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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.

A typical Preschool day contains:

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

4:15 Outside Play

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 Intercom and wait for the door to be released.

Each day upon arrival and departure, please sign your child in and out at the front desk. (Without your signature we may not be able to receive funding and you become responsible for the cost.) 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 who we do not recognize who picks 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 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. For those students who bring 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.

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.

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 102 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 102. **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 or a fever of 102 or higher 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
Lice	Pinkeye

- 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.

Discipline-Suspension-Expulsion Policy

To maintain an atmosphere of exploration and growth, New Growth has the following policy regarding behavior.

We want children to respect and value themselves, other people, and property. The following behaviors do not promote respect and value and will be addressed with this policy:

- Verbal disrespect (screaming, swearing, malicious name-calling)
- Physical actions (striking, biting, pushing, etc.)

- Destruction of property (school or individual)

Students who display these behaviors will be given a verbal redirection and helped to understand what an appropriate response would have been. The teacher may decide that the child needs some time away from friends to help realize the consequences of such behavior and allow for mental regrouping. These minor incidents will be reported in Brightwheel. Teachers shall have detailed documentation in their Anecdotal Records regarding a child's unacceptable behavior and methods used to correct the situation. 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 and/or conversation. Teachers should be giving and receiving parent's suggestions or recommendations pertinent to their child. This may include referral to outside agencies, such as IECMH (Infant Early Childhood Mental Health) or the RRT.

If these things have been done and progress is not made, there may be a one-day suspension. 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.

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?
- 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 assist in toilet training with the understanding that it will only work if we work together. Your child will likely progress slower if there is no consistency at home and in our care. Here is our toilet training procedure:

1. After parents are working actively to train at home, (preferably over a weekend or vacation time) we will take the child to the toilet every hour.
2. We ask that you dress your child in clothing that is easy for them to manage and provide a diaper that easily pulls up and down and has re-closable tabs.
3. Once your child has been in underwear for 3 days with no accident at home, we will make the transition at school.
4. If your child is not toilet-trained, they would need to be placed in the 2-year-old or younger rooms, since these are rooms with diapering facilities.
5. **If a child is not toilet-trained by the time they would normally move to the 3-year-old room, we will charge the 2-year-old rate until they are accident free for 2 weeks. If your child is not toilet-trained by 39 months of age, enrollment may be discontinued.**

Bathroom Policy

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

Transition Policy

There are many transitions in your child's experience at our center. Our goal is to partner with you and your child to facilitate smooth transitions.

Transition from Home to Center

We expect your child to take part in our tour prior to enrollment. This gives us time to evaluate how your child engages with their classmates and our facility. We also can address questions that may arise.

Transition between classes

Your child is transitioned between classrooms based on several factors including your child's development and our availability. Typically, we move 2 or 3 children at a time, so they are with developmentally similar peers. This process includes room visits and teacher introductions. We will communicate with you to partner on a plan for upcoming changes.

Transition to elementary school

Your child's transition to elementary school is an exciting time, but there are many changes for the child. We structure their time with us to work toward success. We have numerous informal discussions with you as this transition approaches.

IEP Policy

New Growth requests to be included in all IFSP/IEP meetings and to receive a copy of any IFSP/IEP. These documents will be shared with the child teacher and kept in the child's file to appropriately develop individual instruction as New Growth deems reasonable. The teaching team will communicate with parents about the goals listed in the IFSP/IEP at any team meeting in addition to any daily communication that may include discussion of goals and progress.

Screening Policy

Within 45 days of enrollment, New Growth uses the ASQ-3 to monitor developmental milestones. Parents are requested to fill out the screening in addition to teachers completing the screening tool. Following completion, the results page is shared with families in either a scheduled conference or at the beginning/end of day.

Inclusion Policy

At New Growth we appreciate a diversity of learners and make reasonable accommodations to encourage full and active participation of all children in our program. We are happy to collaborate with families, EI, the IU, and other supportive services.

Supervision Policy

Teachers at New Growth supervise children at all times. They are counted upon arrival and departure, at transitions, and periodically in between. Staff receive supervision training as a part of their onboarding process. Teachers receive scheduled breaks to reduce fatigue and help ensure alertness.

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, typically in November and March. 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.

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.

Care Plan Policy

New Growth is committed to meeting the needs of all children including those with special health care diagnoses. We request a care plan upon enrollment and share this plan with all relevant staff. This plan is kept in the child's file and will be reviewed regularly. Parents must make New Growth aware of any changes that are made to their child's care plan.

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.

Parent Involvement

Parent involvement is critical to New Growth Learning Company's overall effectiveness. Parents are free to visit at any time but should be aware that if they want to talk with a teacher, scheduling the visit allows us to plan a time for that teacher to not be responsible for children. Parents can get involved by assisting with fundraising and volunteering their time at 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.

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.

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

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.

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 \$1 per every minute.**

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.

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.

Discontinuing Enrollment

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

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

Pricing for Daycare 2024-2025 school year
(Pricing will change at least annually)

Ages Served	Full Time	Part Time (<5hrs per day)
Infant (6 Weeks-12 mos.)	\$230	\$230
Young Toddler (13-24 mos.)	\$220	\$220
Older Toddler (25-36 mos.)	\$215	\$215
Preschool (37 mos.- Entering K)	\$265	\$265

Full Week Preschool ($\frac{1}{2}$ day)	3-day Preschool	2-day Preschool
\$177	\$ 133	\$ 89

Calendar

Please see the list below for closed days this year.

Regular fees will be charged during holidays except for the time between Christmas and New Year.

2025

July 4 – Independence Day

August 18 – New Teacher training/class change

September 1 – Labor Day

October 13 – Teacher Development

November 17 – Closing early at 1:00 PM

November 27 & 28 -Thanksgiving

December 24-31 – Christmas Holiday (No Charge)

2026

January 1&2 – New Year's Day (No Charge)

February 13 – Staff Retreat

March 9 – Teacher Development

April 3 – Good Friday

April 10 – Closing at 12:30 for Early Education Conference

May 25 – Memorial Day

June 5 – Teacher Work Day

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