. We do try to keep daycare open to accommodate working parents. You will be notified via Brightwheel by 6:00 A.M. if there is to be a delay or cancellation.

Meals

Breakfast, snacks, and lunch are provided by the school. Breakfast is served at 7:45 A.M. Breakfast will not be served to children who arrive after 8:15. Two snacks are served; one in the morning and one in the afternoon.

If your child has food-related allergies, please notify the office and provide a written description to be kept in the child's file.

Please observe the monthly menus. If your child does not like the food that is being served on any particular day, your child may opt out of lunch and instead bring his own. Otherwise, please do not bring food from home to be served in addition to lunch or snacks. For any one meal or snack, we do not allow a combination of food brought from home and food provided by

New Growth to be served; it must be one or the other. Also, any child who is eating when entering the building will be asked to remain in the office until finished eating.

Because of various food allergies and preferences of parents we ask that students do not bring in food items to share with classmates. Food items can be a great way to show appreciation for other people, but we prefer that students find other tokens of appreciation besides food for their friends. This policy applies to birthday and Christmas gifts; for those students who bring a lunch we also do not allow them to trade any of their food items with classmates.

Appropriate Clothing

Children should be provided with a change of clothing in case of accidents. All clothing must be marked with your child's name with a permanent marker. Children should wear play clothing on a daily basis, and families should be forewarned that messes and stains are a part of a healthy childhood. Clothing symbolizing aggression is not allowed at New Growth.

Rest Time

Activities will be planned throughout the day alternating physical activity and quiet play. Each child will be required to sleep or rest each afternoon. New Growth provides nap mats. Your child should have his/her own blanket and/or pillow, which will be sent home at the end of the week for laundering.

Personal belongings

Any personal belongings or supplies for your child must be labeled with your child's name using a permanent marker. This includes coats, hats, gloves, cups, and any other personal items. Though your child may need a special security item from home, children are discouraged from bringing in personal toys to avoid having their toys get lost or broken. If children bring in personal toys, they will be asked to keep

them in their cubby. In addition, toy guns or toys symbolizing aggression are not allowed at New Growth.

Medication

In order to administer medication, a medication log needs to be signed and completed in the office. The appropriate form can be found online and on our website. It is called [Medication Log Form CY 862](#). Please complete the top section. All medicines must be in their original containers, with original prescription labels. This form is also required for over the counter medications. Over the counter medications must have your child's age/weight in the directions or we need a written note from your doctor with dosage amounts and times.

Sick Child Policy

New Growth Learning Company is not licensed to care for sick children. **Please do not bring your child if your child is ill (has run a fever of 101 degrees, has vomited or has had diarrhea in the past 24 hours).**

We understand that this policy is not convenient for a working parent, but we are not allowed to provide care for a sick child. We reserve the right to deny care for a child who arrives with illness symptoms.

- If a child becomes ill at New Growth, we will notify the parent to pick up their child immediately. Examples include: vomiting, two successive bouts of diarrhea, or a fever of 101. **Child may not attend New Growth until free of the above symptoms for 24 hours, without fever-reducing medication.**
- **If your child exhibits a communicable disease we are required by law to exclude them until we receive a note of remittance from their doctor.**

- **Communicable diseases are listed in [28 Chapter 27 of PA code](#)** Listed below are the most common diseases (See the code for a complete list)

Impetigo	Ringworm	Pinkeye
Lice		

- If your child is out sick, full payment is still required.
- If your child is too sick to be outside, your child is too sick to be at school.
- Please call or message on the app to notify the teacher if your child is going to be absent for the day.

Behavior Policy

New Growth Learning Company always seeks to build quality character traits in the lives of the young ones in our care. We emphasize respect for oneself and others. We guide children through expressing emotions, both positive and negative, in a healthy way. We encourage and model developmentally appropriate social skills such as conflict resolution and problem-solving skills. These lessons will begin with clear and reinforced expectations:

1. Kind words, gentle touches
2. Use appropriate words to solve our problems.
3. Obey teachers.

Good behavior will be recognized and praised. If a child displays behavior that is negative to others, the staff will converse with the child about their behavior and give a warning. If a child is disruptive, the child may be given a time-out of approximately the same number of minutes as the child is years old. The child will be asked to explain why the behavior was unacceptable (in his own words) and apologize (when appropriate). Staff may use additional approaches including logical or natural consequences. In cases where the child does not respond favorably or the infraction is serious, the director will handle the situation by talking with the child and possibly calling the parent. No child will receive corporal

discipline at the school.

We always strive to keep communication clear between caregiver, teacher, and director. To this end we utilize the Brightwheel app's reporting features.

Electronic devices (e.g. computers, mobile phones, etc.) are not allowed and if brought, they will be placed in the office until the child's departure from school.

Expulsion Policy

Teachers shall have detailed documentation in their Anecdotal Records regarding a child's unacceptable behavior and methods used to correct the situation. Teachers shall have documentation regarding communications with parents. If medical conditions exist which pose a problem, we should have documentation describing situations in which this problem was hindering classroom teaching or morale. Teachers should be regularly communicating with parents and administrator regarding any ongoing problem by notes, emails and/or conversation. Teachers should be giving and receiving parents suggestions or recommendations pertinent to their child.

If these things have been done and progress is not made, the administrator will meet with the parents and teachers to develop a plan for additional professional help. We will do our best to provide recommendations for remedial help outside of New Growth Learning Company.

If parents choose not to follow these recommendations and the problem still exists, we will give the parent a reasonable amount of time in which we warn them of impending expulsion. If the parent is working on the problem as prescribed, but we see no progress, we may need to re-evaluate the solution or recommend finding another school.

Injury Policy

As part of a child's nature, they explore the limits of their abilities and social group. Bumps and bruises are a part of every child's life as they develop physical and emotional regulation. We recognize that this is going to happen in our facility. Our goal is to supervise this process to bring maximum learning and socialization while avoiding significant injury. Parents will receive injury reports when injuries take place.

Biting

Children biting other children does happen in preschool classrooms. When it happens, and sometimes continues, it can be scary, very frustrating, and very stressful for children, parents, and staff. Every child is a potential biter or will potentially be bitten. It is important to understand that because a child bites, it does not mean that the child is "mean" or "bad" or that the parents of the child who bites are "bad" parents or they are not doing their job as parents to make this stop happening. Biting is a developmental phenomenon – it often happens at predictable times for predictable reasons tied to children's development. Group care presents challenges and opportunities that are unique from home. The children are surrounded by many others for hours at a time. Even though there are plenty of toys and materials available for all the children, two or three children may simultaneously want one toy. The children are learning how to live in a community

setting. They are learning to control their impulses and emotions, while language skills are still developing.

How do teachers respond when children bite? It is our job to provide a safe setting in which no child needs to hurt another to achieve his or her ends, and in which the normal range of behavior is managed. Confidentiality is practiced. We cannot tell a parent who bit their child. The name of the child who bites will not be released because it serves no useful purpose and can make a difficult situation even more difficult.

Teachers can try to minimize the behavior in the following ways:

- Letting the biting child know in words and manner that biting is unacceptable.
- Avoiding dramatic negative attention which may reinforce the biting. The focus of caring attention is on the bitten child. The teacher will help the child who is biting work on resolving conflict or frustration in a more appropriate manner, including using language.
- Examining the context in which the biting occurred and looking for patterns. Was it crowded? Was the biting child getting tired/hungry/frustrated?
- Recording details of frequency, participants, location
- Shadowing” a child. This technique involves having a teacher with a child who bites to anticipate biting situations and to teach non-biting responses to situations.

Toilet Training

New Growth does not initiate toilet training. We will, however, support parents who are actively toilet training the child at home. Here is our toilet training procedure:

1. Prior to training we ask that parents provide cloth or disposable diapers.
2. After parents have begun the process at home, we will take the child to the potty every hour. We ask that you

provide a diaper that easily pulls up and down and has re-closable tabs.

3. Once your child has been in underwear for several days with no accident at home, we will make the transition at school.

If child is in a diaper, they would need to be placed in the 2-year-old or younger rooms, since these are the rooms with diapering facilities.

Bathroom Policy

New Growth Learning Company expects children to use group bathrooms corresponding to their sex at birth or unisex single person bathrooms.

Conferences

Your child will be evaluated twice each year. We currently use the Teaching Strategies Gold Assessment. Parent-teacher conferences are held twice each year. During the conference your child's teacher will discuss the evaluation with you. However, anytime you have questions concerning school or your child's progress, please feel free to contact the teacher or the director.

Parent Involvement

Parent involvement is critical to New Growth Learning Company's overall effectiveness. Parents can get involved by assisting with fundraising and volunteering their time at the school.

Only New Growth staff are permitted to hold or care for any of the babies in our care. For this reason, we ask that parents also refrain from holding children who are not their own while at New Growth or on field trips.

We ask parents to refrain from posting photos of New Growth students (other than their own child) on any social media sites

when photos are taken at New Growth or during New Growth field trips.

Shaken Baby Syndrome, Abusive Head Trauma, and Child Maltreatment

- Children are observed for signs of abusive head trauma including irritability and/or high-pitched crying, difficulty staying awake/lethargy or loss of consciousness, difficulty breathing, inability to lift the head, seizures, lack of appetite, vomiting, bruises, poor feeding/sucking, no smiling or vocalization, inability of the eyes to track and/or decreased muscle tone. Bruises may be found on the upper arms, rib cage, or head resulting from gripping or from hitting the head.
- If SBS/ABT is suspected, staff will:
 - Call 911 and inform the director.
 - Call the parents/guardians.
 - As appropriate, trained staff will administer first aid and/or CPR.
- Instances of suspected child maltreatment are reported to CWIS at <https://www.compass.state.pa.us/cwis/public/home>

Prevention strategies to assist staff in coping with a crying, fussing, or distraught child

Staff first determine if the child has any physical needs such as being hungry, tired, sick, or in need of a diaper change. If no physical need is identified, staff will attempt one or more of the following strategies:

- Rock the child, hold the child close, or walk with the child.
- Stand up, hold the child close, and repeatedly bend knees.
- Sing or talk to the child in a soothing voice.
- Gently rub or stroke the child's back, chest, or tummy.
- Offer a pacifier or try to distract the child with a rattle or toy.

- Take the child for a ride in a stroller.
- Turn on music or white noise.

In addition, the facility:

- Allows for staff who feel they may lose control to have a short, but relatively immediate break away from the children.
- Provides support when parents/guardians are trying to calm a crying child and encourage parents to take a calming break if needed.

Prohibited behaviors

Behaviors that are prohibited include (but are not limited to):

- shaking or jerking a child
- violently tossing a child into the air or into a crib, chair, or car seat
- pushing a child into walls, doors, or furniture

Training to assist staff members understand how to care for infants

Staff will take the BKK Health and Safety training upon hire. In addition, staff will complete ongoing PD in health and safety topics including SBS/AHT

Resources

- The American Academy of Pediatrics:
www.healthychildren.org/English/safety-prevention/at-home/Pages/Abusive-Head-Trauma-Shaken-Baby-Syndrome.aspx
- The National Center on Shaken Baby Syndrome:
<http://dontshake.org/family-resources>
- The Period of Purple Crying: <http://purplecrying.info/>
- Preventing Shaken Baby Syndrome, the Centers for Disease Control and Prevention,
http://centerforchildwelfare.fmhi.usf.edu/kb/trprev/Preventing_SBS_508-a.pdf
- Early Development & Well-Being, Zero to Three,
www.zerotothree.org/early-development

Discrimination

Admissions, the provisions of services and referrals of clients shall be made without regard to race, color, religious creed, disability, ancestry, national origin (including limited English proficiency), age or sex.

Fund-Raising

New Growth Learning Company functions under Urban Mennonite Ministries (a 501(c)(3) organization). New Growth welcomes any tax-deductible gifts from friends and parents. Any donors will receive a tax-deductible receipt. Several fundraisers will be planned each year. This fundraising helps keep tuition more affordable and helps provide financial aid to those who may have difficulty affording an education at New Growth.

Regulations

Childcare regulations can be found online. The section of code that applies to New Growth is Title 55 Pa. Code, Section 3270. Childcare Centers. Google “PA 3270” to find the code. Here is a direct shortened link to the webpage:

<https://bit.ly/3wBJR8r>

Our regional childcare office:

North Central Region Office of Child Development and Early Learning

Harrisburg DGS Annex, Hillcrest #53

P.O. Box 2675 Harrisburg, PA 17105

Telephone: (717) 772-7078 Toll Free: (800) 222-2117

Emergency Plan

In the event of an emergency requiring evacuation, the parent/guardian will be contacted via phone as soon as reasonably possible. We will also contact the parent/guardian by phone in the event we need to notify you the emergency has ended, or to give reunification instructions.

Please notify the office with any changes of home or work addresses or emergency numbers as soon as they occur. In addition, you will be asked to update emergency contact numbers in writing every 6 months.

Lock-down: A lockdown may be instructed during situations such as the presence of a hostile or armed intruder. A lockdown requires locking doors, windows, and barricading oneself to block entry. You should:

- Remain calm
- If you are outside, seek cover in the nearest unlocked building. Do not wait until you see the danger to seek shelter. Resist the urge to go outside and “check it out”.
- If the buildings nearest to you have locked exterior doors, continue moving away from the danger and seek cover. Move to another building or leave the premises if it is safe to do so.
- Once inside, find an interior room and lock or barricade the doors.
- Turn off lights, silence phones, close blinds, and move away from windows. This avoids creating indicators that the intruder may see or hear to detect people.

- Await further instructions.
- Do not leave until an “all clear” is received.

Once in a secure space, the space needs to remain secure. If there are individuals outside the secured door that seek to enter, they may endanger you and others. Use good judgement.

Shelter in place: In certain situations – such as a weather emergency, environmental hazard (chemical release, air pollution), or local emergency (nearby police activity), you should *shelter* in place. A shelter in place is the use of a structure and its indoor atmosphere to temporarily separate you from a hazardous outdoor atmosphere. You should:

- Remain calm
- If you are outside, seek cover in the nearest building. Do not wait until you see or smell the hazard to seek shelter. Resist the urge to go outside and “check it out”.
 - Once inside, move to the hallway and await further instructions. Stay away from exterior windows.
 - Close and lock all exterior doors and windows (to avoid inadvertent opening).
 - Turn off heating, cooling and ventilation systems.
- If you are inside, stay there and move to the hallway
- Do not leave until an “all clear” is received.

Relocation Evacuation: Should it become necessary to relocate, the children will be taken to our evacuation site at Newberry Christian Fellowship (NCF) 2233 Linn St, Williamsport, PA 17701. You should:

- Take the emergency backpack with you. Account for all children before leaving the premises.
- Use strollers or evacuation cribs to transport infants and toddlers
- A staff person will be assigned to each child with disabilities.
- If vehicles are available, you may utilize them to transport children. In a situation such as this, all normal transportation regulations are not in effect.
- Once arrived, account for all children again. Proceed with notifying parents.

Children requiring emergency medical care: A staff person will accompany any child who requires emergency medical care. After calling 911 to alert emergency services, a staff person should contact their supervisor to get additional staffing needed to maintain staffing ratios.

Enrollment & Financial Policies

Enrollment

New Growth Learning Company accepts children between the ages of 12 months and 4 years of age. Your child may be enrolled on a Full-time or Part-time, or Preschool basis. Children 12 months – 24 months can be enrolled on a Full-time basis. A Registration Fee of \$50.00 per family is due upon submission of the application. This fee is non-refundable.

Admissions Procedure

1. Schedule and complete a tour of the facility.
2. Complete and submit an application, along with a \$50 registration payment.
3. Upon acceptance, your child must have these items on file:
 - a) An application form
 - b) Child [Health Report](#) (as required by PA State Department of Education, including all age-appropriate immunizations) we must have this in our files prior to your child's start date
 - c) Parents must fill out electronic enrollment. This form will be shared with you electronically. (see the office if you require assistance)
4. Payment of security deposit and one week's tuition

Tuition & Fees

Tuition payments are due in advance. In order to reserve a space for your child, NEW GROWTH requires the following:

1. one weekly payment
2. \$50 enrollment fee

The registration fee is nonrefundable. If you pay to secure a spot, no fee will be refunded.

Late Payment

Customers will be charged a late fee of \$15 on the first business day after the bill is due.

Returned Check Fee: \$35

Late Pick-up Fee

Please note that we close promptly at 5:30 p.m. Any child who is picked up after that will be charged a Late Pickup Fee. Any preschool child who is picked up late will be charged a Late Pickup Fee. **The fee is \$15 for every 15 minutes.**

Further clarification of what constitutes a late pickup fee: Transfer of care must happen by 12:30 (for preschool), and 5:30 (for daycare). This means that parents need to retrieve the child from the teacher's care and leave the classroom by the relevant time. If teachers need to care for your child beyond those times, the teacher will record the late pick up and the office will bill you accordingly.

Extended Time

Extended hours for a preschool child will be charged at \$10 per hour if arrangements are made at least 24 hours in advance- Morning fee (\$15), Afternoon fee (\$20), Extra Day fee (\$50). Without 24-hour advance arrangement, the cost is Morning fee (\$20), Afternoon fee (\$35), and Extra Day fee (\$75).

Discontinue Enrollment

Children may discontinue enrollment at any time, with required written notification to the office two weeks in advance.

Vacations

Full-time/Part-time children, who are here all year, are allowed two weeks of vacation free of charge per school year

(after 3 full months of enrollment). Vacations are to be taken in one/two-week blocks with two weeks written notification to the office. A maximum of two weeks' vacation credit may be taken at one time. Vacations may not be carried over from one year to the next. Summer is an exception to the two-week vacation rule although we do still require two weeks written notification to the office.

Sick Days

If a child is sick for five consecutive school days, 50% of the weekly fee will be charged. Regular fee payments will be charged in case of illness of shorter time periods. In order to receive this discount parents must provide written verification from a doctor confirming that the child was sick. Parents need to inform the staff/office if a child will be absent due to illness.

Insufficient Fund Checks

If a check is returned to us by your bank for insufficient funds, you will have one day to replace the bad check or discontinue enrollment until the balance of your account is taken care of. There will also be a service charge of \$35 for each bad check given.

Pricing for Daycare 2023-2024 school year (Pricing will change annually)

Ages Served	Full Time	Part Time (<5hrs per day)	Preschool (1/2 Day)	3-day Preschool	2-day Preschool
Infant (6 Weeks-12 mos.)	\$205	\$205			
Young Toddler (13-24 mos.)	\$195	\$195			
Older Toddler (25-36 mos.)	\$192	\$192			
Preschool (37 mos.-Entering K)	\$180	\$180	\$131.50	\$ 99	\$ 80

Calendar

We are closed for PA state holidays. Please see the list below for the upcoming year. Regular fees will be charged during holidays except for the week between Christmas and New Year.

2023

July 3&4 – PD day and Independence Day

September 4 – Labor Day

October 13 – Teacher Work Day

November 8 – Closing early at 3:00PM

November 23-24 – Thanksgiving

December 25-29 – Christmas Holiday

2024

January 1 – New Year’s Day

February 2 – Staff Retreat

March 29 – Good Friday

April 19 – Teacher Work Day

May 27 – Memorial Day

Please see our website for the [New Growth Calendar](#). The online calendar is the most up to date.