

Addendum: Alphabet Academy Centers

1. Days and Hours of Operation

Alphabet Academy centers operate Monday-Friday from 7:00am – 6:00pm. Late fees will apply for pick-ups after 6:00 p.m.

The center is closed on the following holidays:

- New Year's Day
- Martin Luther King Jr Day
- President's Day
- Memorial Day
- Juneteenth
- Independence Day
- Labor Day
- Indigenous Peoples' Day (Professional Development Day)
- Thanksgiving Day and the day after
- Christmas Eve
- Christmas Day

We close at 1:00pm on New Year's Eve. If Christmas, New Year's or Independence Day falls on a Saturday, we will be closed the Friday before. If these holidays fall on a Sunday, we will be closed the following Monday.

2. Emergency and Inclement Weather Closing Procedures

In consideration of the needs of our families, we make great efforts to remain open in almost all situations. Should it be deemed necessary to close the center, in the case of severe weather or other emergency situations, communication will be sent to families via BP Connect. Closings will also be posted on social media pages and on myfoxphilly.com/school closings, Fox 29 News. Families are responsible for tuition payment in the unlikely event the center is closed on your scheduled day.

Should the center need to close in the middle of the day, the school staff will attempt to reach the child's families first to arrange for pick up. Should the staff be unable to reach the families, all emergency contacts will be called until pick-up arrangements may be made. Staff will notify the families or emergency contact person at the time of the call of the pickup location should the children need to be evacuated from the childcare center. Families or emergency contact persons should report directly to the alternate location if one is indicated.

Alphabet has an Emergency Plan, Evacuation Procedures and Shelter in Place plans, all in accordance with guidelines from the Philadelphia Fire Department, FEMA, and the Philadelphia Health Department. Copies of these plans are posted at the entrance of our center.

3. Clothing and Supplies

Children should be comfortable all day. Please dress your child in play clothes that are easily fastened for independence. Sneakers or rubber-soled shoes must be worn at all times except in infant classrooms. Open toed sandals, jelly shoes, or flip-flops are against health and safety regulations.

Outerwear should be in accordance with the weather. Children will play outside as often as possible, including during the winter months; please be sure they are dressed in proper clothing.

All children should have one extra change of clothing left at the center at all times. Younger children may need more.

Please label all of your child's clothing, boots, hats, mittens, etc. Alphabet is not responsible for lost or stolen personal items. In addition to appropriate outerwear and extra clothing please provide the following for your child on a daily basis -

Infants:

- Diapers
- Diapering wipes
- 3 complete changes of clothes
- 1-2 sleep sacks (no pillows or blankets)
- Bibs
- Pacifier (as needed)
- Diaper cream (as needed)
- Prepared bottles of formula or breastmilk. Breastmilk bottles must include the date on which the milk was expressed.
- Breakfast and lunch (as needed)

Toddlers:

- Thin blanket (no pillows)
- Small comfort items like a stuffed animal
- 2 complete changes of clothes
- Diapers or plenty of underwear
- Diapering wipes
- Diaper cream (as needed)
- Sunscreen (as needed) and sunhat, bathing suit, towel, water shoes (summer only)
- Warm hat, mittens, coat, boots, snowpants (winter only)
- 2 empty sippy cups each day
- Breakfast and lunch

Preschoolers:

- 2 complete changes of clothes
- Water bottle
- Breakfast and lunch

4. Meals

Breakfast must be provided by the family and must be served before 8:30am. We provide 2% milk. If your child arrives after 8:30, please ensure your child eats a healthy breakfast at home. Children arriving with breakfast after 8:30 will be given the food at morning snack.

Lunch must be provided by the family. Any foods that require heating must be in a labeled microwave safe container. All lunches requiring warming must take no more than 1-2 minutes to heat. No cans, dried soups or frozen foods will be accepted. Please send food requiring warming less than 3 times per week to keep volume down. All food must be labeled and refrigerated immediately upon arrival.

Our Center will provide two snacks per day for students eating table food. Morning snack is served at 10am and afternoon snack is at 3pm. We supply purified water as needed with each meal. Families may also send snacks with their children.

4.a Infants

Bottles of breastmilk or formula must be prepared at home in bottles and labeled with the child's first and last name along with the date on which they were prepared. Be sure to prepare one more bottle than your child will consume in a day to assure that your child won't run out. Prepared bottles must be stored in the designated refrigerator and will be warmed in a warm water bath prior to feeding. No bottles will be microwaved. All bottles (used or unused) must be taken home by the child's family each night to be washed and sanitized.

Extra formula that does not require refrigeration may be provided for use during emergencies. Formula must be provided in its original packaging.

Breastfeeding mothers are welcome to come to the center during the day to feed their child at their convenience.

Families are required to complete a feeding schedule for their child upon enrollment and as the child's feeding requirements change. Staff will complete a daily chart for each child detailing for the family what the child ate, when, and how much.

5. Food Allergies

Food allergies are a growing concern with children across America. A major issue such as this one needs to be taken very seriously, and it has always been the policy of Alphabet to make the safety and well-being of our children a top priority.

If your child has a food or ingredient allergy, please contact your Center Director. Allergy bulletins will be posted in each child's classroom to alert all staff to proper protocol.

BrightPath is a **nut-free facility**. BrightPath will not serve any food containing peanuts. This includes peanut butter & jelly sandwiches, peanut snack mix, peanut butter cookies, etc. No classroom projects that involve peanut butter will be conducted, such as pinecone bird feeders. We also urge families that are bringing in homemade lunches to exercise extreme caution in their preparation.

6. Medications

If a child requires medication while in our care, we require written parental consent. All medications must be in their original container and packaging. Your child's full name must appear on the label of all prescription medications. A medication log must be completed by the parent daily. No medication may be administered by the Center if the medication log is not complete.

7. First Aid

Alphabet staff are committed to providing a healthy and safe environment for children. All of our staff are certified in CPR and First Aid for both children and infants. All staff are also Fire Safety Trained and trained to administer an Epi-Pen in the event of accidental allergen ingestion.

8. Emergency/Alternate Pick-Up Cards

Upon enrollment, families will fill out an Emergency Contact form. Families are encouraged to include any and all persons who may at one time be asked to pick up their child from the Center, including during an emergency. In an emergency, the child's family will be called first. If they cannot be reached, staff will call the people listed on this form until someone can be reached.

Should the staff contact the family, and the family is unable to pick up the child, it is then the responsibility of the family to arrange for their child to be picked up by someone on the emergency list.

The persons on the Emergency Contact form will be required to provide a photo ID prior to the Center releasing the child. There will be no exceptions to this rule.

All changes and/or additions to the Emergency Contact form must be made in writing and be dated and signed. Only custodial families have the right to make changes or additions to this form.

9. Incident and Injury Reports

Should your child become ill or be involved in an incident/accident during the day, a staff member will contact you to determine what steps should be taken to ensure the health and welfare of your child and the other children in the center.

Families are responsible for any medical expenses incurred because of an injury sustained while

under our care.

10. Families Right to Immediate Access

Families of a child in our care are entitled to immediate access, without prior notice, to their child whenever they are in care at Alphabet, as provided by law. In cases where the child is the subject of a court order such as Custody Order, Restraining Order, or Order of Protection, the Center must be furnished with a copy of the most recent order and all amendments thereto.

If at any time the court ordered documents are updated, we must have the complete updated document to put on file. Prior legal documentation will be followed until revised documentation is received. In the absence of any legal documentation, both biological parents will have equal rights.

11. Curriculum Planning

Our Curriculum, BeeCurious, regards children as competent and capable individuals, creating opportunities for curiosity and wonder to become a reality, resulting in children who explore, discover, create, adapt, persevere, collaborate, lead, and learn.

Each day, our educators will plan different activities based on the identified interests and inquiry leads of the children, organized according to the topics of building connections and creative discovery, physical literacy, STEM discovery, environmental stewardship, and global citizenship. Additionally, educators will implement activities that have a standardized component with respect to the academic skills being targeted. These are organized under the topics of Math Discovery and Language and Literacy, following the guidelines set forth by the PA Standards for Early Childhood Education.

Our approach to learning involves hands-on exploration through play, guided questions and meaningful conversations, documentation of meaningful learning moments to launch further learning, individual discoveries, and scaffolded learning designed to activate children's natural curiosity.

12. Notice of Nondiscriminatory Policy

It is the policy of Alphabet Academy to ensure opportunity without discrimination or harassment on the basis of race, color, citizenship, religion, gender, gender identity, marital status, age, national origin, sexual orientation, disability, genetic information, amnesty, Veteran status, or any other characteristic as protected by law. Alphabet Academy prohibits such discrimination or harassment. Complaints of discrimination may be filed with the OCR, BEO, and/or PHRC.