



## ***Center for Children***

- **The Learning Lamp Center for Children @ the Greater Johnstown Career and Technology Center (Ages birth to 5 years)**
- **The Learning Lamp Center for Children @ Memorial Medical Center (Ages birth to 5 years)**
- **The Learning Lamp Center for Children in Westmont (Ages 3 to 10 years)**
- **The Learning Lamp Center for Children in Jennerstown (Ages birth to 5 years)**
- **The Learning Lamp Center for Children in Somerset (Ages birth to 12 years)**



Revised February 19, 2014

## *Our Mission:*

Welcome to **The Learning Lamp Center for Children**. Our mission is to engage all children in the support they need to succeed. Our child care programs are unique in that they offer a curriculum-based preschool for ages 3 and 4, tutoring, homework help, and math and reading activities for school-age students as part of our daily program. Our certified teachers and highly qualified child care providers will work with your child to ensure he or she benefits from educational activities aimed at helping him or her succeed in school. For more information on our services, don't hesitate to contact us by phone or visit our website: [www.thelearninglamp.org](http://www.thelearninglamp.org).



## *Our Philosophy:*

Success in education translates into success in life. The Learning Lamp is a nonprofit agency that aims to provide all children with an equal opportunity to succeed in the classroom by offering out-of-school time supplemental programs. Our programs are affordable and accessible to families of all abilities and income levels. We work in partnership with schools, parents, and community-based organizations, so that children benefit from enrichment and reinforcement activities that enhance classroom learning.

## *Our Program Portfolio:*

- One-on-one tutoring by certified teachers, based on classroom instruction, with the goal of reinforcing lessons taught at school
- School-based small group and individual tutoring
- Before and after school programs
- Enrichment classes in math, reading and science skills
- K-12 after school services for school districts
- Child care services with the goal of providing high quality care that prepares children for entering school
- Literacy-based preschool programs
- Parent & child literacy classes

## *Our Goals & Objectives:*

At The Learning Lamp Center for Children, we strive to provide parents and children excellent care in a nurturing environment. We offer care to all children regardless of race, religion, ethnicity or special needs. Our staff works daily to offer families high quality care with the goal of:



- providing a safe, fun, loving place for children of all abilities and income levels;
- offering a research-based preschool curriculum that focuses on early literacy skills, taught by a certified teacher;
- offering preschool scholarships to families who qualify;
- providing challenging activities that are age-appropriate;
- offering family-friendly, flexible scheduling; and
- setting the standard for care by meeting or exceeding quality measures set forth by the National Association for the Education of Young Children (NAEYC) and Pennsylvania's Keystone Stars quality child care initiative.

## *Our Child Care Policies:*

### Hours

- The Learning Lamp Center for Children will be open Monday through Friday year round from 6 a.m. to 6 p.m., depending on location, with the exception of holidays.
- We will be closed on New Year's Day, Memorial Day, the Fourth of July, Labor Day, Thanksgiving Day, and Christmas Day.
- Children must be escorted into the building and signed in by an adult.
- Children can only be picked up by signing them out of the building. This can only be done by someone who is listed on the pick-up form that is filled out at the time of registration. (This form may be updated at any time.) Identification will be required if it is someone other than the parent.
- All transportation to and from the center will provided by the child's family or other caregiver.

## Enrollment

Thank you for choosing The Learning Lamp Center for Children. We are excited to meet your child. As part of the enrollment process, we require a family interview to review child care policies and fill out necessary forms. For your convenience, here is a list of what needs to be in your child's file so that we may provide care for him or her:



- Child Health Assessment Form
- Child Care Services Contract
- Emergency Contact Forms
- Child History
- Physical Form
- Immunization Record
- Release form for who may pick up the child

**At enrollment, families will pay a one-time \$25 enrollment fee.** This helps us cover the cost of processing all child care paperwork. This fee is non-refundable. If a child does not attend child care for a period longer than 30 days, the child will be considered a new enrollment when he or she resumes care. New paper work will also need to be filled out by parents.

Families enrolling for care at The Learning Lamp Center for Children must be enrolled for a minimum for three days per week. This policy is meant to provide the best quality of care for your child. In our experience, children attending only one or two days per week have difficulty adjusting to the child care setting.

## Tuition

Flexible hourly and full-day tuition rates are available and may vary depending on the child's age and location of program. Multiple sibling discounts of 10% will be offered on full-time, five-day-a-week enrollments.

Payments should be dropped into the box by the entrance as you come in or may be given to any staff member on the last day of service for the week. If two consecutive bills are unpaid, a late fee of \$10.00 will be added to your account. Families which have not paid the previous 3 weeks bill, will receive a second late fee and must sign and fulfill a payment agreement for services to be continued. Any unpaid balance will be turned over for collection.

## Arrival and Departure

- Please accompany your child inside the facility. Our staff will help transition your child into activities as quickly as possible. **However, safety is our number one concern.**
- Please encourage your child to hang up his or her coat and put shoes or boots in the cubby provided when they come in. Staff will assist with this process.



- Please let us know of any special concerns regarding your child. If he or she has had a difficult morning, or if there is something unusual taking place at home, we need to know so we can help your child with whatever is bothering him or her.
- We encourage you to give any medications to your child before arriving at the child care center. We also understand that sometimes this is impossible. If you need center staff to dose your child with a prescription medication, please hand it to the staff with the correct signed form when you arrive. Please **do not** put the medicine in his or her backpack. While staff does check backpacks daily, it may not occur until later in the day. Thank you in advance for complying with this very important request.
- We understand that parents may run late from time to time. We will make every effort to accommodate you in the event of an emergency. Out of courtesy to our staff, repeated lateness cannot be tolerated. For this reason, The Learning Lamp reserves the right to assess a late pick up fee of \$10 for every fifteen minutes past the closing time of the center.

## Absences, Late Arrival & Sick Days

**Absences:** If your child will not be attending child care, please let us know as soon as possible. You may call the center directly, or leave a message on the answering machine if it is before opening time. We care about your child and need to know if he or she will not be attending that day. If you know ahead of time that your child will be absent for an extended amount of time, please relay this information through the weekly schedule that parents are required to fill out.

Families are eligible for five sick/absent days each year that they will not be charged for. If a child is absent on a scheduled day more than five times, \$12 per day will be charged. (This is instead of the daily tuition rate.) You may choose to save your sick/absent days or pay the \$12 when you call in the morning. Each family will receive a booklet containing five coupons. Coupons must be turned in to the center director in order have the sick/absent day deducted from your child's tuition.

**Late Arrival:** If your child will be arriving late, please let us know. This enables our staff to better prepare for the day.

**Late Pick-up:** We all run late from time to time. If you are delayed in picking up your child, please call to let us know.

**Sick Days:** Families are eligible for five sick/absent days each year that they will not be charged for. If a child is absent on a scheduled day more than five times, \$12 per day will be charged. (This is instead of the daily tuition rate.) You may choose to save your sick days or pay the \$12 when you call in the morning. Each family will receive a booklet containing five coupons. Coupons must be turned in to the center director in order have the sick/absent day deducted from your child's tuition.

## Child Management

Staff at The Learning Center for Children are trained in child management. Our staff is encouraged to redirect children in an age- appropriate and positive manner. From time to time a child may exhibit inappropriate behavior. We encourage families to work in partnership with our staff to resolve these issues. In cases where a child's behavior compromises the quality of care, every attempt will be made to resolve the situation in a positive way. In extreme cases, a child may be excluded from care until additional services are in place.

## Sick Policy

**Unexplained rash-** A child may return to the child care center when the rash is gone or with a doctor's note.

**Fever** (in excess of 101 degrees) – A child may return to the child care center when the child has been fever free for 24 hours.

**Diarrhea** – If a child has diarrhea twice while at the center that child must be picked up within a reasonable amount of time. They can return after they have not had diarrhea for 24 hours.

**Vomiting** – If a child is vomiting at the child care center that child must be picked up within a reasonable amount of time. They can return after they are free from vomiting for 24 hours.

**Strep Throat** – a child may return to the center 24 hours after the first dose of antibiotics .

**Conjunctivitis (pink eye)** – A child must be picked up or kept home if their eye appears red and has a discharge. They can return with a doctor's note or after 24 hours of the first dose of drops.

If a child has symptoms that prevent him/her from participating and staff determine that they can't care for the child without compromising their ability to care for the health and safety of the other children in the group, a child should stay home or may be asked to be picked up from the center.

## Medication

As mentioned previously, we encourage that medications be given before the child arrives for child care services. In the event that medication must be given during the child care day, by state law, the following guidelines must be followed:

- all medications must be in their original containers;
- when using a prescription or non-prescription medication, a doctor's slip with a signature will be required; and
- the slip is to include:
  - ✓ the child's name
  - ✓ the name of the medication
  - ✓ time that the medication needs to be administered
  - ✓ dosage of the medication
  - ✓ starting and ending date of when the medication should be distributed
  - ✓ the diagnosis of the illness
  - ✓ the side effects of the medication
  - ✓ storage information

*In addition to physician information, parents must also sign a permission slip for administration of prescription medicine and non-prescription medication. Please give the medicine, doctor's directions and the parent permission slip to staff when the child arrives. Please do not put the medicine in the child's backpack or lunch box.*

## Withdrawal

In the event that you no longer need our services, we ask that you give us at least two weeks notice. We will require you to fill out a withdrawal form. Families will be responsible for payment during those two weeks.



When your child is ready to transition to another child care facility or educational setting, The Learning Lamp will provide a transition conference with the child's new educator or care taker at the request of parents. To schedule this, please contact our center director. His or her records are available to be taken to the new center or school. Please make the request in writing to our center director. The records will be provided to you within a week.

## Cancellations

If for any reason the child care must close for the day, it will be broadcast or posted at the following locations:

- WJAC TV – Channel 6(NBC)
- WWCP TV-Channel 8 (FOX)
- “The Key” Radio- 96.5
- FROGGY 95-Radio 95.5
- WGLU “Hot 99.1” FM

We do not anticipate any last minute cancellation, but if the need ever arises, we will notify you by phone. An emergency response plan is in place at the center. Your contact information is required as part of this plan.

## Food

The Learning Lamp is a peanut-free facility due to the severe allergic reaction caused by the food. Please be careful not to send any foods containing peanuts or peanut oil to the center.

Breakfast and snacks will be provided at the center. We ask that you pack a nutritious lunch. Please mark your child’s name on the outside of the bag or lunch box. We do refrigerate lunches, and a microwave is available if something needs to be heated.

Please do not let your child come into the facility with candy or gum. If you would like to send an extra snack, please make sure there is enough for everyone. Please place it in a bag with the child’s name on it and give it to staff at the time of arrival.

For infants enrolled in care, we ask that all baby food, formula and cereal be supplied by the parent. This offers you greater control over your child’s diet, and avoids any food allergy issues. We also request that parents provide us with a feeding schedule and any special instructions at the time of enrollment.

**Birthdays:** It is very important for your child to feel special on his or her birthday. As part of our birthday celebration, we ask that you share information, pictures and a story about your child with us. A poster with these items will be displayed in the center. If you wish to share a special treat or party favor, we ask that you send enough for every child at the center. (We can provide you with the number of children, based on daily enrollment.)

## Other Supplies

**Backpacks:** Each child will need a backpack. This helps us keep personal belongings together. Please check your child’s back pack when you return home. Throughout the course of the day, we may write a note that will be put into the backpack. If you need to convey important information to

the staff, such as a change in who is picking up your child, we request that you hand that information directly to the staff, rather than putting a note in your child's backpack.

**Diapers & Wipes:** Parents are required to supply diapers and wipes. The child's name will be put on the items and will be used only by that child. The items will be placed in a cubby designated for your child.

## Clothing

Children should dress comfortably. We have a very active day planned, sometimes with messy activities. One or two extra sets of clothing should be kept at the child care center. Please mark your child's name so we can be sure of whom they belong to. If we need clothing replaced, we will send home a note. We will remind you to replace the clothing if your child outgrows what we have on hand or when a change in season occurs.

Children will play outside many days during the fall and winter. Unless it is very cold or rainy, we will take walks, run on the soccer field or play on the playground. Please send your child to school with the appropriate outerwear. In the winter, this should include a hat, scarf, mittens or gloves, a warm coat and waterproof or water resistant boots.

## Educational Information

The Learning Lamp Center for Children is built on the premise that preparing a child for school is not only the job of parents, but caregivers, as well. We provide exciting educational experiences for all ages. Our center includes a curriculum-based preschool for children ages 3 and 4. Our curriculum, *Building Language for Literacy*, was chosen with the help of area school districts. It is a literacy-based curriculum that is designed to teach the pre-reading skills children need to succeed in kindergarten and beyond.



With the help of high-quality children's literature, songs, poems, rich vocabulary, and appealing, language-loving characters, children build the skills they'll need to learn to read. This two-phase curriculum allows our certified teachers to tailor instruction to the needs of each child. Targeted skills include oral language, phonological awareness, letter knowledge and concepts of print.

*Building Language for Literacy* helps children expand their awareness of themselves and their community by using real-world places as the subject matter for learning early literacy skills. Our preschool classes are limited to 16 children. We also offer a stimulating and educational environment for infants and young toddlers, and supervised homework help for school-age children.

Because literacy is an important component in our child care program, we will offer families the opportunity to purchase books throughout the school year. Your book order helps us earn new books for our child care center. This is not a mandatory program, it is optional. All order forms can be dropped into the box as you walk in the door.

## Personal Belongings

Please keep all personal toys at home. Children sometimes have a hard time sharing well-loved toys. We welcome the opportunity to read your child's favorite story to the group. If you send in a book, please label it with your child's name. In fact, we recommend that all items that come into the center be clearly marked with your child's name.

## Family/Center Communication

**Center fundraisers:** From time to time, we may take part in a fundraiser. We are a nonprofit organization, so this helps us buy new toys and books and update the center. Participation is greatly appreciated. You will be notified through the center newsletter or through information in your child's backpack.

**Non-urgent communication:** There is a mailbox by the door where you come in. Please drop all child care payments, book orders and any communication that is not urgent in the box. (Please hand all urgent messages to a staff member when you come in.)

**Phone calls to center:** When calling the center, please leave a message. We are not always able to answer the phone because we are busy with the children. We check messages frequently and will reply as soon as possible.

## Nap Time

Children attending the center between the hours of 1 and 3 p.m. will nap. Each child will be supplied with a cot for naps. Please send a blanket or light sleeping bag labeled with your child's name for naptime. We will send it home weekly (or more if needed) to be cleaned. Please return it, or a replacement the following day.

If the child sleeps with a special toy or stuffed animal, it may be brought in and left in the backpack until nap time.

## Smoking

**The Learning Lamp Centers for Children are Tobacco Free Zones.**

Please adhere to all Tobacco Free Zone signs posted around the facility.

## Questions or Concerns

Please address any questions or concerns regarding this handbook, or your child's care to the Center Director where your child is enrolled. For more information about The Learning Lamp's child care options, contact our Director of Child Development and Early Learning at (814) 262-0732. Thank you for entrusting us with the care of your child.

### **The Learning Lamp Center for Children @ the Greater Johnstown Career and Technology Center**

**(Ages birth to 5 years)**

445 Schoolhouse Road  
Johnstown, PA 15904  
(814) 266-3190

### **The Learning Lamp Center for Children @ Memorial Medical Center (Ages birth to 5 years)**

46 Valley Pike  
Johnstown, PA 15905  
(814) 254-4084

### **The Learning Lamp Center for Children in Westmont (Ages 3 to 10 years)**

700 Indiana Street  
Johnstown, PA 15905  
(814) 539-0714

### **The Learning Lamp Center for Children in Jennerstown (Ages birth to 12 years)**

131 Schoolhouse Road  
Jennerstown, PA 15547  
(814) 629-5345

### **The Learning Lamp Center for Children in Somerset (Ages birth to 12 years)**

451 Aberdeen Drive  
Somerset, PA 15501  
(814) 444-8828