

ELCO CHILD CARE CENTER

Parent Handbook

“Creative Passion for Life” Maria

Montessori

1870-1952

Maria Montessori lived her life as a passionate child advocate. She spent 82 years observing children and developing materials to assist children as they discover themselves and the world around them.

Montessori believed that it was the adult's responsibility to prepare a free environment in which the child can explore and discover their potential. She developed realistic and attractive materials presenting activities (concepts) that progressed from concrete to abstract. The child found sequenced steps in each activity – guaranteeing many “successes.” These materials were designed based on the fact that children learn best by doing. A control of error was always provided.

Montessori emphasized that the process in which a child goes through to gather knowledge is more important than the knowledge itself. The spontaneous joy of discovery brought on by repetition and concentration develops a firm foundation for the child's self-esteem.

As the child's sense of awareness grows, the child realizes their capabilities and thus understands their place in the world. The child grows to become a responsible adult who develops a “passion” for serving humankind.

ELCO Child Care Center has great faith in the children of today. We believe in carrying the “Montessori” torch by sharing with children and adults the requirements necessary for a “Normalized” world!

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Letter to Our Parents

Dear Parents:

Welcome to ELCO Child Care Center! We want you to know that when you leave your child in our care, your child will be experiencing their world in an environment that has been designed just for them!

While your child is with us, they will feel that “work” is play. Your child needs to put pegs into the pegboard, learn how to tie their shoe, pour their own juice, polish the leaves of a plant, and take their turn with the “Mystery Bag”. We encourage your child to explore, experience, understand and learn. Through a wide variety of materials, your child will develop the values of cooperation, sharing, and respect.

The staff at ELCO Child Care Center would like to take this opportunity to thank you for allowing us to share an important time in the life of your child. We appreciate and value the trust you have placed in us. Please don't ever hesitate to ask us questions or make comments or give suggestions.

Sincerely,

Patrick Moore

Serena Moore

Owners, ELCO Child Care Center LLC

Introduction to a Montessori Classroom

Practical Life

Practical Life exercises are the first activities we experience. These everyday skills are important because we use them during our entire lifetime.

We need to learn grace and courtesy in order to maintain balance and control over our body and mind.

We need to prepare our hands so that we can learn to write and manipulate objects we come in contact with every day.

We need to know how to take care of our own person first, and then we can experience the freedom to take care of our environment including pets.

We need to know how to prepare food so we may be sustained with energy so we may function fully.

Practical Life exercises must be mastered so that the child will develop to their fullest potential and take their place in the history of our world. It is our role as caretakers of the adults of tomorrow to entice the children to work with purpose in everything they do!

Sensorial

A young child first perceives their world through their five senses; taste, touch, smell, hearing, and seeing.

Dr. Montessori designed Sensorial equipment that gives children the opportunity to develop order and broaden and refine their senses. As the child becomes independently involved, they discover their own capabilities. Therefore, a Montessori child becomes self-disciplined and develops an organized approach to solving problems, a positive influence in the world!

Language

Readiness for Language begins at home in infancy as the child absorbs oral language. A young child needs to be talked to and read to from birth on.

Preparation for Language takes place in both Practical Life and Sensorial activities. In Practical Life, the child develops control of the hand. In Sensorial the child learns visual discrimination.

The Language materials offered in a Montessori classroom breaks down the elements of reading. This enables the young child to experience the structure of Language in a concrete way.

These systematic activities teach the child who can express themselves orally how to analyze the sounds of the language. The child learns that these sounds are represented by symbols. We communicate by how we use these symbols to represent our speech pattern.

Maria Montessori believed that if the environment has been prepared with the appropriate materials, the child will need little formal instruction to experience an “explosion into writing”.

It is our role as caretakers of the adults of tomorrow; to teach our children today that communication is the means by which human beings share their passion for life with each other!

Mathematics

Mathematics is a way of looking at the world around us. It is a language for understanding and expressing measurable relationships in our world.

The purpose of developing Mathematics is to aid the child in acquiring those tools that allow them to function in society and interact with others. A true Montessori classroom creatively uses appropriate didactic materials to meet this purpose.

Montessori is a reality-based philosophy. Our world is dependent upon Mathematics...from counting pennies to cooking oatmeal. Children come into contact with numbers early on in life. The goal is to understand math... logical-mathematical thinking...not computing.

Mathematical ideas are awakened in the young child first through the use of materials in the practical life area in a Montessori environment. These activities develop coordination between the brain and the senses. Sensorial exercises develop concrete manipulative experiences in discovering perceptual relationships.

Pre-math activities are present in all the areas of a Montessori classroom. A child is most “sensitive” from 3 to 5 ½ years of age. At this time, it is easier for the child to be introduced to concepts of numeration, the decimal place value system, and linear counting.

The Montessori Teacher is prepared with the working knowledge of Mathematical skills and the knowledge on how to set up the environment with the appropriate materials necessary for the child to experience yet another dimension of the world in which they live.

Physical Science

Picture a young child standing in a field feeling the wind blowing across their face. The child asks, “What is air?”

Can you see the toddler listening for the bird in the birdbath to sing again? “Why does that bird sing?”

Imagine a small child outside with their face turned up tasting the snow and asking, “What is snow made of?”

You can see from your window a young boy who stops digging with a stick in the dirt and watches an ant. He says, "How did the ants build this hill?"

The reason for teaching young children physical science is to promote their sense of inquiry. Why, What, When, Who, and How are some of the first words they learn. Young children have such a curiosity and as adults, we need to help them find the answers to their questions. We need to show them how to experience the world around them.

Experiencing physical science will help the children of today come up with solutions to the challenges of tomorrow which just happens to be their future!

Ecology

The Introduction to the lifelong study of ecology is a must for the young child. Children will learn to value the earth around them as they become increasingly aware of what is needed to maintain the balance of nature.

As responsible adults and Montessori Educators, it is our responsibility to model respect for our living world. The need to develop creative ways to utilize progress rests in "all" our hands....

We need to make sure that our children of today will develop a consciousness that knows that they are the caretakers of the earth of tomorrow!

Geology

Children realize through the study of Geology that the Earth's past has been recorded in the rocks. Hopefully, this helps children recognize the treasures at their feet, as well as the realization that our planet is in a constant state of change.

Botany

Children realize through the study of Botany that without plants we couldn't breathe the air that we need to sustain life. An early appreciation of plant life will develop a sense of wonder and love for all living things.

This love will empower our children so that they will strive to be responsible caretakers of the Earth. Our planet will respond by continuing to nurture them, their children, and their children's children. Earth is our home!

Zoology

Children learn through the study of Zoology that there are other animals to be appreciated than just human beings.

A sense of "wonder" and "love" for all that is living develops quickly as a child becomes aware of their place in the Animal Kingdom. Knowledge of the "creation" around them brings "respect." This "respect" is a must for there are many living things that claim Earth as their home. Our

children must learn at an early age how to live with others in order for there to be “Peace on Earth!”

Geography

Children need to be introduced to Geography in order to help them place themselves on this planet Earth in and on...

- The actual spot we occupy
- Rooms
- Houses
- Neighborhoods
- Cities
- Counties
- States
- Countries
- Continents
- Air, Land, Water

Hopefully, this will lead to a love for the land and its people.

History

History is the recorded progression of humankind’s impact on the earth. In order to appreciate our past achievements, children need to be introduced to abstract historical concepts at an early age. This is difficult, but not impossible to do because our children are always in the present.

History helps a child locate their place in time so that human development will continue to be appreciated.

Astronomy

Children should be exposed to the study of Astronomy at an early age because it gives them the idea that there are other orbs than just the Earth’s.

Children will become aware of their place in space and in the space race.

Realization of their relationship to the cosmos hopefully will develop a sense of wonder, excitement, and quest for the future.

Music

Children love songs and music from a very early age. The world is a delight when a child is introduced to music. Concepts of loud and soft, high and low, short and long, fast and slow, carry over to other parts of their world.

Introduction to composers and learning to move to the “beat” is all a part of being human. The world’s peoples are all united by the “heartbeat” of our Earth!

Art

A foundation for artistic development is laid in the early years of a child’s life. In a Montessori classroom, eye and hand coordination is refined while using a brush, sculpting play dough, sewing, cutting, etc.

Introduction to artists and styles of art connect the child to the colors, forms, and textures of the world and its people. What a priceless gift we give children when we encourage them to express their love of nature, self, and others in the art that they make!

General Information

Early Childhood Goals

1. To provide an environment in which curiosity and the joy of discovery and understanding motivate learning.
2. A place where children are encouraged to learn to question, to become involved, to live and work together, and to learn by helping one another.
3. To provide an atmosphere that frees the child's potential for self-development.
4. To help the child to discover the joys of intellectual and artistic endeavor, and to grow through activities that stimulate and fulfill individual abilities.
5. To provide an extended family that will enhance the well-being of the community.

Program Purpose and Description

The purpose of ELCO Child Care Center is to provide a place where childcare is in an environment that encourages all children to develop to their fullest potential.

ELCO Child Care Center provides the highest quality of early education and care based on a Montessori curriculum. We are open between the hours of 6:30 a.m. and 5:30 p.m., Monday through Friday. The center serves children aged 3 to 12 years and has the capacity to serve 81 full-time.

The center is divided into a Pre-school/Pre-K room for ages 3-6 years old, and an Extended care room for Before and After school care for children 1st – 5th grade.

A natural outside playground is provided.

Staff

The administrative staff at ELCO Child Care Center is comprised of Owners a Director and two or more Group Supervisors.

Each classroom has a Head Teacher. Head Teachers are responsible for the overall daily management of the program.

Staff qualifications and child/teacher ratios always meet and often exceed local and state requirements. Our staff is always available to discuss any special needs or concerns you may have.

Staff are required to “**supervise at all times**”! That means all staff shall be assigned responsibility for the supervision of specific children. The staff person shall know the names and whereabouts of the children in their assigned group. A staff person shall be physically present with the children in their group whether it be in the facility, on the playground, or on an outing.

Parent Involvement

Parent involvement is encouraged. Your child will benefit most from our center if parents and staff communicate regularly in both formal meetings and informal conversations. By working together, we can design a program that will respond to the individual needs of your child.

Parents are encouraged to make appointments or to drop in to observe the center's operation. Also, an appointment for a parent-teacher conference may be made by a parent throughout the year. Meanwhile, feel free to ask any questions that arise.

Ideas for our school, are greatly appreciated (i.e. a song, recipe, place to go, etc.).

Rest/Nap Time

A nap time cot is provided by the center. Every day your child will be given the opportunity to rest/nap. Please provide bedding for your child's cot. Example: Blanket, pillow, sleeping bag, etc. All bedding is the responsibility of the parent to wash.

Holidays and Inclement Weather

ELCO Child Care Center will be closed for a day or two around or on the following holidays:

- Full Tuition is expected.

New Year's Day
Black Friday
Memorial Day
4th of July
Labor Day

Thanksgiving
Good Friday
Christmas Eve
Christmas Day
New Year's Eve

In the case of inclement weather ELCO Child Care will do their best to be open on time.

Check local news on WGAL channel 8 after 5:30 a.m. or call the centers for updates on a delay/closure.

Note: You are responsible for paying for all holidays and inclement weather days when the center is closed.

Communicating with Two Households

When parents are living separately, we make every effort to provide newsletters and all center correspondence to both parents. We consider both parents important to the child's school experience and avoid expressing any alliance with either parent over the other. It is necessary for us to refuse to become involved in disagreements the parents may have. Parents should come to terms with an agreement for the purpose of instructing the center as to their wishes regarding their child.

Arrival and Departure; Release of Children

Children must be brought into the building.

Do not bring your child to the center earlier than the scheduled arrival time and be prompt to pick him/her up at dismissal. We appreciate your promptness since early drop-offs and late pick-ups infringe on child/teacher ratios and planning time.

We ask you to sign your child in and out each day. Sign-in/outstations are located at the front entrance of the center. This gives us a record of the child's attendance, hours, and who brought/picked up the child. We need this information to ensure all children have been accounted for during any type of emergency!

Your child will be released only to parents and persons for whom the center has written authorization on your emergency contact list. Staff unfamiliar with any person picking up a child may stop to check the child's file, see the person's I.D., and then have the person sign the child out. Please inform your emergency contacts that they are on the emergency contact list and that they will need to provide a photo I.D. This is simply a measure taken for the child's protection.

Please notify us ahead of time if someone different (not on the contact list) will be picking up your child. We will need their name and address on their photo I.D.

We cannot by law refuse a parent access to his/her child without a court order instructing us to do so. Please provide the Administrative office with a copy of a court order if you are instructing us not to release your child to his/her other parent.

Transportation

ELCO School District provides transportation to and from Ft Zeller, Jackson Elementary, and the Intermediate School.

Our bus stop location is in the front of ELCO Child Care Center at 2 South Locust St.

ELCO Child Care Center does not provide transportation unless an emergency.

Discipline

We use several disciplinary techniques that help children to internalize rules and become self-directed in their behavior. These include giving choices, problem-solving, natural and logical consequences, ignoring, redirecting, and "cooling off" periods. Our first choice will always be spending time at our "Peace Table."

Assessment Statement

In keeping with our belief in the value of early intervention for children with developmental problems, our staff is alert to normal developmental behavior. They may express concerns to parents (in a private setting) about children who seem to differ from the norm. This is our attempt

to be of support and help to parents and is considered our professional responsibility. Staff members are not trained to diagnose special needs. We instead attempt to point out variances from the norm and recommend further assessment, appropriate programs, activities, or other helpful information if parents desire.

Meals and Snacks

A.M. Snack and P.M. Snack are provided by ELCO Child Care Center. Snack includes many children's favorites (animal crackers, pretzels, cereals, fishes, etc.) Also, cold refreshing filtered water.

*If your child has an allergy to a specific food, please let us know. If a child has so many allergies that he/she can't eat from our snack list, we may require the parents to provide snacks.

Lunch is provided by the parents. Please pack your child's lunch in our provided lunch box along with their main meal, drink, and utensils. ELCO Child Care Center does not heat food. Please use a thermos. All lunches will be refrigerated. We will try to save any slightly used foods to take back home.

If you would like to provide a snack for your child's birthday or another occasion, please let us know and we will give you the number of children we will be serving that day.

Parent Notifications

Our teachers track your child's progress daily.

In addition to Montessori Tracking, a report describing your child's progress, growth, and development will be provided by our facility every six months. The areas align with the Pennsylvania Early Learner Standards and Academic Standards.

Please visit our website for weekly themes, special occasions, and holiday closures.

Reporting of Suspected Child Abuse/Neglect

It is our intent to build a partnership with parents to help them provide the most suitable environment possible for children. Toward this goal, we have many resources and referrals available to parents upon request. It is important, also, for parents to be aware that state laws require that any and all incidents of suspected child abuse or neglect be reported to the appropriate agency. It is the responsibility of this agency to investigate each reported case.

Health Information

In order to maintain a healthy environment, we ask that you not bring your child to school if they are showing signs of illness. A quick daily health check will be conducted by a teacher upon the arrival of your child.

If your child becomes ill during center hours, you will be contacted immediately and requested to pick them up.

You will be contacted if your child shows any of the following symptoms:

- A temperature greater than 101 degrees (orally)
- Discharge from ears
- Discharge from eyes or red eyes
- Stomachache
- Vomiting or diarrhea
- Any rash or skin lesion that blisters
- Excessive signs of cold, tiredness, sore throat, runny nose, sneezing, or coughing.

Therefore, please have a “backup plan” on days you are unavailable to come for your child should you be called to do so. When a child is sick at school, we will call the mother first (or the person listed first on the enrollment form); if she cannot be reached, we will then call the father (or the person listed second). If we cannot reach either parent, we will call the first person on the emergency list, and so on.

Children cannot be admitted into the school with signs of a communicable disease. **Children must be free from a fever and other illnesses for at least 24 hours (one full school day) before returning to school.** Please notify us of illness or planned absences, as the teachers often become concerned when a child is absent.

The center will notify parents when another child comes down with a communicable disease.

Medication

State law requires a prescription for **all medicines** that are to be administered in a school facility. Products – such as Tylenol, Penicillin, and Cough syrup- **WILL NOT** be administered at the center. Though you may stop by the center during the day to administer these medications to your child.

Lifesaving medication such as Epi-pens and Inhalers **WILL BE** administered at the center on an as-needed basis. All prescription medication must be in the original container bearing the name of the medicine, date filled, pharmacy label and number, physician’s name, child’s name, and directions for dosage. In addition, medication will be dispensed only upon your **written order**.

The center will keep a daily record of any medication given to your child.

Medical Conditions

It is important that you inform the staff of any special food allergies or medical conditions your child has. This will assist us in being better prepared to handle any emergencies that may arise.

Emergency Procedures

Parents need to keep a current “Emergency Authorization Form” on file in the Administration office. Parents will be contacted immediately in the event of an emergency. If other listed contact

people cannot be reached, we will call the physician specified by you on your form. In case of a serious emergency, the closest hospital will be used via an ambulance service.

For minor cuts and abrasions suffered while at the center child will receive proper care. Specifically, the injury will be washed with soap, and warm water and properly bandaged. A minor accident/incident report will be filled out, signed, and dated by both ELCO staff and parents. A copied form will be sent home, and another placed in the child's file.

Registration - Enrollment

Enrollment

ELCO Child Care Center admits children of special needs and of any race, color, national, and ethnic origin to all the rights, privileges, programs, and activities available to children at the center. It does not discriminate on the basis of special needs or of race, color, national and ethnic origin in the administration of its education, athletic, and other policies and programs.

Admissions are based on availability of space and determination by the staff and parents that a child is ready. Prospective parents are invited to tour the center and observe the programs prior to enrollment.

See our Non-discrimination policies.

Registration

You may register your child on a full-time (5 days per week) basis, Or on a Part-time permanent schedule of (2 days or 3 days per week).

Admissions

A completed "Enrollment Agreement".

A non-refundable yearly registration fee of \$35. per child.

A holding fee (*) deposit of one-week tuition used for your child's last week of attending after two weeks (Mon-Fri) written notice is given.

*All holding fees are non-refundable.

Billing Information

Payment Agreements

Tuition

Tuition needs to be paid in advance by cash, check, or by credit card the **Friday prior to the week of care. A grace period is provided till 10 am ET Monday Morning the week of care. After 10 am ET a \$30 flat late fee will be charged.** Parents are responsible for the contracted rate for all enrolled weeks whether our services are used, not used or your chosen child's schedule doesn't allow them to attend due to public school closures.

*Example would be full-week public school closures over holidays such as Thanksgiving Christmas etc.

Tuition rates as of June 10th, 2024, as follows:

Pre-School (3yrs-start of kindergarten)

Full Time \$180. Per week (6:30am-5:30pm)

Part Time per week (6:30am-5:30pm)

2 Days \$110.

3 Days 135.

School Age (K-5th) (Before/After)

Before & After School Flat Rate \$135. Per week

(Includes all public-school closers (up to 25 days) and hours between 6:30am 5:30pm.

Before School Flat Rate \$100. Per Week

(Includes hours between 6:30am-9:00am and delay of school)

*Before school **does not** include days off from school. Other arrangements must be made for your child on these days.

After School Flat Rate \$100. Per week

(Includes hours between 3:30pm-5:30pm and early dismissal)

*After school **does not** include days off from school. Other arrangements must be made for your child.

Summer camp

Full-time Mon-Fri \$180. Per week

Part-time Tues-Wed-Thurs \$135. Per week

At the end of each calendar year, Myprocare.com account will provide you with a receipt. You should check their figures against your records.

*All holding fees are non-refundable.

We will give a 30-day notice of any changes in our fees or policies whenever possible.

ELRC (CCIS) families

A sliding payment scale is set on yearly income levels through the Child Care Information Service of Lebanon County 717 274-6552. Please ask the CCIS Administrative Office for the appropriate forms to fill out.

Withdrawal of Student for Nonpayment

Withdrawal of student for non-payment occurs immediately when the payment is not received (in cash with late fees) by Tuesday morning in the week of care.

Withdrawal/Dismissal/Schedule Changes

A two week (Mon-Fri) written notice made to the Owner/Director is required to withdraw or make changes to your child's schedule. Parents are responsible for the contracted rate for these two weeks, whether our services are used or not. If it is necessary for the center to terminate this contract, the parent will receive two weeks' notice in writing.

Any outstanding fees must be paid on or before the child's last day. If it becomes necessary for us to resort to legal action to collect fees, the parents/lawful custodians will be responsible for legal fees incurred on our part. Any overpayment of tuition will be refunded 30 days after the last day of care to assure all checks have cleared.

Occasionally, ELCO Child Care Center staff must dismiss a child from the center due to failure to adjust or behavioral needs that our staff cannot meet. When this is the case, our staff will try to suggest other programs or alternatives for the parents. A child may also be dismissed for failure of parents/lawful custodians to comply with the policies and procedures of the center.

It is not uncommon that some children are not ready for a group setting, or need more individual care than we can provide. If we find that your child is not ready for our program or is unhappy at school, we will let you know as soon as possible.

Returned Checks

If a check is returned, you will be assessed a \$25.00 returned check fee. If the amount is not paid, procedures will be initiated for student withdrawal. After two returned checks, the parent/legal guardian must pay on a cash basis.

Late Pick-up Fees

Please be on time in both drop-off and pick-up. A late fee of \$3.00 per minute per child will be charged for children remaining at the center after closing (5:30pm). This is strictly enforced. ***This fee is paid directly to the Teacher in cash who cared for your child while you were late.**

Tuition paid on Monday after 10 am ET must include a flat fee late charge of \$30.

*A Credit Card payment can be made at your MyProCare.com account by 10 am ET Monday to avoid a late fee

Vacations

Vacations are figured into our regular rates and tuition is expected to hold child's spot during these times.

*Parents are responsible for the contracted rate for all enrolled weeks whether our services are used, not used or your chosen child's schedule doesn't allow them to attend due to public school closures.

*Example would be full-week public school closures over holidays such as Thanksgiving Christmas etc.

Classroom Policies

Labeling

To prevent children's belongings from getting lost, we ask that all personal items and accessory clothing such as jackets, mittens, hats, etc., be labeled with the child's name.

Appropriate Clothing

Children should be dressed for freedom of movement, art activities, and play. We recommend comfortable play clothes that can get "messy".

In order to provide your child with plenty of opportunities to create and explore, we use lots of washable paint and other messy art media. Please keep this "messy" aspect of growing up in mind when dressing your child for school.

During cold weather, children must have a warm coat, mittens (or gloves if the child can put them on by him/herself), and a cap or hood.

Cold Weather Policy for Outdoor Play

The children will be taken outside every day that the weather permits. We will not go outside if there is precipitation or extreme temperatures. When going outside on cold days, teachers will assure that children's coats are zipped, and caps (or hoods) and mittens are on.

Hot Weather Policy for Outdoor Play

The children will be taken outside every day that the weather permits. We will not go outside in extreme temperatures. When we do go out on hot days, we are mindful of the effect of heat on the children. We provide opportunities for shade, plenty of water, and limit the amount of time the children are outdoors. Please apply sunscreen on your child daily. School-age children will re-apply their own sunscreen during summer care.

Personal Property

Each child at ELCO Child Care Center will have a place to keep personal property.

Supplies/Items Needed at School

Please send two wallet-sized pictures of your child; one for their attendance card and one for their name card.

All children will need to provide a backpack of some kind to carry artwork, communications from the center, and other belongings to and from school. In addition, all children should provide an extra change of clothing including socks, underwear, and top and bottom appropriate for the

season (children potty training are required to bring two changes of clothing). Potty trainers extra clothing may be kept at school in bins at the changing table.

Diapers

Parents must provide a supply of their children's diapers/pull-ups, and wipes. A reminder will be sent home when running out. Check the comment section of the sign-in/out attendance chart.

Toilet Training

If your child is in the process of toilet training, at least two/three pairs of underwear and pants will need to be left in their changing table bin. The center's approach toward toilet training is one of positive reinforcement and encouragement. Children are not pushed or shamed into using the toilet. Each child will master this task at their own speed.

Please bring you child in pull-ups until control has been established at home and school. Also, until your child can and will hold their bladder and bowels for a few minutes beyond that announcement.

We ask during potty training that the child be dressed in elastic wadded pants or a dress as often as possible. Following this process will enable your child to get the potty in time and to have successful training.

Sharing

"Sharing" is on Friday's. Sharing is based on your child's interest. We prefer something other than toys if possible (books, artwork, science items, photos, crafts, etc.).

Toys

Parents, please discourage bringing toys to school. Leave toys at home, car, or if need be in a book bag. The Montessori materials and environment provide for the necessary mental and physical stimulation of the child.

Sharing personal toys is difficult for young children. Also, we cannot be responsible if a toy is lost or broken.

ELCO Child Care asks that "adventure toys" (such as superheroes, toy guns, etc.) **not be brought into the classrooms as these toys are often associated with aggressive play.**

Food

We ask that no food or drink other than a lunch box be brought into the school. We especially ask that children or our families don't walk into the center with open containers of food or drink. At ELCO Child Care Center we provide am and pm snacks to our children. Breakfast & Dinner are at home. A packed lunch is provided by the parents. We thank you for your cooperation.

Tornado/Fire Drill

Fire drills and Emergency planning are conducted monthly throughout the year. An Emergency Exit Plan is posted in each classroom.

Walking Field Trips

Classrooms often take walks in the vicinity around the center and nearby Ball Park. Our Summer School Age Program also includes visits to local businesses.

Birthdays

We love to celebrate birthdays at ELCO Child Care Center! Please send pictures of representative times of your child's life that we may borrow to discuss their growth.

We ask that you inform the teacher if you are planning to bring a class snack (please no candy).

Publicity/Photographs

Photographs of the children may be taken off and on and may appear in newspapers, displays, and other public materials. Your signature on the agreement covers such consent for your child.

OCDEL / Office of Child Development & Early Learning

Contact number: 800 222-2117 OCDEL is available for any questions or concerns with state regulations pertaining to our center.

STATE REGULATIONS LINK

<http://www.pacodeandbulletin.gov/Display/pabull?file=/secure/pabulletin/data/vol50/50-51/1772a.html&continued=&d=>

Parent Donations

We welcome donations of almost any kind! We appreciate it!

ELCO CHILD CARE CENTER
MONTESSORI DAILY SCHEDULE & TEACHER'S DUTIES

Schedule	Time	Objective	Procedures
1. Arrival Self-interest Time	6:30 am – 8:00 am	To make each child feel welcome and comfortable, greet each parent and take a few minutes to discuss any questions or concerns. To offer a variety of activities to engage children's interest.	Greet each child and parent with a cheerful hello or good morning. Do a quick check for an unhealthy child. Have assorted available activities and participate with the children.
2. School-Age Bus Departures Clean-up & Preparation for Snack	8:00 am – 8:30/9:00 am	To ensure a clean and healthy environment. To promote good eating habits.	Each child cleans up their area and gets an opportunity to assist in setting up a snack. Each child washes their hands and uses the bathroom.
3. Montessori Worktime	9:00 am – 11:00 am	To encourage communication and participation. To increase skill levels and knowledge. To develop socialization skills.	The teacher provides a variety of art, specific Montessori activities, games, or special activities.
3a. Circle-time/Craft	Anytime between 9:00 am – 11:00 am	To promote social interactions within a structured group situation. To encourage creativity and build on fine motor skills.	It starts each morning with "carpet time," giving each a chance to express the day's feelings or goals/events. Next, teachers select various activities to coincide with the weekly theme (music, circle games, calendar, weather, helpers, crafts, etc.)
3b. Outdoor Play/Gym	Anytime between 9:00 am – 11:00 am	To allow for outdoor play (Weather permitting). To develop cooperation, self-reliance, and creative expression.	Outdoor: games, walks, free play in the playground/garden, etc.
3c. Outdoor Play/Gym	Anytime between 9:00 am – 11:00 am	To promote Large Motor skills. For relaxation and enjoyment.	Gym: Games, special exercises, free play, and building sports skills.
4. Lunch	11:00 am – 12:00 pm	To promote good eating habits.	Each child uses the bathroom and washes their hands. Encouraging children to serve themselves and to use polite eating habits.
5. Small Group Activities	12:00 pm – 1:00 pm	To provide opportunities for social interaction.	Talk with children about their goals and discoveries they had at work time.
6. Child Quiet/Nap Time & Teacher	1:00 pm – 3:00 pm	To provide healthy rest and time to oneself, encourage communication and	Each child lays quietly on their cot by him/herself. Each child uses the

Lunch & Breaks on school grounds		teamwork among staff, and increase skill levels and knowledge.	bathroom and washes hands.
6a. Teacher Montessori Prep Time, Training, and Weekly Cleaning.	Anytime between 1:00 pm – 3:00 pm	To encourage communication with planning. To increase skill levels and knowledge. To develop a clean and healthy sanitized facility.	It provides teachers a quiet time to reflect on the morning routines, relax and prepare for the afternoon activities.
7. Toileting, Snack & Self-interest. Revisit Montessori Worktime	3:00 pm – 4:30 pm	To promote good eating habits. Offer a variety of activities and make sure each child is constructively occupied.	Each child uses the bathroom and washes their hands. The child decides when they have a snack. Children can choose their activities.
8. School-age Children Arrive. Large Groups Activities. All Age Group Departures	3:30 pm – 5:30 pm	School-age snacks, Help with Homework, Gross Motor Activity in the Gym, and Fine Motor Activities.	Provide school-age children with a safe place to come after school, with teachers willing to help with homework and fun activities after a busy day.