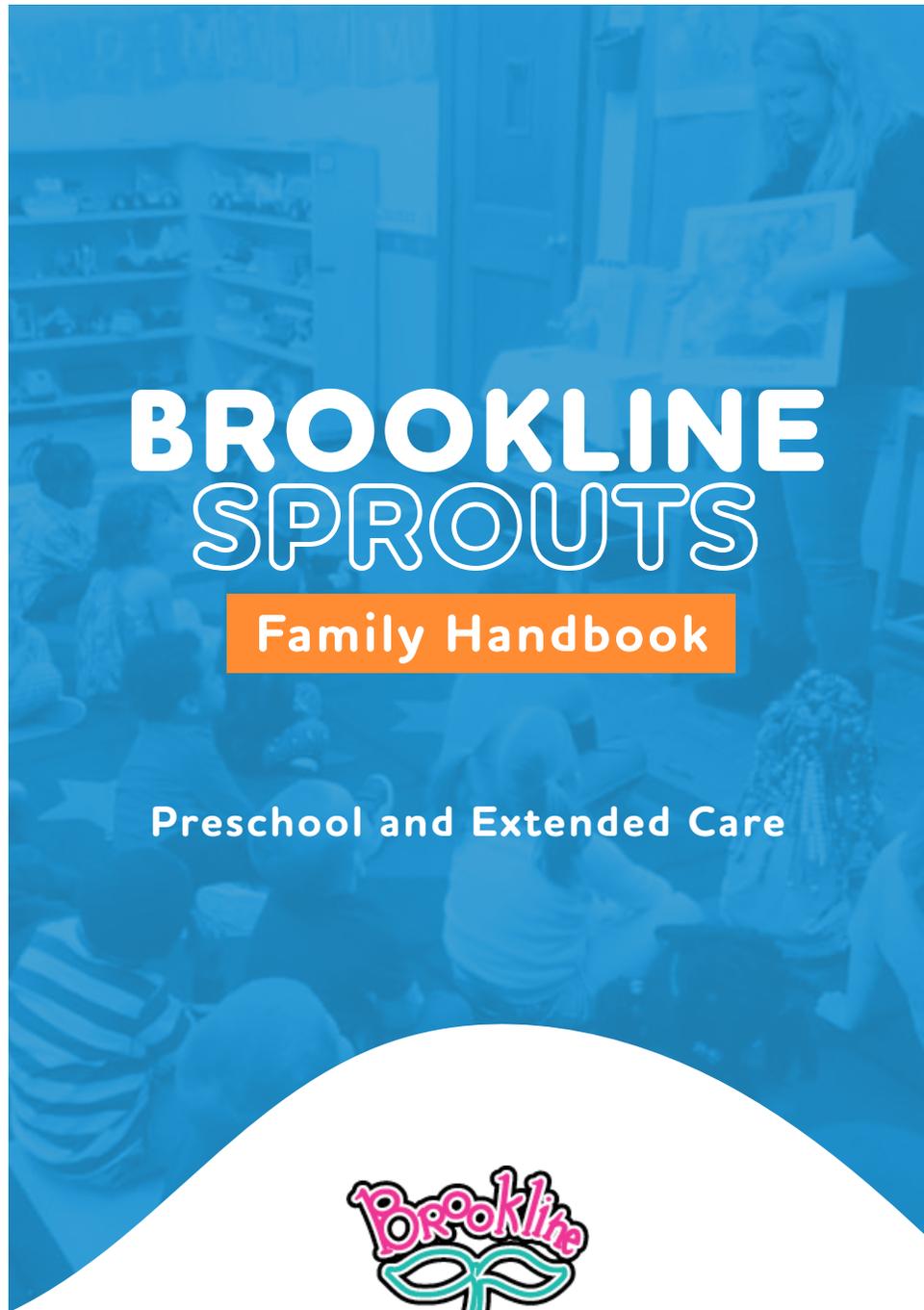




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**Revised July 2022*



BROOKLINE SPROUTS

Family Handbook

Preschool and Extended Care





You can view this handbook, common forms, school year calendar & much more on our Resources page - BrooklineSprouts.com/resources

PRICE LIST

BROOKLINE SPROUTS | PRESCHOOL & EXTENDED CARE

PRESCHOOL ONLY

8:00AM - 1:00PM
Includes : Breakfast & Lunch
5 days per week \$37 per day
3-4 days per week \$41 per day
1-2 days per week \$44 per day

AFTER SCHOOL CARE

2:30PM - 5:30PM Includes: Snack
Base Rate of \$139 per week

HALF DAY ADD-ON | 12:00PM-5:30PM
Includes: Lunch & Snack
\$16 per day

FULL DAY ADD-ON | 8:00AM - 5:30PM
Includes: Breakfast, Lunch & Snack
\$27 per day

These prices are in addition to Weekly Base Rate & Are subject to space availability on requested days.

SECOND CHILD TUITION DISCOUNT

(MUST BE IN THE SAME IMMEDIATE FAMILY)
10% off every child after first child at FULL PRICE

FULL DAY

8:00AM - 5:30PM
Includes : Breakfast, Lunch & Snack
5 days per week \$48 per day
3-4 days per week \$52 per day
1-2 days per week \$55 per day

EARLY DROP OFF

7:00AM \$10 per day
7:30AM \$5 per day

VARIABLE SCHEDULE FEES

(Subject to availability & in addition to base rates. Rates for extended care for subsidized families may vary)

EXTENDED CARE ADD-ON
\$20.00 or more per Day

ROLLING VARIABLE SCHEDULE
\$10.00 or more per week

OTHER FEES

PROCESSING FEES:

Variable for electronic payments

Additional Fees may apply if mask or other pandemic measures must be put back in place or created

We accept subsidy for tuition if you qualify!

Please contact Early Learning Resource Center (ELRC) for more information & to apply.
Phone number: (412) 350-3577

We are Brookline Sprouts at Tree of Life Open Bible Church
- Provider ID #8114070565-1

We also have a Head Start room during the school year as a Head Start partner with CONTRAC. We can provide an application and qualifications guidelines upon request.



WE ARE AN EQUAL OPPORTUNITY PROVIDER

*PRICES ARE SUBJECT TO CHANGE

REVISED: JULY 2022

Subject: Nondiscrimination in Services

To: Parents

From: Amanda Rhoades

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

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 individual/client/patients/ student (and/or their guardian) who believes they have been discriminated against, may file a complaint of discrimination with:

**Tree of Life Open Bible Church Brookline Sprouts
1036 Brookline Blvd Pittsburgh, PA 15226**

**Commonwealth of Pennsylvania
Department of Human Services
Bureau of Equal Opportunity
Room 225, Health & Welfare Building
P.O. Box 2675 Harrisburg, PA 17110 PA**

**Human Relation Commission Pittsburgh Regional Office:
301 Fifth Avenue Suite 390,
Piatt Place Pittsburgh, PA 15222 U.S.**

**Department of Health and Human Services Office for
Civil Rights: Suite 372, Public Ledger Building
150 South Independence Mall West
Philadelphia, PA 19106-9111**

Pickup & Drop Off Procedures

1. Brookline Sprouts Preschool is located in the front of Tree of Life Open Bible Church on Brookline Blvd. Please do not attempt to enter the building through the playground in the back of the church or any other door, because the doors are locked.
2. Please approach your designated door (Preschool Door or Ramp Door) and ring the doorbell. A staff member will let you in via buzzer or in person. You will be informed upon enrollment which door to use according to classroom assignments.
3. Once inside, please use the check in tablet to sign your child into Brightwheel. PINS should never be shared among pick up/drop off adults. If you need help with additional PINS, please contact the Director. Then, please help you child with their coat and other belongings. After that, walk your child into the classroom area.
4. There is available parking in front of the church or behind the church on Chelton Avenue. As a safety reminder, please do not leave your car running or any other child unattended in the car as you drop off/pick up.

The same procedures apply at pick up; ring the doorbell to be let in, sign out in the binder or on the tablet, and then help your child with their coat and belongings to leave.

Late Drop Offs

We appreciate families considering our Daily Schedule when dropping off their children. We request that, if your child will be absent or late, you send us a Brightwheel message at least 30 minutes before their scheduled drop off time. This is extremely important for staffing purposes, an accurate meal count, illness tracking, and most importantly, the safety of your child/children. If you do not give us this important information, we may not have lunch available, may not be able to accommodate the staffing needs to add an additional child to the center, etc.

Because of these things, families must drop their children off by 10:00am in order to attend for that day. Special arrangements can be made for scheduled appointments, etc. with proper notification. The preferred method of communication for this is Brightwheel, because this alerts both Classroom Staff and Administration at once, and teachers can view it at their earliest convenience if they are busy with classroom activities.

Furthermore, there are times during the day that interruptions, including escorting a child into their classroom, makes it difficult for both staff and children to remain focused. Circle Time/Morning Meeting is important for developing social interactions and positive relationships among young children through engaging and fun activities. This point of the day is most beneficial in their development and education here. It makes it very difficult for teachers to complete Circle Time Activities when there are interruptions of any kind, especially if children are just arriving. The students lose focus and staff must orient and re-orient all children before they can continue. If you arrive with your preschooler between these times, you will be asked to stay with them in the check in area until it has ended, or leave and return.



Suspension & Expulsion

Brookline Sprouts considers suspension or expulsion only as a last resort in extraordinary circumstances. This is when there is a determination of a serious safety threat that cannot otherwise be reduced or eliminated incorporating reasonable modifications. Brookline Sprouts will collaborate with local agencies and specialists in determining these reasonable modifications whenever possible. If behavior(s) posing a safety concern to the child, staff, and/or other children are repeated, the child may be suspended for a set number of days. If there are repeated instances, the child may be suspended indefinitely until an alternate plan is made in writing with the help of professionals, procured by family, and accepted by Brookline Sprouts. Even in such extraordinary cases, the center will assist the child and family in accessing services and an alternative placement through, for example, community-based child care resources and referral agencies.

If a family, staff or director has a child with unique needs/ challenging behavior contact the CONNECT helpline for Referral: 1-800-692-7288.



as well as to make plans about addressing the behavior(s) in the future.

3. You may be called to remove your child if his/her behavior prevents us from being able to properly care for the other children.
4. If all attempts are exhausted, families must seek supportive evaluations from local specialists and/or agencies to assist with the behavior. Brookline Sprouts may also seek support on your behalf with your permission.
5. On rare occasions, a child's behavior may warrant the need to find a more suitable setting for care.
 - a. A child appears to be a danger to others or himself/herself.
 - b. Continued care could be harmful to, or not in the best interest of the child as determined by a medical, psychological, or social service personnel.
 - c. Undue burden on our resources and finances for the child's accommodations for success and participation.

Emergency Procedures

In case of an emergency that requires us to exit the building and evacuate, staff follow the below procedure:

1. In a calm manner, staff will gather the children and follow the posted evacuation route to the designated emergency location. This is: Cannon Memorial at Brookline Veteran's Memorial Park, Corner of Brookline Blvd and Queensboro Ave Pittsburgh, PA 15226
2. The person in charge must carry the following items:
 - a. Emergency Contact Book
 - b. Portable Phone
 - c. Complete First Aid Kit
 - d. Child Medications
3. The person in charge must contact Pastor Lance Rhoades and proceed to the emergency evacuation location to be with the group.
4. Once arriving at the designated emergency location, staff will call the children's families to inform them of the emergency and allow them to come pick up their child(ren) as soon as it is safe.
5. Staff will NOT release a child to anyone who does not show proper identification.
6. The person in charge will stay with the children until the last child is picked up from the emergency shelter.

In the event that we would need to shelter in place or have a lockdown at the center, staff follow the below procedure:

1. Staff will first assess if the safest area is to lock themselves in the classrooms with the children. Only the designated person in charge will answer the door or approach windows.
2. If the person in charge determines that the children should be moved, staff will:
 - a. In a calm manner, gather the children and take them downstairs to the Social Hall.

- b. The person in charge must carry the following items:
 - i. Emergency Contact Book
 - ii. Portable Phone
 - iii. Complete First Aid Kit
 - iv. Child Medications
 - v. All will shelter against the interior wall of the Social Hall (by the Food Pantry storage).
3. Staff will contact each child's parent/guardian to inform them that the center is sheltering in place, and when it has ended.

In a medical emergency, staff will complete the following procedures:

1. Call 911.
2. Give the child(ren) first aid/CPR if needed.
3. Staff will contact the child(ren)'s parent/guardian.
4. A staff member will accompany the child to the hospital and stay with the child until a designated guardian arrives.

The center will also notify parents immediately if their child:

1. Is injured and the injury requires medical attention by a healthcare professional.
2. Has a sign or symptom requiring exclusion from the program.

Other Considerations:

1. The center does not currently enroll children under 3 years old. In the event that they would be enrolled, this plan will be amended to include special accommodations.
2. In the event that parents or staff feel that a child will not be able to participate in an evacuation, lockdown, or shelter in place due a disability or chronic medical condition, a plan for special accommodations will be made in partnership between the family and center upon enrollment (and the child's doctor, if necessary). This will be included in their file and with posted Emergency Plan instructions as long as the child is enrolled, and staff will be trained.

Challenging Behaviors

When a child becomes verbally or physically aggressive, we intervene immediately to protect all of the children. Our usual approach to helping children with challenging behaviors is to show them how to solve problems using appropriate interactions. When discipline is necessary, it is clear, consistent, and understandable to the child. We maintain a zero tolerance to bullying. If you have any concerns about this at any time, please report it to the Director of the Center.

The following are behaviors are considered inappropriate:

- Consistently disobeys the rules of the classroom.
- Prolonged tantrums (considering age and/or IEP/IFSP).
- Verbal and/or physical aggression.
- Inappropriate use of language.
- A physical danger to oneself and/or others.
- Requiring constant one on one attention from staff.
- Threats or attempting intimidation.
- Attempting to leave the classroom, playground, or other designated area without permission/escort by staff.
- Physical Restraint - Physical restraint is not used or permitted for discipline.

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 within the context of our program.

1. Notification of Behavioral Issues to Families: An incident report will be written, and will be available for viewing on Brightwheel.
2. After three incidents of the same behavior within a month, an in person parent-teacher conference or phone call will be held. This is to both discuss concerns,

- Model & encourage appropriate behavior.
- Promote cooperative learning.

Responsive strategies:

When a child is having difficulty, staff will:

- Encourage children to use their words when having a disagreement.
- Help facilitate their attempts to settle their own disputes.
- Redirect behavior.
- View the behavior deficit as a missing skill
- Identify the underdeveloped executive function to provide strategies for specific interventions. These interventions will teach the student how to change the problem behavior and recognize how to regulate the emotions related to this deficit.

Children may encounter consequences of their behaviors:

Natural consequences - (Natural consequences are outcomes that happen as a result of behavior that are not planned or controlled)

For example, if a student cuts in front of another student in line, the natural consequence may be that the other child won't play with the "cutter" during recess. A teacher did not plan or control this consequence, but he or she may discuss and help students predict natural consequences to encourage them to see the connection between their choices and what happens to them.

Logical consequences - (Logical consequences do not naturally occur as a result of behavior, but are intentionally planned by teachers and administrators.)

Logical consequences are like what would happen to an adult in a similar situation. Therefore, teaching students skills that they will need to be successful later in life. Logical consequences need to be related, respectful, and reasonable. Teachers at Brookline Sprouts will inform parents of behavior concerns.

Weather-Related Closures

If it is snowing or bitterly cold, please be sure to check if there are any delays or closures. You can visit: <https://www.wtae.com/weather/closings> or your local Channel 4 News Channel to check for closures. Also, there is no breakfast on 2 hour delay days. Refer to the calendar on our resource page for planned holiday closures.

Parent-Teacher Communication

At Brookline Sprouts, we consider your child's enrollment the beginning of a partnership between you and us in order to best facilitate your child's growth and development.

We have scheduled parent-teacher conferences two or more times a year. This happens typically in the fall at the beginning of the school year, in the spring at the end of the school year, and a third at the end of summer session, if applicable. This is in addition to a day-to-day environment that has open communication between parents/guardians and Sprouts staff. Additional parent-teacher conferences can also be arranged with the Director upon request.

Please utilize your child's mailbox and cubby. This is where we will send home projects your child completes, as well as periodic newsletters to keep you up to date with what is happening at our school, and information about special events.

We utilize the classroom management software Brightwheel, which allows for our center to communicate with families throughout the day with everything from if your child ate lunch to pictures and reminders. An invitation for this app will be sent to you via the email provided at enrollment. Brightwheel is used year-round.

We also have a Facebook page where you can see pictures and posts about what the children are doing, as well as our special events, such as our Winter Concert & Fire Truck visit.

Brookline Sprouts Screen Time Policy

“Screen time” is a term used for activities done in front of a screen, such as watching TV, working on a computer, or playing video games. Screen time is sedentary activity, meaning you are being physically inactive while sitting down. Very little energy is used during screen time.

The amount of time children spend on screens impacts their health in many ways. Too much screen time can keep children from being physically active and playing with peers. We are committed to limiting screen time in our program. We believe that limiting screen time helps children be more physically, emotionally, and mentally healthy. By limiting screen time, we help children get more physical activity, develop social skills, and learn school-readiness skills through active play and hands-on learning.

Availability & Daily Practices

- We offer 0-20 minutes of screen time each week for children when it is not directly related to lessons and interaction to supplement learning.
 - There may be special “movie” days and other event related times that screen time is used. This is done rarely and only with the approval of the Administration to prevent overuse.
 - All movies or shows will be G-rated. Children will always be given other options and not forced to watch movies or other videos.
- While videos and recorded songs may be used to enhance learning times, screen time will never be used as a substitute for staff instruction.
 - If screen time is being used, teachers are talking to children about what they are seeing and learning. Screen time is never unsupervised and always accompanied by live interaction, which may include pausing the video

Dual Language Learners

We believe in embracing diversity and creating a climate that is strength based Brookline Sprouts strives to provide support for dual language learners to help promote their academic achievement.

- Families are considered partners.
- Bilingualism is a strength that is to be fostered.
- Visual and learning materials that support and reflect the languages and cultures of the children in the program are provided if needed.
- Specialized Training for all staff if needed.
- Use of visual aids for communication & “bridging”.

Behavior Management Policy

As a part of our inclusive educational curriculum, Brookline Sprouts believes in Conscious Discipline’s evidence-based, trauma-informed approach to supporting problem behaviors in the classroom.

We have created a behavior policy that reflects our philosophy of positive guidance with children.

Behavior Management Procedures

Children are guided to treat each other and adults with self-control and kindness.

Each student at Brookline Sprouts has a right to:

- Learn in a safe and friendly place.
- Be treated with respect.
- Receive the help and support of caring adults.
- Preventative strategies.
- Positive nurturing and caring relationships.
- A safe and secure environment.
- Developmentally appropriate classroom rules.
- Be provided for through classroom routine and structure.
- Be given verbal positive encouragement.

Brookline Sprouts believes in meaningful participation. All children learn from each other and Brookline Sprouts encourages and supports the development of real relationships and a sense of belonging. Brookline Sprouts provides experiences and routines that are adapted so that all children can participate in all activities. To ensure equal participation, teaching strategies are intentional to provide scaffolded learning and models of instruction are tiered to meet the needs of all children.

Through relationships with local agencies and specialists, as well as access to a comprehensive Social/Emotional Curriculum, Brookline Sprouts strives to establish a system of services and support for children with disabilities and their families. It is important to us that all our children and their families feel included in every aspect of their child's education and care.

If your child has an IEP/IFSP (Individualized Education Plan/ Individualized Family Service Plan), it is important to your child's development, and for continuity of services, that you share it with us. All information will be kept confidential. Please give a copy to the director upon enrollment or establishment of the document. **We will NOT have access to your child's IEP/IFSP unless you give a copy to us.**



at times to ask questions and reflect on the content.. (“Look at all of the animals!” “Can we count how many kids have ice cream cones right now?”)

- Music videos of various types can be utilized for Music and Movement times to provide an option of guided dance. Following the movements of the video is never required, but general movement and physical interaction is greatly encouraged. (“Let me see your dance moves!” “Let’s get our wiggles out!”)
- We utilize Cognitive Toybox, an evidence-based assessment tool to evaluate the children throughout the year. This includes both student and Teacher led “mini games” on a tablet that are less than 5 minutes total per week.
 - Our rooms may include tablets or desktop computers with interactive, educational activities as outlined by Head Start and ECERS requirements as a Technology Interest Center.
 - When we use television shows or videos in our program, they are always educational and commercial free. Educational shows and videos are age appropriate and support the children's learning goals.
- When screen time is being used outside of interactive/ lesson times, teachers always give children the option to participate in another activity, such as extended free play, instead of watching a program.
- Screen time is never used as a reward, or to manage challenging behavior unless outlined in a child's IEP or IFSP.

Outdoor / Indoor Policy for Gross Motor Play (Large Muscle Play)

- Partial-day preschoolers will have 30-60 minutes per day of moderate to vigorous physical activity daily. Full day children receive 90 or more minutes. This is achieved through Playground and Gym time, as well as Music and Movement time.
- Children attending Brookline Sprouts Child Care shall play outdoors daily when weather and air quality conditions do not pose a significant health risk. Time planned for outdoor play and physical activity depends on the classroom and weather conditions.
- Activities shall include structured play (led by teachers and other staff) and free play (not led by an adult).
- Staff will use the outdoors as an extension of the classroom. This is done by:
 - Planning outdoor lessons, activities, and walking trips.
 - Incorporating gross motor skills practice (skipping, jumping, throwing, catching, kicking, balancing, stretching, etc.) into lessons, routines, transitions, and other times throughout the day.
 - Staff will take advantage of “teachable moments” to talk with children about the importance of physical activity.
- Adults will take an active role to help children stay active during indoor and outdoor free play time, including verbally encouraging children’s activities, and when appropriate, joining in with children’s activities to encourage more movement.
- The Center will provide a variety of toys and equipment, in good condition, both indoors and outdoors, to help encourage children’s physical activity.

Inclusion

In accordance with the policy statement of the U.S. Departments of Health and Human Services and Education, Brookline Sprouts Preschool and Daycare policy promotes inclusion while reducing suspension and expulsion.

At Brookline Sprouts we support the belief that every child and family, regardless of ability, has the right to participate in all activities. Brookline Sprouts believes that by giving children, with and without disabilities, opportunities and experiences it will create a sense of belonging, promote positive social relationships and provide children the opportunity to reach their full potential. As teachers and caregivers, we are determined to provide access to high quality education, promote participation and support to all children in learning and social activities.

Access to high-quality education is the right of all children. We believe in providing a fun and safe learning environment for all families. We believe that providing access to information and helpful services is the first step to helping a family find early intervention for their child. If a child has a diagnosis, all established services and accommodations for the child shall be implemented with full acceptance by the teaching staff.

- The physical environment is set up to provide equal opportunities for all program activities.
- Curriculum and instructional strategies provide multiple ways of learning and expression of learning.
- Strategies that promote independent participation are provided.
- Families are provided contact information for community agencies for further evaluations.
- Professional development is provided to all staff.
- IEP/IFSP Planning and Implementation.
- Special Training for all staff.

Children who have been ill may return when:

- They are free of fever, vomiting and diarrhea for 24 hours without the use of medications.
- They have been treated with an antibiotic for 24 hours.
- They are able to participate comfortably in all usual activities.
- They can provide us with a doctor's note stating that they are able to return, if required according to the illness or symptoms.



- Staff will have opportunities to participate in Continuing Education related to physical education and activities in child care regularly.
- Outdoor play will never be revoked as a punishment in order to manage challenging behaviors. If children appear overheated or overextended, they will only be removed from play for a few minutes to “cool down.” Children with challenging behaviors will be redirected to another activity rather than sitting out all together, such as moving to the slide from the balance beam.



Developmental Screening and Early Learning Standards

Every child, 5 years old and younger, who enrolls at Brookline Sprouts will complete an Act Early developmental screening within 45 days of enrollment in order to identify children who may need additional evaluation and/or intervention strategies. The results of the screens are communicated with families and support for referrals are offered as needed. We also use the evidence-based assessment tool Cognitive Toybox throughout the year to complete baseline assessments and track your child's progress throughout the year. Parents are invited to the Cognitive Toybox parent portal upon enrollment to see assessments and view home strategies for learning.

As our teachers prepare their lessons each week, they will ensure that the lesson plans show references to Pennsylvania Early Learning Standards to support planning and documentation of children's learning. We also complete evaluations of kindergarten readiness in fall and spring to coincide with parent-teacher conferences, and as deemed appropriate by staff. If there are any concerns about your child's development, parents/guardians may contact Early Intervention for formal evaluation at 412-529-4000 if you reside within PPS. Outside PPS, families must contact DART at 412-394-5904.

Payments

Invoices and receipts are sent and received via the Brightwheel app. Please speak to the Administration if you are having any issues gaining access to billing. We accept cash, checks (Made payable to Brookline Sprouts), ACH transfers, and credit/debit cards. There is a payment box in the entryway for dropping cash and checks. All electronic payments (and setting up auto pay) can be made in Brightwheel. Processing fees may apply for electronic payments. If you have any questions regarding tuition payments and other financial policies signed at time of enrollment, please contact the Director or Administration to review them with you and/or give you a copy.

be included in their Brightwheel profile and their paper file. Staff are trained to familiarize themselves and consult the list to avoid the potential of exposing children to substances to which they have known allergies.

Communicable Diseases

When an enrolled child or an employee of the center has a (suspected) reportable disease, it is our legal responsibility to notify the local Board of Health or Department of Public Health. We will take care to notify families about exposure so children can receive preventive treatments. Included among the reportable illnesses are the following:

- COVID-19
- Bacterial Meningitis
- Botulism
- Chicken Pox
- Diphtheria
- Haemophilus Influenzae (invasive)
- Measles (including suspect)
- Meningococcal Infection (invasive)
- Poliomyelitis (including suspect)
- Rabies (human only)
- Rubella Congenital and Non-congenital (including suspect)
- Tetanus (including suspect)
- H1N1 Virus - Scabies, until 24 hours after treatment
- Vomiting - green or bloody, and/or 2 or more times during the previous 24 hours.
- Mouth sores caused by drooling.
- Rash with fever, unless a physician has determined it is not a communicable disease.
- Chickenpox, until all lesions have dried and crusted.
- Pertussis (Whooping Cough), until 5 days of antibiotics.
- Hepatitis A virus, until one week after immune globulin has been administered.

Medications

All medication should be handed to a staff member with specific instructions for administration. Medications should never be left in the child's cubby or with the child to administer on their own. Our staff will ensure that the medication is recorded along with the directions and proceed to dispense the medication as directed.

- Prescription medications require a note signed by the family and a written order from the child's physician. The label on the medication meets this requirement. The medication must include your child's name, dosage, current date, frequency, and the name and phone number of the physician. All medications must be in the original container (you may request pharmacies to fill your prescription in two labeled bottles). Please specify the dosage and time(s) to be administered for each medication. We will track all times and administration of the medication being received.
- Non-prescription (over-the-counter) medications require a note signed by the child's physician.
- Non-prescription (over-the-counter) topical ointments (e.g., diaper cream; sunscreen; insect repellent) require a note signed by the family and/or physician, specifying frequency and dosage to be administered.
- Expired medications must be sent home & can not be used.
- Ointments for rashes, cuts, etc. are considered medications and must have proper documentation.

Allergy Prevention

Families are expected to notify us regarding children's food and environmental allergies. Families of children with diagnosed allergies are required to provide us with a letter detailing the child's symptoms, reactions, treatments and care. A list of the children's food allergies will be posted in the classrooms, kitchen and eating areas. Other allergies will also

Clothing & Blanket Policy

Please have your child wear comfortable clothes that he/she can play in. Children need to feel free to enjoy materials without worrying about getting their good clothes dirty. Not only that, but make it easier on yourself, by not sending your children in clothing you do not want getting dirty. Additionally, we recommend the children wear closed-toed shoes that they can run and play in. Flip flops are prohibited UNLESS, like sandals, have a strap that wraps around the back of the heel. We also need a complete set of extra clothes on hand (shirt, bottoms, socks, underwear). Please put your child's name on any articles (including hats, mittens, coats, etc. in addition to extra clothes) so they are not mixed up with another child's items.

If your child's schedule includes nap/rest time, please provide a small blanket to be kept at the center. Please do not send comfort items that must be taken to and from the center daily. Nap blankets are washed on-site weekly with hypoallergenic detergent. We encourage families to put their child's name on blankets as well as clothes.



Dress to Promote Indoor/Outdoor Gross Motor Play

- Please send your child to school in clothes that are season-weather appropriate clothing and footwear, so they can participate fully, move freely, and play safely.
- Child care providers will inform parents, caregivers, and families that children need to be dressed appropriately for the current weather conditions to play outdoors. If appropriate clothing items (such as hats and gloves) are forgotten, they will be provided when available.
- Children should wear clothing appropriate for the current weather and activities:
 - Snow: heavy coat, waterproof boots, hat, and mittens.
 - Different temperatures during the day: layers of clothing.
 - Footwear should provide support for running and climbing. Examples of appropriate footwear include sneakers, gym shoes, and other shoes with rubber soles that enclose the feet and will not come off easily.
 - Examples of inappropriate clothing and footwear include:
 - Footwear that can come off while running, or that does not provide support for climbing (examples: flip-flops and clogs).
 - Clothing that can catch on playground equipment (examples: clothes with drawstrings or loops).
 - Clothing that does not protect children from the current weather conditions.

Illness

We understand that it is difficult for a family member to leave or miss work, but to protect other children and staff, 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. The symptoms are:

- Illness that prevents your child from participating in activities.
- Illness that results in greater need for care than we can provide.
- Fever (100.5 degrees or greater), and the child must be 24 hours fever free without fever reducing medicine and/or a doctor's note.
- Diarrhea - stools with blood or mucus, and/or uncontrolled, unformed stools that cannot be contained in their underwear or toilet.
- Pink or red conjunctiva with white or yellow eye discharge, until on antibiotics for 24 hours.
- Impetigo, until 24 hours after treatment.
- Strep throat, until 24 hours after treatment.
- Head lice, until treatment and all nits are removed.
- Vomiting, and the child must stay home until at least 24 hours have passed since the last episode of vomiting and/or a doctor's note.
- Persistent cough or runny nose without being cleared by a doctor, or without a doctor's note related to diagnosed environmental allergies.
- Undiagnosed rashes.

Health Policies

Required Health Records and Vaccinations

Immunizations are required according to the current schedule recommended by the Advisory Committee on Immunization Practices (ACIP) of the CDC. Every year, we check with the ACIP and the American Academy of Pediatrics to ensure that we are utilizing the most up to date recommendations. Our state regulations regarding attendance of children who are not immunized due to religious or medical reasons are followed. This includes recommended annual flu shots. Unimmunized children are excluded during outbreaks of vaccine preventable illness as directed by the state health department.

Routine physicals are required according to the current recommendations of the American Academy of Pediatrics. A copy of your child's physical can be received before but no later than 30 days after your child begins in the program. Families are responsible for ensuring 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 Sprouts. They are expected to be renewed a minimum of once every 12 months. Failure to turn in the required health assessment and vaccine records by deadlines will result in suspension from attendance until the center is provided all required paperwork.



Bathroom & Accidents

We strive to provide the best care and education to all students at Brookline Sprouts. We are a facility that requires children to be potty trained. We understand that sometimes children will have occasional accidents. However, when accidents are frequent, it hinders the staff's ability to fulfill all of their duties to not only your child, but the rest of the class. You may be asked to pick up your child early if they have accidents during class time because your child requires a level of care (diapering) that our classroom structure cannot accommodate. You may also be called to pick up your child early if they have an accident involving loose stools, in accordance with our Health Policy. Children are sent home if they have 2 accidents in one day. Children who have more than 3 accidents in a week require a plan between the family & the center, that may involve obtaining a doctor's note.

No child should arrive at school in a diaper or pull-up. Diapers and pull-ups are prohibited in a child's bag or cubby without written approval from Administration. If your child stays for extended care and you feel that your child requires a pull-up during nap time, please address your concerns to administration. We can work together on an individualized care policy that works for both staff & your child. If your child is in need of diapers and pull-ups at any other time, we are sorry to say that we can not accommodate this level of care. When the situation changes, we can re-evaluate to assure that our program is a proper fit for your child.

Prevention of Shaken Baby Syndrome and Abusive Head Trauma Policy

Belief Statement

We, Brookline Sprouts, believe that preventing, recognizing, responding to, and reporting Shaken Baby Syndrome and Abusive Head Trauma (SBS/AHT) is an important function of keeping children safe, protecting their healthy development, providing quality child care, and educating families.

Background

Shaking may last only a few seconds, but can result in severe injury or even death. According to the PA Department of Human Services, Caring for our Children Basics Health & Safety Foundation for Early Care & Education 3.4.4.3, each child care facility that is licensed to care for children up to the age of 5 years of age shall develop and adopt a policy to help prevent SBS/AHT.

Procedure/Practice

• Recognizing:

Children and infants are observed for signs of abusive head trauma, including irritability and/or signs of high pitched crying, difficulty staying awake or lethargy, loss of consciousness, difficulty breathing, inability to lift their head, seizures, lack of appetite, vomiting, bruises, poor feeding/sucking, no smiling or vocalization, inability of the eyes to track, and/or decreased muscle tone. Bruises may be found on the upper arm, rib cage, or head resulting from gripping or from hitting the head.

• Responding

If SBS/AHT is suspected, staff will :

1. Call 911 immediately upon suspecting SBS/AHT and inform the director.

Sprouts Authoritative Feeding Policy

At Brookline Sprouts teachers use an authoritative feeding style during every meal and snack time. Staff helps to maintain structure of meals & snacks by following the guidelines laid out of how meal times will be presented to the children. We want to give children control to make the right choices, but they are still developing and learning to make good choices. Adults set examples of how to eat healthy and how to make good choices, while still giving them an option. We know that children learn better when there is consistency among caregivers. Food is never withheld as punishment or given as a reward for good behavior.

During meal times, all preschoolers are served a complete meal per USDA guidelines. Then, condiments are offered when available. After a set amount of time the children are offered seconds. Throughout the meal, the children are encouraged by staff to try at least a portion of all components of the meal. Part way through the meal, water is offered. Staff avoid comparing children, and strive to provide verbal positive reinforcement and praise when the children make healthy choices at meals at snacks. Staff are encouraged to eat alongside of the children, as well as discussing the food being served in a positive way.



Meals

At Brookline Sprouts, we strive to provide meals that are both nutritious and appetizing for the children. Preschool only (partial day) children will be provided breakfast and lunch. Extended care and Head Start children will be provided a snack as well, as long as they are present during those times. The menu will be posted weekly on the entryway board and electronically in Brightwheel. Copies to take home are available on request.

We make every effort to provide substitutions rather than omissions of certain items when there is an allergy or dietary restriction. We cannot, however, accommodate if a child is simply a “picky eater”. If you feel that meals need to be supplemented, medical documentation is required. We do ask if you do so to please only send meals that are “ready to eat” and require no preparation other than microwaving or opening the package. We cannot serve any foods to your child that contain any ingredient/ingredients previously restricted in their diet without a written statement from the parent/guardian.

Celebrations

Any food brought in for sharing, such as parties or birthdays, should be store bought and individually packaged and individually wrapped, if possible, in order to ensure that staff are aware of all ingredients and that nothing is served to children with restrictions or allergies. We also ask that at least 48 hours notice be given in case the staff need to make adjustments to the menu.

2. Call the parents/guardians.
3. If the child has stopped breathing, trained staff will begin Pediatric CPR.

• Reporting:

- Instances of suspected child maltreatment in child care are reported to Division of Child Development and Early Education (DCDEE) by calling 1-800-859-0829 or by emailing webmasterdcd@dhhs.nc.gov.
- Instances of suspected child maltreatment in the home are reported to the Allegheny County Department of Social Services: (412) 473-2000 or Childline : 1-800-932-0313.

Prohibited behaviors

Behaviors that are prohibited include, but not limited to, shaking or jerking a child, tossing a child into the air or a crib, chair or car seat, or pushing a child into walls, doors or furniture.

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

Staff will first determine if the child had any physical needs such as being hungry, tired, sick or need to go to the bathroom. If no physical need is identified, staff will attempt one or more of the following strategies:

For infants and toddlers:

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

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

For older toddlers and preschoolers:

- Ask them to use their words to describe what is upsetting them (and help/encourage them).
- Offer a hug or to sit with them.
- Sing or talk to the child in a soothing voice.
- Offer Fidgets or other calming sensory objects.
- Attempt distraction via toys or other activities.
- Offer use of the Calm Down Area, if one is available in that room.
- Take the child for a short walk.

Other Prevention Strategies

- For staff, which includes the operator and other administration staff who may be counted in ratio, additional caregivers, substitute providers, and uncompensated providers:
 - We allow staff who feel they may lose control to have a short, but relatively immediate break away from the children.
 - The center will make training available related to classroom management, helping children with challenging behaviors and other related topics.
 - Staff will also have infant-specific training made available if the center enrolls infants.
 - Before caring for children birth to 5 years old, new hires & volunteers will complete training on SBS/AHT. Training includes recognizing, responding to and reporting child abuse, neglect or mistreatment, as well as the brain development of children up to five years of age. Record of this training will be maintained in their file via an SBS/AHT Acknowledgement Form.

- Will ensure all families enrolling children 5 years old and younger have the center's SBS/AHT policy reviewed on or before their child's first day in care. The parent/guardian acknowledgement form will be kept in the child's file.
 - The center will provide support when parents/guardians are trying to calm a crying child and encourage parents to take a calming break if needed.

