



Welcome to SMG Clubhouse

SMG Clubhouse (SMG) is happy you have chosen us to care for your children. SMG hopes this handbook will help introduce you to the program and answer many of your questions.

“Caring for Our Children” by American Academy of Pediatrics was used to help compose our handbook and standards. SMG Clubhouse is committed to meeting the individual needs of children through a stimulating and nurturing environment. SMG provides a safe and healthy atmosphere for children to grow socially, emotionally, physically, cognitively and creatively. SMG Clubhouse’s lessons are aligned with the Hatboro Horsham School District curriculum. SMG’s staff of warm, caring, professional childcare providers maintains a positive and stimulating environment where your child is cared for and respected. Each child is unique therefore; it is our goal to attend to all of his/her needs, personal and developmental.

We would like to take this opportunity to thank you for choosing SMG Clubhouse.

Sincerely,

Syieda Graham- Logan
Executive Director
(updated 1/22/2021)



About the Center

Mission

The mission of the SMG program is to provide a safe, affordable, developmentally appropriate environment for two- ten-year old children. SMG will provide stimulating educational experiences, promote social/emotional growth and encourage physical activities. Our goal is to promote healthy habits at a young age that children will carry with them as they grow.

Philosophy

Teaching children the importance of education, fitness, and awareness of the environment is an integral aspect of good citizenship. SMG's goal is to promote healthy habits at a young age that children will carry with them as they grow, to support a lifetime of healthy living, healthy foods and water are provided at snack times, and exercise is always incorporated in our daily routines. We also provide healthy meals for breakfast and lunch. At SMG Clubhouse, we will implement age appropriate activities that focus on following areas: Language and Literacy, Music, Movement, Mathematics, Science, Social Studies and Creativity.

Supervision Policy

Indoor and Outdoor Supervision of children.

(a) Children on the facility premises and on facility excursions off the premises shall be supervised by a staff person at all times. Outdoor play space used by the facility is considered part of the facility premises.

(1) Each staff person shall be assigned the responsibility for supervision of specific children. The staff person shall know the names and whereabouts of the children in his assigned group. The staff person shall be physically



present with the children in his group on the facility premises and on facility excursions off the facility premises.

(2) (a) The requirement for supervision on and off the facility premises includes compliance with the staff: child ratio requirements in § § 3270.51—3270.55 (relating to staff: child ratio). (b) A facility person may not use any form of physical punishment, including spanking a child. (c) A facility person may not single out a child for ridicule, threaten harm to the child or the child’s family and may not specifically aim to degrade the child or the child’s family. (d) A facility person may not use harsh, demeaning or abusive language in the presence of children. (e) A facility person may not restrain a child by using bonds, ties or straps to restrict a child’s movement or by enclosing the child in a confined space, closet or locked room. The prohibition against restraining a child does not apply to the use of adaptive equipment prescribed for a child with special needs.

Keystone Stars Program

SMG Clubhouse participates in the Keystone STARS Program. Keystone STARS is a PA rating system that promotes quality improvement in early learning and school age child care programs. A Keystone STARS designation informs parents that their children are in a safe, respectful environment in which they are learning new things every day to support their current and future successes in school and in life. Early learning child care programs participating in Keystone STARS can earn a quality rating score from a STAR 1 to a STAR 4. At each level, programs must meet certain quality standards in four key areas: staff education, learning environment, leadership/management, and family/community partnerships. SMG will strive to meet these quality standards.

Hours/Days of Operation



SMG Clubhouse is open year round Monday through Friday from 7:00 am to 6:00 pm. and on Saturday from 4:00 pm -9:00 pm. Exceptions are the closings listed below:

-Labor Day

-Thanksgiving (2 days)

-Christmas Day

-Memorial Day

-Independence Day

-2 days the third week of August – Closed for Staff Professional Development (2021 school year only)

Staff

At SMG Clubhouse, we understand the value of highly trained, professional staff. Each caregiver receives on-going in-service training during staff meetings, early childhood conferences and workshops held throughout the year.

SMG teachers are trained in Pediatric CPR and First Aid. SMG Clubhouse is **smoke free** as well as its employees. Your child will remain with the same



caregiver throughout most of the day in order to develop a close loving relationship. We strive to be available to share information each day with you and to allow time for concerns and questions.

CACFP- Child and Adult Care Food Program

Good nutrition today means a stronger tomorrow!

Building for the Future

with

CACFP

This day care receives support from the Child and Adult Care Food Program to serve healthy meals to your children.

Meals served here must meet USDA's nutrition standards.

Questions? Concerns?

SMG Clubhouse 151 Gibraltar Road Horsham, Pa 19044

Learn more about CACFP at USDA's website:

<https://www.fns.usda.gov/>

USDA is an equal opportunity provider, employer and lender.

United States Department of Agriculture

Food and Nutrition Service FNS-317

November 2019



Enrollment

The following must be completed and submitted to the Director before your child will be enrolled in SMG:

- Child Health Report
- Emergency Contact/Parental Consent Form
- Child Care Fee Agreement
- Signed Parent Handbook
- Photo Release Form
- Non-refundable registration fee
- Ages and stages questionnaire
- IEP Implementation form

Registration Fee and Tuition

A non-refundable registration fee is charged to cover administrative costs involved in registering each child. The current annual registration fee is \$50.00 for one child and \$75.00 for a family.

Tuition is billed on a weekly basis and includes breakfast, lunch, and an afternoon snack.



Registration fees and tuition will be reviewed on an annual basis. Current enrollees will be given a 30-day notice of any increase in annual registration fees and/or weekly tuition.

Childcare Services and Payment Contract

The billing period is from Monday to Friday. Billing is completed on Monday for the current week. Payment is expected in full on Monday. If payment is not received by Tuesday, a reminder note will be sent home. If payment is not received in full by Wednesday, the child will be dropped from the program until payment is received. Children on the waiting list will be given the opportunity to fill the spot at that time.

There will be a late fee charge of \$10 per day. Payment for weeks in which holidays occur will remain the same as all other weeks.

Discharge Policy

Your child may be dropped if:

- A problem continues which negatively affects other children in attendance at SMG, such as threats directed towards children, staff or self.
- There has been no payment for the current week by close on that Wednesday
- Failure to meet SMG policies

Expulsion policy

Should a behavior occur which negatively affects the children in the program, there is a procedure SMG follows.



The first incident, parents/guardian will be notified. If there are repeated incidents, director/teacher will meet with parents/guardian and come up with a plan of action including possible outside resources such as Early Intervention. If incidents continue to occur the child may be dismissed from SMG.

Inclusion

SMG believes that children of all ability levels are entitled to the same opportunities, acceptance and belonging in child care. Accommodations will be made within reason to encourage full and active participation of all children in our program based on individual needs and capabilities.

Non-discrimination

At SMG equal opportunities are available for all children, without regard to race, color, creed, national origin, gender, age, ethnicity, religion, disability, or parent/provider political beliefs, marital status, sexual orientation, or special needs, or any other consideration made unlawful by federal, state, or local laws. Educational programs are designed to meet the varying needs of all students.

Withdrawal

If you desire to cancel enrollment you must give two weeks written notice. If a notice is not given as described, you will be charged for two weeks of tuition, based on an average week. Vacation days may not be used for these two weeks. Vacation days will not be available to use until your child has been at the center for 12 months.

Child/Staff Ratios



Age of child & Ratios

13 months -24 months 1 teacher for every 5 children

25 months- 36 months 1 teacher for every 6 children

37 months- 5 years old 1 teacher for every 10 children

Weekly Tuition Rates

Full-Time 5 days

2-3 years old (Walkers & Joggers) \$300

4-5 years old (Runners) \$275

6-10 (Sprinters) see drop in rates

Tuition Rates- Part-Time 3 days

2- 3 years old (Walkers & Joggers) \$200

4- 5 years old (Runners) \$175

6- 10 years old (Sprinters) see drop in rates

Tuition Rates- Drop In (per hour)

2- 3 years old (Walkers & Joggers) \$14

4- 5 years old (Runners) \$14



6- 10 years old (Sprinters) \$14

Inclement Weather Policy

In the event that we have inclement weather causing conditions to be hazardous to our families, SMG will follow the Hatboro Horsham School District School Closing. Therefore, if Hatboro Horsham School District is closed so will SMG. SMG will not follow Hatboro Horsham School District for delayed openings. Thus SMG will make the decision whether to open on a delayed arrival. Families will be notified by email and our one call now automated phone system. If the facility must close during operating hours because of a snowstorm, the Director will notify families by telephone and email.

Absentee Policy for Illness and Vacation

After 12 months of enrollment, children will be eligible for one week of vacation. We ask that parents give us a 2-week notice for vacation use in order to staff accordingly. These days will be documented in each child's file. Families that remove their children or child for the summer do not qualify for a week of vacation. In the event that a child is absent due to an illness we ask the parent to contact SMG Clubhouse by 9:00 a.m. Vacation days may not be used for illnesses.

Health and Well Being

The State of Pennsylvania requires medical and emergency forms in your child's file on site.

1. Medical examination must be signed and dated by your physician
2. Emergency Contact/Parental Consent Form is completed by a parent/ guardian.



These forms are intended to protect your child, and we appreciate your cooperation in keeping them current. Forms must be updated if there are changes of address, phone numbers and/or emergency contacts.

Illness

We strive to prevent the spread of illness and ask that you keep your child home if he/she is experiencing any of the following symptoms:

- A fever of 100 or greater before child care, accompanied by behavior changes or other signs or symptoms of illness-until medical evaluation indicates inclusion in the Center
- Symptoms or signs of possible severe illness, such as; uncontrolled coughing, irritability, persistent crying, unusual lethargy, wheezing, or other unusual signs
- Strep throat until 24 hours after an antibiotic started
- Diarrhea; runny, watery, or bloody stools within the last 12 hours – 3 or more loose stools at school your child will be sent home
- Vomiting 1 or more times in the last 24 hours
- Rash with fever or behavior change
- Scabies or other infestations
- Impetigo 24 hours after treatment has begun
- Chicken pox 5-7 days after blisters appear



- Pertussis, mumps, rubella, shingles, herpetic gingivostomatitis
- Hepatitis A- until 1 week after onset
- Sore throat with fever
- Eye discharge (white or yellow) or pink eye; until 24 hours after starting treatment; if treatment is not sought then when the discharge clears
- Child is irritable, continuously crying or requires more attention from a caregiver than what they can provide without jeopardizing the health and safety of other attending children
- Respiratory illness – RSV – until 1 week after diagnosed

Your cooperation is greatly appreciated!

Your child may return when:

1. They are fever or symptom free for at least 24 hours before returning to daycare
2. They have been treated by a doctor and a doctor provides written documentation permitting your child to return to SMG. We ask that our parents provide the doctor's release to the Director as soon as possible. If your child becomes ill while at the center, then you will be called to pick up your child within 2 hours. Exposure to communicable diseases and any infectious illness should be reported promptly to SMG, so our staff can look for any early symptoms. SMG is obligated to notify parents when a child has been exposed to an infectious disease. SMG Clubhouse reserves the right to have precedence over the physician regarding your child's return to the program.



Medication Policy

Medication prescribed or ordered by a physician or dentist will be administered during the time the child is at SMG. Parents will need to give written authorization and instructions by completing a Medication Log Form. This form needs to be completed before the child will be given any medication at SMG. All medications brought to SMG should be in its original container. They need to be properly labeled with:

- the child's name - medication name - amount to be administered – doctor's name and pharmacy per a phone call to the parent over the counter medication will be given according to the instructions on the label. Over the counter medication can only be given 5 consecutive days at SMG.

Child Accident Form (Incident Report)

Our staff takes every effort to ensure the safety of your child. Unfortunately accidents do occur. In case of that event, an accident form will be completed by SMG Clubhouse staff for every detected injury that occurs. Please sign and return. A child entering the program with injuries may require an accident form, so both the parent and staff are aware that they did not occur at SMG.

Child Incident Form

An incident form will be completed by SMG Clubhouse staff if your child exhibits behavior that are not acceptable and behavior, which does not adhere to the classroom discipline policy. A copy of this form with your signature will also be kept in your child's file.

Biting Policy



We understand that biting is a developmental stage for some children. We try to redirect the behavior and figure out what the trigger is for the biting. However, if biting persists there will be a meeting with the parents, director and teachers to develop a plan. Subsequent meetings will occur to reevaluate the plan and if other actions are needed.

Clothing

Please dress your child according to the weather with appropriate hats, mittens, and coats during the winter months. Mark all items with your child's name. Be sure your child has indoor shoes to wear. This helps keep our center clean and children out of wet boots. Dress your child in appropriate clothing so that they feel free to participate in all activities. We are not responsible for damaged clothing. We also ask that parents provide an extra set of clothing for their child that will remain at the facility. Please label all items with your child's name. This will help our teachers tremendously in the event of any accidents that may occur.

Emergency Plans

A plan in case of a fire or other emergency is posted by each exit door in each classroom and will be practiced monthly, so that your child is familiar with the drill and not alarmed in case of a real emergency. In case of an actual fire, children will be escorted out of the building according to the Emergency Action Plan and parents will be contacted immediately, if phone lines are operable. There is a designated area that children and staff will go to in the event of a fire. Other plans such as an intruder, lockdown, shelter in place, bomb scare are practiced routinely and/or they are reviewed by staff. This prepares them in case the need should arise. In the case of a medical or dental emergency the parent of the child will be notified.

Arriving and Leaving the Center



Authorizing Individuals to pick up your Child

On the emergency contact/parental consent form, you will find a line asking for the names of the individuals who are authorized to pick up your child. You may authorize as many individuals as you wish on your form. You must leave a written note in the morning or tell the staff member if someone who is not on the list will be picking up if such a situation arises. We will not allow your child to leave with any unauthorized person or any person noticeably intoxicated. This is for the safety and protection of your child. We will check the ID of the person listed to pick up your child. Please remember to keep this form updated with your current phone number, address changes and people authorized for pick up.

Checking In and Out

It is required that all children be escorted inside the center and that the arrival time is recorded in Procure. When picking up your child please communicate with a staff person and record the departure time in Procure.

Meals

SMG Clubhouse will provide meals for their child. Candy, soda, sugary drinks are not permitted.

Breakfast, lunch and pm snack are provided per CACFP guidelines.

The Child and Adult Care Food Program (CACFP) is a federal program that provides reimbursements for nutritious meals and snacks to eligible children and adults who are enrolled for care at participating child care centers, day care homes, and adult day care centers. CACFP also provides reimbursements for meals served to children and youth participating in afterschool care programs, children residing in emergency shelters, and adults over the age of 60 or living with a disability and enrolled in day care facilities. CACFP contributes to the wellness, healthy growth, and development of young children and adults in the United States.



Volunteers

SMG Clubhouse encourages volunteers. Volunteers are important and can often serve as a mentor in your child's life. Volunteers are required to have all required clearances. SMG welcomes parents and grandparents to share an interest with the children such as a hobby or a book.

Donations

SMG Clubhouse strives to be an affordable center. SMG's efforts to maintain well-trained caregivers is a costly endeavor. Our doors are open to donations of toys, books in good condition, etc. All donations will be noted and appreciated.

Fundraisers

From time to time SMG Clubhouse will conduct fundraisers to meet varied expenses, to meet needs of children, and to rotate new materials and supplies for children. These fundraisers are a positive way to show community and family support for early childhood education.

Classrooms

Walkers & Joggers (2- 3 year olds)

Runners (4- 5 year olds)

Sprinters (6 & older)

We provide a relaxing and loving atmosphere for all age groups. Our daily routine helps children become familiar with their surroundings. Our day consists of group time when we have a story and calendar time, as well as discussions regarding age appropriate topics. After morning snack we have learning centers where the



children are placed in small groups. Learning centers provide your child with a variety of activities to develop large and fine motor skills. There are opportunities for your child to learn to count, identify colors, identify shapes, work with puzzles, play with blocks, play with play dough, and color. In our older toddler classroom, we have time for music, finger plays, dancing, stories, and other games. We have a time to stretch our muscles with large motor activities that foster cooperative play. Naps are also part of the children's day. When signs of toilet learning are shown, we will provide patient guidance using appropriately sized facilities to help establish proper toileting habits. In our younger toddler classroom children will have their own mat for naptime. The sheets and blankets are sent home each Friday to be laundered.

Families are asked to furnish the following item for their child:

- Diapers
- Wipes
- Toddler sized backpack
- 1 pack Ziploc bags (quart)
- Diaper Cream (must sign diaper cream form)
- Three (3) changes of clothes
- Two (2) pair of socks
- Crib sheet for rest mat
- Blanket for rest time
- Sippy cups/water bottles (will store cups in refrigerator)
- Sunscreen (must sign sunscreen form)
- Smock or oversized shirt for arts & crafts



Please be sure to label your child's belongings.

Walkers & Joggers - 2 Year Olds to 3 Year Olds

At SMG Clubhouse, we strive to provide your child with the best possible learning environment. Children succeed in a learning environment with a routine. SMG has at its core such a routine. Our daily routine consists of music, small and large motor activities, calendar time and learning centers. New skills are being developed every day. At this age children learn by playing. They like to spend a lot of their time pretending. Dress-up clothes, pretend "props", and puppets are a few of their favorites.

Our Lead Teacher will create daily lesson plans that reflect and prepare students for the Hatboro Horsham School District Kindergarten curriculum, giving your children the opportunity to learn character development along the way. Lots of children at this age are very energetic and active. Therefore, SMG offers children large motor activities as an important part of their day.

Naps/ Quiet Time are also included in their schedule.

We also respect the spontaneity of children; therefore story time might lend itself to extended activities related to the story.

Families are asked to provide the following items for their Jogger:

- Diapers
- Wipes
- Toddler sized backpack
- 1 pack Ziploc bags (gallon)
- Diaper Cream (must sign diaper cream form)
- Three (3) changes of clothes



- Two (2) pair of socks
- Crib sheet for rest mat
- Blanket for rest time
- Sippy cups/water bottles (will store cups in refrigerator)
- Sunscreen (must sign sunscreen form)
- Smock or oversized shirt for arts & crafts

Security Cameras

SMG Clubhouse utilizes a state of the art security camera system. Parents will be provided password protected access. The passwords should not be shared with anyone and camera access is limited to when your child is on the premises. The password will be changed annually.

Service to a child with special needs

SMG Clubhouse will make reasonable accommodations to include a child with special needs in accordance with applicable Federal and State laws.

IEP

SMG Clubhouse will request a copy of IEP/IFSP. SMG will make arrangements for an adult individual who provides specialized services to a child with special needs to provide those services on SMG premises as specified in the child's IEP,



IFSP or written behavioral plan. SMG Clubhouse will make parents aware of community resources for the family of a child who may have special needs.

Curriculum

At SMG Clubhouse, we have positioned ourselves as one of the leading child care programs in the area. We accomplish this by using a solid curriculum that is reflective of not only educational components, but character building pieces as well. Your child will participate in educational activities throughout the day. It is important to be aware of the curriculum used in your child's classroom. We are making our resources available to parents as a way to help promote healthy development/child-rearing.

The Creative Curriculum is based on developmentally appropriate practices and individual learning styles and needs.

Parent/Teacher Conferences

Parent/teacher conferences will occur 2x/ year. However, feel free to discuss any concerns with your child's teacher. We are here as a partner in your child's education and well-being.

Toys

Please DO NOT send toys from home with your child as they may get lost or broken. Books and CD's that a child wishes to share with the class should be marked with the child's name and given to the teacher. If your child's class has a "sharing day" you will be notified. Toy guns and weapons are not allowed at SMG at any time.



Discipline Policy

We use positive behavior guidance techniques such as modeling and encouraging expected behavior, redirection, and setting clear limits. "Think Space" is used when necessary, with one minute per year of age used as the maximum time away from the regular activities. Children feel comfortable and confident knowing their child care teacher's expectations match and respect their developing capabilities. Incidents of aggressive behavior toward other children or teachers will be reported to families in writing.

Mandatory Child Abuse Reporting/Appeals

Under the Pennsylvania Child Care Code employees of a licensed Child Care Center are mandatory reporters of child abuse and must report it immediately to the Department of Human Services when in the course of working with a child, the employee has the reason to believe that the child has suffered a non-accidental injury as a result of abuse or willful neglect.

Liability Insurance

SMG Clubhouse has comprehensive general liability insurance to cover the persons who are on the premises. A current copy of the insurance policy is on file and on display in the main foyer. SMG Clubhouse will report to the DPW liability insurance claims brought against the operator or a facility person.

SMG Clubhouse Payments and Procedural Policies



- Our billing period is from Monday to Friday. Billing is completed on Friday of the previous week. Payment is expected in full. A late fee of \$10.00 per day per child will be charged to accounts not paid by Monday of the next week.

If full payment is not received by Monday, your child/children may not attend until payment is received.

SMG reserves the right to fill your child's vacancy when the account is not paid in full.

Payments for weeks in which holidays, school closings due to weather, and staff professional development occur will remain the same as all other weeks.

- After 12 months of enrollment, children will be eligible for one week of vacation. Families who pull their child/children out for the summer are not permitted to receive a week of vacation. SMG requires a two-week advance notice of a child's absence in order to staff accordingly.
- If your child will be absent due to an illness or any other reason you must call SMG by 9:00 a.m.
- A \$50 charge is assessed for non-sufficient fund checks. After 3 such occurrences, payments must be made by money order.

Payment for all services must always be made by personal check, credit card, or cashier's check.



- Age related rate changes due to a birthday take place on the Monday following the birthday.

A reminder note will be sent home of the tuition increase.

- Your voluntary cancellation of service **REQUIRES** a 2- WEEK ADVANCE WRITTEN NOTICE. If a written notice is not given as described, you will be charged for two weeks of fees, based on an average week. The one-week of vacation may not be used for one of these weeks. After notice is given, the one-week of vacation may not be redeemed. The one-week of vacation will not be available to use until your child has been at the center for 6 months.
- All general policies stated above pertain to **ALL** the rate schedules and services.
 - When a child is registered you assume all responsibility for cost incurred.

Inclement Weather Policy

SMG follows the Hatboro Horsham School District for school closing. SMG will make the decision regarding delayed arrivals.

THE ABOVE WRITTEN POLICIES ARE PROVIDED TO YOU AS A CONVENIENCE AND TO AVOID ANY MISUNDERSTANDINGS. IF YOU DO NOT UNDERSTAND ANY POLICY OR PROCEDURE, PLEASE ASK.

OTHER FEES

Registration Fee: The current annual registration fee is \$50 for one child and \$75 for a family.



Learning Community- PARENT CONTRACT

I understand and agree that a two-week written notice is needed to end my child care services for scheduling purposes. Our billing period is from Monday to Friday. Billing will be completed on Monday by noon for the current week and payment is expected in full by close of business on Monday. A late fee of \$10.00 will be charged per day to accounts not paid by close of business on Monday. Children may NOT attend after Friday the week payment is due until payment is received. If my account with SMG Clubhouse is left delinquent, I understand that my child will be dropped from the program and his/her spot will become vacant and I will be held responsible for the payment.



outlined in the SMG Clubhouse Parent Handbook. Parent/Guardian WILL NOT receive a refund of tuition if procedures, rules, and policies are not followed.

Our start date for child care services will be: _____.

Indicate the days your child will be in attendance:

_____.

Our earliest drop-off time will be

_____. Our latest pick-up time will be

_____.

In order for the center to schedule adequate staff and meet adult/child licensing ratios, I understand that any change in my child's drop-off or pick-up time must be communicated with the Director in writing.

Parent Signature

Date

Director Signature



I have read and understand the policies and procedures of SMG Clubhouse outlined in this parent handbook.

Parent's Name:

(printed) _____

(signed) _____

Date:
