

**SHADY  
LANE** Bright futures begin here.  
**SCHOOL**

## Parent Handbook

Updated 8/31/2017

Shady Lane  
100 North Braddock Ave.  
Pittsburgh, PA 15208  
412-243-4040  
[www.shadylane.org](http://www.shadylane.org)

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# Shady Lane School Parent Handbook\*

## I. INTRODUCTION

**In preparing this Parent Handbook, Shady Lane School (hereinafter referred to as Shady Lane) has attempted to create a comprehensive, clear and helpful resource for all parents and guardians who choose to send their children to Shady Lane. We encourage all Shady Lane parents and guardians, new and old, to read this document thoroughly; bring any questions or concerns to the attention of the School Director or Executive Director. Please keep this document available for reference throughout the year.**

*Shady Lane is a diverse and inclusive learning community committed to facilitating children's social, emotional, physical and intellectual growth by creating a supportive yet challenging environment where children learn through play and experience to become confident, creative and collaborative learners.*

*–Shady Lane Mission Statement*

Shady Lane is regulated and complies with the standards set by a variety of government and private entities. The School is licensed by the Pennsylvania Department of Human Services (DHS), and complies with the Department of Human Services' regulations governing child care agencies. Shady Lane is accredited by the National Association for the Education of Young Children (NAEYC) and we are in compliance with all their educational standards. We are also rated by the Pennsylvania Keystone Stars Program at the highest rating of 4A. However, the School is only one component of Shady Lane's work. In the early childhood education community, Shady Lane serves as a model for developmentally appropriate practice in early childhood programs. The School is a professional development site for practicum students and early child care professionals. Our professionals, both administrators and educators, further contribute to the field through participation in professional organizations.

Shady Lane also impacts the early childhood profession by conducting professional development workshops, collaborating with other agencies on program development, assuming leadership roles in professional organizations, and providing consultation services to other non-profit organizations.

The goal of this work in the broader community is to make Shady Lane a cohesive community without boundaries. Shady Lane seeks a "person-first" culture that recognizes each person's uniqueness, and gives to all the opportunity to become his or her "best self" through self-respect—for one's own attributes and experiences—and mutual respect—from all others, for all others. Through community outreach, Shady Lane works to share these benefits as broadly as possible through our day-to-day work and in collaboration with a variety of other organizations in this region and beyond.

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\* Please be aware that all policies and procedures described in this Handbook apply equally to parents and legal guardians of students attending Shady Lane School. Where possible, the language used will indicate applicability to parents and/or legal guardians; however, clarity sometimes prevents reference to all the possible responsible adults in a child's life, and in these cases we limit the language to the generic term "parent." No limitation or offense is intended or implied.

## **II. SHADY LANE SCHOOL PHILOSOPHY**

Our founders were concerned with diversity focused on historic barriers (race and poverty) and Shady Lane's effort to create a diverse student and staff population reflected that focus. Today, Shady Lane takes a more complex and holistic approach to diversity. We seek to address the full range of barriers to participation—not just race and poverty, but differences in culture, religion, physical and cognitive ability, family composition, and language, among others.

This broader understanding of the power of inclusion does not simply embrace people in spite of their differences. Rather, it recognizes that each child, each member of the community, is an individual from birth, bringing a whole host of gifts and experiences to the table. No single trait defines a person, and all of our attributes contribute to one's unique identity. In this way, true inclusion excludes no one, and enriches everyone.

Shady Lane recognizes and respects the diverse talents, experiences and methods developed by each of our Lead Educators and team members. This diversity of method is reflected in a different approach, environment and "feel" in each classroom, varying every year in response to the unique makeup of the students as a group. Watch for this when you visit; the variety in every room is a truly unique element of the Shady Lane experience.

Therefore, Shady Lane is:

- an inclusive environment that welcomes all children whose needs we can meet\* and is committed to providing all reasonable accommodations to accomplish this goal;
- a community of professionals with education and experience in early education, knowledgeable about typical child/human development, including specific professional education in identifying “red flags” of possible exceptionalities in the five primary domains of child development (Physical/Sensory, Language, Adaptive, Cognitive, and Emotional/Social); and
- a program that is committed to working collaboratively with parents and other professionals to best meet the needs of all children, including a commitment to full inclusion of all enrolled children in all classroom activities unless a clear risk to medical condition, safety or the learning needs of others is identified.

- There are certain needs that Shady Lane is not prepared to meet. If we cannot meet the needs of students we will work with parents to recommend solutions that may be a better fit for a particular child.

## **III. EDUCATING AND ASSESSING YOUR CHILD**

### **A. Children's Development**

Shady Lane School has always focused on “best practices,” facilitating children’s development as both individuals and members of a community. Partnering, problem solving, conflict resolution, team building and other social elements are the fundamental building blocks of developmentally appropriate practice. This practice focuses on the value, attributes, and individuality of each child and serves as the basis for all learning and the growth of complete, well-rounded people.

### **B. Statement of Child Assessment Process; Responsibilities of Parents and the School**

A primary area of focus for educators and parents involves the assessment of each child’s development. This section is designed to describe the range of responsibilities owed to every child attending Shady Lane by his/her parent(s), the teachers in the classroom, and administrators in implementing a comprehensive child assessment process that benefits each individual child and every classroom in the School.

#### **1. Every Child, Every Parent, Every Classroom Team**

We urge every parent of every child attending Shady Lane to read this policy and understand the importance we place on the responsibilities outlined here, both for our professionals and for you as parents. NAEYC discusses assessment as follows:

#### **2. Why Child Assessment?**

Child assessment is the process of observing, recording, and documenting what children do and how they do it as a basis for a variety of educational decisions that affect teaching approaches as well as curriculum development and implementation. Child assessment involves the multiple steps and methods of collecting information on children's abilities and skills and then compiling that information so results can be incorporated into planning that meets the needs of not only individual children but also the whole group.<sup>1</sup>

A comprehensive and consistently applied system of child assessment is critical to achieving our goal—our responsibility—of working with each child and family to enable children to grow and develop to their greatest potential. Although observation and documentation of children’s growth, identifying both strengths and challenges, is a longstanding part of the work of early childhood educators, comprehensive assessment ensures that “the information [Educators] gather is actually used to improve services for individual children and to improve the program overall.”<sup>2</sup>

Our child assessment process seeks to inform each person involved with the child about his/her developmental history and progress; provide information to individualize the program to each child’s needs; and enable the classroom team to create an environment that benefits all children and facilitates mutual learning and positive relationships among all children and adults.

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<sup>1</sup> Assessment of Child Progress: A Guide to the NAEYC Early Childhood Program Standard and Related Accreditation Criteria. National Association for the Education of Young Children, Washington, DC (2005). p. 10.

<sup>2</sup> Ibid., at p. 9.

### **3. Forms and Reporting**

Be aware that our educators use a variety of tools, forms and checklists to document your child's progress. When you review these assessment documents during Parent Conferences, please remember that regulatory requirements for licensing require us to obtain your signature, indicating that you were provided with our assessment and were given the opportunity to review it with your child's Educator.

### **4. Suggested Procedures for Parents with Classroom Concerns**

The staff and administration understand that parents sometimes have questions or concerns about the School program and policies. Following the process outlined below will best serve your interests and those of the School.

Parents should first communicate their questions or concerns about classroom protocols or practices to the child's teacher. If necessary, please call the office and leave a message for the teacher to return a call or to arrange a conference. The parent or teacher may request the presence of the School Director at any parent-teacher conference. If, after a conversation with the teacher, a parent feels issues raised have not been resolved and/or questions remain, please contact the School Director. If, after discussion with the School Director, there are further concerns, a meeting with the Executive Director should be requested. The Executive Director will review the issue(s) and make a final determination. That decision will be communicated directly to parents. ***We strongly discourage discussions of sensitive issues in the child's presence.*** Educators will discuss concerns or information, but request that these sensitive issues be addressed in a private conversation. This also applies to any sensitive conversations between educators and parents. If a discussion is needed, please arrange a time and place away from children to address the issue. The School Director's office and the Professional Development Room are available alternatives. Caring for children is a team effort and problems will be handled in an atmosphere of mutual cooperation with the goal of finding mutually satisfactory solutions. Children need to see adults working as a team and in agreement. This fosters their comfort and security.

### **5. Questions about School Policy**

Questions about School policies or programs should be addressed to the School Director or the Executive Director. Our Educators cannot speak authoritatively about policy issues.

## **6. Challenging Play/Behaviors**

Educators monitor play constantly to attend to the developmental needs of the group. Educators will foster the coping tools of cognitive, social and language skills that will assist children in monitoring their own behaviors.

When a child's behavior/play becomes hurtful to self, others or property, educators will take a proactive stance by facilitating solutions to the undesirable behavior, including use of positive guidance, re-direction, and setting clear-cut limits that foster the child's ability to become self-disciplined. These strategies include:

- Using the opportunity to listen to children's words to increase understanding of children's thoughts, feelings and issues;
- Problem solving with the children involved or using creative redirection techniques;
- Working to involve families in the process of helping children with developmental and growth needs;
- Offering opportunities for dialogue between staff and parents;
- Providing information, support and knowledge to parents; and
- When necessary, recommending community programs that may be available as additional resources, including family resource specialists and play therapists.

## **7. Screenings and Support Services**

When available as a free service provided by qualified area agencies, Shady Lane facilitates age-appropriate screening services on site to identify possible delays in such developmental areas as vision, hearing and speech. While Shady Lane does not provide speech, physical or occupational therapy directly, we do collaborate with the Pittsburgh Public School district and other partners to provide services within a child's classroom when available and appropriate. Students at Shady Lane may be eligible for these services; parents with concerns can get more information from the School Director.

## **8. Responsibilities When Developmental "Red Flags" Arise**

Shady Lane does not specialize in special education; however, its Lead Educators and School Director have extensive education and experience in typical development across the five domains (Physical/Sensory, Language, Adaptive, Cognitive, and Emotional/Social) and will document and report when "red flags" arise that suggest one or more areas of atypical development. The responsibilities outlined on the following page apply (i) when Shady Lane identifies a possible special need; or (ii) as part of the assessment process for children with special needs that have been identified prior to their enrollment at Shady Lane.

## **9. Parent Conferences**

Three times a year, Lead Educators will provide a formal written assessment of each child to his/her parent(s), and arrange for a Parent Conference to review and discuss the assessment with the parent(s).

## **10. Documentation & Portfolios**

Shady Lane believes in affirming the importance of children's work through documentation. Documentation sometimes takes the form of photo panels that map out not only the results of a project, but the important processes involved in creating. The child's own words about his or her work become an invaluable component to a child's art. Your child will have his/her own portfolio of work available for you to take home at the end of the school year or when the child moves on to a new classroom or program.

## **11. Documentation of Classroom Activities**

Regular documentation of classroom experiences and activities, posted outside each classroom door or distributed electronically, provide periodic information and updates on daily classroom activities; they are helpful as cues to talk to your child about their day. Each Lead Educator is responsible for creating their Daily News and sending it out electronically on a daily basis. You will also receive pictures from that day's activities. Please make sure you are providing Shady Lane with a current email address to ensure you are receiving the Daily News.

## **12. Limited English Proficiency**

Shady Lane wants to ensure that all persons with limited English proficiency have meaningful and equal access to all communications. Shady Lane is fortunate to have families, staff, and friends who may be called to assist with communications for families who need language assistance.

If you have limited English proficiency, or if you are proficient in a language other than English and can help us provide support to other families, please notify the School Director.

## **13. Outdoor Play**

Outdoor activity is planned *daily*. In general, a child who is well enough to be at the School is well enough to play outdoors. You can help your child enjoy outdoor activities by making sure that s/he is properly dressed for the weather. In winter, this includes boots, warm coat, sweater, snow pants, mittens and hat. Children will play outdoors daily when weather and air quality conditions do not pose a significant health risk.

Weather conditions that pose a significant health risk include wind chill at or below 25°F and heat index at or above 90°F, as identified by the National Weather Service. Air quality conditions that pose a significant health risk will be identified by reference to [AirNow.gov](http://AirNow.gov). Under such air quality conditions, children will remain indoors. Children with respiratory health problems such as asthma will not play outdoors when air quality is approaching unhealthy levels.

Children will be protected from the sun by using shade, sun-protective clothing, and sunscreen that the parent has provided. We ask that parents provide UVB-ray and UVA-ray protection of SPF-15 or higher. You will need to fill out a Topical Ointment form to allow us to apply sunscreen to your child. In cold weather, children's clothing should be layered and dry.

## **IV. SCHOOL SCHEDULES**

### **A. Daily Schedules**

Shady Lane offers three options for parents to choose from when enrolling their child: Half Day (7:30 a.m. to 12:30 p.m.); Full Day ( 7:30 a.m. to 3:00 p.m.); and Extended Day (7:30 a.m. to 6:00 p.m.). We DO NOT offer the Half Day schedule for Infants or Young Toddlers. All schedules allow students to participate in lunch, with parents providing a box lunch each day.

### **B. Rest Time**

Children will have a regular daily rest or naptime. Each child will be provided with their own mat and sheet. The sheet will be laundered weekly. Please provide a small blanket; you may also bring a comfort item, if necessary. To help us comply with licensing requirements, please take these items home to wash weekly.

All children will rest on their mat for a specified period of time, generally between 1.5 to 2.5 hours. Those children who do not wish to nap will be permitted to play quietly under supervision once they have rested on their mat for at least 30 minutes .

### **C. Schedule Changes**

Any schedule change requests, either temporary or permanent, must be handled through the School Director or Program Coordinator. For temporary changes, a [Request for Additional Child Care Services](#) Form must be completed in the front office *in advance* and approved by the School Director. Your request will be considered after a confirmation of available physical space and staffing.

For permanent schedule changes, a [Request for Schedule Change](#) Form must be completed and approved by the School Director. Please allow two weeks' notice for permanent schedule changes. Permanent schedule changes start only at the beginning of the month.

### **D. Scheduling Your Child's School Day**

All parents will provide us with a schedule required for their child's care. Our staff schedules are based on our anticipated attendance throughout the day and our hours of operation are strictly enforced out of respect for the late-day educators and administrators. It is important that you maintain a schedule of arrival and pick-up each day to ensure we have sufficient teacher coverage. If you arrive earlier than your scheduled time, you may be denied access to the classroom until such time as we have sufficient staff.

[Late Pickup Fees](#) are assessed when a child is picked up after his/her scheduled hours, and pickups after 6:00 p.m. are particularly disruptive and create anxiety for many children. Parents who are repeatedly late for pickup will be asked to meet with the School Director to resolve the issue, in addition to incurring Late Pickup Fees.

## V. CLASSROOM STRUCTURE, RATIOS AND ATTENDANCE

### A. Classrooms

Shady Lane School includes classrooms serving children from the age of 6 weeks through kindergarten entry year-round. Children enrolled in a classroom will continue in that classroom for the entire year unless the parent and teacher recommend otherwise.

### B. Teacher-Child Ratios

The Commonwealth of Pennsylvania and NAEYC have established minimum child care staff-to-children ratios for each child care age group. As part of our commitment to best practices in early childhood educations, Shady Lane meets NAEYC ratios in all of our classrooms. The following shows the Commonwealth's and NAEYC's minimum staff-to-children ratios for each age group.

AGE OF CHILD AT ENROLLMENT	NAEYC	DHS
Infants (6 weeks – 12 months)	1:4	1:4
Young Toddlers (12 months – 24 months) <sup>3</sup>	1:4	1:5
Two year olds (24-28 months)	1:4	1:6
Two year olds (28-36 months)	1:6	1:6
Three year olds	1:9	1:10
Four and five year olds	1:10	1:10

Children who are enrolled in a classroom according to their age on September 1 may, by the end of the school year, be older than the age group into which they entered. The ratios above are predicated on the youngest child in the group at the time the ratio is being measured.

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<sup>3</sup> Group size of 10 is permissible for this age range, but an additional adult is required to stay within the best practice ratio. Shady Lane School will employ a floating teacher to ensure best practice is observed.

### C. Attendance

In order for a child to gain the full benefit of Shady Lane's program, attendance and timeliness are important. To grow cognitively and build solid social relationships, continuity and regularity are basic needs of a child at school as well as at home. Please do the following:

- **Be punctual.** Arrive on time to help your child get off to a smooth start. We ask this to ensure that your child is getting the most from his early education experience at the School. Pick up your child on time. Children get anxious, staff may need to move on to another assignment, or the classroom may be needed for another group. *If you will be later than your scheduled pick-up time, please call as a courtesy to staff and a support to your child.*
- **Please call** if your child will be absent.
- **Inform your child's classroom team and the front office** if you will be away on vacation or for any other extended leave.

## **VI. SCHOOL SECURITY, CUSTODY AND CONFIDENTIALITY**

### A. Security

#### **1. Door Codes**

Please be aware that, for the safety and security of everyone in our program, we have an electronic keypad at the main entrance to the building. Parents receive a four-digit entry code that enables them to access the School during regular hours. To help ensure that this is an effective security measure, **please do not let anyone follow you into the building unless there is a person at the reception desk who can verify who the person is and direct them to the appropriate person in our building.** When entering the building, it is also important that you (i) lock **and turn off** your vehicle; (ii) do not leave valuables in your vehicle; and (iii) above all, NEVER leave any child unattended in the parking lot.

#### **2. Fobs**

The fobs allow families to use the elevator, stairways and entrance into the building from the playground. Each family is entitled to two fobs with a security deposit of \$10. Each additional fob is \$10 each. If a fob is lost, stolen or broken, it is the parents' responsibility to replace it. Upon withdrawal from Shady Lane, you must return all fobs in order to have your security deposit returned.

### B. Custody of Children

#### **1. Arrival and School Day Custody**

When you arrive at the School and enter the child's classroom, the teacher accepts custody of your child until you arrive for pick-up. Teachers have a photo identification of each child in their custody and keep that ID on their person whenever they leave the classroom together. When a teacher transfers your child to the custody of another Shady Lane staff person, the photo identification is also transferred.

## 2. Pick Up and Transfer to Parental Custody

Transitions are particularly difficult for children. It is important that your child(ren) have your full attention during these transitions. Please do not use a cell phone or text while picking up or dropping off your child into our care.

- Upon the arrival of each child's parent, guardian or other release person at pick-up time, teachers are no longer responsible for supervising your child. Please connect with a teacher when you pick up your child, and supervise your child at all times.
- **Most important, DO NOT allow your child to leave the building ahead of you.**
- For safety reasons, playground gates are locked at all times and cannot be used as pick-up or drop-off points, even if your child's class is playing outside at the time of pick-up or drop-off.
- Staff will **NEVER** release your child to any person who is clearly impaired or in any way may appear to pose a danger your child.

## 3. Denial of Custody

Please be aware that the School cannot legally deny a parent access to a child unless there is an active restraining order (e.g. a Protection from Abuse Order specifically protecting the child) or current custody order showing days and times for shared custody arrangements on file. If you have complexities in your child's custody arrangements, a specific schedule of court-mandated visitation that affects attendance, any court orders or agreements that impact parental rights, or other such concerns, we strongly encourage you to speak with our School Director to share any information we might need or to discuss plans or protocols that might help us should a disagreement arise.

#### **4. Alternate Pick-up**

The following provisions are designed to ensure your child is safe at all times while in our care.

- All persons who will be dropping off or picking up on a regular basis **MUST** be listed on your child's [Emergency Contact Form](#).
- If someone other than the persons listed will be picking up your child, you **MUST** fill out an Alternate Pick-up Form when you bring your child to school. Please fill out a form even if another Shady Lane parent will be picking up your child.
- *If you have an emergency* that requires you to make last minute alternative pick-up arrangements, please call the school and notify staff. For security reasons you will receive a call back from a staff person that same day to verify by phone that the alternative has been requested by an authorized parent or guardian.
- While Shady Lane staff do not wish to offend anyone who comes to pick up your child, they are required to confirm the identity of any unfamiliar person before releasing a child in order to protect each child in the program. Staff will always request photo identification of unfamiliar persons seeking to pick up children.
- Staff will only release a child to a person 16 years or older (unless the child's parent(s) are under 16, in which case the child will be released to his/her parent as an exception to this policy).
- Under no circumstances will a child be released to a Shady Lane staff person unless that staff person is the child's parent.
- Shady Lane staff persons are strictly prohibited from transporting children enrolled at Shady Lane in their personal vehicles.

#### **C. Emergency Delays and Closings**

A letter outlining all emergency procedures will be given to each family at the beginning of the school year. You will be notified of any emergency via text message and email through Procure, our system that allows for concurrent text, phone and email addresses. This is why it is imperative that you keep this information current with our Program Coordinator or School Director. If possible, we will try to post emergency announcements on our website's home page at [www.shadylane.org](http://www.shadylane.org).

In the event of an emergency requiring evacuation, our first priority will be to move your child to a safe location. Once your child is safe, you will be notified about the location and will ask that you pick your child up. We will ensure your child's safety by continuing to release your child **ONLY** to those listed on the Emergency Contact Form. No exceptions will be made during one of these actions as we won't have the staff or equipment to manage the phone calls.

#### **D. Parking**

Please help keep children safe by following good parking practices.

- Please proceed one-way, counter-clockwise around the parking spaces in the lot, as indicated by the one-way signs.
- NEVER leave any child unattended in a parked car!
- On-street parking is available on the School side of Meade Street. If necessary, there is also parking in our staff/tenant parking lot between Peppi's and Shady Lane. That lot is accessed via Cygnet Way, behind the Family Dollar Store.

#### **E. Confidentiality of Information**

A limited number of individuals have immediate access to children's files. These individuals may include the child's parents or legal guardian, program administrators, teaching staff who are directly responsible for the care of that child (unless otherwise indicated in the file), and regulatory authorities, on request, depending on the nature of the information. The Department of Human Services assigns a licensing specialist to the program, who verifies compliance in regards to child files, and therefore will have access to child files annually. Otherwise, child files, and the information therein, are strictly confidential, and are stored in a secure location. Each piece of information is maintained based on a strict "need-to-know" basis. Each member of Shady Lane's staff signs a Confidentiality Agreement at the onset of employment. In addition, all staff are expected to abide by NAEYC's Code of Ethical Conduct which, among other issues, addresses the appropriate handling of confidential information.

## **VII. TRANSITIONING YOUR CHILD TO OUR CARE**

### 1. FOR INFANTS ONLY

#### 1. Feeding Policy

- a. Families must provide pre-made/pre-mixed bottles for their child. Shady Lane School will not mix bottles.
- b. Please indicate with your child's teachers if the bottles brought are formula or breast milk bottles. We have separate bottle warms for each kind of bottle. All bottles must be plastic as no glass containers are permitted.
- c. If bringing breast milk into the school, you will be provided with colored bands to put on your breast milk bottles.
- d. All bottles and food containers must be labeled with the child's name.
- e. During drop-off, families are to directly hand their bottles and food containers to their child's teacher as only staff are permitted to put bottles away in the refrigerator.
- f. Any baby food that arrives in a glass jar will be poured into and served out of a plastic bowl (provided by Shady Lane).
- g. During feeding times, if a child does not finish their bottle after already being heated, Shady Lane is not permitted to keep the bottle. We will keep the formula bottles for up to one (1) hour after heating and keep the breast milk bottles for up to three (3) hours after heating. Once those times have expired, the bottle will be poured out.

#### 2. Cribs

Each child has their own crib while enrolled at Shady Lane. We do not share cribs between children. The crib will be labeled with your child's name and birthday. We also provide the crib sheets for the cribs. The crib sheets will be laundered weekly unless otherwise needed. We do not permit blankets, stuffed animals, etc. in cribs.

### 3. Infant Safe Sleep

Shady Lane School is committed to excellence in the field of early childhood education and care. Providing infants with a safe place to grow and learn is of utmost importance to us. For this reason, our infant program follows safe sleep policies and procedures to reduce the risk of SIDS (Sudden Infant Death Syndrome) for our infants when napping or sleeping. All staff at Shady Lane follow and have been trained on the safe infant sleep best practices.

- Infants will always be placed on their backs for every nap unless we are provided with a physician-signed sleep position medical waiver that is up to date and on file. At no other time will your child be placed on their side or stomach for sleep purposes.
- While infants are always placed on their backs to sleep, when an infant can easily turn over from back to front and front to back, they can remain in whatever position they prefer to sleep.
- Shady Lane School will not swaddle children.

### 4. Daily Exchange Form

Shady Lane teachers will provide all infant parents with Daily Exchange Forms. It is a pastel yellow form that is filled out by your child's teachers every day documenting their diapering, sleeping, and feeding schedules. Once completed, it will be put in your child's cubby for you to take home each day.

### 5. Infant Dietary Record

Pennsylvania state mandates that we have a feeding schedule documented and on file for each infant enrolled in our program. As children grow, we realize their feeding schedule and needs may change. Anytime there is a change in their schedule, please communicate that with your child's teachers. A new Infant Dietary Record can be provided to you upon request.

## 6. What to Bring

Each family must provide the following items for their infants enrolled at Shady Lane:

- Disposable diapers<sup>4</sup>
- Diaper cream/ointment (if applicable)
- Wipes
- Two full changes of clothing (weather appropriate)
- Outer clothing appropriate for outdoor exposure
- Tote bag, bottle bag, and/or backpack
  - No medication, diaper cream, etc. is to be stored in the child's diaper bag
- Family photos
- Pacifier (optional)
  - No pacifier attachments or 'Wubbanubs' are permitted
- Bottles/food

\*ALL items brought to school must be labeled with the child's name.

## **B. FOR TODDLERS AND PRESCHOOL**

### **1. DROP-OFF AND PICK-UP**

Children develop a feeling of security and trust when parents and caregivers communicate in a positive manner in the child's presence; therefore, seeing positive interactions between you and your child's Educators is an important part of your child's day. Upon arrival each day, parents should: (i) take their child(ren) to the classroom; and (ii) communicate any important information regarding the child's health, disposition, and changes in schedules, etc. This ensures that educators have current, important information about your child each day. To ensure everyone's healthy start to the day, and to comply with regulations and accreditation requirements, parents must also assist their children in washing their hands before beginning play.

On a related note: we know that in this busy culture it's hard to pull away from other distractions, such as cell phone conversations, text messages and even siblings vying for attention. Please remember that the relationship and communication between you and your child's classroom team is really important to your child's experience at Shady Lane. It's worth taking the time to set aside other demands, hang up the phone, and focus on your child and his/her educator when you're in the building!

In addition, we recommend a set routine for arrival; please seek the advice of your child's educators as you find the best routine for you and your child.

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<sup>4</sup> If using cloth diapers rather than disposable diapers, you are to provide the diapers and an individual trash can to contain soiled diapers. Cloth diapers must be taken home and washed each day.

## **C. WHAT TO WEAR AND BRING**

### **1. Clothing**

Your child's attire should be comfortable and clothes should allow the child to use the toilet independently. Each child needs to have an extra (season appropriate) complete set of clothes at school at all times. Please label all clothing with your child's name to avoid loss or confusion. *Shoes should be safe for climbing and running.* Shady Lane does not permit children to attend School in sandals, flip-flops, "jelly shoes" and "cros" for safety reasons.

### **2. Toys from Home**

Each classroom has its own approach to toys and other belonging brought from home, depending on the developmental level of the children in the classroom and other factors. Please consult with your child's Lead Educator regarding the practices followed in his/her room. In general, it is best to limit personal belongings to books and security items (e.g. blanket or stuffed animal); other personal items will be placed in your child's cubby. Please keep in mind that small items such as coins, balloons, small toys, and hard candies can be choking hazards and should not be brought into the School for any reason.

We restrict toys that represent violence and have been found to encourage violent play in the group environment. We ask parents to please leave toy weapons and any toys that have projectiles at home.

## **D. FOOD**

### **1. Lunch**

We strive to make lunch a calm time for conversation and socialization. We support and encourage your child to eat nutritious and healthy foods for a well-balanced diet.

- Children bring their own lunch, which should include a balanced selection of foods and a beverage. Make sure your child's name is clearly written on the outside of the lunch container.
- All lunch items must be labeled with the child's name and the date.
- If your child's lunch contains a perishable item that needs to be refrigerated, such as meat or dairy products, we ask that you label the item and place it in your child's lunch bin that is labeled with their name and place it in the classroom refrigerator.
- Staff does not heat lunch items. If you would like to pack a hot item, you may heat it and place it in an insulated container, provided the heated item does not contain any meat or dairy products.
- Parents or guardians must cut foods into small bite-size pieces. Parents of toddlers should cut foods into pieces no larger than ½-inch square, according to each child's chewing and swallowing capability.
- As recommended by health authorities, staff does not offer children younger than four years these foods: hot dogs, whole or sliced into rounds; whole grapes; popcorn; raw peas and hard pretzels; or chunks of raw carrots or meat larger than can be swallowed whole.

## 2. Snack

Time is provided for children to eat morning and afternoon snacks that are provided by Shady Lane School. Shady Lane will provide water at snack time. Please consult with your child's Educators if you want to provide a healthy treat for your class for a special occasion.

## 3. Nut-Free School

We will ask parents to refrain from providing peanut butter, peanuts or other nuts or other nut-derived products in their child's lunches. Any nut product is prohibited from being brought into the school.

## 4. Other Special Dietary Needs

Our program protects children with food allergies from contact with the problem food. For each child with special health care needs, food allergies, or special nutrition needs, we ask that parents inform us about the details of the child's needs, both in writing via the [Emergency Contact Form](#) and verbally to the child's Educators. We will make this information available in a confidential manner in the food preparation area and in the areas of the facility the child uses as a reminder to all those who interact with the child during the program day.

# VIII. KEEPING PARENTS INFORMED

## A. Classroom/Staff Mailboxes

Each classroom has mailboxes above the cubbies for newsletters, notices, individual letters, etc. Please check them every day so that you will not miss valuable information. Staff mailboxes are located in the front office and are checked regularly.

Parents who wish to distribute materials to others in their child's classroom or throughout the School via classroom mailboxes should speak to their child's Lead Educator prior to distribution. In particular, party invitations to selected individuals should not be placed in cubbies, unless *every child* in the classroom is invited. To avoid hurting children's feelings, we recommend you mail all party invitations to the child's home.

## B. Email

Email has become an increasingly important means of communication between Shady Lane and the families we serve. Please provide a current email address via your child's [Emergency Contact Form](#) so that we can keep you well informed of happenings and news at the School. ***Please note that the email address you provide on your child(ren)'s Emergency Contact Form is the only official email address we will use for emergency and general administrative purposes.*** We will never sell your email address or give it to a third party; and a request to remove your address from this list will not prevent us from using it in an emergency, if necessary.

### **C. Calendar**

A general calendar of School events and important dates is published and distributed annually and posted on the Shady Lane website. As the year progresses, additional important dates and reminders will be communicated through signs and notes in your child's cubby and announced on our website's home page.

### **D. The shadylane.org Website and Social Media**

Shady Lane maintains a website at [www.shadylane.org](http://www.shadylane.org). The site includes details of our history and philosophy, information on our classroom teams and routines, tuition rates, forms, events, and contact information. The site is periodically updated to reflect new information and upgraded to include new features, and includes a place for time-sensitive bulletins (such as weather-related emergency information) on the home page. Please be sure to check out the site regularly and to refer friends or colleagues to the site when asked about the program.

Shady Lane also has a presence on Facebook ([www.facebook.com/shadylaneschool](http://www.facebook.com/shadylaneschool)) and Twitter (@shadylaneschool).

## **IX. LEGAL, POLICY AND REGULATORY REQUIREMENTS**

### **A. Mandated Reporting**

Mandated reporters are those people who are required by law to report suspected child abuse. Mandated reporters are held to a higher standard of responsibility and may receive serious consequences for not reporting suspected abuse. Pennsylvania's Child Protective Services Law (CPSL) was amended in 2014, including substantial changes to the list of people who are mandated reporters. All staff members at Shady Lane, teachers and administrative staff, are mandated reporters.

### **B. Possession and Use of Tobacco, Illegal Drugs and Alcohol**

Tobacco use is prohibited at all times inside the building. Smoking will be permitted only outside the building, at least 25 feet away from any entrance.

Consumption of alcohol is prohibited on the premises during regular school hours and other times when children are present in the School (e.g. during family-friendly events).

Consumption of alcohol will only be permitted during social events sponsored by Shady Lane that are (i) attended only by adults above the age of 21; and (ii) with prior permission of the Executive Director or School Director.

Possession or use of illegal drugs is prohibited on the premises of the facility at all times.

### **C. Babysitting or other employment of Shady Lane staff**

Shady Lane's Personnel Policy Manual prohibits employees "from accepting any employment from any client of Shady Lane, including babysitting, unless the relationship between the employee and the client was established outside of Shady Lane (e.g. employee and client are neighbors, relatives, etc.)."

**D. Non-Discrimination Statement**

Admissions, the provision 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.

Program services shall be made accessible to eligible persons with disabilities through the most practical and economically feasible methods available. These methods include, but are not limited to, equipment redesign, the provision of aides, and the use of alternative service delivery locations. Structural modifications shall be considered only as a last resort among available methods.

Any student (and/or their parent or guardian) who believes they have been discriminated against may file a complaint of discrimination with any of the following:

<p style="text-align: center;">Shady Lane 100 North Braddock Avenue Pittsburgh, PA 15208</p>	<p style="text-align: center;">Department of Public Welfare Bureau of Equal Opportunity Room 223, Health &amp; Welfare Building PO Box 2675 Harrisburg, PA 17105</p>
<p style="text-align: center;">PA Human Relations Commission 301 Fifth Avenue Suite 390, Piatt Place Pittsburgh, PA 15222</p>	<p style="text-align: center;">US Department of Health &amp; Human Services Office for Civil Rights Suite 372, Public Ledger Building 150 South Independence Mall West Philadelphia, PA 19106</p>
<p style="text-align: center;">Pennsylvania Department of Human Services Bureau of Equal Opportunity Western Regional Office 301 Fifth Avenue Suite 410, Piatt Place Pittsburgh, PA 15222</p>	

## **X. Medical requirements**

### **A. Health Procedures**

The PA Department of Human Services dictates that parents must provide a [Child Health Report](#) within 30 days of first attendance for each child enrolled. This Report must be dated no more than 1 year prior to the child's first day of attendance and include a complete immunization history. *Parents must have each child's Child Health Report updated annually.* If your child's Child Health Report is not current, you may be asked to remove your child from the program until a current Child Health Report is obtained and you provide the program with the appropriate documentation. *According to state regulations, a child may not remain in care without a current Child Health Report. If you are unable to get an appointment for a physical by the date that is required, we will need a statement from your doctor giving us a confirmation of appointment.*

“Exemption from immunization for religious belief or strong personal objection equated to a religious belief shall be documented by a written, signed and dated statement from the child's parent or guardian. Exemption from immunization for reasons of medical need shall be documented by a written, signed and dated statement from the child's health care provider.” Pennsylvania Child Care Regulations, 55 Pa. Code § 3270.131. A child will be excluded from the School immediately upon an outbreak of any vaccine-preventable disease to which the child is susceptible due to his/her under-immunization for that disease due to religious or personal objection or medical need.

### **B. Handwashing**

Frequent hand washing is key to prevent the spread of infectious diseases. Children and adults wash their hands:

- upon arrival for the day;
- after diapering or using the toilet;
- after handling body fluids (e.g., blowing or wiping a nose, coughing on a hand, or any touching of mucus, blood or vomit);
- before meals and snacks;
- before and after playing in water that that is shared by two or more people; and
- before and after handling pets and other animals or any materials such as sand, dirt, or surfaces that might be contaminated;
- upon return from gross motor activities in the gym or on the playground

### **C. Illness**

Parents and staff need to work together to help all of the children in our care stay as healthy as possible. It is important that you consider your child's well-being, the health of other children, and the health of staff when you decide whether or not to keep your child at home due to illness. While it is often difficult to find last-minute arrangements for a substitute caregiver or to cancel work plans or appointments, it is more disruptive for everyone if an ill child is brought to school, risking the spread of contagious illnesses, requiring additional attention and care, and ultimately leading to a call for you to pick up your child early.

### **D. Inclusion/Exclusion/Dismissal of Children for Health Reasons**

The parent, legal guardian, or other person the parent authorizes will be notified immediately when a child has any sign or symptom that requires exclusion from the facility. If a child is to be sent home, he or she will be kept comfortable in the presence of a familiar caregiver, usually in an area separate but not isolated from other children. (The child's location will be provided to the parent or emergency contact person when called.) Shady Lane may ask the parents to consult with the child's health care provider. We ask that parents inform us of the advice received from the health care provider, especially if a contagious illness is diagnosed. The advice of the child's health care provider will be followed by the Shady Lane Staff.

Shady Lane will only take children's temperatures under the arm (a/k/a axillary).

If it is determined that a child should be temporarily excluded from the program due to an illness that arises during the school day, a written Illness Report will be completed, indicating symptoms, time of onset, and other details. The Illness Report will be signed by the School Director or his/her designee, the senior Educator in the child's classroom (if appropriate), and the parent, guardian or other responsible adult who picks up the child.

Shady Lane will temporarily exclude a child or send the child home if one or more of the following conditions exist:

- a) The illness prevents the child from participating comfortably in activities as determined by the child's educator and/or the School Director.
- b) The illness results in a greater need for care than our staff can provide without compromising the health and safety of the other children; or

c) The child has one or more of the following conditions:

1) A fever of 100°f or higher (axillary reading). ***The child must be fever free, without medication for fever reduction, for 24 hours before returning to school.***

2) Symptoms and signs of possible severe illness, until a medical professional evaluates and finds the child able to be included at the facility. Symptoms and signs of possible severe illness include:

- lethargy that is more than expected tiredness;
- uncontrolled coughing;
- inexplicable irritability or persistent crying;
- difficult breathing;
- wheezing; or
- other unusual behavior for the child.

3) Diarrhea, defined as watery stools, decreased form of stool that is not associated with changes of diet, and increased frequency of passing stool that is not contained by the child's ability to use the toilet. If the child has two cases of diarrhea, you will get a courtesy phone call notifying you of the situation. If the child should have a third round of diarrhea, he/she will be sent home from school. ***The child must be free of symptoms of diarrhea for 24 hours before returning to school.***

4) Blood in stools not explainable by dietary change, medication, or hard stools.

5) Vomiting (**one** or more episodes of vomiting in the previous 24 hours), until vomiting resolves or until a health care provider determines that the cause of the vomiting is not contagious and the child is not in danger of dehydration. ***The child must be free of symptoms of vomiting for 24 hours before returning to school.***

6) Persistent abdominal pain that continues for more than 2 hours, or intermittent abdominal pain associated with fever or other symptoms.

7) Mouth sores with drooling, unless a health care provider or health department official determines that the child is noninfectious.

8) Rashes until a physician determines that these symptoms do not indicate a communicable disease.

9) Purulent conjunctivitis (defined as pink or red conjunctiva with white or yellow eye discharge), until after treatment has been initiated.

10) Pediculosis (head lice) until after the first treatment.<sup>5</sup>

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<sup>5</sup> Although the most recent recommendations from the AAP do not require programs to exclude a child who is discovered to have head lice until the end of the program day, Shady Lane has opted to retain the past practice of immediate exclusion until treatment has begun to minimize the risk of more general infestation under these circumstances.

Other contagious conditions diagnosed by a physician, such as Scabies, Tuberculosis, Impetigo, Strep Throat, Chickenpox, Pertussis, Mumps, Hepatitis A (viral), Measles, Rubella, and Shingles, among others, will be cause to exclude him/her from the program until a health care provider determines that the child is no longer contagious.

We advise parents not to rush a child's return to school following an illness. Please keep in mind that if we send your child home because of fever, vomiting or diarrhea, the child will not be admitted the next day because the 24-hour period will not have elapsed. In addition, if the child's physician prescribes a course of antibiotics for any reason, the child may not return to the School until a full 24 hours have passed since the first dose of antibiotic was administered.

Shady Lane reserves the right to require a doctor's statement before the child can return.

### **E. Administering Medications**

If it is necessary for us to administer medications to your child, including prescription and non-prescription medications, you must complete a [Dispensing Medication Form](#). This form **MUST** include dosage, time of administration, prescription information (if applicable) and other information needed to safely and effectively administer the medication. (*For **non-medicated topical creams or ointments**, including sunscreen, routine diaper cream, or non-medicated skin cream, lotion or chapstick, please complete a [Permission to Use Topical Ointments](#) Form. For **medicated creams and lotions**, including over-the-counter cortisone cream or any prescribed ointments, please use (and follow the guidelines outlined on) the Dispensing Medication Form.)*

Any prescribed medication brought into the facility by a parent, legal guardian, or other responsible adult must be dated, and must be kept in the original container. The container must be labeled by a pharmacist with:

- The child's first and last names;
- The date the prescription was filled;
- The name of the health care provider who wrote the prescription;
- The medication's expiration date;
- The name and strength of the medication; and
- The manufacturer's instructions or prescription label with specific, legible instructions for administration, storage, and disposal;

Over-the-counter medications must be kept in the original container as sold by the manufacturer, labeled by the parent with the child's name and include **specific instructions given by the child's health professional for administration**. All medications, whether prescription or non-prescription, must be stored in bottles with child-resistant caps. Medication will not be used beyond the date of expiration.

Medication must be handed to an Educator, who will ensure that protocols are followed and store the medication in a safe place, away from children. Never leave any medications, vitamins, sunscreen, or other such item in a child's backpack, lunch box, cubbie, coat pocket, etc.

Any Shady Lane staff member who administers medications at any time will have been trained in safe administration procedures in order to ensure children's safety.

## **F. Rescue Medications, Medical Devices, Special Foods & Other Aids**

If your child has a condition that requires “rescue” medications (e.g. an asthma inhaler, epi-pen, etc.), a medical device (e.g. an orthopedic brace), special diet/foods (e.g. gluten-free) or other medical aid (e.g. prescription glasses), parents must ensure that the needed medication, device and/or aid is available at Shady Lane at all times when the child is in attendance. Epi-pens, inhalers, etc. require a prescription from the doctor and must be in the original container. Please see the School Director if you need information or assistance gaining access or finding programs that help with medical supports.

## **G. Accidents/Emergencies**

We make every effort to avoid mishaps. In the event of an injury or medical emergency, the staff will follow the following procedures.

### **1. Minor Injuries:**

- Tend to the injury (clean, apply ice, etc.);
- Complete an Incident Report (with a copy to parent or guardian, including the signature of the parent, guardian or other responsible adult that picks up the child to acknowledge receipt); and
- Make sure appropriate staff are aware of the incident so parents can be given a verbal description at pick-up.

### **2. Major Injuries:**

In the event a child is injured badly enough to require medical attention, the following steps will be taken:

- The Educator will immediately move to the child and calm him or her. She will have someone call the office immediately to secure additional help.
- The Educator at the scene will remain with the injured child, and will document relevant information on an Incident Report Form.
- The School Director, Executive Director or his/her designee will determine whether emergency services should be contacted, and decide, in consultation with the parent or guardian and emergency services, whether to remove the child to a medical facility or wait for arrival of the parent or guardian. The School Director, Executive Director or his/her designee will notify the child’s parent or guardian by phone and (where available) email, and will give them the name and contact information of the person at Shady Lane who will be coordinating care and communication.
- In the event a child is transported by an emergency vehicle, an Educator of that child’s group, or the School Director, Executive Director or his/her designee, shall accompany the child. The child’s blue [Emergency Contact Form](#) will be removed from the classroom notebook, and a copy of the child’s insurance card will be pulled from the child’s file. Both will be taken by the staff person accompanying the child and kept with the child at all times.

- The staff person accompanying the child will remain with the child at all times until the parent, guardian or other responsible adult arrives to assume responsibility for the child.
- If a child incurs an injury at Shady Lane that results in an emergency room visit, Shady Lane is required under state regulations to report the incident to the Pennsylvania Department of Human Services. Please be aware that, under these circumstances, you may receive a follow-up call or other contact from DHS regarding the incident.

*Parents must keep every [Emergency Contact Form](#) up-to-date. Please update your child's Emergency Contact Form whenever there is a change. In addition, regulations require that every Emergency Contact Form be updated at least every six months, even if there are no changes.*

## **XI. Finances**

### **A. Financial Agreement**

A Financial Agreement signed by the parent(s)/guardian(s), School Director, and Executive Director *must* be on file for each student. This agreement details the student's hours of attendance, and tuition, including any details of subsidies or scholarships received. DHS regulations require that the Financial Agreement be updated whenever there is a change or every six months, whichever is earlier.

### **B. Tuition Payments**

Tuition may be paid by check, money order or cash. We also accept debit/credit (VISA and MasterCard only) payments through Tuition Express. To enroll in this system, you can request a copy of the required forms in the front office. If you use a non-debit credit card you will be charged a fee of 3% to cover the fees that we incur from our provider.

#### **1. Private Pay Payments**

- Payment of regular tuition for private-pay families is due the first of the month (e.g., September 1 for enrollment in September.)
- Please write your child's full name in the memo line of your check or money order and place these forms of payment in the black drop box located just inside the doorway to the front office.
- Cash payments should be given directly to the Program Coordinator at the front desk. Receipts for cash payments will be given from the ProCare system.
- Payments received after the 10th of the month will incur a Late Payment Fee of \$25.00. If your account is not paid in full by the last day of the month, including any Late Payment Fee, your child(ren)'s attendance may be temporarily suspended pending receipt of payment or agreement to a formal payment plan.
- If your family should have an unusual or emergency financial problem that may affect your prompt payment, please call our main office to talk with the Executive Director *before you miss a payment*. We can often arrange a payment schedule that will meet your family's needs.

#### **2. CCIS Payments**

- Co-pays from families receiving subsidy are charged each Monday. Payment is due by each Friday. You are permitted to make other arrangements (bi-weekly) with the School Director. CCIS regulations will be observed by Shady Lane and should be made known to the parent by CCIS. Parents receiving subsidy should maintain close contact with their CCIS representative for details of subsidy regulations and ongoing eligibility.
- CCIS parents will be responsible for paying the daily subsidized rate for any days not covered by CCIS, whether due to excessive absences or other reasons.

- Cash payments should be given directly to the Program Coordinator at the front desk. Receipts for cash payments will be given from the ProCare system.

### 3. Scholarships

A limited number of scholarships can be awarded, at the discretion of the Executive Director and in accordance with Board approved funding. Applications for scholarship are available through the office or the website.

Families receiving scholarships must be current on their payments. If a payment is not received by the 10<sup>th</sup> of the month, a \$100 late fee will be applied to their account. If payment is not received by the last day of the month, the scholarship will be rescinded.

### C. Withdrawal

#### 1. Notice Requirement

- When withdrawing from Shady Lane, thirty (30) days' written notice is required. Tuition will be charged through the 30th day after written notice is given or the last day attending, whichever is **later**.
- **Registration of Interest Fee:** A non-refundable \$25 Registration of Interest Fee is required for each child seeking enrollment at Shady Lane School
- **Re-Enrollment Form:** Parents who wish to have their child return to Shady Lane must complete and return a [Re-Enrollment Form](#) each year, along with the annual Tuition Deposit (see below), in order to secure their child's spot.
- **Summer Enrollment Form:** All parents with children enrolled during the School Year are required to complete and return the Re-Enrollment Form each year determining if/when your child is attending during the Summer and following School Year. This form defines the two Summer Sessions each year (July Session and August Session), and allows parents to opt for one of four options; All Summer; July Session Only; August Session Only; or not attending. Following the deadline stated on the form, Shady Lane will NOT adjust tuition invoices for any period of the Summer Sessions reserved by parents on the form, regardless of notice given.
- **Annual Tuition Deposit:** When enrolling or re-enrolling children for the coming school year, parents are required to pay an Annual Tuition Deposit to secure their enrollment. The Tuition Deposit is applied toward September tuition. Annual Tuition Deposits are due in the following amounts:
  - New and returning private pay children (with or without scholarship assistance): \$250.
  - New children who receive CCIS subsidy: \$50.
  - Returning enrolled children who receive CCIS subsidy: Tuition Deposit waived.
- **Registration Fee:** This fee is charged on September 1<sup>st</sup>.
  - New children: \$100
  - Returning children: \$50
  - CCIS eligible families: \$50 (for school year of enrollment only)

- **Additional Child Care Services:** Additional Child Care Services are available by prior arrangement only, with the approval of the School Director. The following flat rates apply for Additional Child Care Services:
  - Half Day child staying for Full Day schedule (as late as 3:00): \$25.00/day
  - Half Day child staying for Extended Day schedule (as late as 6:00): \$45.00/day
  - Full Day child staying for Extended Day schedule (as late as 6:00): \$20.00/day
- **Late Pick-Up Fee:** Your child's schedule will be noted on his/her Financial Agreement. If a child is picked up later than the ending time of his/her scheduled day without making prior arrangement using the Additional Child Care Services Form, your account will be charged at the following rates:
  - **Half Day pickup after 12:30:** \$1 charge for each minute after 12:30
  - **Full Day pickup after 3:00:** \$1 charge for each minute after 3:00 .
  - **Extended Day pickup after 6:00:** \$2 charge for each minute between 6:00-6:15; \$5 charge for each minute after 6:15
- **NSF Fee:** A \$40.00 charge will be assessed for each check or auto-debit returned unpaid due to non-sufficient funds.
- **Late Payment Fee:** Monthly private-pay tuition is due on the first day of the month of service. Payments received after the 10th of the month will incur a Late Payment Fee of \$25.00.
- **Flexible Spending Accounts:** Parents who participate in a flexible spending account to set aside pre-tax earnings toward child care costs should contact our Program Coordinator to make arrangements for any reporting or forms required by their employer's HR department.
- **Holding Fee:** A one-time Holding Fee equaling 25% of your child's regular monthly tuition is payable to hold your child's space for a period of one to three months if you choose to temporarily withdraw your child during the current school year on or before May 31st (e.g., due to a temporary family emergency). This fee is due on the last day of attendance prior to withdrawal. This is a non-refundable fee and is not applied to future tuition.
- July & August are exempt from the Holding Fee with 30 days' written notice only (via the Summer Enrollment Form or in subsequent communications with the front office). Parents can request this option by completing a [Request for Holding Fee Form](#), available in the front office.
- **Activity Fee:** All preschool aged children are charged an activity fee on June 15<sup>th</sup>. Payments are due by July 1<sup>st</sup> or by the beginning of Summer Session I.
  - Any private pay or scholarship family attending any portion of the summer: \$100
  - CCIS eligible families: \$50

**SHADY LANE PARENT HANDBOOK**  
**APPENDIX A**  
**SUMMARY OF FORMS**

Each of the regularly used forms that Shady Lane parents may be asked to complete is listed here. These descriptions include: Name of form; places the form is referenced in the Parent Handbook; why we need the information on the form; requirements for frequency of completion and updates; and where you can get and return the form.

**Emergency Contact Form**—Please fill this form out **completely** and make sure it is signed and dated on the back. All persons who will be dropping off or picking up on a regular basis **MUST** be listed on your child’s Emergency Contact Form. This form is required by the state to be updated every six months or any time the information changes and is distributed to all Emergency Books at the School. If you wish to make changes to your current form, please see someone at the front desk or office. Additional blank forms are available at the front desk and from the office. Non-parent Legal Guardians must provide a copy of the legal document establishing guardianship with their Emergency Contact Form. ***Your child may not attend Shady Lane until this completed form is on file.***

**Child Health Report**—State regulations require that every child enrolled in the program have a current Child Health Report, including a full immunization history, dated no more than 1 year prior to the child’s first day of attendance. The initial form must be given to Shady Lane no later than 30 days after enrollment. Parents are responsible for submitting a complete Child Health Report each year that includes a full immunization history and is signed and dated by the child’s physician. We will remind parents close to the time that an updated Child Health Report is due. Blank Child Health Report forms are available at the front desk, from the office, and on our website.

**Developmental History**—This form is an important way for your child’s educators to better serve your child and family. These forms are distributed to each new family at enrollment and at the beginning of every new school year to returning families. Once we receive them, they are distributed to your child’s teacher confidentially.

**Financial Agreement**—State licensing requires that a Financial Agreement signed by the parent(s)/guardian(s), School Director and Executive Director *must* be on file for each student. The Financial Agreement must be updated every 6 months or any time that tuition changes. This agreement details the student’s hours of attendance, and tuition, including any details of subsidies or scholarships received.

**Dispensing Medication Form**—This form provides important information including dosage, time of administration, prescription information (if applicable) and other information needed to safely and effectively administer the medication, and provides the parents’ legal permission to administer medication, including **medicated** topical ointments, creams and lotions. State regulations prohibit us from dispensing any medication without a completed, signed and dated Dispensing Medication Form.

**Permission to Use Topical Ointments Form**— This form provides a parent’s legal permission for application of **non-medicated** topical ointments, like routine diaper cream, sunscreen or non-medicated chapstick. State regulations prohibit us from applying any non-medicated topical ointments without a completed, signed and dated Permission to Use Topical Ointments Form. This form is available from the front office or your child’s educators.

**SHADY LANE PARENT HANDBOOK**  
**APPENDIX A**  
**SUMMARY OF FORMS**

**Request for Additional Child Care Services Form**— This form gives us all the information we need to efficiently consider a request by families with Half Day and Full Day schedules to extend their child's day on a one-time basis only (i.e. not a permanent schedule change). Note that such a request must be submitted in advance and is always subject to approval by the School Director based on space and staffing needs. These forms are available on request from the front office or front desk.

**Request for Schedule Change**—This form must be completed if you wish to permanently change your child's schedule (e.g. from Full Day to Extended Day). It is available from the front desk and subject to approval by the School Director. We must have at least two week's notice of schedule changes. Changes will take effect at the beginning of the month following the request.

**Late Pick-Up Form**— Generated when a child is picked up later than the ending time of his/her scheduled day without prior arrangement using the [Request for Additional Child Care Services](#) form. A copy of this form will be put in your box and a copy in the child's file. Late fees will appear on the next account statement generated.

**Request for Holding Fee Form**— This form is used to request a temporary withdrawal of not less than one full month, allowing for the payment of a Holding Fee to hold each child's space until their return, to a maximum of three months. Approval of a Holding Fee is subject to approval by the Executive Director or School Director. This form is available upon request from the front office.

**Monthly Statements**—Each month we generate a statement of each child's account for parents to reference. This statement typically includes tuition and other charges incurred (e.g. Additional Child Care fees, Late Pickup Fees, Late Payments Fees, Registration Fees, etc.) and payments and credits made on the account over the past six weeks, plus tuition charges for the coming month. They are emailed by the Program Coordinator on or around the 15<sup>th</sup> of the month. CCIS families receive them emailed weekly. All statements can be printed upon request.

**SHADY LANE PARENT HANDBOOK**  
**APPENDIX B**  
**WHO DO I CONTACT?**

The following table is designed to help parents know who best to contact with questions or concerns. While it is not comprehensive, it should point parents in the right direction for most inquiries. We hope it is helpful to you.

<b>Issue/Question/Concern</b>	<b>Best First Contact</b>
Classroom issues	Your child's Lead Educator(s)
General school issues Staffing issues Curriculum questions Schedule Changes Enrollment/Re-Enrollment Health concerns Special needs referrals Food concerns	Krystina Corrins, School Director 412-243-4040, Ext. 12
Tax Statements Flexible Spending Issues Schedule Changes Paperwork (Emergency Contact, etc.) Billing Questions Payment issues and options	Megan Salinetto, Program Coordinator 412-243-4040, Ext. 24
Donations Employer referrals/donation matches Board of Trustee participation Scholarship applications/questions Building concerns Policy Issues PTO	Becky Flaherty, Executive Director 412-243-4040, Ext. 11

## APPENDIX C

### COMMUNITY INVOLVEMENT

Shady Lane is proud of the volunteer spirit that is present among families, staff, alumni, and the community at large. You are encouraged to give a bit of your time and energy and get involved.

Volunteer participation can take many forms. Each year many parents are involved in planning and staffing several community events. For the past five years we have also held an event called A is for Art, which is an evening event for adults that includes food and drinks, entertainment, a silent auction and other special features. The proceeds of the entire evening are allocated to scholarship support. Parents and staff work side-by-side to make these events happen each year, volunteering their time to support the Shady Lane community. In addition, many opportunities to participate in the community occur throughout the year.

Each year we distribute a Volunteer Survey to all families. Our goal is to use the information provided to more effectively seek volunteer assistance from parents.

Other volunteer opportunities include:

- **Board of Trustees:** The formal governing body for Shady Lane, responsible for setting the broad direction of the organization, overseeing the financial operations of the agency and the work of the Executive Director. The Board is also charged with ensuring that the organization's work effectively furthers Shady Lane's mission.
- **Board Committees or specific projects:** The Shady Lane Board sometimes seeks out talented individuals within and outside the agency to provide specialized advice and expertise in a variety of areas (development, marketing, program development, community relations, building/infrastructure, etc.). This can include participation on Board Committees or specific, discrete projects, and requires a more limited commitment than that made by Board Members.
- **Other Classroom Participation:** Our Educators encourage participation by parents in the daily classroom experience, whether sharing their family's traditions and customs to enhance the diverse experience of all, reading a story, chaperoning during a field trip, or in other ways. Please consult with your child's Lead Educator(s) regarding ways you can help.
- **PTO:** We have our own Parent/Teacher Organization. Each classroom is assigned with classroom ambassadors who are responsible for all communication for that classroom. There are plenty of opportunities to volunteer throughout the year.
- **Classroom Ambassadors:** Each fall we recruit one or two Classroom Ambassadors to help coordinate and communicate among each classroom's parents regarding volunteer opportunities and events throughout the year. Classroom Ambassadors report directly to the President of the PTO.

- **Donations:** Shady Lane is a charitable nonprofit organization. Many families volunteer to help raise funds to support the School. In addition, donations of funds, goods and services are always welcome.

Monetary donations are accepted through these partners:

- **PayPal**  
Direct monetary contributions can be made to Shady Lane at [www.paypal.com](http://www.paypal.com); click the "Donate" button on our home page to use your existing PayPal account to donate directly to Shady Lane.
- **Workplace Giving Programs**  
Many local employers will match charitable donations made by their employees. Participation and processes vary, so inquire with your employer. If your employer uses Benevity, Inc. to manage its Workplace Giving Program, go to <https://causes.benevity.org/causes/840-251181494> to view Shady Lane's "Cause Profile".
- **United Way Contributor Choice**  
Shady Lane's Contributor Choice ID number is 346.

Shady Lane also benefits, at no cost to you, when you participate in these programs:

- **AmazonSmile**  
Go to [www.amazon.com/ch/25-1181494](http://www.amazon.com/ch/25-1181494), sign in with your existing Amazon.com user ID and password, and Amazon will donate 0.5% of the price of your eligible AmazonSmile purchases to Shady Lane whenever you shop on AmazonSmile.
- **Giant Eagle Apples for the Students Program**  
You can register your Giant Eagle Advantage Card to help generate Apples for the Students points redeemable by Shady Lane. Call 800-474-4777 to register, or register online at [www.gianteagle.com/Save/Supporting-Our-Schools/Apples-for-the-Students](http://www.gianteagle.com/Save/Supporting-Our-Schools/Apples-for-the-Students). Shady Lane's ID number is 0966.
- **Target "Take Charge of Education®" program**  
Registered Target REDcard® holders can designate our school (Shady Lane School), then use their REDcard® whenever they shop. Target will donate up to 1% of your total purchases to Shady Lane. More details are available at [Target.com](http://Target.com). Shady Lane's School ID for this program is 15471. Register for Target "Take Charge of Education®" at [www.target.com/tcoe](http://www.target.com/tcoe) or call 1-800-316-6142.



APPENDIX D

**Parent Acknowledgement and Receipt of the Parent Handbook**

I acknowledge that I have received a copy of the Shady Lane School Parent Handbook. I understand that it contains important information on policies and procedures. I realize this handbook is not intended to cover every situation which may arise, but is simply a general guide to refer to.

I understand that it is my responsibility to familiarize myself with the information and that I agree with the policies and rules of the school.

I further understand and acknowledge that Shady Lane School may change, add or delete any policies or provisions in this handbook as it sees fit in its sole judgement and discretion.

I acknowledge and understand that this Parent Handbook supersedes and replaces any and all prior handbooks or materials previously distributed.

*\*Please tear off this page and return it to the School Director upon your child's enrollment at Shady Lane School.*

Date:

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Student's Name:

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Parent/Guardian Signature:

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School Director Signature:

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