

Endless Innovation Academy



Parent Handbook

Updated: July 2025

WELCOME

Thank you for choosing *Endless Innovation Academy*, as your childcare provider. This handbook is outlined for you to review our philosophy and mission, policies, and program dynamic. This guide is provided to provide success for you and your family while enrolled. We are excited to have you, and we cannot wait to grow together. If there are any questions or concerns, do not hesitate to ask any one of our knowledgeable staff members.

Philosophy

Endless Innovation Academy believes children learn and grow in a safe and nurturing environment. Therefore, we provide a warm, caring, comfortable and safe environment for our children. Together, we will establish routines that are predictable and consistent daily with room to fit the individual needs of children. Inclusive practices are implemented to provide opportunities for all children, ensuring their needs are being met developmentally.

Mission

Endless Innovation Academy is committed to providing developmentally appropriate experiences for all children regardless of physical, cognitive, economic, or social differences. With the belief that children are unique, we understand that every child learns differently. Assessing the abilities of each child, using ASQ's and Developmental Assessment Reports, building strengths to ensure success in our program.

Our approach to learning is to balance both teacher-led and child-led activities, providing opportunities for children to:

- Observe and be part of respectful, supportive, and friendly adult-child and peer interactions.
- Engage in experimenting, exploring, creating, discovering, and idea-sharing which are all part of the children's activities adults describe as 'child's play'.
- Make choices and become involved in activities that are personally and developmentally right for them

GENERAL INFORMATION

Hours of Operation

Monday through Friday 6:30 am -6:00 pm

Inclement Weather

In the event of inclement weather, *Endless Innovation Academy* will make every attempt to open as usual. However, to preserve the safety of our staff and children we will close if conditions warrant such action. It is at the discretion of the Center's Administration to make the decision to close earlier or open later due to natural disasters (i.e., Snow, ice...) *Endless Innovation Academy* families will be notified of the decision, prior to 6:00am, in the following ways:

- Channel 69 News
- WFMZ website under Snow closing center If the Center is open, but because of severe weather and/or road conditions Administration decides to close early, families will be notified by phone and/or Lillio. We will make every effort to remain open for working parents; however, if we find it necessary to close, we will not credit or discount tuition fees.
- Lillio messages will be sent

Holidays

These are the holidays the center is closed, be advised we close for in-services and for unexpected emergencies. We will notify the families with proper notice.

New Years Eve
New Year's Day
Memorial Day
July 4th
Labor Day

Thanksgiving Day
Day after Thanksgiving
Christmas Day
Day after Christmas

Certifications

We are licensed through the PA Department of Human Services (DHS). For more information on the regulations, please visit

<https://www.pacodeandbulletin.gov/Display/pacode?file=/secure/pacode/data/055/chapter3270/chap3270toc.html&d=>

In addition, we participate in Pennsylvania's Quality Rating and Improvement System- Keystone STARS. For more information on this program, please visit

<https://www.pakeys.org/keystone-stars/>

Staff Qualifications

Our staff are hired in compliance with the state requirements and qualifications as a base minimum. Typical staff certifications:

Director – Tosha Clay – Bachelors in Early Childhood Education

Assistant Director – Charissa Johnson – Associates in Early Childhood Education

Lead Teachers – Child Development Associate Credential

Staff participate in orientation and ongoing training in the areas of child growth and development, healthy and safe environments, developmentally appropriate practices, guidance, family relationships, cultural and individual diversity, and professionalism

Child to Staff Ratios

Age	Staff to Children	Max group with 2 staff
Infants	4 to 1	8
12 months- 24 months (Young Toddler)	5 to 1	10
2 years – 3 years (Older Toddler)	6 to 1	12
3 years – 5 years	10 to 1	20
5 years – 12 years (Kindergarten – 7 th Grade)	12 to 1	24

ADMISSION AND ENROLLMENT

Admission is open to all regardless of race, color, national origin, sex age, or disability. It is based on availability and openings. Our facility admits children from 6 weeks to 12 years of age.

All admission and enrollment forms must be completed, and first tuition payment paid prior to your child's first day of attendance. These fees are non-refundable.

Required paperwork will be reviewed before enrollment.

Emergency Contacts

Your emergency contacts listed on your emergency card will be contacted in an event that you are unable to be reached. Please adhere to the following policies:

- Two (2) contacts that live in a 24-mile radius of the Endless Innovation Academy

- Your contacts should know that they have been recorded on the card and are responsible for your child in an event that they need to pick up your child at any time throughout the day.

Authorization to Release a Child

A child will be released to parents and those adults identified by the parents as authorized to pick up their child. If another adult comes to pick up your child, we will release the child through notification verbally or written from the child's parent. Proper ID must be given before the child is released.

We have the right to refuse release of a child if we have reasonable cause to believe the person picking up is under the influence of drugs or alcohol, is physically or emotionally impaired that may endanger the child.

Drop-Off/Pick Up Procedures

Our concerns for the children's safety, both physical and emotional, ask that once the child has been released to your care at day's end, your child not be permitted to run in the hallways, roam unattended or enter the kitchen. Parents who spend a little time in their child's classroom at day's end need to also remember that while your child is in his/her classroom with you, class rules that encourage appropriate behavior still apply for your child. Parents visiting in classes at day's end may also have an anxious effect on other children waiting for their parents, so please take the gentle cue from the teacher if it is time to leave.

Signing In and Out

Parents are responsible for signing children in and out. This procedure is extremely important for attendance records and safety measures in emergencies. Families can sign children in and out using the Lillio app. Parents are welcome to stay briefly to help their child adjust to the group and to smooth the separation if the child is anxious about saying goodbye.

Scheduling

When scheduling your children for the week, please include travel time to and from the day care. If your child is not coming in on the scheduled time that day, you need to call if it will be 1 hour past your child's scheduled beginning time. If you are 1 hour late and do not notify us that you are dropping off your child, your child will not be admitted into *Endless*

Innovation Academy for the day. *Reminders are sent weekly (Lillio) to submit schedule for upcoming week.

Withdrawal Procedures

Parents hold the right to withdraw their child from daycare at any point. However, this decision comes with responsibilities such as a required two weeks' written notice, to ensure all final payments are settled.

TUITION AND FEES

All payment and fee processing will be completed by our administrator; she will oversee collecting tuition and other fees and contacting families regarding payment issues. If you have a question or concern regarding a payment or fee, please contact Charissa at (610) 841-9997.

Payment is always due in advance with no deduction for any absences, holidays, or closures due to inclement weather, power outages, or other situations beyond our control unless otherwise stated.

Families contract for a specific weekly schedule as indicated on the Enrollment Agreement Form. Payment for this contracted schedule is required every week year- round whether your child attends; this enables us to pay teachers a stable salary every week all year. No credits are given for sick or 2 vacation weeks, holidays, staff training closure or closure due to inclement weather.

Subsidy Families

All tuition payments are due prior enrollment and every Friday thereafter. Late payments will result in a delinquency action against your case which can result in a loss of funding.

For information on Subsidy (Child Care Works) please contact the Early Learning Resource Center at 610-437-6000 for Lehigh County or 484-898-8101 for Northampton County.

Vacation

Vacation days only apply if your child is normally scheduled to attend on those days. Each child is given 5 vacation days each calendar year. No payment will be due for vacation time

Late Payment Charges

Late payments can pose serious problems for our programs and as a result, the business does not have the latitude to allow families to accrue a balance equal to more than one

week of tuition. Late payments will result in the imposition of late payment fees. Failure to pay childcare payments can result in childcare services being terminated.

Payments must made Fridays to Avoid Suspension and care.

If payment is not received by Friday before the week of care a \$30 late fee will be added to your next tuition payment. 4 consecutive late payments can result in your family being required to set up automatic payments or credit card payments.

Late Pick-up Fees

Late pick-up is not a normal program option and will only be considered as an exceptional occurrence. Late fees of \$1 per minute will be assessed beginning after time of pick-up and will be due with next tuition payment. Repeated late pick up may result in childcare services being terminated. Children picked up after 6 will be charged a full day of tuition.

Methods of Payment

Several methods of payment are available for families' convenience. Families can pay by cash, Lillio or credit card. To set up automatic, reoccurring payments, please contact Charissa and she will switch your payments over.

EDUCATIONAL PROGRAM

Inclusion

Endless Innovation Academy believes that children of all ability levels are entitled to the same opportunities for participation, acceptance and belonging in childcare. We will make every reasonable accommodation to encourage full and active participation of all children in our program based on his/her individual capabilities and needs.

If your child has an identified intellectual disability, please provide additional information and/or services your child is receiving. If additional help is needed, we will contact Easter Seals, Carbon Lehigh Intermediate Unit, Early Intervention, or Unconditional Childcare and other sources to help better care for their needs.

IEP/IFSP

The program ensures that Individualized Educational Plans (IEPs), Individualized Family Service Plans (IFSPs), and special needs assessments are used—when family permission is granted—to inform and guide individualized instruction. If your child has an IEP/IFSP,

please provide a copy so we can support your child. In addition, to support a collaborative approach, the child's teacher is encouraged to participate in IEP/IFSP meetings, which must include family members, an early childhood teacher, Early Intervention (EI) specialists, and a program director or administrator. This policy promotes the development of personalized, developmentally appropriate goals to meet each child's unique needs.

Language Policy

Endless Innovation Academy ensures all children can actively participate in program activities by providing rich language opportunities to support your child. Staff use basic ASL to communicate with non-verbal children, posters and cue cards are placed in classrooms for visual aide. 75% of staff are bilingual in Spanish to support the Spanish dominant community. If further assistance is needed for language development outside resources will be utilized.

Curriculum

All age groups use the PA approved Gee Whiz Curriculum. Teachers plan age-appropriate lessons aligned with Pennsylvania Early Learning Standards.

Screenings and Assessments of Child Progress

Endless Innovation Academy uses Ages and Stages Questionnaire (ASQ) as a developmental screener. Easter Seals "Make the First Five Count" is a program we have partnered with since 2018. They provide free developmental screenings in the Lehigh Valley. A consent form will need to be completed during enrollment.

Screenings are completed within the first 45 days of enrollment and yearly thereafter before a child is set to move onto the next learning program. Lead teachers are responsible for the completion of the screenings. The results are shared with Easter Seals and shared with parents via email. Conferences can be scheduled to discuss results.

The Work Sampling System and The Ounce Scale are used as a observation based assessments to monitor each child's achievement of developmental milestones, share observations with parents/guardians, and provide resource information as needed for further screenings, evaluations, and early intervention and treatment.

Our Classrooms

Infants

The infant program serves children from the age of eight weeks until the age of 18 months. This program is designed to promote feelings of belonging and the loving care which help

infants to grow and develop to their full potential. Children eat, sleep, and play according to their own schedule.

Every infant is an individual with unique abilities, desires, and emotions. In our infant classroom, we provide a creative and stimulating environment which encourages visual, language, gross motor, and small motor experiences to enhance learning through their own natural curiosity. The teacher to student ratio is 1 adult to 4 infants.

Young Toddler

The Young Toddler Program provides engaging activities for children (12 months-24 months). This classroom is designed to provide stimulating experiences where they can learn through their own inquisitiveness. The emphasis during the toddler years is on building self-confidence and fostering the natural curiosity that toddlers possess.

Throughout the day, toddlers enjoy a large variety of play materials that are readily made available to them, as well as creative centers where children can dress-up, build with blocks, and experiment in the sensory table. Art, music, language, and science activities are geared to little hands are also introduced. Our staff offer the tenderness, warmth, and patience so essential to this young age. Children feel comfortable in our toddler class settings when their parents leave. Deep respect for each child ensures that your toddler will love his or her school environment and, from that, develop a long-lasting love for learning. The teacher to student ratio in Young Toddler room 1 adult to 5 Toddlers.

Older Toddler

The older toddler room engages children 2-3 years old. In this classroom, the teacher provides opportunities for children to build independent skills to get ready for their next stage by setting the environment to promote independence. Social emotional skills, self-help, and self-regulation is practiced and encouraged for older toddlers to use daily.

Children will move to preschool by 3 or shortly after. The teacher to student ratio in the Older Toddler room is 1 adult to 6 Toddlers.

Preschool

The preschool program gives children (3-5years old) space where they can express their natural abilities. Our educational program focuses on each child's social, emotional, intellectual, and physical development by offering concrete, hands-on activities for the child to explore. The preschool curriculum provided by Gee Whiz, is designed to actively engage each child in developmentally age-appropriate activities which follows the Pennsylvania Learning Standards. The classroom is designed to allow children to independently engage in defined sections which reflect developmental areas and the

curriculum which provides learning as they play. To enhance learning experiences in our preschool we offer community class trips. The teacher to student ratio in the Preschool room is 1 adult to 10 Preschoolers.

School-age

The program provides a safe and engaging environment for school age children (5-12) where children come to receive care before and after school. Transportation is provided for children who are in schools in the Southside of Allentown and the Arts Academy.

While in our care, we promote positive interactions with peers, choices to build independence, age-appropriate activities that are hands-on. Homework help is available for up to an hour after school, though homework help is not mandatory we will help if needed. All activities provide opportunities for children to build social skills, confidence, and self-esteem. When schools are closed, planned outings or activities are in place to continue the focus of supporting the child. Summer program information is available by April of each year to allow families to plan. The teacher to student ratio in the school-age room is 1 adult to 12 School-agers.

Transitions

Classroom Transition Policy

Transitions from one classroom to the next are based on a child's chronological age, developmental readiness, and space availability. Our goal is to ensure that each child moves forward when they are emotionally, socially, and developmentally prepared. All transitions are thoughtfully planned with input from teachers and families to support a smooth and positive experience.

Infant to Young Toddler

Children typically transition from the Infant Room to the Young Toddler Room between 12–18 months. Readiness indicators may include walking independently, eating table foods, and increased mobility. Parents will be consulted before the transition, and a gradual visitation schedule will be followed.

Young Toddler to Older Toddler

Children generally move from the Young Toddler Room to the Older Toddler Room between 24–30 months. Readiness may include improved communication, greater independence in routines, and readiness for a more structured environment. Teachers will collaborate with families to determine the best time for transition.

Older Toddler to Preschool

Children usually transition to Preschool between 36–42 months. Key indicators include toilet training progress, ability to follow multi-step directions, and readiness for group activities. Transitions will occur when both developmental and emotional readiness are observed, and space is available.

Preschool to School Age

Children transition to the School Age Room when they are enrolled in Kindergarten or a school-age program. This transition typically occurs at age 5 and aligns with the school calendar. The focus shifts to supporting before- and after-school care, homework help, and enrichment activities.

Kindergarten At Endless Innovation Academy, we prepare children for a successful transition to kindergarten through school-readiness activities, family engagement, and ongoing communication. In the spring, we host a Kindergarten Transition Meeting to guide families through registration and expectations. Our curriculum supports the development of independence, social-emotional skills, and academic readiness. We also partner with local schools and provide resources to ensure children and families feel confident and supported during this important milestone.

School-Age to Self-Care When a child reaches the maximum age for our childcare program, Endless Innovation Academy supports a smooth and thoughtful transition to their next educational setting. Families will receive advance notice and guidance on available school or program options. Staff will provide a developmental summary and assist with any necessary documentation. Our goal is to ensure each child leaves confident, prepared, and celebrated as they move on to their next stage of learning.

Guidance Policy

At *Endless Innovation Academy*, we hold your child/children's safety with the upmost importance. This is our behavior policy and protocol for all students/children in our facility. Incident reports will be written, saved, and a copy sent home to parents to keep track of occurrences. Employees are trained to use developmentally appropriate practices for handling challenging behaviors and/or special needs of children with yearly trainings.

Preventative Strategies

Child misbehavior is impossible to prevent completely. Children, usually curious and endlessly creative, are likely to do things parents and other caregivers have not expected. However, there are many positive steps we will take to help prevent misbehavior.

- Set clear, consistent rules. (e.g., walking feet; gentle touches)
- Make certain the environment is safe and worry-free. Rooms are asset up in
- Developmental Interests providing enough items for at least 2 children to utilize
- Show interest in the child's activities. (e.g., participating in activities with the children so they stay interested in longer periods)
- Encourage self-control and independence by providing meaningful choices. (e.g., "You may pick up the blocks or art center.")
- Focus on the desired behavior, rather than the one to be avoided. (e.g., "Ashley, please use gentle hands with your friends.")
- Build children's images of themselves as trustworthy, responsible, and cooperative.
- Give clear directions, one at a time.
- Say "Yes" whenever possible.
- Notice and pay attention to children when they do things right. (e.g., "Joey is playing so nicely. I like it when you keep the blocks on the table.")
- Encourage children often and generously. •Set a good example. (e.g., using a quiet voice when children should be quiet)
- Help children see how their actions affect others.

Challenging Behaviors

Children are guided to treat each other and adults with self-control and kindness. Each student at Endless Innovation Academy has a right to:

- Learn in a safe and friendly place. Be treated with respect.
- Receive the help and support of caring adults.

When a child becomes verbally or physically aggressive, we intervene immediately to protect all children. Our usual approach to helping children with challenging behaviors is to show them how to solve problems using appropriate interactions.

- Verbal and/or Non-verbal redirection in the classroom.
- Cool down area in classroom.
- Cool down area with staff outside the classroom. Then redirected back into classroom setting.
- One-on-one with staff outside classroom for no longer than 1 hour. If student is not able to be reintroduced back into classroom setting within such hour. Parent and/ or Guardian is called to have the student picked up in a timely matter.

If on-going concern with the students' behavior and/or safety issue a meeting will be scheduled. At directors' discretion students may be suspended or disenrolled if behaviors

warrant safety concern for students or staff. Referrals to outside agencies will be made to help with behaviors if needed.

Notification of Behavioral Issues to Families

If a child's behavior/circumstance is of concern, communication will begin with the parents as the first step to understanding the child's individual needs and challenges. We will work together to evaluate these needs in the context of our program.

On rare occasions, a child's behavior may warrant the need to find a more suitable setting for care. Examples of such instances include:

- A child appears to be a danger to others.
- Continued care could be harmful to, or not in the best interest of the child as determined by medical, psychological, or social service personnel.
- Undue burden on our resources and finances for the child's accommodations for
- success and participation

During these meetings an outline of behavioral plans are discussed, and referrals are made if needed.

Special Services

If a developmental delay is in question and/or assistance is needed to manage behaviors the center's Director will meet with the families to discuss additional services to provide guidance. All services are free of charge, and many come to the center for your convenience. Please see Director for further resources.

Personal Belongings

What to Bring:

Infants: enough clean bottles for a day's use, at least 8 diapers per day, and 2 changes of clothes per day. All bottles must be labeled.

Toddlers: A sippy cup until they are fully transitioned to using a regular cup, 8 diapers and 2 two changes of clothes per day. All cups must be labeled.

Older Toddlers: at least 2 changes of clothes or more per day if going through the toilet training program.

Preschoolers: 1 change of clothes, socks and shoes and additional toiletries if needed.

Kindergarteners: at least one change of clothes, socks and shoes.

After School Care Children: books for homework, appropriate play clothes.

Please label all items brought from home with your child's name (i.e., clothes, bottles, diapers, pacifiers, crib sheet, blanket, etc.) to prevent items from becoming misplaced or lost. We are not responsible for lost or damaged items. Sheets and soiled clothing will be sent home on an as-needed basis for laundering. Please return to the center. Only Refastenable Pull-ups will be accepted.

The center had the right to refuse care if supplies are not adequately available.

Toys from Home

We request that soft toys be brought if you decide to bring them. Toys will only be given during nap and put away after nap has concluded. Show and Tell is welcomed when teachers permit.

Clothing

Children play hard and need to be comfortable. We ask that children be dressed in clothes suitable for the many arts, playground, and climbing activities of their day. Chilly weather does not necessarily keep us indoors, so please be sure that children are appropriate for the day's weather changes.

All clothing should be labeled with their name, to facilitate dressing and reduce loss. Two full sets of extra clothes should be kept at the center, even for the oldest children. When accidents of play, feeding or toileting happen, we know you would want your child to be comfortable. Extra sets will need to be regularly replaced as soon as possible if your child uses them.

Shoes need to be appropriate for indoor/outdoor play. Hot, wet snow boots, for health reasons, need to be replaced with indoor shoes. Sneakers or closed-toed shoes are required for safe play; an extra pair may be left in the child's cubby, and staff will gladly help with the changes.

Rest Time

Parents are responsible for providing and laundering (weekly) towels, bibs, blankets and crib sheets. Sheets & blankets need to be taken home every Friday to be laundered. Cots and cribs will be provided.

COMMUNICATION AND FAMILY

Daily Communications. Lillio formerly HiMama is an app used to provide real time communication daily and weekly.

Bulletin Boards. Located throughout the center, bulletin boards provide center news, upcoming events, faculty changes, holiday closing dates, announcements, etc.

Newsletters. Quarterly newsletters provide center news, events, announcements, etc. These newsletters are sent digitally via Lillio and viewing is available on Facebook.

Family Engagement. Annual Surveys provide feedback from parents to share opinions, ideas and experiences and increase their understanding of learning and development. Opportunities are provided Quarterly ... announcements will be made prior. Facebook networking and Zoom meetings are a way to provide feedback and for family engagement. These are opportunities for families to engage with us monthly. Results are shared with staff and changes will be made if needed.

Family Visits. Family participation is encouraged. Visit our classrooms, volunteer, come along on a field trip, or eat a meal with your child. Signing in is required for the safety and protection of our children. Each visitor must check in at the front desk and provide proper identification. Volunteer Clearances are mandatory and will be kept on file until expiration.

Conferences. Family & teacher conferences occur twice per year. During these conferences, we will discuss your child's strengths, likes and dislikes, and styles of learning. We will work together to set goals for your child's growth and development. You may request additional conferences regarding your child's progress at any time. We encourage you to communicate any concerns.

Referrals

If your family needs any information, resources, or services regarding social, mental health, educational, wellness, and medical services, please see the Director and/or visit our lobby for community information. We have access to many community services that meet your needs.

Open Door

Parents may visit the center at any time. However, if there are problems arising from parent visits that interfere with the deliverance of quality childcare, then the parent(s) will not be permitted in the classroom.

Negotiating Differences

When a parent is concerned about some aspect of our childcare program, we will take every step to help resolve the issue as promptly as possible, keeping the safety and wellbeing of the children and staff as a priority. The *Endless Innovation Academy* is always open to suggestions and feedback to improve the way we serve you and your family

HEALTH AND NUTRITION

Health Polices

In some situations, the Robin's Nest policy will override your child's doctor's recommendation. Group care conditions differ from individual care situations. (Please see Director is resources are needed)

Immunizations

Immunizations are required according to the current schedule recommended by the U.S. Public Health Services and the American Academy of Pediatrics, www.aap.org.

Periodically, we check with the public health department or the American Academy of Pediatrics for updates of the recommended immunization schedule. Our state regulations regarding attendance of children who are not immunized due to religious or medical reasons are followed. Unimmunized children are excluded during outbreaks of vaccine preventable illness as directed by the state health department.

All caregivers, teachers, and staff are required to be current with all immunizations routinely recommended for adults by the Advisory Committee on Immunization Practices (ACIP) of the Centers for Disease Control and Prevention (CDC).

Physicals

Routine physicals are required according to the current recommendations of the American Academy of Pediatrics, www.aap.org.

A copy of your child's physical should be received before but must be received no later than [30] days after your child begins the program.

1. Families are responsible for assuring that their child's physicals are kept up-to date and that a copy of the results of the child's health assessment is given to the program.
2. Up to date physicals are needed in files.

Medication Policy

The *Endless Innovation Academy*, Inc. staff are authorized to administer any physician prescribed medications to enrolled children (ONLY). Staff are permitted to administer over-the-counter topical ointments, sunscreen lotion and topical insect repellent with written parental consent.

Make sure your child's physician is aware of the *Endless Innovation Academy, Inc.* policy before prescribing any medications. Prescribed medication must be given in original container with the child's name and instructions. Signed documentation by the child's physician along with written parental consent to administer is required. **An update by the physician and parent is also required every six (6) months.** Failure to comply with the *Endless Innovation Academy* policies will result in suspension of childcare services

Special Health Care Plan

Children with special health care needs should have a care plan on file with the program. Should your child have a medical condition such as asthma, diabetes, allergies, etc., please see the director for a care plan form. This form can be completed by your child's pediatrician and returned to the director. The director will review this form with the parents and instructions for the care of your child will be shared with the appropriate childcare staff. Please communicate any changes to your child's medical care plan immediately to the director.

Illness

We understand that it is difficult for a family member to leave or miss work, but to protect other children; you may not bring a sick child to the center. The center has the right to refuse a child who appears ill. You will be called and asked to retrieve your child if your child exhibits any of the following symptoms. This is not an all-inclusive list. We will try to keep your child comfortable, but he/she will be excluded from all activities until you arrive.

1. Illness that prevents your child from participating in activities.
2. Illness that results in greater need for care than we can provide.
3. Illness that poses a risk of spread of harmful diseases to others.
4. Fever (100°F or higher under the arm, 101°F or higher in the mouth, 102°F or higher in the ear) accompanied by other symptoms.
5. Diarrhea – stools with blood or mucus, and/or uncontrolled, unformed stools that cannot be contained in a diaper/underwear or toilet.
6. Vomiting – green or bloody, and/or more than 2 times during the previous 24 hours.
7. Mouth sores caused by drooling.
8. Rash with fever, unless a physician has determined it is not a communicable disease.
9. Pink or red conjunctiva with white or yellow eye discharge, until on antibiotics for 24 hours.
10. Impetigo, until 24 hours after treatment.
11. Strep throat, until 24 hours after treatment.

12. Head lice, until treatment and all nits are removed.
13. Scabies, until 24 hours after treatment.
14. Chickenpox, until all lesions have dried and crusted.
15. Pertussis (Whooping Cough), until 5 days of antibiotics.
16. Hepatitis A virus, until one week after immune globulin has been administered.
17. Tuberculosis, until a health professional indicates the child is not infectious.
18. Rubella, until 6 days after the rash appears.
19. Mumps, until 5 days after onset of parotid gland swelling.
20. Measles, until 4 days after onset of rash.
21. Has a physician or other health professionals written order that child be separated from other children.

Children who have been ill may return when:

1. They are free of fever, vomiting and diarrhea for 24 hours.
2. They have been treated with an antibiotic for 24 hours.
3. They can participate comfortably in all usual activities.
4. They are free of open, oozing skin conditions and drooling (not related to teething) unless:
5. The child's physician signs a note stating that the child's condition is not contagious, and;
6. The involved areas can be covered by a bandage without seepage or drainage through the bandage.
7. If a child had a reportable communicable disease, a physician's note stating that the child is no longer contagious and may return to our care is required.

If your child becomes ill while at the center, we will call you; if you cannot be reached your emergency contacts will be notified and asked to pick up your child. Please ensure that emergency contacts are aware that they have been listed on your emergency contact list. Please be sure to notify us the very day your work phone number changes, so that you are most efficiently reached. Children with contagious illnesses need to be picked up within a reasonable amount of time to limit their exposure to the other children.

While we value and consider all medical documentation, the center reserves the right to supersede a doctor's note based on the nature of the illness and the potential risk to others. This is to ensure the health and safety of all children and staff in our care.

Reportable Illnesses

Some childhood illnesses are required, by law, to be reported to our local health agency. In the case of a contagious illness in your child's class, we will post a notice by the in the classroom

Absence

Please call the center if your child is absent and let us know why. Contagious illnesses must be posted in the classrooms, so other parents know what is going around. To be cleared by a pediatrician for group care, we need:

1. The child to be seen by a doctor
2. A note from the doctor stating (a) a diagnosis (b) that the child is not contagious (c) the date that the child may return to group care A child will continue to be excluded if the appropriate note is not received before the child is brought to school.

Daily Health Check

Staff will perform a daily health check on each child upon drop off every morning. The daily check will examine whether the child has: Fever or elevated body temperature of 100° Skin rashes or unusual spots.

In Case of Injury

Basic first aid will be performed. In the event of a serious injury, a parent will be notified. If the parents are not available, the emergency numbers on the child's emergency card will be called. If the person(s) cannot be reached, the child will be taken to the hospital of their choice, unless the parents have designated a different emergency plan.

Meals

Food prepared for or at the center will be thoughtfully planned, prepared, and portioned according to the Child and Adult Care Food Program (<http://www.fns.usda.gov/cnd/care/>) and the state requirements for food service.

Breakfast is served only between 7:15 a.m. and 8:15 a.m.; children arriving later should already have eaten at home. The major meal of the day is served at lunch; dinner is lighter fare. Meals are catered for us by the Strange Brew Tavern. Menus are on a 5- week rotation and are accessible via Lillio and on the bulletin board locate near the administrator's desk.

Infant feedings follow these procedures:

- Infants will be held for bottle-feeding until able to hold his or her own bottle. Bottles will never be propped.

- Infants are fed “on cue” to the extent possible (at least every 4 hours and usually not more than hourly) and by a consistent caregiver/teacher.

Breastfeeding is supported by providing a place for nursing mothers to feed their babies. Expressed breast milk may be brought from home if frozen or kept cold during transit. All breast milk and formula shall be returned to the child’s home or discarded at the end of each day. Previously frozen, thawed breast milk must be used within 24 hours. Bottles must be clearly labeled with the child’s name and the date the milk was expressed. Frozen breast milk must be dated.

Endless Innovation Academy Shaken Baby Syndrome (SBS) Prevention Policy

Purpose:

Endless Innovation Academy is committed to providing a safe and nurturing environment for all children in our care. Shaken Baby Syndrome (SBS), also known as Abusive Head Trauma (AHT), is a severe form of child abuse caused by forcefully shaking an infant or young child. This policy outlines procedures for preventing SBS, educating staff and parents, and responding to incidents in compliance with Pennsylvania childcare regulations.

Definition of Shaken Baby Syndrome (SBS):

SBS is a serious brain injury that occurs when an infant or young child is violently shaken. It can lead to severe medical conditions, including brain damage, blindness, seizures, developmental delays, and even death.

Prevention Strategies:

- 1. Staff Training:**
 - All staff members will receive training on SBS prevention, recognizing signs of distress in infants, and appropriate soothing techniques.
 - Training will cover Pennsylvania state regulations and best practices for infant care.
- 2. Safe Handling of Infants:**
 - Infants will always be handled gently and supported when picked up.
 - Under no circumstances will an infant be shaken, thrown, or handled roughly.
- 3. Crying Management & Soothing Techniques:**
 - Staff will follow a step-by-step approach to calm a crying baby, including:
 - Checking for basic needs (hunger, diaper change, temperature, illness).
 - Using gentle rocking, swaddling, pacifiers, or soft music.
 - Allowing infants to self-soothe within safe limits.

- If a caregiver feels overwhelmed, they must seek immediate support from another staff member.
- 4. Parental Education:**
 - Parents will receive information on SBS prevention, including how to safely soothe a crying baby and when to seek help.
 - Resources and referrals to support services will be provided as needed.
- 5. Emergency Response Plan:**
 - If a child exhibits symptoms of SBS (vomiting, lethargy, seizures, difficulty breathing, unconsciousness), staff will:
 - Call 911 immediately.
 - Notify parents/guardians and the childcare director.
 - Document the incident and cooperate with authorities as required.
- 6. Prohibited Actions:**
 - Shaking, slapping, hitting, or rough handling of children is strictly prohibited.
 - Any staff member suspected of harming a child will be immediately removed from duty pending an investigation.
- 7. Reporting Procedures:**
 - All staff members are mandated reporters and must report any suspected child abuse, including SBS, to Pennsylvania ChildLine (1-800-932-0313) as required by law.
 - Staff will complete incident reports and follow center protocols for documentation.

Acknowledgment & Compliance:

- All staff members must review and sign this policy upon hiring and annually thereafter.
- Parents will receive a copy upon enrollment and must acknowledge understanding of the policy.

Malnourishment Policy

1. Purpose:

This policy aims to ensure that all children in our care receive proper nutrition, maintain healthy growth and development, and prevent malnourishment. The policy establishes guidelines for monitoring children's nutritional health and outlines intervention procedures if malnourishment is suspected.

2. Scope:

This policy applies to all children enrolled in Endless Innovation Academy, staff members, and parents/guardians.

3. Nutritional Standards:

- All meals and snacks provided will adhere to the USDA Child and Adult Care Food Program (CACFP) standards.

- Meals will be balanced and include fruits, vegetables, whole grains, protein, and dairy.
- Hydration will be encouraged, with access to clean drinking water at all times.

4. Identification of Malnourishment:

Staff will be trained to recognize signs of malnourishment, including:

- Sudden weight loss or failure to gain weight.
- Persistent fatigue, weakness, or irritability.
- Pale skin, brittle hair, or dental issues.
- Developmental delays or difficulty concentrating.
- Frequent illnesses due to weakened immunity.

5. Monitoring and Reporting:

- Regular growth assessments will be conducted in collaboration with healthcare providers and parents.
- If a child exhibits signs of malnourishment, staff will document observations and notify the childcare director.
- The director will discuss concerns with the parents/guardians and recommend consultation with a pediatrician or nutritionist.

6. Intervention and Support:

- Parents will receive guidance on improving their child's nutrition at home.
- If necessary, referrals will be made to healthcare providers, community nutrition programs, or social services.
- The childcare center will accommodate special dietary needs and provide additional nutritional support when feasible.

7. Parent and Staff Education:

- Regular workshops will be held for parents and staff on child nutrition and healthy eating habits.
- Educational materials will be provided to families to support healthy meal planning at home.

8. Compliance and Review:

- Compliance with this policy will be reviewed annually.
- Adjustments will be made based on updated nutritional guidelines and feedback from health professionals and families.

By implementing this policy, we strive to create a safe, nourishing environment that promotes the health and well-being of all children in our care.

SAFETY PROTOCOLS

Supervision

Children are always supervised. Active supervision always requires focused attention and intentional observation of children. Staff position themselves so that they can observe all the children: watching, counting, and always listening. During transitions, staff account for all children with name-to-face recognition by visually identifying each child. All caregivers receive scheduled breaks which reduce fatigue and help to ensure alertness.

Security System

The doors to the center are always kept locked to limit access and to keep children from exiting ahead of supervisors/parents.

Child Abuse Policy

All staff of the *Endless Innovation Academy* are mandated reporters and are required to report any suspected abuse, neglect, or maltreatment on the part of an employee, parent, or volunteer. Any abuse or maltreatment of a child, either as an incident of discipline or otherwise is prohibited. Any means of corporal punishment will not be tolerated. Additionally, withholding or using food, rest or sleep as a punishment is prohibited. If any type of abuse or neglect is suspected, it will be reported to the State Central Registry at the mandated number: 1-800-635-1522.

Parking

There is limited short-term parking available outside of the center's doors Drop Off/Pick up ONLY. We ask that you do not leave car motors running or leave other children unattended within your car when you enter the building.

Emergency Procedures

If the children would be safer remaining indoors, we would shelter them inside the Endless Innovation Academy. If our building is not considered to be a safe place for the children, we would relocate to Camelot for Children located at 2354 W Emaus Ave Allentown, PA 18103 . Next, we would begin calling parents to advise them of our location and to request that the children be picked up as quickly and safely as possible. For cases where parents cannot be reached, we would begin to call your emergency contact numbers. Please make sure your child/children have a sheet, blanket and additional clothing appropriate for the season at all times.

Family Handbook Acknowledgement

Please sign this acknowledgement, detach it from the handbook, and return it to the center prior to enrollment.

This handbook may be updated from time-to-time, and notice will be provided as updates are implemented.

Thank you for your acknowledging the policies and procedures we have established for the safety and welfare of all children in our care. We look forward to getting to know you and your family.

I have received the **ENDLESS INNOVATIONS ACADEMY**, and I have reviewed the family handbook with a member of the **ENDLESS INNOVATION ACADEMY** staff. It is my responsibility to understand and familiarize myself the Family Handbook and to ask center management for clarification of any policy, procedure or information contained in the **ENDLESS INNOVATION ACADEMY Family Handbook** that I do not understand.

Recipient Signature

Date