

THE SCHOOLHOUSE AT  
CARSON VALLEY CHILDREN'S  
AID  
PARENT HANDBOOK  
2019 - 2020



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# Welcome



## 2019 – 2020

*Dear Schoolhouse Parents,*

*Welcome to The Schoolhouse at Carson Valley Children's Aid. We are very happy that you have chosen us for your Nursery School and childcare needs.*

*This handbook contains the rules and procedures regarding our program services. Please take time to read your handbook. There is some very important information along with some changes and updates to some of our services and policies.*

*We are committed to providing a nurturing, active, and fun-filled environment in which your child can continue to play, learn, and grow. If you ever have any questions, comments or suggestions, please feel free to contact me.*

*On behalf of the Schoolhouse teachers and staff, we look forward to an exciting year, and thank you for letting us be a part of your family!*

*Jen Wein*

*Director of Nursery School and Day Care*

*The Schoolhouse in Flourtown*

*Carson Valley Children's Aid*

*(215) 809-2496 (phone)*

*jwein@cvca-pa.org (email)*

## OUR PHILOSOPHY

We believe children learn best through *play, exploration and discovery*. The Schoolhouse programs and curriculum reflect the *Learning through Play philosophy*, which vigorously promotes cognitive, motor and social skills development, via an active, fun-filled and safe creative learning atmosphere. Our child centered environment, classrooms, and hands-on activities, encourage self-confidence, self-discovery, socialization, and independence.

## LICENSING & CERTIFICATION

The Schoolhouse is dually licensed by the PA Department of Human Services and PA Department of Education. We are also accredited by the Council on Accreditation for Children and Family Services. Our Nursery School program serves children three through five years of age, Learning Through Play program 12 months to 36 months of age, and our 1<sup>st</sup> Steps Infant program beginning at three months of age.

Our preschool teachers are fully certified by the PA Department of Education and our 1<sup>st</sup> Steps and Learning Through Play program Group Supervisors and Assistant Group Supervisors exceed PA Department of Human Services childcare personnel qualification standards. The entire Schoolhouse staff is nurturing, enthusiastic, creative and extremely passionate about early childhood education.

## ADMISSIONS

The PA Department of Education and PA Department of Human Services requires the following documentation for school admission. These forms must be completed *prior* to enrollment in *any* Schoolhouse programs.

- *Agreement Contract*
- *Emergency Contact/Parental Consent Form*
- *Child Health Assessment* – this form must be completed and signed by your child’s health physician. Health assessments are due annually; the Schoolhouse will begin sending notification of due dates three months in advance and another month prior to the annual due date.
- *Preschool Admissions Application*
- *Parent Handbook Disclaimer Page*
- *Photo Consent Form*

Please make sure to complete our Preschool Admissions Application. This information assists us in obtaining insight on your child’s customs and behaviors, as well as level of social, emotional and cognitive development.

We offer early fall registration to our current families in November. The Schoolhouse has a rolling admissions process on a first come first serve basis. A \$50.00 registration fee (per family) is required with your application. This fee is non-refundable and does not apply towards tuition fees.

The Schoolhouse admissions process operates on a first come first serve basis; therefore, it is important to sign and return your program service contract by the due date. Our classrooms tend to fill up quickly and we cannot guarantee program slots due to PA Department of Human Services student/teacher ratios.

## **ENROLLMENT POLICY**

Classroom and group placements are based on age, maturity and compatibility. During the first two weeks of school, teacher observation focuses on your child's level of adjustment to school and appropriate class placement. Our classroom assignments are based upon which child age group development complements teacher skill level; therefore, we cannot guarantee specific teacher requests.

## **REDIRECTION**

At the Schoolhouse, we treat every child with dignity and respect. We embrace *Redirection* as our disciplinary philosophy and practices. Our discipline customs are not punitive in nature. We use the following positive reinforcement methods to guide children towards constructive behaviors:

- Establish clear and consistent rules
- Communicate in a nurturing, clear and respectful manner
- Encourage and reinforce appropriate behaviors
- Guide children to resolve their own conflicts

## **TOILET LEARNING**

Children do not need to be potty trained to attend the Nursery School. We will be happy to assist you in the transition of diapers to underpants when the time comes. The major push for this process, however, should begin at home. When you have had success at home, please talk with your child's teacher about sending your child to school in underpants.

## **MEETING SPECIFIC HEALTH NEEDS**

The Schoolhouse Director, Group Supervisor, and teacher will make individualized assessments on whether Schoolhouse can meet a child's specific health needs, without fundamentally altering Schoolhouse programs. Schoolhouse staff members will meet with parents (or

guardians) to discuss their child's specific health needs and obtain current health assessment reports. Schoolhouse staff will also speak with health providers and educators working with the child to determine if the Schoolhouse can satisfy their specific health needs. The Schoolhouse Director will then consult with the Business Line Leader to ascertain if the child's needs will fundamentally change the Schoolhouse programs. After a thorough evaluation, parents (or guardians) will receive written notification of the decision within 5 (five) days.

The Schoolhouse Director reserves the right not to accept or to request the withdrawal of a child from school, if the child is harmful to themselves, other children or Schoolhouse staff members. The Schoolhouse Director will advise parents of concerns prior to admission or request for withdrawal.

## **HEALTH POLICIES**

Our Child Health Assessment form must be completed, signed, stamped and dated by a health physician and returned to the Schoolhouse **prior** to your child attending school. The Child Health Assessment form must be updated annually and children are not permitted to attend the Schoolhouse without a current health assessment form on file.

### **A child may not come to school for the following:**

- Currently has a fever or has had a fever within 24 hours - fever is defined as temperature reading of 100 degrees Fahrenheit or higher. A child must be fever free for at least 24 hours for readmittance.
- Bad cold that affects his/her ability to function in an active school environment
- Diarrhea or loose bowels – children must be free from diarrhea and/or loose bowels for at least 24 hours and may only return to school when their bowel movements are normal.
- Contagious disease – please see communicable disease section

- Undiagnosed rash – a health physician’s note required for returning to school
- Vomiting – must be clear for at least 24 hours before readmittance
- Bronchitis/Pneumonia
- Cough that disrupts or impairs their ability to participate in an active school program
- Runny nose – that is thick and discolored

Please inform your child’s teachers and staff of any health problems he or she may be experiencing. Please remember your child may not return to the Schoolhouse until he/she is free from a fever for 24 hours (without need of any medication).

## **COMMUNICABLE DISEASES**

All Schoolhouse parents will receive a written notification, regarding their child’s potential contact with a communicable disease, along with what steps to take if their child begins showing symptoms. If symptoms begin during the school day, you will be contacted via phone. The parent, guardian or designated emergency contact person **must** pick up the child from the Schoolhouse within 90 minutes of notification.

A physician health assessment stating the child is no longer ill or a risk to others is required for returning to the Schoolhouse. The Schoolhouse will also report incident of infectious disease to Montgomery County Health Department (please see list of infectious diseases on page 27 of this handbook.)

## STORING AND ADMINISTERING MEDICATION

The Schoolhouse shall make reasonable accommodation to facilitate administration of medication that is prescribed by a physician, physician's assistant or CRNP as treatment related to the child's special needs. The Schoolhouse staff is not required to administer medications which are requested or required by a parent, a physician, a physician's assistant or a CRNP but are not treatment related to the child's special needs. All medication is stored in a locked area of the Schoolhouse office.

### Administering medication requirements:

- A prescription or nonprescription medication may be accepted only in an original container. The medication must remain in the container in which it was received.
- A staff person shall administer a prescription medication only if written instructions are provided from the individual who prescribed the medicine.
- Instructions for administration contained on a container's label are acceptable.
- The label of a medication container must identify the name of the medication and the name of the child for whom the medication is intended.
- Medication shall be administered to only the child whose name appears on the container.
- Medication shall be stored in accordance with the manufacturer's or health professional's instructions on the original label.
- A parent must complete a medication log for Schoolhouse staff to administer medication to their child.

## PROGRAM SERVICES & TUITION FEES

1<sup>st</sup> Steps Infant Program – from 3 months

Hours: 7:30 AM to 5:30 PM

Calendar Year: Year Round

1 <sup>st</sup> Steps Infant Program Tuition Rates		
	Monthly	Yearly
5 DAYS 7:30-5:30	\$1,600	\$19,200
4 DAYS 7:30-5:30	\$1,280	\$15,360

The Schoolhouse 1<sup>st</sup> Steps Infant program is fully licensed by the PA Department of Human Services and provides childcare for infants beginning at 12 weeks of age. Our infant care Group and Assistant Group Supervisors are very nurturing, have extensive experience and knowledge in Early Childhood Education, and exceed PA DHS personnel childcare qualification standards.

Learning Through Play Program - 12 to 36 months (age is calculated in September)

Hours: 9:00 AM to 1:00 PM

School Year: September 3, 2019 to June 11, 2020

The Schoolhouse Learning Through Play program is licensed by the PA Department of Human Services and serves toddlers from 12 to 36 months old. Our Learning Through Play curriculum is child centered and promotes exploration, self-confidence, emergent fine and gross motor coordination, language skills, and social interaction. Our Learning Through Play staff are enthusiastic and creative, with solid experience in Early Childhood Education. \*\*Learning Through Play program

contracts are based on a 10-month (school year) commitment (See rate schedule below)

Learning Through Play 13 months - 36 months	2019-20 Tuition	
9:00 AM - 1:00 PM	10 Installments	School Year
5 DAYS	\$443	\$4,430
4 DAYS	\$428	\$4,275
3 DAYS	\$414	\$4,140

### Extended Child Care (Learning Through Play)

Child Care	2019-20 rates	
7:30 AM – 9:00 AM	10 Installments	School Year
5 DAYS	\$188	\$1,880
4 DAYS	\$146	\$1,463
3 DAYS	\$112	\$1,120

Child Care	2019-20 rates	
1:00 PM - 3:00 PM	10 Installments	School Year
5 DAYS	\$297	\$2,970
4 DAYS	\$255	\$2,550
3 DAYS	\$194	\$1,941

Child Care	2019-20 rates	
1:00 PM – 5:30 PM	10 Installments	School Year
5 DAYS	\$481	\$4,813
4 DAYS	\$420	\$4,200
3 DAYS	\$325	\$3,248

## Nursery School Program - 3 to 5 years old

Hours: 9:00 AM to 1:00 PM

School Year: September 3, 2019 to June 11, 2020

The Schoolhouse Nursery School program is licensed by the PA Department of Education and serves children three through five years of age. Our teachers are fully certified, caring and passionate about Early Childhood Education. The Nursery School program curriculum reflects our *Learning through Play philosophy*, which promotes cognitive, motor, and social skills development and generates an active, fun and creative learning environment. \*\*Nursery School program contracts are based on a 10-month (school year) commitment (See rate schedule below)

Nursery School 3 to 5 years	2019-20 tuition	
9:00 AM - 1:00 PM	10 Installments	School Year
5 DAYS	\$407	\$4,070
4 DAYS	\$396	\$3,960
3 DAYS	\$386	\$3,860

Child Care	2019-20 rates	
7:30 AM - 9:00 AM	10 Installments	School Year
5 DAYS	\$173	\$1,730
4 DAYS	\$139	\$1,388
3 DAYS	\$105	\$1,045

Child Care	2019-20 rates	
1:00 PM – 3:00 PM	10 Installments	School Year
5 DAYS	\$282	\$2,820
4 DAYS	\$248	\$2,475
3 DAYS	\$187	\$1,867

Child Care	2019-20 rates	
1:00 PM – 5:30 PM	10 Installments	School Year
5 DAYS	\$466	\$4,662
4 DAYS	\$413	\$4,125
3 DAYS	\$317	\$3,173

### PROGRAM SERVICE CONTRACTS

The Schoolhouse Learning Through Play and Nursery School programs operate on a 10 month service contract. Our 1<sup>st</sup> Steps Infant Care program operates on a 12 month service contract.

**\*\*The Schoolhouse requires a 30 day written notice for contract termination.**

### TUITION PAYMENT OPTIONS:

Nursery School and Learning Through Play tuition are annual **fees** (school year.) The 9-1 portion of your tuition can be paid in one lump sum or 10 monthly installments. A 5% discount is applied if you choose to pay the 9-1 portion of your tuition in full by September 3, 2019. Billing for monthly installments begins in September with the first payment due by Tuesday, September 3, 2019. Subsequent monthly payments are due by the 1<sup>st</sup> Monday of each month. An invoice is sent at least one week prior to payment date. The last payment for the school year is due by Monday, June 01, 2020. ALL CHECKS SHOULD BE MADE PAYABLE TO: **CARSON VALLEY CHILDREN'S AID (CVCA)**

\*\*There are no refunds for absence, illness or emergency weather closings

### EXTENDED DAY CARE SERVICES

#### LEARNING THROUGH PLAY AND NURSERY SCHOOL

Hours: 7:30-9:00 AM, 1:00–3:00 PM, 1:00-5:30 PM

Our Extended Day Care services are designed to accommodate families desiring before and after childcare services. Our Extended Day Care program is staffed with certified teachers and provides children with a wide variety of fun learning activities for starting and/or transitioning from their school day. We offer an early morning and two afternoon options. (See service schedules & rates below each program tuition rates.)

### EXTENDED CHILDCARE SERVICES CONTRACTS

Extended childcare service plans are contracted on a 10 month term. Please be mindful when choosing your days. **A \$60 change of service fee will be assessed for the reduction of contract days.** A two week notice is required for changing program days, and all changes are subject to Schoolhouse Director approval.

## Before School and Afterschool Service – K-3rd

Hours: 7:30 – 8:45, 4:00 – 5:30

Our Before and After school programs serves K-3rd grade children attending schools within the Springfield School District. This service is only offered to the families who already have children enrolled at The Schoolhouse. Both programs are fully staffed with certified teachers who have strong knowledge and experience in Early Childhood Education. Healthy snacks are provided for children attending after school. The Schoolhouse is a pick up and drop off site for the Springfield School District bus transportation services. Our staff accompany children to the bus in the morning and greet them at the bus stop in the afternoon. (See service schedule & rates below)

Before School Care - 7:30 - 8:30 am Springfield SD 184 Days	5 DAYS 184 days	4 DAYS 147 days	3 DAYS 110 days
COST PER WEEK	\$54	\$43	\$32
Afterschool Care - 4:00 - 5:30 pm	5 DAYS	4 DAYS	3 DAYS
COST PER WEEK	\$64	\$51	\$39
10% discount when purchasing both before and aftercare			

## BEFORE & AFTERSCHOOL SERVICE CONTRACTS

Before and after school service plans are contracted on an annual basis. Time can be added during your contracted term but not reduced.

## PAYMENT INFORMATION

Please send all paperwork and payments to the Schoolhouse Business Office. You may also send payments in your child's folder or drop payment off in the lock box located on the business office door. Payments can be made by check, money order or credit card via E-ZCare. PLEASE DO NOT SEND CASH. You may contact Laura Campion, the Schoolhouse Billing Coordinator at (215) 233-1960 ext#112 for further information.

## LATE FEES FOR NON-PAYMENT

A \$25 late fee will be assessed to your tuition bill if payment is received after the close of business on the required due date. Payment not received after five business days of the due date will subject to program suspension.

A letter of notification, including the effective suspension date, will be sent via email after five business days. The temporary suspension of program services will stay in effect until the account is paid in full.

## EARLY ARRIVAL/LATE PICK-UP

Children who arrive before or are picked up after the time stated on their program service contract/ agreement will incur a \$25 fee. If you are going to be late, please call the Schoolhouse cellphone (215) 292-1265 and let us know. There is a \$25.00 late fee for any child who is picked up after 5:30 p.m.

*An initial late fee of \$25 will be assessed at five minutes past the contracted pick up time. An additional fee of \$15 will accrue per each additional 15 minutes. All late pick-up fees must be settled before the next billing cycle.*

## **FAMILY PERSONAL TIME**

Two weeks written notice is required in order not to incur day care charges due to family personal time. Personal time is limited to five consecutive days.

## **PROGRAM WITHDRAWAL**

If you wish to withdrawal your child from any of our programs, a formal letter of your decision is required with a two week notice. You will be reimbursed for any payment made after those two weeks.

## **WHAT YOUR CHILD SHOULD BRING**

*PLEASE LABEL ALL ARTICLES OF CLOTHING, INCLUDING SHOES, WITH INDELIBLE MARKING PEN OR SEWN-IN NAMETAGS.*

Each child should bring:

- One complete change of clothing in a gallon size plastic Ziploc bag. Please put your child's name on the outside of the Ziploc bag. This supply of clothes should include a shirt, pants or shorts, socks, and underwear. Please be sure to switch the clothes at the start of a new season.
- In cold weather, please remember mittens, hat, sweater, snow pants, and waterproof boots.
- Please have children wear sneakers or rubber soled shoes. For safety reasons, sandals cannot be worn.
- If your child is using diapers, please send in a box of diapers and a box of wipes. We will let you know when it is time to replenish your supply.
- Every child needs to have a backpack. The back pack should be large enough to fit his/her lunch box and large projects. Please

label the bag with your child's name – his/her bag needs to be sent to school each day.

- Each child will be provided a “take home” folder. Please check this folder for pertinent Schoolhouse information.
- **Please pack a lunch!** Lunch should be ready to eat with juice or water to drink and a snack. Please do not send candy, soda, or food that needs further cutting, peeling, coring, etc. If your child's lunch needs to be heated, please make sure it is in a microwave safe container. Please make sure your child can prepare the food by himself/herself. Teachers encourage the children to eat their “healthy growing foods” before the “sometimes foods” are consumed. Unfinished portions of lunch will be returned home. We will refrigerate all lunches. As per the PA Department of Human Services, frozen icepacks are no longer allowed
- Water Bottle
- If your child stays past 1:00 p.m. and is in the Learning Through Play program, he/she will need a sleeping mat to rest or sleep on. Please send all sleeping mats to school in a pillowcase (for easier transportation purposes) Sleeping mats and pillowcase will be sent home every two weeks for washing.

Please try to limit the number of toys brought in from home. If your child has a special “lovey”, they are welcome to bring it along with them for comfort during the first few weeks of adjustment and rest time. Favorite books are always enjoyed and encouraged. All toys brought in for use as part of the curriculum and for nap/rest time will be inspected by Nursery School staff for safety and appropriateness.

## RELEASE INFORMATION

Parents or authorized adults are required to sign their child in and out on the Schoolhouse daily attendance sheet. Once a child is properly signed out, it is the parents or authorized persons responsibility for that child's supervision. Please refrain from cell phone use during drop off and pick up times. We require written authorization to release information to anyone other than a parent or guardian.

## COURT ORDERS

A copy of any court order restricting access to a child must be on file at The Schoolhouse.

## SNACKS

The Schoolhouse provides daily healthy snacks for the children. We are happy to have children bring snacks from home, but **please be sure to check with your child's teacher before sending in any snacks!** The Schoolhouse will also provide parents with a bi-weekly snack menu (via email).

## ALLERGY INFORMATION

The Schoolhouse offers a non-restrictive lunch environment; however, our program snacks are peanut free. Please make sure your child's medical form indicates any allergies or food restrictions your child may have.

## PARENT PARTICIPATION

Parent participation at the Schoolhouse is encouraged and welcomed! Please come and visit your child's classroom and/or participate in classroom activities. You may contact your child's teacher or Schoolhouse Director about participation and volunteering.

## THE SCHOOLHOUSE PARENT COMMITTEE

The Schoolhouse Parent Committee actively engages in developing a strong partnership with Carson Valley Children's Aid Administration and fostering community between Schoolhouse families, teachers and staff. The committee hosts a variety of exciting social events and fundraisers throughout the school year. Schoolhouse parents are welcomed and encouraged to become committee members.

For more information about parent committee events and membership, please contact Co-Chairs Amy Gordon, [amy.gordon@ymail.com](mailto:amy.gordon@ymail.com) or Aisling Ehert, [aislingpatrick@gmail.com](mailto:aislingpatrick@gmail.com).

## CELEBRATIONS

### Birthdays

Parents are encouraged to share their child's birthday celebration at the Schoolhouse. Parents are welcome to send in refreshments that will be shared with the class. **Please make prior arrangements with your child's teacher about the date and a list of suggested treats that work well in the classroom.** If using birthday invitations, please make sure all children in your child's classroom receive an invitation.

We will provide a class list with names and addresses to Schoolhouse parents at the beginning of the school year.

### Holiday Celebrations

The Schoolhouse celebrates all holidays and special happenings. Holidays are not the focus of our curriculum; however, we welcome any crafts, customs, or foods that you would like to share with us to enrich the holiday experience.



## The Schoolhouse at Carson Valley Children's Aid

### Preschool Calendar

2019-2020

#### September

Tuesday, September 3<sup>rd</sup> First Day of School

#### October

Monday, October 21<sup>st</sup> In-Service Day – ALL Programs Closed  
Thursday, October 31<sup>st</sup> Schoolhouse Halloween Parade

#### November

Wednesday, November 27<sup>th</sup> Fall Conferences – Nursery School and LTP Closed. Infant Room Open  
Thursday, November 28<sup>th</sup> Thanksgiving Holiday – ALL Programs Closed  
and Friday, November 29<sup>th</sup>

#### December

Tuesday, December 24<sup>th</sup> ALL Programs Closed  
through Wednesday,  
January 1<sup>st</sup>

#### January

Thursday, January 2<sup>nd</sup> ALL Programs Re-Open  
Friday, January 17<sup>th</sup> In-Service – ALL programs Closed

Monday, January 20<sup>th</sup>

Martin Luther King, Jr. Holiday – ALL Programs Closed

**February**

Monday, February 17<sup>th</sup>

President's Day – ALL Programs Closed

**March**

Tuesday, March 10<sup>th</sup> and  
Wednesday March 11<sup>th</sup>

Spring Pictures

**April**

Thursday, April 9<sup>th</sup>

Spring Conferences - Nursery School and LTP Closed. Infant Room Open

Friday, April 10<sup>th</sup>

Spring Break – ALL Programs Closed

Monday, April 13<sup>th</sup>

In-Service – ALL Programs Closed

**May**

Monday, May 25<sup>th</sup>

Memorial Day Holiday – ALL Programs Closed

**June**

Thursday, June 11<sup>th</sup>

Last Day of School for Nursery School and LTP

Friday, June 12<sup>th</sup>

ALL Programs Closed

## EMERGENCY OPERATION PLAN

Our Emergency Operations Plan provides response to all types of emergencies. The Schoolhouse staff is trained in facility evacuation and shelter-in-place emergencies. Depending on the circumstance of the emergency we will use one of the following protective actions:

- **Schoolhouse Evacuation** - Students are evacuated to a safe area on the grounds of C.V.C.A in the event of a fire or other facility evacuation. We practice monthly fire drills at random times of the day. Children are trained to exit and to go their class meeting spot either out front or out back on the playground.
- **Shelter in Place** - Sudden occurrences, weather or hazardous material may dictate taking cover inside the building. The Schoolhouse Back Room is used for our shelter in place area (room off the Big Room).
- **CVCA Evacuation** - Total evacuation from C.V.C.A may become necessary if there is a danger in the area. In this case your children will be taken to a Relocation Facility at Saint Genevieve's, 1237 Bethlehem Pike, Flourtown, PA. 19031.

If it is necessary for the Schoolhouse to take any of these protective actions, you will be contacted immediately through the CVCA Emergency Text System. Please make sure we have your current cellphone information on file. We will also text and inform you when the situation is resolved, and it is safe for you to pick up your child.

## INCLEMENT WEATHER CLOSING

The Schoolhouse will provide notification of school closing via the CVCA emergency Text System. In addition, the closing information will be posted on 6 ABC News by 7:00 a.m.

If the program must be closed early (after your child has arrived for the day,) you will be notified by telephone. If staff is unable to reach parents, emergency contact persons will be notified.

## PARKING INFORMATION & CAR LINE

Our parking rules are strictly enforced for the safety of your children. Your cooperation is appreciated. All driving on the blacktop is one way *clockwise* from the new entrance, behind the building, turning right to exit onto Wissahickon Avenue.

- Short Term Parking

There is room for six cars in the front of The Schoolhouse. The first cars in should pull up to, but not over, the entrance sidewalk. Please be patient if you get blocked in for a few minutes. You must enter from our one-way street entrance and drive around the building to utilize these spaces.

- Long Term Parking

You may park on the blacktop behind the building. Our speed limit is 5 m.p.h. – do not drive faster than that. Please use extreme caution when turning the corner when leaving the playground.

### Car Line Times

Car Line times are as follows:

8:45 am – 9:00 am

12:45 pm – 1:05 pm

2:45 pm – 3:05 pm

At 12:45 pm and 2:45 pm, please enter the Schoolhouse following the same pattern as morning car line. Your children will be ready to leave and will be assisted into your car by staff.

**Do not get out of your car at any time during car line.** It is Pennsylvania State Law that every child under the age of eight (8) must be buckled into a car seat in the *back* seat of the car.

We will not put in or retrieve a child from a car that does not have a proper car seat.

If you arrive past pick up time, please park your car and enter through The Schoolhouse back doors.

- **Playground Pick-Up**

We offer playground pick-up from 3:30 pm – 5:30 pm. Please enter the playground from our street entrance on Wissahickon Avenue. You must walk down and meet your child on the playground and sign them out. For safety reasons, children are not permitted to run up the hill to greet you.

**Never leave your car running when parked on Schoolhouse property.**

Any changes in transportation must be made in writing, *even if the person is on the emergency form. We will not release any child to anyone without proper written authorization.*

## SCHOOLHOUSE CONTACT INFORMATION

The Schoolhouse office telephone number is (215) 809-2496. The Schoolhouse cell phone number is (215) 292-1265. Please use the Schoolhouse cell phone number regarding child absences, illness, late pick up or drop off. For all other inquiries, please use the Schoolhouse office telephone number.

For direct contact with Schoolhouse teachers and staff please dial (215)233-1960 and choose from the following extension number or email:

Adventurers Classroom - Ext. 113, [adventurers@cvca-pa.org](mailto:adventurers@cvca-pa.org)

Toddler/Sunshine Classroom - Ext.114, [toddlers@cvca-pa.org](mailto:toddlers@cvca-pa.org)

Explorers Classroom - Ext. 115, [explorers@cvca-pa.org](mailto:explorers@cvca-pa.org)

Discoverers Classroom – Ext. 116, [discoverers@cvca-pa.org](mailto:discoverers@cvca-pa.org)

Mother Goose Classroom – Ext 116, [mothergoose@cvca-pa.org](mailto:mothergoose@cvca-pa.org)

Infant Classroom – Ex. 117, [infant@cvca-pa.org](mailto:infant@cvca-pa.org)

Big Room Classroom – Ext. 118, [bigroom@cvca-pa.org](mailto:bigroom@cvca-pa.org)

Rainbow Classroom – Ext. 119, [rainbow@cvca-pa.org](mailto:rainbow@cvca-pa.org)

Business Office – Ext. 112, [lcampion@cvca-pa.org](mailto:lcampion@cvca-pa.org)

Directors Office – Ext. 110, [jwein@cvca-pa.org](mailto:jwein@cvca-pa.org)

Business Line Directors Office – Ext. 372, [julie.oconnor@cvca-pa.org](mailto:julie.oconnor@cvca-pa.org)

## **SCHOOLHOUSE BULLETIN BOARD**

Located in the Schoolhouse first floor hallway office is our multi-purpose information bulletin board. This board contains certificates of compliance, school license, fire drill logs, grievance procedures, and parent's bill of rights. Please feel free to stop in at any time and check it out.

## **MANDATED REPORTING**

As childcare providers and teachers, we are mandated by the state to report any incidences of child abuse or negligence.



THE SCHOOLHOUSE IN FLOURTOWN AT CARSON  
VALLEY CHILDREN'S AID NURSERY SCHOOL AND DAY  
CARE PROGRAM DISCLAIMER

*I have read and understand The Schoolhouse in Flourtown at Carson  
Valley Children's Aid Nursery School & Day Care Program Handbook.*

Parent Name (Printed) \_\_\_\_\_

Parent Signature \_\_\_\_\_

Date: \_\_\_\_\_

Child's Name (Printed): \_\_\_\_\_

**\*\*Please return this paper to the School office along with the  
rest of your paperwork.**