

S.T.E.M.M. Academy
**PARENTAL
GUIDE**

January 1st, 2025

BY

MARK INGERMAN

215-378-9700

MYSTEMMACADEMY@GMAIL.COM

ELRC #3114397576-1

PARENTAL GUIDE

DO NOT DISCARD THIS INFORMATION

Dear Families

Welcome to the S.T.E.M.M. Academy Philadelphia Campus!

We would like to take this opportunity to welcome you and your children to the S.T.E.M.M. Academy. A unique, Science, Technology, Engineering, Math and Medicine achievement school and Summer Camp program that provides an enhanced, combined curriculum of Academics, Performing and Visual Arts, as well as Sports to children 12 months and up to 5 years old. We pride ourselves on utilizing educators and support staff who are licensed and approved by the Department of Education. Our mission is to establish a safe, educational, and enriching atmosphere for children to discover their role in the future of Sciences and Medicine and to allow them individual growth and discovery space.

Who We Are

The S.T.E.M.M. Academy is a Philadelphia based non-profit 501(c)(3) organization that represents a community push towards integrated Academic, Athletic and Performing Arts Education. Our address is 2371 Welsh Rd, 2nd Floor, Philadelphia PA 19114.

We are an ALL INCLUSIVE S.T.E.M.M Education, AM Care, Out-Of-School-Time and Summer Camp Program with one of our locations being Northeast Philadelphia. Our goal is to expand Science and Medicine Academic programming opportunities for all children, to support their learning and development throughout their Academic career. Our Programs include structured, educational age appropriate activities supervised by Pennsylvania Licensed Teachers and Assistants.

We abide by all Philadelphia School District Policies and Regulations mandated by the Office of Child Development and Early Learning. As a provider of Child Care Services, we are Licensed and Regulated by the PA State Southeast DHS (located at 801 Market Street, 6th floor, Philadelphia PA 19107) #215-560-2249.

THIS PROGRAM IS SUPPORTED BY THE COMMUNITY IT SERVES AND BEARS NO REFLECTION ON THE PHILADELPHIA SCHOOL DISTRICT

We are an ELRC/CCIS approved provider #3114397576-1

Please contact Mark Ingerman @ 215-378-9700 for more information.

- To meet the physical, intellectual, emotional, and social needs of children enrolled at STEMM Academy, our programs will provide your children with:
- Fun, academically oriented enrichment programs that help promote confidence, self-esteem, and responsibility
- Provide children a safe and secure environment.
- Provide a relaxed atmosphere where children can socialize
- Provide Breakfast, Lunch and an Afternoon Snack
- STEMM Academy will conduct Academic Programming for all children attending Philadelphia Schools as well as children enrolled in STEMM Academy

At S.T.E.M.M. Academy, we believe that during the school hours through after school, when children are away from home, they should be engaged in quality supervised programs that stimulate new interests, encourage creativity, develop talents and build self-confidence, while providing their parents with “peace of mind” at an affordable price.

This Parent’s Handbook outlines what you may expect from the S.T.E.M.M. Academy Program and outlines our policies and procedures. We hope it will prove helpful to you in understanding our role in your child’s day as an afterschool activities provider.

All children attending this school are eligible to enroll in the S.T.E.M.M. Academy. Registration forms are available in the School Office and online at

<http://www.stemmacademyphila.com>.

For assistance, please call

Alla Sherman @ 267.808.8518

or

Mark Ingerman @ 215-378-970

NON-DISCRIMINATORY POLICY

Admissions, the provisions of services, and referrals of clients shall be made without regard to race, color, religious creed, disability, military status, 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 and allowance of use of aides. Structural modifications shall be considered only as a last resort among available methods.

Any individual/client/student/participant (and/or their guardian) who believes they may have been discriminated against, may file a complaint of discrimination with:

Department of Public Welfare
Bureau of Equal Opportunity
Room 223, Health and Welfare Building
625 Forster Street
Harrisburg, PA 17120

PA Human Relations Commission
110 North 8th Street
Suite 501
Philadelphia, PA 19107

U.S. Department of health and Human Services
Office of Civil Rights
Suite 372, Public ledger Building
150 South Independence Mall West
Philadelphia, PA 19106-9111

Commonwealth of Pennsylvania
DPW/Bureau of Equal Opportunity
Southeast Regional Office
801 Market Street, Suite 5034
Philadelphia, PA 19107

IMPORTANT INFORMATION

Payment Schedule Information and Family Vacation Week

ALL PAYMENTS MUST BE RENDERED IN THE FORM OF CASH, CHECK, MONEY ORDER INSIDE AN ENVELOPE WITH THE CHILD'S NAME ON IT, OR AN ON-LINE CREDIT CARD PAYMENT AT WWW.STEMMACADEMYPHILA.COM/SUPPORT-US. ALL PERSONAL CHECKS DEPOSITED THAT COME BACK WITH INSUFFICIENT FUNDS WILL BE ASSESSED A \$40 CHARGEBACK FEE. IF THIS SHOULD OCCUR, THE PAYMENTS WILL REVERT TO MONEY ORDERS OR CREDIT CARD PAYMENT ONLY.

All tuition payments are due weekly and must be rendered before the Monday of the up-coming week..

LATE PAYMENTS ARE ACCEPTED WITH A 5% FEE ADDITION

If paying in person, payments must be provided to the designated on-site coordinator.

All Money Orders and/or Personal Checks must be made out to S.T.E.M.M. Academy.

If you neglect to forward payment by the due date, we reserve the right to dismiss your child from the program. If this happens, you will need to re-register your child for the next attendance month, provided there is space available.

No child may attend the program if payment has not been made for the upcoming attendance period.

Families going on vacations, will need to specify the week their child will be missing from S.T.E.M.M. That week will be credited as a NON-PAYING WEEK.

Children enrolled in the program that are not in attendance and miss days during the month due to illness or other reasons, the Parent(s)/Guardian(s) are still liable for payment.

PLEASE NOTE, S.T.E.M.M. ACADEMY DOES NOT HAVE A REFUND POLICY AND THEREFORE, THERE WILL BE NO REFUND OF FUNDS FOR ANY REASON.

“COVID” and ILLNESS RESPONSE POLICY

AMENDED JANUARY 1ST, 2023

Dear Parents and Families of children attending AM services or After School.

Given the COVID-19 (Coronavirus) crisis that is spreading through our country, I want to assure you that we are monitoring the situation closely. Based on the information provided to us by the Health Department of Philadelphia, masking is optional.

Effective January 1st, 2023, After School and AM Services, we will be taking extra precautions to ward off Coronavirus. We are taking these extra steps to support the health and safety of your children, your family and our staff.

Please take note of the following changes to our policies and procedures:

Continued Vigilance in After School/AM Care

- During AM Care, children will be greeted at the door. **Parents and other family members WILL BE ALLOWED TO ENTER the AM Care and After School Programs** with their child.
- We will no longer check temperature levels but, if your child is exhibiting any cold or flu-like symptoms, we will contact you immediately in order for you to pick your child up.
- Children will still be required to wash their hands immediately upon entering the S.T.E.M.M. Academy and every time they use a bathroom throughout the day. When children arrive at the After School program, pending school dismissal, they will be escorted into the bathroom where they will wash their hands, prior to being escorted to the cafeteria/classroom.
- At dismissal, when picking up your child, the parent/guardian may enter the building and collect their child

Healthy Environment

- We will still follow the cleaning and disinfecting protocols of soft play toys, hard toys (LEGOs, action figures, dolls, etc..), all multi-touch surface toys, between play and at the end of each day.
- Computers, tablets and other personal items, will need to be disinfected at home.
- Bathrooms will be cleaned after breakfast, lunch and afternoon snack, as children finish group attendance to use the bathrooms and wash hands.
- Changing tables will be cleaned after every use.

Meal Preparation & Service

- All surfaces will be disinfected before meal preparation and feedings using CDC- or EPA- approved products. We will work diligently with the Philadelphia Health Department to adhere and maintain the utmost highest standards inside the building.
- All staff will wash hands before and after meal preparation, feeding and toilet use.
- Each child's meal will be plated and served by staff, instead of served family-style.

Child Health

- Staff will receive education on COVID-19 symptoms as well as preventive measures.
- Children who start to experience symptoms of respiratory illness, including a fever of >100.4 while at the S.T.E.M.M. Academy, will be isolated from other children until they can be picked up.
- Use of outdoor space will not be prohibited

Staff Health & Wellness

- Staff will receive additional training on infection control and workplace disinfection.
- Staff will not share their phone, devices or meal or utensils with one another or children.
- Staff will check their temperature at the beginning of each shift and notify their supervisor if >100.4 as well as self-monitor for signs and symptoms of COVID-19 and notify their supervisor if any develop (fever or respiratory symptoms).
- Staff will wash their hands immediately upon entering the program and immediately prior to leaving, as after bathroom use and before and after meal servings.
- Staff will not be allowed to work if they are feeling ill or experiencing respiratory symptoms.

Tuition

- As long as we are open and your child is in attendance, tuition will be due in full. This includes if we are only open for a portion of a week and need to close for the remainder of the week.
- If you are able to work from home and choose to keep your children at home, you will be required to pay ALL of your tuition to retain your spot.
- If you are laid off or are part of a reduction in staffing and choose to keep your child at home, you will be required to pay ALL of your tuition. We WILL NOT require proof of reduction from your employer.
- If you choose to pull your child out and not pay, there is no guaranteed spot upon a request to return.
- At this time, if the state forces a closure for an extended period of time, tuition will still be due to retain a spot for your child.

Communication

- If the current situation changes and it becomes necessary to update our procedures or close our program temporarily, we will notify key family contact by email.
- You may follow our FACEBOOK page for late-breaking program updates, as well as getting notifications from the “BRIGHTWHEEL” app on your device.

Thank you for your understanding and patience as we implement these new procedures. Our goal is to minimize disruption while at the same time keeping you, your family and our staff healthy and well. Please, feel free to reach out to us via email with any questions you may have at mystemmacademy@gmail.com

Mark Ingerman @ 215-378-9700

RECENT CHANGES

Due to the recent changes in COVID response policy from the CDC and PA DEPT of Health, S.T.E.M.M. is lifting its' mandatory masking mandate but will still follow through on disinfecting and cleaning procedures. We will constantly be communicating with all parents/guardians when it comes to COVID protocols and school closures.

Please feel free to reach out to us at mystemmacademy@gmail.com.

After School Attendance Procedures

Attendance is taken daily of all children enrolled in the program. Parent(s)/Guardian(s) are responsible for notifying the Director of Programming Alla Sherman at 267.808.8518 if their child will be absent from the program on any given day.

If a child is registered to attend the after school program and does not report to the program and is not on the official school absentee or early release list/sign-out sheet, the Parent(s)/Guardian(s) or emergency contact(s) will be notified to verify the child's absence. This helps ensure the safety of all the children attending the program.

Sign Out Procedures

Your child must be signed in and signed out each day. We use the Brightwheels Parent App in order to do so. Only persons authorized in writing by the Parent(s)/Guardian(s) may collect the child from the program at the end of the day. We will require a photo I.D. for our records. Just another step towards the more stringent observance of child safety. The children will not be released to unauthorized persons without a photo I.D. In case there is no photo I.D., we will require a written notice with the Parent(s)/Guardian(s) signature and a stated reason why you would not be able to collect your child that day.

Should an unauthorized individual come to collect your child, we will contact you by phone immediately to verify.

This policy and procedures will be reviewed and amended as needed at S.T.E.M.M. Academy Board and Staff/Parent/Guardian meetings

Late Pick Up Policy

S.T.E.M.M. Academy After School ends promptly at 6:00 PM each evening. All Parent(s)/Guardian(s) are expected to collect their children on time. If you are unable to do so, it is your responsibility to notify **STEMM Academy @ 267.277.4177**, that you will be late and are sending an alternative person to collect the child. If the alternate person is not on the authorized pick up list, we will ask them for their picture I.D. information in order to validate your permission, as well as gather the I.D. for our records. We will also notify the Parent(s)/Guardian(s) to validate the person's identity that is picking up the child.

If the child is not picked up by 6:00 PM, we will attempt to contact the Parent(s)/Guardian(s) and emergency contact(s) by telephone. If a child remains at the school after closing of the program for in excess of 30 minutes, without notification from, or any communication with the Parent(s)/Guardian(s) or emergency contact(s), the local police department will be contacted, and the child will be turned over into custody of the appropriate law enforcement official.

A \$2.00/minute late charge will be added for every after the closing of the program, if the parent/guardian is late in picking up their child. This late pick-up fee will have to be paid at the time of collecting your child/children, that same day, to the on-site coordinator. With any questions about this procedure, please contact Alla Sherman at (267) 808-8518.

Three late pick-ups will result in the dismissal of your child from the program.

Health/Safety/Medications

S.T.E.M.M. Academy has multiple first aid kits and access to an IED machine. The on-site Director of the program will notify the Parent(s)/Guardian(s) of any evidence of illness or injury. A written record will be kept, including pictures and statements of all injuries and accidents requiring first aid. A copy of the accident report will be sent home with the child, and a copy will be kept on file.

In case of emergency, illness, or injury to a child, the Parent(s)/Guardian(s) will be notified immediately. If the Parent(s)/Guardian(s) cannot be reached immediately, the emergency number(s) on the registration form will be contacted.

The health of every child is important. In order to make sure that the proper measures are in place to protect all children enrolled in S.T.E.M.M. Academy Programs, we have adopted the National Health and Safety Standards, recommended by the American Pediatrics Association. This can be found on our website, under the PARENT tab. All Care Plans will need to be filled out by the child's pediatrician and a copy will be kept in the child's file, at the S.T.E.M.M. Academy location. With the written permission of the Parent(s)/Guardian(s), S.T.E.M.M. Academy will be able to share this information with medical, emotional support and administrative staff.

Emergency Hospitalization

In the event warranting immediate medical attention found to be life threatening, 911 will be called and all proper emergency protocols will be followed to ensure the safety of the injured child. The Parent(s)/Guardian(s) and emergency contact(s) will be notified immediately. If the child needs to be hospitalized, an ambulance will be called and the Director on site will escort the child inside the ambulance to the nearby Hospital. The Director will keep constant contact by cell phone with the Parent/Guardian appraising them of the situation. The Director will also be responsible for supplying the First Responder team with all medical information pertaining to the child. Reunification of the Parent/Guardian and the injured child will take place at the Hospital. At this point, the Director will fill out all the necessary paperwork pertaining to the injury and provide the Parent/Guardian with a copy of the Incident Report. Another copy of the Incident Report will be filed with the DHS office within the 24-hour period.

If your child must take medications of any kind, you must notify us and complete a Medical Authorization Form. Over the counter medications will not be dispensed

without a Parent(s)/Guardian(s) written authorization. All medications must be dropped off with the school nurse along with the completed Medication Form Authorization Log. Children are not permitted to have medication in their possession to take on their own. Medications will never be given to a child by a staff member without written authorization. No medication will be dispensed unless it is in its original container.

Daily Activities and Menu

Daily activities are reliant upon the teachers and staff each day. Since that schedule is fluid, we will do our best to provide a list of daily activities to all parents/guardians, with a reservation that it may be amended at any given time, without prior notice to the parents/guardians. The Monthly Menu, is posted on the bulletin board inside the daycare, and is sent out to all parents/guardians via the Brightwheels app.

Discipline

The teaching staff at S.T.E.M.M. Academy are trained educators and, as such, they undergo extensive training in child behavior techniques that include positive reinforcement, redirection, conflict resolution and rewards. The educators will follow and implement a multi-step plan to address the needs of children displaying behavioral challenges.

Our Plan is to implement a Multi-Tier System of Support for each individual child which includes emotional support and instruction on conflict resolution in a productive manner befitting the Philadelphia School District Student Code of Conduct.

A child with a consistent behavior problem will require intervention. S.T.E.M.M. Academy will be in communication with the Parent/Guardian, in order to make sure the child's needs are being properly assessed and to put forth a plan of action that can be followed by the family of the child, under the strict supervision of all parties involved.

A child who is not responding to his or her teacher, or who exhibits repeated extreme verbal or physically abusive and dangerous behavior, will be dismissed permanently from the program. No refunds will be issued for the remainder of the unattended time.

Suspension and Expulsion

S.T.E.M.M. Academy provides programs that are designed to support children's growth and that challenge them to learn as individuals with unique learning styles and ways of responding to the world.

Given the diversity of families and communities we serve, we recognize and appreciate the characteristics and behaviors that each child brings to our programs. Our hope is to build a program that is responsive to the wide range of individual learning styles and needs in our classroom, one that truly celebrates and values the individuality of each child.

Our child-centered approach seeks to accommodate a wide range of individual differences; however, on occasion, a child's behavior may warrant the need to find a more suitable setting for care.

Examples of such instances include:

The child cannot participate safely in our program or appears to be a danger to him or herself or others, despite our best efforts to reasonably reduce the risk of harm or injury.

Medical, psychological, school district, or social service personnel working with the center or child have concluded that continued care at the center is unsafe, could be harmful to the child or others, or is not in the best interest of the child.

The accommodations needed for the child's success in the program conflict with the fundamental nature of our group environment.

If a child's behavior/circumstances raise concerns, written documentation and family/teacher communications will begin as the first steps to understanding the child's individual needs and challenges, and to evaluate these needs in the context of our program. The center will work with a family to develop an action plan to address the concerns, and help the family to identify resources and seek evaluations needed to connect a child with the help he or she needs to be successful. If a child cannot be safe in our environment, the child's enrollment may be suspended to maintain a safe environment until he/she is connected with appropriate support resources and is ready to participate safely in our group setting.

S.T.E.M.M. Academy does not use suspension intermittently or to punish behavior; instead, suspension is a pause in enrollment while a family seeks appropriate resources. All suspensions are considered fairly, consistent with state and federal civil rights and other laws.

Roles and Responsibilities of Parent(s)/Guardian(s)

Parent(s)/Guardian(s) are responsible for the following:

- Picking up the child on time after the program is over. Should the child remain at the program site up to 30 minutes late, without notification or contact from Parent(s)/Guardian(s), the onsite management will have no choice but to call the appropriate law enforcement agency.
- Must fill out all appropriate paperwork at Registration time
- Must provide all working phone numbers, emails and contact information
- Must provide a current, correct residential and occupational address for self and everyone on the Emergency Contact Form
- Must provide timely, complete monthly payment (AM/OST) for attending the S.T.E.M.M. Academy Program
- Must notify Mark Ingerman at 215-378-9700 or, the S.T.E.M.M. Academy on site management if:
- There are changes to any information on the registration form. (Telephone numbers, Address, Pick up information)
- The child attended the daycare but will not be attending the after-school program that given day.
- There are changes in the daily pick up time, or the person responsible for picking up the child.
- Their child is being withdrawn from S.T.E.M.M., the school/after-school program, or AM Care.
- Their child's participation in a certain activity is prohibited or limited by any medical reasons.
- Their child is on any medication(s), which must be dispensed while the child is attending the after-school program, or if the child has any allergies.

A student may be dismissed from the S.T.E.M.M. Academy should the Parent(s)/Guardian(s) consistently neglect any of their responsibilities outlined in this Parental Guide.

School Holidays

S.T.E.M.M. Academy is CLOSED on All major holidays. A copy of the Calendar will be provided to parents monthly, and available through print and our website www.stemmacademyphila.com.

Special Needs Students

Special Needs Students are encouraged to participate in the S.T.E.M.M. Academy curriculum and after school. To ensure that there is adequate supervision for all children, the following enrollment procedure will be followed.

The Parent(s)/Guardian(s) must contact Mark Ingerman @ 215-378-9700 to set up a pre-enrollment conference. The purpose of this meeting is to determine proper staffing, special training, and all financial questions that will need to be addressed.

With the written permission of the Parent(s)/Guardian(s), Mark Ingerman, in turn, will reach out to the Special Education Teacher, School Counselor, and Principal of the school to schedule this meeting.

Prior to this meeting, the Parent(s)/Guardian(s) must sign a Release of Medical Information waiver for the S.T.E.M.M. Academy staff to be allowed to communicate with the pediatrician filling out the Care Plan for the child. The Care Plan is included in the Registration Packet, and is part of the Health Form requirement.

Children that have been diagnosed with Autism Spectrum, and require a 1 to 1 attendant, must have a TSS assigned to them during the entire time they will be participating in any S.T.E.M.M. Academy programming. It is the sole responsibility of the parent(s)/Guardian(s) to arrange such accommodations for their child/ren.

Transitioning to Higher Grades

S.T.E.M.M. Academy is a partner in education inside the School District of Philadelphia and it is our job to make sure that the after school transitions are relaxed and easier for all children.

In order to implement that policy S.T.E.M.M. Academy has reviewed and agreed to the following steps:

1. Talk to the parents and guardians of the children that start Pre-K with us, in order to become familiar with their needs.
2. Allow all children to have the opportunity to spend time with the environment and with their S.T.E.M.M. teacher where possible before starting in the new setting.
3. Support children through the transitions. This is also to support staff and parents in getting to know each other as well as children, keeping lines of communication open.
4. Ensure all parents know who their child's caregivers are and provide confidentiality and sensitivity, where parents can discuss any concerns.
5. Provide contact through verbal and written exchanges, as well as the acknowledgement that parents can call S.T.E.M.M. Administrators, Director and Primary Caregiver/ Teacher.
6. Inform parents when children are ready for their transition to another classroom and provide the new teacher with information to support the child, alongside with parents, in as smooth a transition as possible
7. Have parents complete a one page profile to assist teachers in providing a smooth transition.
8. To provide ongoing communications throughout the transition period among staff and parents. Communication is an essential means to aid a smooth transition for each and every child.

This policy will be reviewed annually and be amended during S.T.E.M.M. Academy Board and Staff meetings.

Additional Information

All personal belongings, including jackets, lunch boxes, backpacks, electronic devices, etc. should be clearly marked and labeled to help avoid loss. S.T.E.M.M. Academy will not be held responsible for any stolen, lost or damaged items that children bring into School Time/AM/After School programs, as well as Summer Camps operated by S.T.E.M.M. Academy.

Notification of Changes

It is extremely important that you notify the on-site Director immediately of any changes to your home address, employment, phone numbers, or pick up procedures.

Income Tax Information

Tax statements indicating the payments made to S.T.E.M.M. will be prepared upon request. They may be requested from the onsite director, or by calling Mark Ingerman @ 215-378-9700. Please allow two weeks for processing, especially during tax season. Please note that it is the sole responsibility of the Parent(s)/Guardian(s) to retain all receipts.

Grievance Procedures

S.T.E.M.M. Academy takes all concerns expressed by Parents/Guardians very seriously. Should a parent/guardian have a grievance or any questions regarding policies and procedures, we urge you to contact us immediately so we can address your inquiries immediately.

Any concerns you may have with the S.T.E.M.M. Academy, should be brought to the on-site manager at your school and the administration via email at mystemmacademy@gmail.com

If, after discussing the matter with the on-site manager, you are still not satisfied with their decision, and would like a face-to-face meeting, please contact Alla Sherman @ 267. 808.8518 or, Mark Ingerman @ 215-378-9700. We will accommodate your wish to meet any time during S.T.E.M.M. operating hours of Monday through Friday, 7 am - 6 pm.

We will take all necessary steps in order to ensure that the lines of communication between S.T.E.M.M. Academy Programs and the Parent(s)/Guardian(s) stays open and productive in order to serve all the needs of the child properly.

COMMUNICATIONS WITH PARENTS/GUARDIANS

To the Parent (s)/Guardian (s) of _____

This letter is to assure you of our concern for the safety and welfare of children attending ***STEMM ACADEMY***. Our Emergency Plan provides for response to all types of emergencies. Depending on the circumstance of the emergency, we will use one of the following protective actions:

- ***Immediate evacuation:*** In case an evacuation is necessary, the students will be evacuated to a safe area in the back of the school, by the playground. In case of inclement weather, we will relocate all the students to a designated location.
All parents will be notified via telephone, text message, and emergency email.
- ***In-place sheltering:*** Sudden occurrences, weather or hazardous materials related, may dictate that taking cover inside the building is the best immediate response. In that case, we will be taking shelter inside the school in one of these three areas: **GYM OR CLASSROOM**
- ***Evacuation:*** Total evacuation of the facility may become necessary if there is a danger in the area. In this case, children will be taken to a relocation facility. We currently have 2 available, they are:

LOCATIONS WILL BE POSTED

If it ever becomes necessary for us to relocate the program, we will post the location on the front door of the school

If you're not sure how to get there, please ask for directions before there is an emergency or consult GOOGLE Maps for directions

- ***Modified Operation:*** May include cancellation/postponement or rescheduling of normal activities. These actions are normally taken in case of a winter storm or building problems (such as utility disruptions) that make it unsafe for children, but may be necessary in a variety of situations.

Please listen to ***KYW 1060 AM, School Emergency Calls, and Messages from the Emergency Broadcasting System*** for announcements relating to any of the emergency actions listed above.

We ask that you not call during the emergency. This will keep the main telephone line free to make emergency calls and relay information.

We will be getting in touch with all parents and guardians via:

Text, email, and phone calls

The form designating the adults allowed to pick up your child is included in the packet and will need to be filled out and returned to STEMM ACADEMY Staff within

48 hours after enrollment.

This form will be used in every emergency situation when your child is released. Please ensure that only those adults that are listed on the form attempt to pick up your child.

If we are not able to verify the person or, if they are not on the emergency contact list, we will not be dismissing your child to them.

I realize that emergency circumstances may require changes to your plans but I urge you to **NOT ATTEMPT** to make different arrangements if at all possible.

This will only add to the confusion and stress of an already tense evacuation or emergency, and will divert the attention of the staff away from their appropriate functions of taking care of your children's safety.

If you have any questions regarding our procedures and/or wish to discuss any procedure at STEMM ACADEMY,

please contact Mark Ingerman @ 215-378-9700

EMERGENCY NOTIFICATION PROCEDURE

All Parents/Guardians will be notified in any event of emergency through the following means:

- 1) Telephone/Text**
- 2) Website/Email**
- 3) School Notification All Call**

These will also serve as the contact methods to notify all Parents/Guardians of the end of the emergency, and how they can be safely reunited with their children

In the event that all communications are disrupted, please check with the

RED CROSS

2221 Chestnut Street
Philadelphia PA 19103
215-299-4000

PA STATE POLICE

3501 Neshaminy Blvd
Bensalem PA 19120
215-942-3900

The form designating the persons to pick up your children is included with this letter for you to complete and return to "STEMM Academy" no later than 48 hours after enrollment. This form will be used every time your child is released. Please ensure that only those persons indicated on the form attempt to pick up your child.

I realize that emergency circumstances may require changes to your routines but, I urge you to NOT ATTEMPT to make different arrangements, if at all possible. This will only add to the confusion and divert staff from properly carrying out their duties in reuniting you with their children. In order to assure safety for our staff and your children, I ask for your understanding and cooperation. Should you have any questions or concerns please contact:

Mark Ingerman @ 215-378-9700

or

Alla Sherman @ 267-808-8518

EMERGENCY EVACUATION PROCEDURE

Students are evacuated to a safe area away from the grounds of the facility in the event of a fire, etc. In case of inclement weather, we may then proceed indoors to a designated facility.

**Welsh Rd Library, 9233 Roosevelt Blvd, Philadelphia
PA 19114**

Or

**CRUNCH GYM, 9173 Roosevelt Blvd, Philadelphia PA
19114**

If it ever becomes necessary to relocate, a sign will be posted on the door notifying you of which relocation facility the program is at.

IN PLACE SHELTERING:

Sudden occurrences, weather or hazardous materials related, may indicate that taking cover inside the building is the best immediate response. In this case, all attending children and staff will take shelter at any of these locations inside the building:

- GYM
- CLASSROOMS

You may receive notifications that include cancellation/postponement or rescheduling of normal activities. These actions are normally taken in case of winter storm or building problems (utility disruptions) that make it unsafe for children but may be necessary in a variety of situations. We ask you do the following:

1. Please listen to KYW-1060 AM for School Closing and emergencies
2. Follow our text notifications and School All Call notifications
3. Follow our email directives

**For any questions regarding these policies, please contact
Mark Ingerman @ 215-378-9700**

CHILD PICK-UP AUTHORIZATION

I, _____, authorize **STEMM ACADEMY** to release my child(ren) to the person(s) designated. This is in consonance with the **STEMM ACADEMY EMERGENCY PLAN**

<u>Child's Name</u>	<u>Designated Custodian (s), Name, & Relationship</u>	
_____	_____	
_____	_____	
_____	_____	
_____	_____	

Your Signature Relationship Date

Print Name

Address

Address

(Home Phone) _____ (Work) _____ (Cell) _____

NOTE: Parents and guardians should designate themselves as designated custodians. Friends, neighbors and other relatives may also be designated.

PLEASE PRINT CLEARLY.

STEMM ACADEMY RELEASE OF LIABILITY

READ CAREFULLY - THIS AFFECTS YOUR LEGAL RIGHTS

In exchange for participation in any form of Physical Activity including, but not limited to Jiu Jitsu/Martial Arts Lessons/Dance Lessons/General Sports Activities organized by the S.T.E.M.M. Academy, of 2361 - 71 Welsh Rd, Philadelphia, PA 19114, and/or use of the property, facilities and services of S.T.E.M.M. Academy operated by Sentex Capital Holdings LLC, I agree for myself and for the members of my family, to the following:

1. I agree to observe and obey all posted rules and warnings, and further agree to follow any oral instructions or directions given by the S.T.E.M.M. Academy, or the employees, representatives or agents of S.T.E.M.M. Academy or Sentex Capital Holdings LLC.

2. I recognize that there are certain inherent risks associated with the above described activity and I assume full responsibility for personal injury to myself and (if applicable) my family members, and further release and discharge S.T.E.M.M. Academy and Sentex Capital Holdings LLC, loss or damage arising out of my or my family's use of or presence upon the facilities of S.T.E.M.M. Academy, whether caused by the fault of myself, my family, S.T.E.M.M. Academy or other third parties.

3. I agree to indemnify and defend S.T.E.M.M. Academy and Sentex Capital Holdings LLC, against all claims, causes of action, damages, judgments, costs or expenses, including attorney fees and other litigation costs, which may in any way arise from my or my family's use of or presence upon the facilities of S.T.E.M.M. Academy.

4. I agree to pay for all damages to the facilities of S.T.E.M.M. Academy and Sentex Capital Holdings LLC., caused by my or my family's negligent, reckless, or willful actions.

5. I consent to the participation of my Child/Children, named in this contract, in Zumba Dance Lessons/Hip Hop Dance Lessons, General Sports Activities, Martial Arts, and agree on behalf of the minor to all of the terms and conditions of this Agreement. By signing the Release of Liability and Consent Form, I represent that I have legal authority over, and custody of

Enter Child Name _____.

6. In the event of an injury to the above minor during the described activities, I give my permission to S.T.E.M.M. Academy and Sentex Capital Holdings LLC., or to the employees, representatives or agents of S.T.E.M.M. Academy and Sentex Capital Holdings LLC., to arrange for all necessary medical treatment for which I shall be financially responsible. This temporary authority will begin on the first day of attendance, and will remain in effect until terminated by writing by the undersigned.

7. S.T.E.M.M. Academy and Sentex Capital Holdings LLC., will have the following powers:

- a) The power to seek appropriate medical treatment or attention on behalf of my child as may be required by the circumstances, including without limitation, that of a licensed medical physician and/or Hospital
- b) The power to authorize medical treatment or medical procedures during an emergency situation.
- c) The power to make appropriate decisions regarding clothing, bodily nourishment and shelter in an emergency situation.

8. S.T.E.M.M. Academy and Sentex Capital Holdings LLC., will not provide transportation to any off-site facility and all agents/employees/contractors of will not be held liable for any discourse and adverse physical bodily injury resulting in said transportation from S.T.E.M.M. Academy Early Morning and/or After School Program to any designated location by the parent/guardian. Any legal or equitable claim that may arise from participation in the above shall be resolved under Pennsylvania Law.

Cameras Are Not For Parental Review

Although S.T.E.M.M. Academy has internal cameras placed throughout the building, these are dedicated, and limited to the reviews of the S.T.E.M.M. Academy Administration, Directors and the Protection Authorities ie: Police, Fire Marshal, etc.

We will not be releasing videos to Parent/Guardians unless subpoenaed by a Court of Law and under warrant of investigation due to a malice that was delivered to a child and resulted in hospitalization or death.

I HAVE READ THIS DOCUMENT AND UNDERSTAND IT. I FURTHER AGREE THAT BY MY CHILD ATTENDING THE STEMM ACADEMY, I VOLUNTARILY COMMIT TO PROTECTING THE RIGHTS OF A and A EDUCATIONAL LLC AND ALL OF THEIR EMPLOYEES AND CONTRACTORS.

GUARDIAN SIGNATURE _____ DATE: _____

Safe Routes Drop Off and Pick Up Policy

S.T.E.M.M. Academy has established a safe route policy when dropping off or picking up children. In order to keep children safe, all children must be escorted to and from the facility. At time of school dismissal, all children will be gathered at the facility designated meeting place (in the small or large gym areas). The supervising teachers are responsible for the children in their care, until children have been placed in the care of their parent/guardian at pick up time.

Once the children are signed out and dismissed to the parent(s)/guardian(s), it is the Parent(s)/Guardian(s) responsibility to make sure the children are walked safely to the cars.

S.T.E.M.M. ACADEMY HAS DESIGNATED PARKING IN FRONT OF THE BUILDING.

No child should be left unattended in the parking lot, car, or inside or outside of the building. Please do not allow the children to cross unattended through and around the parking lot and/or between parked cars.

DO NOT DOUBLE PARK IN FRONT OF THE BUILDING WITH CAR STILL RUNNING.

GUARDIAN SIGNATURE _____ DATE: _____

Parental Image Acknowledgement Form

Child's Name: _____

Date: _____

I understand that the S.T.E.M.M. Academy policies have been developed to ensure the safety and well-being of all children attending the S.T.E.M.M. Academy school/Summer Camp/ AM/ after school program. I have RECEIVED AND READ the Parent Handbook and understand the program policies and procedures. I have discussed the rules of the program with my child.

I understand that failure to return this acknowledgement will not relieve me from knowing and following the policies and procedures brought forth in this Handbook.

Parent(s)/Guardian(s) Name(s):

I GIVE permission to the S.T.E.M.M. Academy to use my Child's Image for Promotional Services Only.

Parent(s)/Guardian(s) Name(s):

I DO NOT give permission to the S.T.E.M.M. Academy to use my Child's Image for Promotional Services Only.

Parent(s)/Guardian(s) Name(s):

PARENTAL/GUARDIAN CONTRACT

S.T.E.M.M. Academy is hereby contracted by

(guardian's name) _____

(child's name) _____

S.T.E.M.M. Academy will provide the following services
Monday through Friday, 7:00 A.M. to 6:00 P.M.
Winter, Spring and National Holiday operating hours will vary.

The Service Fee is as follows:

**Children upto 12 months ... \$340/week full time
\$300/wk part time**

**Children 1 to 2 years old ... \$320/week full time
\$265/wk part time**

**Children 2 to 3 years old ... \$300/week full time
\$260/wk part time**

**Children 3 to 5 years old ... \$300/week full time
\$260/wk part time**

(part-time attendance fee is based on children attending less than 5 hours per day)

- Science, Technology, Engineering, Math and Medicine curriculum according to grade level of the child
- Breakfast, lunch and afternoon snack
- All Music, Arts, Chess, Robotics, Self Defense, Martial Arts and Dance classes will be included in the curriculum

EXTRA FEES:

Trips and Excursions :

will be assessed at \$75/child and will need to be collected prior to the excursion date. This affects only older school aged children that attend the after school services.

Late Fee :

is charged to the parent/guardian at \$2.00/minute, up to 30 minutes, and will need to be paid at the time of pick up.

Your responsibility as a parent/guardian will be to communicate your lateness with the school, as soon as possible, and provide your estimated time of arrival.

Should we not hear from you, and your child is not picked up promptly at 6:00 P.M., we will attempt to contact the persons on the emergency contact list. If your child is still not picked up after 60 minutes, and we still have no communication with the parent/guardian, or personas on the emergency contact list, we will call the authorities and your child will be turned over to them.

Please bear in mind, we will not accept chronic lateness and your child be removed from the school, without a refund.

REGISTRATION and RELEASE of CONTRACT FEE:

As a Parent/Guardian of this child, I understand that S.T.E.M.M. Academy requires a Registration Fee equivalent to two (2) week payment, that will need to be paid prior to my child starting the program. I also understand that should I wish to cancel this contract and nullify my contractual obligation, I will be required to pay an additional two (2) week payment, equivalent to the weekly rate that S.T.E.M.M. Academy will assess at that given time.

GUARDIAN’S SIGNATURE _____ DATE _____

ELRC Addendum:

As a Parent/Guardian of this child, I understand that S.T.E.M.M. Academy may have an additional daily operational cost fee, in addition to my ELRC copay that I may incur. I was made aware of this addendum and will comply with the additional daily cost that may be assessed and added to my weekly payment.

GUARDIAN’S SIGNATURE _____ DATE _____

ELRC Pre-K and Kindergarten attendance:

I understand that S.T.E.M.M. Academy operates a Private Pay PRE-K and Kindergarten (School Age) Program that ends daily at 3:00 PM. Should I select to keep my child inside the S.T.E.M.M. Academy past the hours of 3:00 PM, I will have to pay the extra “after school” fee of \$35/day. This fee is non-reflective of the ELRC co-pays, and is an additional fee incurred by the parent/guardian.

GUARDIAN’S SIGNATURE _____ DATE _____

LATE FEE ADDENDUM:

I understand that, S.T.E.M.M. Academy does not have a late pick-up policy and closes Monday through Friday (barring certain Holidays) at 6:00 PM promptly. If I am late to pick up my child, I will need to notify the person in charge at S.T.E.M.M that I will be running late. I will also need to pay the late pick-up fee to the person on duty when I pick-up my child. The amount will be assessed at \$2.00/minute that I am late.

GUARDIAN’S SIGNATURE _____ DATE _____

ADDRESSING SPECIAL NEEDS CHILDREN:

I understand and recognize that S.T.E.M.M. Academy is an equal opportunity child care provider with an all-inclusive classroom policy that insists on special needs children to be in the classrooms, participating in all the activities and lesson plans. I also understand that should my child enroll in S.T.E.M.M. Academy with a diagnosis of Spectrum Disorder, ADHD, Behavioral, Attention or any other diagnosis, I will work diligently to acquire a TSS, ABA, (an assistant for my child), in order to attend the day care and school.

CREDIT/DEBIT CARD INFORMATION:

I understand that, as a prerequisite to my child's attendance at STEMM Academy, a credit card of my choice will be kept on file.

In the event that I forget to make my weekly payment,

I give STEMM Academy permission to use the aforementioned card to process transactions pertaining to my child, including tuition fees, late pick-up fees, and all physical onsite damages.

If during the payment process, this card comes up "INSUFFICIENT FUNDS", or any other reason that the card may be rendered unusable,

I will need to do the following:

- **Provide a different card for transactions**
- **Provide a cash payment in lieu of card**
- **A 6% processing fee will be assessed to my payment**

Should I forego the above mentioned steps to correct the transaction, STEMM Academy reserves the right to remove my child until such time as I rectify the transaction, which will include the processing fee.

CARD NUMBER: _____

EXPIRATION DATE: _____ **SEC CODE:** _____

ZIP CODE: _____

NAME ON THE CARD: _____

I have received complete written information regarding the program at time of enrollment (PA CODE 3270.121)

I agree to update all emergency contact/parental consent information whenever changes occur or every 6 months at minimum (PA CODE 3270.124)

GUARDIAN'S SIGNATURE _____ **DATE:**

OPERATOR'S SIGNATURE _____ **DATE:**

AFTER SCHOOL ONLY

If you are a Parent/Guardian registering only for After School Services, your fee is based at **\$200/week** and will include:

- Transportation from your attending school,
- Homework Assistance
- Afternoon Snack

AFTER SCHOOL CLUBS

- CHESS
- ROBOTICS/LEGO
- DANCE
- ROCK/POP MUSIC
- VISUAL and PERFORMING ARTS
- SELF DEFENSE

Late Fee :

is charged to the parent/guardian at \$2.00/minute, up to 30 minutes, and will need to be paid at the time of pick up.

Your responsibility as a parent/guardian will be to communicate your lateness with the school, as soon as possible, and provide your estimated time of arrival.

Should we not hear from you, and your child is not picked up promptly at 6:00 P.M., we will attempt to contact the persons on the emergency contact list. If your child is still not picked up after 60 minutes, and we still have no communication with the parent/guardian, or persons on the emergency contact list, we will call the authorities and your child will be turned over to them.

Please bear in mind, we will not accept chronic lateness and your child be removed from STEMM, without a refund.

Family Two (2) Week Attendance Allowance Addendum

At S.T.E.M.M., we understand that life happens around us.

Families go on vacation, children are ill for a week, amongst other unforeseen events. Our policy has always been putting families first, and that is why we allow for two weeks of unpaid absence for any given fiscal year.

For example:

Your child is sick for one week of attendance but has been attending prior to their illness, you do not have to pay for that week.

Your family takes a vacation for a week, but your child was in attendance during the previous week, you do not have to pay for that week.

Please bear in mind, once your two weeks are depleted, your payment will need to be made regardless of your attendance status.

Any two consecutive weeks of absence will deplete your two week allowance and you will need to make payments for the remainder of the year.

This rule does not apply if your child is not in attendance for a few days a week, you are still responsible for a complete weekly payment.

Parent/Guardian Signature _____ DATE: _____

PARENT VISITATIONS TO THE S.T.E.M.M.

The S.T.E.M.M. Academy Director or program supervisor must grant prior approval for the visit, and shall notify the classroom teacher prior to the visit. Parents/Guardians shall be limited to the classroom their child attends, for classroom visitations, in order to minimize disruption of the classroom schedule and the educational program. Parental participation in classroom activities or programs such as room parents, and chaperones for field trips shall not constitute a classroom visit for purposes of this policy. In order to minimize interruption to the instructional program and to ensure safety, no visitor may confer with a teacher or student in school without the approval of the S.T.E.M.M. Director, group supervisor or the Board designee. The program supervisor and classroom teacher have the authority to ask a visitor to leave if the visitor disrupts the classroom routine, educational program or daily schedule, or if a visitor violates Board policy. Failure to leave when asked or repeated, documented disruptions may result in loss of classroom visitation privileges. Under exceptional circumstances and upon request of the Director and/or program supervisor, classroom teacher or parent/guardian, the S.T.E.M.M. Academy Board of Directors may authorize additional or longer classroom visits by a parent/guardian. Should an emergency require that a student be called to the school office to meet a visitor, the Director or designee shall be present during the meeting. No visitor shall go directly to a classroom to deliver or pick-up students or speak to teachers unless such visits have been approved previously by the Director or designee. Approval for taking a student from school shall be granted only to a parent/guardian having custody unless that parent/guardian gives explicit permission in writing to release the student to a designated family member or adult. Failure to comply with this policy shall result in more limited access to the school as determined by the Board of Directors, consistent with Board policies, administrative procedures, and federal and state law and regulations. The Board of Directors, and group supervisors, shall have the right to adapt or set aside established rules or administrative procedures in the event of special activities such as assembly programs, athletic events, or musical performances. Relevant provisions of this policy shall be disseminated in the student/school handbook and in the Code of Student Conduct. This ordinance regarding unauthorized entry on school premises and the Board policy on school visitors and administrative procedures shall also be posted at all entrances to the school and at other appropriate places.

Family Engagement and Conference Policy

The S.T.E.M.M. Academy put forth a policy on how parent engagement is supported inside our school. We encourage parent and guardian involvement in their child's education through multiple avenues.

- **Parents download an app on their phone (Brightwheels) at registration and initial intake of children, that allows instant communication with their child's teachers and support staff.**
- **Parents are encouraged to participate in school holiday proceedings, Birthday parties, school mixers and functions**

With open and transparent communication lines between parents/guardians, staff and administration, we are achieving a uniformity in administering high quality care for their children.

Parent/teacher conferences are held on a quarterly basis, mirroring the schedules of the Phila School District. This is the time where both parties assess the progress of the child and if necessary, re-determine the approach to a child's education. We address the child's performance as well as behavior and all the different ways we can assure the child reaches all the necessary learning milestones.

The parent/teacher conferences can be conducted in a few different ways while considering both parties' availability and resources. The best way we can conduct these conferences is face-to-face but, if the parent/guardian is not able to attend meetings, we can accommodate them via existing technology, such as ZOOM, Google Meet, or an old fashioned over the phone conversation.

For more information on our Family Engagement or Parent/Teacher conferences, please contact our administrators, or ask your teacher.

S.T.E.M.M. Academy Supervision Policy

To ensure that children are supervised throughout the day, in accordance with the PA Office of Child Development and Early Learning (OCDEL) and the Department of Human Services (DHS), the following policies and procedures are implemented in our program. Staff should be aware of how many children are in their care and where all children are, at all times.

Children of any age are not allowed out of the classroom without adult supervision. Infants, toddlers and twos, and preschool children are supervised by sight and sound at all times, including while in the bathroom. “By sight” means the child is being actively observed. “By sound” means the child can be heard from where the caregiver is positioned.

While supervising children in these age groups, staff should position themselves so that they can see and hear all of the children and reposition themselves as children move about the room.

When children are sleeping or resting, staff should position themselves so that all children are continuously supervised by sight and sound. The room should not be completely dark and should be bright enough for: 1) everyone to see clearly, 2) children to move around the room safely without assistance, and 3) for staff to maintain full sight supervision for all age groups.

Cots/mats should be fully visible to staff during naptime.

However, if the environment prevents full visibility, then teachers need to circulate to provide full supervision. When infants are sleeping, staff should position themselves so that all children are continuously supervised by sight and sound. Sleeping infants should be checked individually and in close proximity at least 3 times each hour (every 20 minutes) and the Infant Sleep Check Form must be completed. These checks should be more frequent as needed to meet individual children’s needs.

At least two staff members (or administrators) must be in the room/building at all times when children are present. If children remain after closing, two staff members (or administrators) must remain until the last child is picked up.

The playground is considered an extension of the classroom with the same supervision standards and ratios, unless stricter standards are required by state licensing. Staff members should know how many children are in their care at all times, and consider other supervision challenges which the outdoor environment presents.

Staff should position themselves so that at least 2 areas of the playground can be viewed and are easily accessible. Staff should move about the playground, depending on where the children are at any given point in time, while continuing to interact with the children. Staff should consider individual children's needs, including high risk behavior.

If there are areas that cannot be supervised by sight, they should be blocked off and inaccessible.

Staff track the children throughout the day, including during transitions (i.e., moving from the classroom to the playground, while transitioning to a different space within the center, etc.) Teachers are required to know the names and the number of children in their care at all times. Utilize "Face to Name Roll Call", and "Count Heads" whenever a transition through a door or gate occurs. Conduct periodic Head Counts throughout the day.

If you have any questions regarding the supervision of children, please contact your center director.

Child's Name:

Parent/Guardian Name:

Today's Date:

TRANSITIONS

At S.T.E.M.M. Academy, we recognize the importance of new beginnings for both the child and the family. We call these new beginnings “transitions,” and we want to make them as special and smooth as possible. Transitions are supported by slowly integrating the child into a new program and by customizing care and communication throughout the transition period.

Initial Transition from Home to Center

We realize that the transition from home to center — and adjusting to new routines and new people — can be a challenging period for families. During this time, you will receive general information on the program, meet with your child’s teachers, and visit the classroom. You are encouraged to talk to your child’s teachers about the communication methods that work best for you. Please mention any adjustment problems you anticipate; together we will work to foster the best possible transition. We also recommend that you and your child visit the center several times prior to your child’s first day. Gradually increasing the length of time your child stays at the center allows for a smooth transition.

Transitioning to a New Classroom

There is no set formula for classroom transitions. Children transition to the next age group based on chronological age, developmental readiness, state licensing requirements, and space availability. Each classroom changes to fit the developmental characteristics of the children enrolled. Current and future teachers will meet with you during the transition. Your child will be gently integrated into the new environment through a series of visits to the new classroom. At this time, we encourage you to visit the new classroom often so you, too, can become accustomed to the environment, and so you can bond with your child’s primary caregiver. You are also encouraged to discuss communication methods that work best for you.

Taking the Next Big Step: Transitioning to Elementary School

Bright Horizons is committed to assisting families in the important transition from the center to elementary school. Teachers and administrators will provide you with information on local schools, ideas on how to talk to your child about going to elementary school, and information on what to expect. To help children, transition activities are integrated into the preschool and kindergarten curricula.

We suggest parents and guardians create activities that may include a field trip to a local school, and help create a goodbye book to commemorate special friends and times at the S.T.E.M.M. Academy.

CARING FOR OUR KIDS

S.T.E.M.M. Academy maintains strict health and safety practices based on the Caring for Our Children, National Health and Safety Standards; Guidelines for Early Care and Education; A Joint Collaborative Project of the American Academy of Pediatrics, the American Public Health Association and the National Resource Center for Health and Safety in Child Care and Early Education. We Care: The Bright Horizons Program for Caring is an umbrella for our policies and practices that nurture children and keep them healthy and safe.

ADMINISTERING MEDICATIONS:

Medicine will be administered to children as prescribed by a physician, following instructions on the plan provided by parents. Once the medication is given, the Medicine log will be filled out, including time, date and the amount of medication administered. This log will be shared with parents at the end of the day, or week, as prescribed by the physician.

All medication requiring refrigeration will be kept in the nurse's office and dispensed from there, at the physician prescribed times and doses. The staff working in the rooms that require medicine dispensation will need to set an alarm on their cell phone, and get a reminder call from the administration.

PLANNING FOR ALLERGIES

Families are expected to notify the center regarding children's food or environmental allergies and food intolerances. Parents/guardians of children with diagnosed allergies or asthma are required to provide the center with an individualized health care plan, signed by the child's medical provider, detailing the child's symptoms, reactions, treatments, care, and all necessary medications.

A list of children's allergies will be posted in the classrooms. Staff members are trained on how to consult and use the list. The names of children with medically documented food allergies, food related health issues documented by a physician, and those with suspected allergies and food intolerances will be highlighted in red. Children with health related issues requiring a health care plan, including allergies unrelated to food, will be highlighted in purple.

Contact with nuts, including peanuts or products containing traces of nuts or oil, can be critical or even fatal to a child with a severe nut allergy. S.T.E.M.M. Academy is a NUT-FREE center. This means we do our best to keep nut products out. Staff are asked to carefully monitor all product ingredients to avoid nut-containing products (including almond milk and products containing nuts in any form, such as lotions).

Despite our diligent efforts, it is impossible to eliminate all risks for children with food allergies.

Ultimately, in light of the risks that cannot be eliminated, parents/guardians will need to decide whether group care is appropriate for their child with allergies.

DEVELOPMENTAL SCREENING POLICY

As part of our children's developmental screening tools, we utilize “Ages and Stages.3” and “Social Emotional 2”.

We utilize these tools within the 45 days of attendance. The reports are completed annually, and the individual reports for children with challenges are completed quarterly.

The results of these reports are shared with parents during the quarterly parent/teacher conferences.

This process benefits the children enrolled at S.T.E.M.M. Academy by collecting data on individual progress that can be shared with parents, therapists and future schools assigned to children when they request transcripts.

Each child is an individual and exhibits different character traits, emotions and learning strengths and challenges. All efforts are made to make sure that all children are afforded the opportunity to attend S.T.E.M.M. Academy.

Parents are brought in on the conversation and our findings and suggestions. Their input is extremely valuable and provides additional assistance in developing any special IEP for their child based on the screening and findings derived from the Ages and Stages assessment.

Children displaying severe challenges that require extra attention, attend age appropriate classrooms, need to participate in all classroom activities and lessons.

Therapists, ABAs and TSS assistants and specialists from ELWYN, SPIN, CHOP, etc. are welcome in the school, in order to help address the challenges that children will go through.

S.T.E.M.M. Academy has a nurse as part of the staff to help address and redirect challenging behavior as well as daily interactions with Therapists and Specialists that come to visit the children. All staff are guided on behavior modification, learning disabilities and appropriate ways to address any issues.

Staff and administration are always searching for training on challenging behaviors, and share the information with parents and guardians. Please contact the administration or your teacher with any questions you may have regarding this policy.

IEP (Individual Learning Plans)

Families that have an IEP in place for their child, and wish to share it with the S.T.E.M.M. Academy, are encouraged to do so.

This action will ensure that all information, regarding your child's IEP, will be reinforced by the teachers in the classrooms. All learning/behavior protocols set forth in the IEP, will be carried out.

IEP meetings will be held inclusively between parent/guardian, teacher and the therapists administering and adjusting the IEP.

With any questions regarding this procedure, please contact the administration or talk with your classroom lead teacher.

S.T.E.M.M. Academy goes “Beyond Paper”

S.T.E.M.M. Academy utilizes an educational curriculum that was recently approved by the OCDEL, and aligns with the PA State Learning Standards for Early Childhood.

“Beyond Paper” is a blended curriculum that allows educators the flexibility of transferring from on-line to paper format, as their lesson plans may dictate.

In our long, difficult decision making process, S.T.E.M.M. Administration unanimously selected this curriculum specifically because it implements many aspects of Science and Math in its core and, the most important feature of the curriculum is the interactive learning, where children get to participate in the lessons and ask questions. This curriculum also encourages children to work in groups and solve problems together.

This curriculum also benefits the educators in its simplicity to implement. All lessons are interchangeable and can be altered to suit the needs of the teacher. The educators also get extensive training on the platform and paper format, in order to stay current on educational changes.

Supporting Linguistic Diversity at S.T.E.M.M.

Language development and literacy is no doubt a critical part of any child's overall development. It supports the ability of your child to communicate, and express and understand feelings. It also supports your child's thinking ability and helps them develop and maintain relationships.

Language development lays the foundation for the reading and writing skills in children as they enter and progress through school. Language is needed for all aspects of their education in the classroom as they connect with peers and teachers, and throughout their lives as they grow into adulthood. So, developing language skills is of absolute significance for every child's progress in later life span both as social beings and in pursuing an education.

As we continue to develop as a multicultural society, it is important to recognize the need for communication with families whose first language is not English. At S.T.E.M.M. Academy, we found that using modern technological advances in translation apps bears great results. Another fantastic resource of communication is other families that speak the same language and translate for each other.

In order to support children who are English learners, S.T.E.M.M. Academy introduced culturally diverse school based projects. We read many different books about Chinese, Arabic, Latin, Ukrainian cultures, just to name a few. We also do flag and country discovery day projects. Children wear their national clothing, and bring in ethnic food and articles from their family culture. We also print out labels and cue cards for site words such as "table, chair, door" etc. There are many picture charts hung within the classrooms. These are just some of the ways we celebrate our diverse backgrounds.

