



The Discovery Tree

An Early Childhood Education Center

PARENT HANDBOOK

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WELCOME

Hello Parents! Thank you for choosing *The Discovery Tree*.
We are looking forward to getting to know you and your family.

Please take the time to read the following policies.
This booklet is meant to create a mutual understanding
of the way our center operates.

Feel free to contact the Director with any questions or comments.

Carrie Zwiercan
Director/Owner
The Discovery Tree
4814 Drexelbrook Drive
Drexel Hill, PA 19026
(484) 461-6566 (phone)
(484) 461-7819 (fax)
director@thediscoverytree.net

MISSION STATEMENT

At *The Discovery Tree*, our mission is to inspire children to:

- Make safe and healthy choices.
- Enjoy and pursue learning.
- Respect and serve others.

LICENSING INFORMATION

The following is the contact information for our licensing office:

Office of Child Development and Early Learning
Southeast Region
Bureau of Certification
801 Market Street, Suite 5132
Philadelphia, PA 19107
(800) 346-2929

NON-DISCRIMINATION POLICY

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

Program services shall be made accessible to eligible persons with disabilities through the most practical and economically feasible methods available. These methods include, but are not limited to, equipment redesign, the provision of aides, and the use of alternative service delivery locations. Structural modifications shall be considered only as a last resort among available methods.

Any individual who believes they have been discriminated against, may file a complaint of discrimination with any of the following:

The Discovery Tree
4814 Drexelbrook Drive
Drexel Hill, PA 19026

Department of Public Welfare
Bureau of Equal Opportunity
Room 223, Health and Welfare Building
PO Box 2675
Harrisburg, PA 17105

PA Human Relations Commission
Philadelphia Regional Office
110 N. 8th Street, Suite 501
Philadelphia, PA 19107

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

DPW Bureau of Equal Opportunity
Southeastern Regional Office
801 Market Street, Suite 5034
Philadelphia, PA 19107

ABOUT OUR STAFF

Owner/Director Carrie Zwiercan holds a Bachelors Degree in Business Management and a Masters Degree in Early Childhood Education. Carrie has 15 years of experience in child care and youth program administration, is a mother of two young children, and is CPR/First Aid Certified.

All prospective employees are screened on a broad range of background information. The personnel selection process includes a thorough reference check, federal and state criminal history checks, and PA child abuse history clearance. Ongoing training in Early Childhood Education is required. Group Supervisors must have a college degree, preschool teaching experience, and an outstanding work record.

ENROLLMENT PROCEDURE

1. Call the Director to schedule a tour of the facility and receive registration instructions.
2. Complete and submit an online registration request.
3. The Director will automatically receive electronic notification of your request and will contact you within 24 hours regarding a potential start date. If enrollment space is not available, you will be placed on a waiting list (no payment required).
4. You will receive an email confirming your child's start date. You will be instructed to log into your parent portal to pay a two-week security deposit. This deposit will secure your child's enrollment space.
5. Your child's start date is a "free trial day". You will not be charged for this day. If your child attends on this day and you decide not to continue with our program for any reason, your security deposit will be refunded in full.
6. After your child attends the free trial day, if you would like to continue enrollment in our program, you will log into your online account and make your first weekly or monthly payment, plus a one-time \$50 registration fee (please see "Payment Policy" for more details).

Enrollment at *The Discovery Tree* is open to children from two to five years of age. Continued enrollment is contingent upon the parents', emergency contact persons' and child's adherence to the policies and procedures as outlined in this handbook including, but not limited to, timely payment of all fees and tuition.

A CURRENT HEALTH ASSESSMENT IS REQUIRED WITHIN THE FIRST 30 DAYS OF ENROLLMENT. PLEASE MAKE AN APPOINTMENT WITH YOUR CHILD'S DOCTOR AS SOON AS POSSIBLE. To print a blank health assessment form, visit the registration page of our website.

Parents are required to notify *The Discovery Tree* immediately, should any of the information collected at the time of enrollment or any time thereafter change. *The Discovery Tee* reserves the right to dismiss any parent or child at any time with or without cause.

CONFIDENTIALITY

Confidential and sensitive information will only be shared with employees who have a “need to know” in order to most appropriately and safely care for your child. Confidential and sensitive information about faculty, other parents and/or children will not be shared with parents, as *The Discovery Tree* strives to protect everyone’s right of privacy. Confidential information includes, but is not limited to: names, addresses, phone numbers, disability information, and health related information.

Outside of *The Discovery Tree*, confidential and sensitive information about a child will only be shared when the parent of the child has given express written consent, except where otherwise provided for by law. Parents will be provided with a document detailing the information that is to be shared outside of the program, persons with whom the information will be shared, and the reason(s) for sharing the information.

PAYMENT POLICY

All tuition payments must be made online by credit card or bank draft. No cash will be accepted on the premises.

A two-week security deposit is required to secure enrollment space. If, after your child’s free trial day, you plan to continue with our program, you will be expected to make a payment before the start of your child’s second day of attendance. This payment must include a one-time, non-refundable registration fee of \$50, plus the first weekly or monthly payment (please see *Fee Schedule*).

All payments are due in advance of provided service. Families are not permitted to carry balances on tuition accounts. Monthly payments are due on or before the first day of that month. Weekly payments are due on or before Monday of that week.

Note: For families enrolled prior to October 1, 2011, monthly payments are due on or before the 15th of the previous month. This payment schedule applies only to those families who did not pay a two-week security deposit at time of enrollment.

Tuition is charged based on enrollment, not based on attendance. No refunds will be issued for absenteeism or for closings due to inclement weather.

Late payments will result in an additional fee of \$15 per week. Non-payment of tuition is grounds for immediate dismissal from the program. Timely payments are essential for continued enrollment. However, if you anticipate difficulty with paying on time, please discuss the matter with the Director immediately.

The Discovery Tree does accept child care subsidies. However, even after receiving parent copayments, our company is only reimbursed for 87% of tuition cost. Therefore, subsidized families are required to pay the remaining 13% of tuition in addition to the copayment determined by the Office of Child Care Information Services.

Parents of a subsidized child must complete all required paperwork on time to continue enrollment. Parents of subsidized children are personally responsible for the payment of tuition in the event they become ineligible to receive child care subsidies.

Our Tax ID number is 04-3790008. Payment records can be printed from the Parent Portal given to you at the time of registration. If you require the Director's signature on payment records or employer reimbursement requests, please do one of the following:

- See the Director in person when you drop off your child. Whenever possible, a completed form will be signed immediately.
- Scan/email or fax the completed form to the Director. It will be signed and placed in your child's mailbox.
- Place the form in an envelope with the Director's name on it and drop it off in the office or outside mailbox. It will be signed and placed in your child's mailbox.

WITHDRAWAL PROCEDURE

Two weeks written notice is required when withdrawing a child for any reason. If the proper notice is given, any unused tuition will be refunded within thirty days of the withdrawal (the two-week security deposit will be applied as a credit when calculating the amount due for the final tuition payment). If the required notice is not given, applicable tuition charges will be deducted from the two-week security deposit.

PROGRAM HOURS

The Discovery Tree is open from 7:00 am to 6:00 pm, Monday through Friday, except on the following days:

- New Year's Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Black Friday (Day After Thanksgiving)
- Christmas Day

CURRICULUM

At *The Discovery Tree*, our teachers use the High Reach Learning Curriculum. These plans were designed and developed by highly educated professionals with lifelong practical classroom experience, and then classroom tested in diverse settings.

Our theme-based program allows children opportunities to explore in developmentally appropriate environments. Children experience large and small group situations along with individual assistance while exploring the areas of Language, Math, Science, Culture, Music and Art. On a daily basis, youngsters participate in the focus areas and circle time activities, and explore designated locations in the classroom known as "centers" to the preschooler. Socialization is encouraged throughout the daily activities as an integral part of the preschool experience.

High Reach Learning provides children an opportunity to expand their vocabulary, begin letter recognition, review colors and shapes, follow directions, share, take turns, and experience other socialization skills in a group setting. As children progress through the program, teachers introduce an extensive language/literacy program including letter recognition, beginning sounds of letters, rhyming words and sight words. A Writing Focus is added during the summer months giving youngsters an extra boost in expanding their readiness skills for entry into kindergarten. For more information, go to www.highreachlearning.com.

SAMPLE DAILY ROUTINE

This routine is subject to change based upon the age and needs of each group. There is a potty time/diaper check before each transition. Hands are washed after toileting, before meals, and after messy activities. Outdoor play occurs daily if weather permits. On inclement weather days, large motor activities are offered inside the classroom.

7:00 am	Child's Choice/Individual Play
8:30 am	Breakfast
9:00 am	Morning Circle Time/Language & Literacy
9:15 am	Music and Movement
9:30 am	Small Group Activity/Learning Centers
10:30 am	Snack Time
11:00 am	Outdoor Play/Large Motor Play
12:00 pm	Lunch
12:30 pm	Rest Time/Quiet Activities/Table Games
2:30 pm	Snack Time
3:00 pm	Outdoor Play
4:15 pm	Group Game
4:30 pm	Enrichment Activity/Journals
5:00 pm	Learning Centers
6:00 pm	Program Ends

WALKING EXCURSIONS

We have found that the children enjoy going on walks outside the facility – it's nice to get some fresh air and explore nature. We stay inside the Drexelbrook Apartment Community at all times and maintain the same outdoor supervision guidelines which apply to our walks to and from the playground. Therefore, toddlers remain in buggies or holding a staff member's hand, and 3 to 5 year-olds will be closely supervised using the walking rope. Parents are asked to note whether they grant permission for walking excursions by marking yes or no in the appropriate field on the registration form. Changes to this decision must be made in writing.

FOOD SERVICE

Children are permitted to eat at designated meal times. Our menu is planned in accordance with guidelines set forth by the American Academy of Pediatrics. Ingredients and nutritional information are available upon request.

If you would like your child to be served food sent from home, please send it labeled with your child's name, date, and the preferred mealtime (breakfast, lunch, or snack). Meals sent from home cannot be heated up, so we ask that you please choose healthy foods that your child will enjoy cold, such as sandwich components, cheese, fruit, etc. Avoid peanut butter and tree nuts to protect classmates with food allergies.

CHILDREN WITH SEVERE ALLERGIES

Parents are required to provide a signed copy of the "Authorization for Emergency Care for Children with Severe Allergies" form, detailing any allergies, food or otherwise, from which their child suffers, at the time of enrollment or when the allergy is discovered. This form must be completely filled out by the child's physician and parent(s) or legal guardian(s), and must be updated every six months, or more frequently, as needed. In addition to this form, parents must provide a copy of any additional physician's orders and procedural guidelines relating to the prevention and treatment of the child's allergy.

Parents must also execute a "Release and Waiver of Liability for Administering Emergency Treatment to Children with Severe Allergies" form.

Any medication required to treat an allergic reaction must be provided in accordance with the Medication Policy.

WHAT TO BRING

Children will need one seasonably and size appropriate complete change of clothing at the center at all times. A complete change of clothing includes: shirt, pants, underwear, and socks. All clothing items must be clearly labeled with the child's first and last name. This includes coats, hats, gloves, scarves, and boots. The Discovery Tree is not responsible for lost or damaged items of clothing.

For children who are not potty trained, please bring at least five clean diapers or pull-ups, and wipes.

For nap time, cots and sheets are provided by *The Discovery Tree*. Sheets are washed each week. Children should bring a blanket that can be folded neatly and one soft, non-musical toy for snuggling. This toy is to be placed with the bedding supplies and use of it will only be allowed at nap/rest time.

Due to the risk of damage, sharing issues, and loss, children are not permitted to bring in toys from home, unless specifically requested by the classroom teacher for use as part of the curriculum.

DRESS CODE

Children are engaged in various activities during the course of the day; some of these activities can be messy, and/or athletic in nature. Additionally, children are engaged in outdoor play daily, weather permitting. Due to these activities, children are required to be dressed in seasonably appropriate, comfortable clothing.

Please do not dress children in overalls, or clothing with difficult closures. These types of clothing present particular challenges for children in relation to toileting.

Coats, hats, gloves, scarves and winter boots must be provided in the winter months. It is not necessary for the children to wear their winter boots to school. Teachers will change the children into their winter boots when they go outdoors.

Children are not permitted to wear open toed, and/or open backed shoes. The most appropriate type of shoes for participation in school activities are rubber-soled, sneakers/tennis shoes.

Children are not permitted to wear jewelry of any kind. It is a safety hazard for your child as well as the other children enrolled in the program. In addition, *The Discovery Tree* will not be responsible for lost or stolen valuables. It is the parents' responsibility to enforce this policy with their children.

NOTIFICATION OF ABSENCE OR LATENESS

Parents who know in advance that a child will be late or absent are required to notify the center by 8:00 am so as to maintain the appropriate number of employees are present when the child arrives to school.

ARRIVAL PROCEDURES

If you would like your child to eat breakfast at school, please arrive by 8:30 am. We strongly encourage parents to arrive by 9:00 am at the latest, so that children are included in greeting activities and have time to calmly set their minds for the day ahead. Drop-off after 10:00 am is not permitted unless parent notifies the Director in advance (*please see notification requirements above*).

Upon arrival at *The Discovery Tree*, the parents or the adult dropping the child off must sign the child into care on the sign-in sheet located on the gray clipboard and help children put away their outerwear and get settled for the day.

The Discovery Tree discourages parents from sneaking out of the center. Some children have separation anxiety when it is time for their parent to leave. We suggest that parents tell the anxious child upon arrival that after all of the child's things are put away, the parent will kiss, hug and say goodbye to the child. This will prepare the child for their departure. Staff will comfort and assist the child through the anxious time. Parents are asked to leave after saying goodbye. The longer the parent of an anxious child stays, the more anxiety the child is likely to feel. Speak with the Director to discuss other options if the child does not settle into the arrival routine after a reasonable period of time.

Parents are required to notify the child's teacher or the Director of any special instructions or needs for the child's day. Please present the special instructions in the form of a letter and verbally discuss them

with either the classroom teacher or Director. These special instructions include but are not limited to: Early Pick-Up, Alternative Pick-Up Person, health issues over the previous night which need to be observed and/or any general issues of concern which the child care providers should be aware to best meet the needs of your child throughout the day.

PICK-UP PROCEDURE

Parents or other authorized adult are required to sign their child out of care on the sign-out sheet located on the gray clipboard. No cell phone usage is permitted at this time. Once a parent signs their child out, the parent is then solely responsible for supervising their child while on agency premises. Parents are required to handle all business issues prior to signing out their child, and should directly exit the building once they have signed their child out of care.

Parents who drive must park in an available parking space and may not leave a vehicle idling in the middle of the parking lot. The reserved and handicapped parking spaces outside the front door are strictly prohibited. Please be aware that it is against the law to leave an infant or child in a car unattended.

Parents will receive written daily reports at pick-up. The classroom teacher will be able to briefly discuss the matter with you or other authorized adult at pick-up. However, should you feel it necessary to have an in depth discussion or meeting, it is most appropriate to schedule the meeting for a later date because the teacher is responsible for supervising the remaining children in the classroom.

EMERGENCY/ALTERNATE PICK-UP ARRANGEMENTS

At enrollment, parents will complete Emergency/Alternate Pick-Up information. Parents are encouraged to include any and all persons who, in the course of events, may at one time be asked to pick-up their child from *The Discovery Tree*. In an emergency situation the child's parents will be called first. If they cannot be reached staff will call the persons listed on this form until someone can be reached.

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

The persons on the Emergency/Alternate pick-up form will be required to provide photo identification. There will be no exceptions to this rule.

All changes and/or additions to the Emergency/Alternate Pick-Up form must be made in writing and be dated and signed. Only custodial parents have the right to make changes or additions to this form.

LATE PICK-UP

Our program ends at 6:00 pm. Parents who pick-up children after that time will be charged \$1.00 per minute, to be paid in cash at the time of pick-up (total late fee will be calculated based on the clock on the wall in the classroom). If payment in cash is not possible, it is to be paid at drop-off the following program day. If balance is not paid, the child's enrollment may be terminated without refund. All late pick-up fees go directly to the staff members who stay past their regularly scheduled shift. Therefore, payment cannot be combined with tuition payment.

DISCIPLINE

Staff will encourage children to respect other people, to be fair, respect property, and learn responsibility for their actions. We will use the following techniques in doing so:

- planning ahead to prevent problems
- consistent clear rules
- encouragement of appropriate behavior
- positive guidance
- redirection
- involving children in problem-solving.

“Time-out” will be used if other management techniques are ineffective. “Time-out” or removal of a child from the environment, may be used selectively for children who are at risk of harming themselves or others. The time period will be just long enough for the child to regain self-control. As a general rule, this time period will not exceed one minute per year of age. Staff will monitor the effectiveness of “time-out” and maintain open communication with parents to use the most effective and appropriate means of discipline.

The Discovery Tree recognizes that young children go through various stages of development. Certain behaviors are indicative of age. However, no child will remain enrolled if he or she:

- causes continual, deliberate physical or emotional harm to other children.
- requires more care than the staff can adequately provide without compromise to the other children.
- continually disrupts the class to the extent that activities cannot be completed.

PARENT/TEACHER CONFERENCES/COMMUNICATION

Parent/teacher conferences are scheduled twice per year, and include an overview of the observations of the child while at the program. Topics will include the child’s strengths, achievement of developmental milestones, and social-emotional growth in a classroom environment. Parents are welcome to schedule a conference at any time, and are encouraged to communicate freely with staff and the Director.

During program time, staff members are usually not available to have long conversations. Parents are welcome to write notes, call or send e-mails to the Director. If you leave a message on the answering machine, the Director will return your call as soon as possible.

PARENT’S RIGHT TO IMMEDIATE ACCESS

Parents of a child in our care are entitled to immediate access, without prior notice, to their child whenever they are in care at *The Discovery Tree*, as provided by law.

In cases where the child is the subject of a court order (e.g., Custody Order, Restraining Order, or Protection from Abuse Order), *The Discovery Tree* must be provided with a certified copy of the most recent order and all amendments thereto. The orders of the court will be strictly followed unless the custodial parent(s) requests a more liberal variation of the order in writing. In the case where both

parents are afforded shared/joint custody by order of the court, both parents must sign the request for more liberal interpretation of the order.

In the absence of a court order on file, both parents shall be afforded equal access to their child as stipulated by law. *The Discovery Tree* cannot, without a court order, limit the access of a one parent by request of the other parent, regardless of the reason. If a situation presents itself where one parent does not want the other parent to have access to their child, it is suggested that the parent keep the child with them until a court order is issued, since our rights to retain your child are secondary to the other parent's right to immediate access. Staff will contact the local police should a conflict arise.

Visitors are asked to schedule appointments with the Director, and are allowed in the child care facility only at her discretion. An employee will accompany visitors at all times throughout the center.

AGENCY'S RIGHT TO REFUSE ADMISSION

The Discovery Tree reserves the right to refuse admission to any child at any time with or without cause.

Possible reasons for the refusal of admission include but are not limited to:

1. The need to maintain compliance with licensing regulations.
2. Staff deems the child too ill to attend.
3. Domestic situations that present a safety risk to the child, staff or other children if the child were to be present at the center.
4. Parents' failure to maintain accurate, up to date records.
5. Parents' failure to complete and return required documentation in a timely fashion.

Parents will not be reimbursed tuition for days when their child is refused admission to the program.

STAFF EMPLOYMENT BY CLIENTS

The staff of *The Discovery Tree* is prohibited from being employed by any client (current or former). Parents are prohibited from soliciting any staff member for the purpose of employment. Such relationships include but are not limited to, baby-sitting, house-sitting, mother's helper, nanny services, and carpooling regardless of whether or not those services are voluntary or paid.

MANDATED REPORTING OF SUSPECTED CHILD ABUSE

Under the Child Protective Services Act, mandated reporters are required to report any suspicion of abuse or neglect to the appropriate authorities. The employees of *The Discovery Tree* are considered mandated reporters, under this law, and are not required to discuss their suspicions with parents prior to reporting the matter to the appropriate authorities, nor are they required to investigate the cause of any suspicious marks, behavior or condition prior to making a report. Under the Act, mandated reporters can be held criminally responsible if they fail to report suspected abuse or neglect. We at *The Discovery Tree* take this responsibility very seriously and will make all warranted reports to the appropriate authorities. The Child Protective Services Act is designed to protect the welfare and best interest of all children. As mandated reporters, staff cannot be held liable for reports made to Child

Protective Services which are determined to be unfounded, provided the report was made in “good faith.”

Causes for reporting suspected child abuse or neglect include, but are not limited to:

- Unusual bruising, marks, or cuts on the child’s body
- Severe verbal reprimands
- Improper clothing relating to size, cleanliness, season
- Transporting a child without appropriate child restraints (car seats, seat belts, etc.)
- Dropping off or picking up a child while under the influence of illegal drugs or alcohol
- Failure to attend to the special needs of a disabled child
- Children who exhibit behavior consistent with an abusive situation

COMMUNICABLE DISEASES

Please do not send your child to school if the following symptoms are present:

- Fever of 100 degrees or above (within the past 24 hours).
- Needs fever-reducing medication to maintain a normal body temperature.
- Vomiting for any reason.
- Diarrhea.
- Chronic cough.
- Excessive mucus coming from nasal passages or eyes.
- Needs cold medicine to suppress sneezing, coughing, or runny nose.
- Has an unexplained rash which has not been treated by a doctor.
- Any other symptoms of communicable disease.

When a child is prescribed antibiotics by a doctor, parents must wait 24 hours after the first dose of medication before sending the child to school.

Parents are required to pick up an ill child within 45 minutes of notification by phone. If a parent is reached, but cannot pick their child up within 45 minutes, it becomes the parent’s responsibility to arrange for alternate pick up with someone listed on the child’s emergency contact form.

Children will be excluded from participation in the program if they exhibit symptoms of any communicable disease. They will not be permitted to return to the program until they are no longer contagious. Guidelines for determining the contagious period for a specific illness are based on the recommendations by the American Academy of Pediatrics. Children must present a doctor’s note stating they are no longer contagious and can return to the program. *The Discovery Tree* reserves the right to refuse to allow a child to return if staff believes the child to be too ill to participate in the program.

If your child will be absent due to illness, we request that you notify the center director. This enables our faculty to keep track of any illnesses, which may occur at our school. This information will only be shared with faculty on a “need to know” basis. If your child has a communicable disease, we ask that you share the diagnosis with the center director, so that the parents of the children in the school may be notified that a communicable disease is present. Once again, only the communicable disease information will be shared. We will take all measures necessary to protect your child’s confidentiality. You are not required to disclose this information by law, and your continued enrollment will not be based whatsoever on your decision to share, (or not) the reason for your child’s absence from school.

DISPENSING MEDICATION

The Discovery Tree will only dispense over-the-counter and/or prescription medication that is in original, labeled containers, and is accompanied by a doctor's note with explicit dosage and administration instructions. Parents are required to submit a completed Medication Form each day that medication is to be dispensed. One doctor's note per course of treatment is required. If a child, for example, is to be given a course of antibiotics for 10 days, the doctor's note must identify the dates that the medication is to be given.

SUNSCREEN

We want to make your life as easy as possible. With your permission, on sunny days in the late Spring and Summer, staff will apply sunscreen to your child's face and other exposed areas as needed. There is no additional charge for sunscreen. Parents are asked to note whether they grant permission for sunscreen by marking yes or no in the appropriate field on the registration form. Changes to this decision must be made in writing.

INCIDENT REPORTS

Should your child be involved in an incident/accident during the course of the school day, a staff member will complete an Incident Report. The Incident Report will be placed in a sealed envelope and put in the child's mailbox. Parents are required to sign the report at pick-up time and return it to staff. Should a person other than the parent pick-up the child, a parent or must sign the report and return it to the Director within 24 hours.

FIRE/EMERGENCY DRILLS

Fire drills are conducted monthly. Parents, staff and children will not be made aware of drill dates or times, as this is the most effective way to assess the effectiveness of fire and emergency/evacuation plans.

During a fire/emergency drill or real fire/emergency situation, parents may not sign children into or out of the program. Parents must wait until the drill is complete and children have returned to the building to sign their child into the program. Parents may feel free to wait with the child's class in the designated safe-zone outside of the building until the drill is complete.

In the event of a real fire/emergency situation, the Director will inform staff that the school will be closing. At this time any parents waiting to sign their child in will have to leave the premises with their child. All other parents or emergency contact persons will be notified by telephone of the situation. As with the sick child pick up policy, children must be picked up within 45 minutes of the telephone call.

ALTERNATE SAFE LOCATION

Should the Director or any emergency services personnel determine that the facility is too dangerous to be occupied, the staff will walk with the children to the Drexelbrook Rental Office, located across the street on Drexelbrook Drive. Once children are assembled inside the office, the staff will begin contacting parents or emergency contacts for pick-up.

EMERGENCY CLOSING AND INCLEMENT WEATHER

If *Upper Darby School District* is closed or declares a delayed opening due to inclement weather, *The Discovery Tree* will also be closed. The emergency school code for the district is 452. Closing information is available on the School District Cable Channels (Comcast: Channel 11. RCN: Channel 51). A message about closing will also be left on our answering machine at (484) 461-6566.

If *The Discovery Tree* must close during the day, staff will attempt to reach the child's parents first to arrange for pick up. Should the staff be unable to reach the parents, the persons listed on the emergency contact form will be called until pick up arrangements can be made. Staff will notify the parents or emergency contact person at the time of the call, of the pick-up location should the children need to be evacuated from the child care center. Parents or emergency contact persons should report directly to the alternate location if one is indicted.

Should the center need to close for an emergency, tuition will not be refunded.