

2025-
2026

Holy Trinity Weekday Schools Parent Handbook

Holy Trinity Lutheran Church
927 S. Providence Rd,
Wallingford, Pa 19086
610-876-1721

WELCOME TO HOLY TRINITY WEEKDAY SCHOOLS

We welcome all families to our schools! We provide a safe, caring, educational environment to support your children as they grow and we have many programs and options to fit your needs.

HTWS Mission Statement

Holy Trinity Weekday Schools serves to extend the mission of our congregation: *to invite all into fellowship with Christ; to care through outreach, especially to families with young children, and to involve ourselves in ministry to others.*

Our mission is to provide a caring, Christian environment in which each child is recognized and valued as individual. Our goal is to foster positive self-esteem and independence through hands-on experiences that encourage a lifelong love of learning; develop social skills and support academic growth.

Our Schools

HTWS welcomes all children. Our curriculums are designed to accommodate a wide range of learning styles and developmental levels. We welcome children with special learning needs into our classrooms. We allow itinerant teachers, therapists and support personnel from outside agencies to work with students in our classrooms. We do not discriminate on the basis of race, color, national and ethnic origin in the administration of our educational policies and admissions policies.

Our programs are a branch of the Holy Trinity Lutheran Church, and may include Christian content and values in its programming. We are an inclusive program and acknowledge non-Christian holidays as well. Please speak to the Director if you have any questions.

School Contact Information:

Holy Trinity Weekday Schools at Holy Trinity Lutheran Church

927 S. Providence Rd, Wallingford, PA 19086

610-876-1721

Crossroads, Sharon Snow, directorcrossroads@gmail.com

PROGRAM OPTIONS

Crossroads Before and After School Program: Our programs provide extended day enrichment programs for students in Kindergarten through 5th grade. We use a thematic curriculum that is tied in to District curriculum, State Educational Standards, and is designed to achieve the goal of helping students gain skills in social, emotional, and academic growth to assist them as they become independent in a supportive and nurturing environment. We meet these objectives through a combination of teacher-led and student

driven explorations and activities. We maintain a lower than required student to teacher ratio to ensure that our students have opportunities to explore multiple activities each day.

Our staff meet or exceed DHS qualifications for their positions and obtain additional training hours each year. All staff have current clearances as required as well as CPR and First Aid Training.

Crossroads offers Before School care from 7 am until WSSD bus pick up. Our After School program opens at 3:30pm and runs until 6:00pm and includes snacks each day. Drop-in options are available to enrolled families for both Before & After school if you need an extra day.

The K-Club operates both AM and PM sessions, as well as an Early Bird option for early drop off. K-Club programs can be combined with the Crossroads Before/After School programs to provide additional care for families that need it.

We also offer care on select school closing days, early dismissals, and scheduled late starts, see school calendar for details. Our program offerings are as follows:

Before School Care

- Monday – Friday, 7am - 8:30am

Kindergarten Program Options Monday – Friday

- AM K-Club Early Bird: 8:15am-8:45am
- AM K-Club 8:45am-12:30pm
- PM K-Club 11:45pm-3:30pm

After School Care

- Monday – Friday, 3:30pm-6pm

All programs are available 3-day, 4 day, or 5 day

ENROLLMENT POLICIES AND PROCEDURES

Registration

Our registration opens mid-January for our programs. We strongly suggest families register early as we do fill up quickly. During the Open Enrollment period, all registrations are held to be processed once the Kindergarten Placements (Lottery system) are completed. Once the lottery is completed, placements are made by the Sorting Committee and using a Priority Enrollment System and families are alerted as to if

they are enrolled or on the waiting list. All registrations received AFTER the Open Enrollment period closes are placed on the waiting list in order of receipt of registration.

The Priority Enrollment System awards “points” based on various criteria set by the Weekday Schools Board, the criteria include: Current families, Kindergarten Students, Legacy Families as well as enrollment needs.

Waitlist

Once all our spaces are reserved, a wait lists will be started. Families will be contacted as space becomes available.

Enrollment Forms

All students must have current paperwork on file before their first day in the program. No child will be allowed to start until their file is completed. Families who fail to comply with required paperwork will be dismissed from the program.

Required forms for all programs are as follows:

- Emergency Contact Form
- Contract/Fee Agreement
- Authorization Form
- Health Form, including immunizations records, completed by your pediatrician
- Civil Rights Statement

Additional forms may be required if your child has any allergies, takes medicine, or receives services through an IEP/IFSP.

Days of Operation

All programs are closed for students the following holidays:

- | | |
|---|--------------------------|
| ● Labor Day | ● Martin Luther King Day |
| ● Election Days | ● President’s Day |
| ● Thanksgiving Holiday | ● Spring Break/Easter |
| ● Winter Break/Christmas through New Year’s Day | ● Memorial Day |

Please see the school’s annual calendar for further information regarding other closing dates and extended and Full-Day care dates.

Snow Days/ Inclement Weather:

In the event of inclement weather, we will use the same code number, 460, as the Wallingford-Swarthmore School District. Closing information will also be displayed on our Facebook pages and websites. In addition, updates will be sent through the school's messaging service.

Crossroads will follow the changes to the WSSD school calendar for any make-up days if required. We have 3 built-in snow days which families are not charged for, in alignment with the WSSD 3 snow day policy.

TUITION

Tuition for any program may be paid either in full at the start of the program, or monthly. Please see your Contract/Fee Agreement for tuition rate. Families may pay by ACH through Procure, or pay by check, cash, or money order on site. **We do NOT accept credit card payments.** If you are unable to make your tuition payment by the due date, you must make alternate arrangements by speaking with the Director or Office Assistant. Late tuition will be assessed as a \$35 late payment fee, as listed on your contract/fee agreement. Accounts that are delinquent two (2) months will result in suspension of services until your account is paid in full, or until satisfactory alternative payment arrangements have been made with the Director.

Please note there are no refunds, or credits given for days absent or programs missed. We staff our programs based on the enrolled/signed up students. Payment, in full, is required even though a child may be absent due to illness, family vacation, or a change in plans. Any check returned to us for insufficient payment will incur a returned check fee of \$30.

Drop In & Extended Day Programs

Drop In / Extended Day Program options are available depending on spaces open. Any care beyond your regular contract/fee agreement is a separate fee and is subject to all fees and charges outlined in the Fee Agreement. Registration for these programs is available through the Director. Registration is on a first come, first served basis and enrollment is capped in accordance with the program.

Late Pick-up Fee

Any student still at the program 5 minutes after the program end time will be assessed a late fee of \$10. An additional \$1.00 per minute will be charged for each minute past this time.

Change in Enrollment / Withdrawal

Changes in enrollment and withdrawals MUST be received by the office by the 15th of the month prior to the change. Change requests need to be made in writing (email is fine). If notice is given after the 15th, additional fees may apply. If a family has pre-paid for the year the refund will be prorated.

If you choose to withdraw your child from programming, any outstanding tuition payments must still be paid. Failure to meet your financial obligations will result in legal action.

Scholarship Information

Holy Trinity Weekday Schools offers a limited number of scholarships per year. The awarding of scholarships will be based on need and available funding. Scholarships are available to new and existing families throughout the year. Scholarships may take the form of a full scholarship, a partial scholarship, or a temporary scholarship.

Please speak to the Director to request a scholarship application. All scholarship information is strictly confidential.

Subsidy

Crossroads students who are eligible for Subsidy may receive subsidized funding for their tuition. Please see the Director for information if you think you may be eligible for funding and would like to know more.

POLICY AND PROCEDURES

Open Door

The Director maintains an Open-Door policy and families can pop in or call with any questions during office hours or schedule an appointment outside of office hours if needed.

Pick up & Drop Off

Each student must be escorted by an accompanying adult to and from the doors. Please have students wash hands on arrival.

Families should use the Upper Crossroads entrance between 7am-8:45am, 11:30pm-1pm, and 3pm-6pm.

For AM K-Club or other admittance between 8:45am-11:30 please use the Lower K-Club entrance.

Families should use the upper parking lot for pick up and drop off. Handicap spots are available in the lower lot if needed.

Authorized Pick-up

Students will ONLY be released to those persons listed on the Emergency Contact Form. All designated pick-up persons must be of 18 years of age or older and should be able to provide proof of identification (Drivers' License or State Issued ID card). From time-to-time parents may be delayed from picking up due to outside circumstances. We ask that all families have at least 2 alternates designated to pick up on their Emergency Contact Form in case of emergencies.

Should you need to make special/one-time arrangements, you may do so by:

- Informing us in writing (email, note to teacher, parent notebook)
- Calling us (in the case of an emergency)

Please be sure to spell out for us the first and last name of the person that is being designated to pick up your child, and inform them to bring their Drivers' License, or State ID in with them. We will call you back to verify the information to ensure that the request is valid. Should someone who is not listed on your emergency contact or was not designated by the above methods attempt to pick up your child, we will have them wait in the office while we call for verification. We WILL NOT release a child to someone without prior authorization from the parent/guardian. Please make sure all your phone numbers stay up to date, and alert us to changes in designations to avoid any complications and reduce wait times.

Students will not be released to persons who are visibly under the influence of drugs or alcohol.

Divorce and Custody Arrangements

For the safety and welfare of the child(ren), our program needs to be aware when a court has made custody determinations. Our programs will accept that the enrolling parent/guardian, and the person(s) he or she indicates, are designated as being authorized for picking up the child. Any legal parent or guardian will be allowed to pick up their child until a court document is presented to indicate otherwise, in accordance with state laws.

Parking Lot

We want to keep our children safe, please follow good safety precautions when entering and exiting the parking lot.

- Be aware of children and adults in and around your vehicle.
- Please obey 5mph in our parking lot.
- Park in designated parking spots, fire law requires that cars must be at least fifteen feet away from the side of the building to leave the area clear for equipment.
- Most of all make sure your child(ren) are closely supervised when walking to and from your car.

Church/School Grounds

If you wish to stay after to chat or play, please remember that *you* are responsible for your child once they are signed out. The gardens in the front of the church are restricted by church request. The church also asks that children refrain from picking flowers or climbing the trees on the property.

The playground is available for use, if there is not a class on there. During program times, right of way is given to our classes. If you are on the playground with your child after pick-up, please depart the playground if a class comes out to play. While we love that our students don't want to go home, and want

to see their friends, our insurance will not cover accidents/incidents for students who are not in the program at the time, and our teachers need to concentrate on the students in their care.

Absences

If your child is going to be absent you must call **610-876-1721** or email to let us know they will not be in or use the Procure App. If you are leaving a message, please be sure to include your child's name and a phone you can be reached at for questions. If you know your child will be out ahead of time you may communicate that information to us by phone, email or for Crossroads families writing a note in the Parent Communication Log. When a child is unaccounted for, the staff will try to locate the child, and this takes time away from programming.

Crossroads After School families: If a child does not show up on a scheduled day and the Director has not been informed by 3 pm, a \$5 fine will be assessed. This fine is intended to remind families to alert us to absences as a staff member needs to be out of the classroom to make calls to track down the child's whereabouts, which leaves us out of ratio and often halts program activities until ratio is returned.

HEALTH & SAFETY

Please see appendix for the Covid-19 Health Policies, the below are general illness policies:

For the health and safety of our students and staff please keep your child home if they are sick. A child that is vomiting, has diarrhea, has a temperature of 100 degrees F or higher, or a communicable disease, may not attend any programming. **Students may return to school 24 hours AFTER temperature returns to normal, vomiting or diarrhea ends, and if there are no other symptoms.** In cases where an antibiotic is prescribed, students may return 24 hours after beginning the antibiotic, or as directed by a doctor.

If your child has been diagnosed with a contagious illness you need to alert the program Director. We are required by law to inform families when an exposure to illness has occurred within our classrooms, and certain illnesses must be reported to the state. We never release a child's name in these cases to protect the confidentiality of the child and family.

If your child becomes ill at the program, you will be notified to pick up your child. The school office and your child's teacher must have a reliable phone number where we can reach you in an emergency. If you cannot be contacted, the next person listed on the Emergency Contact Form will be contacted and asked to pick up your child. All children must be picked up as soon as possible, but no longer than 45 minutes after being called.

Medications

No medication may be sent to school in your child's backpack or lunch box. If your child needs medication to be administered during their time at our program, we require the family to complete a Medication Authorization Form. All medications **MUST** be in their original container with a prescription label. The prescription label must include the name of the child, the dosage, the route of administration, and the length of treatment. Please note according to state regulations over the counter medications

cannot be dispensed without a valid prescription and no medication will be dispensed on an “as needed basis” except for life saving medication (inhalers, epi-pens, etc.).

Allergies

To guarantee the medical safety of all our students, please be sure to report any allergies and submit an Allergy Action Plan with the Director of your child’s program before the start of school. If your child requires emergency medications (inhaler, epi-pen) you must provide one to be kept at school, we are unable to transport medication to and from the program.

Families of all students will be notified of any foods that may need to be restricted from lunches or snacks due to food allergies within their classroom and extended day programming.

Injuries and Accidents

When we are active, accidents can happen! Minor injuries will be treated on site, and parents will receive written notification; we will also make every effort to talk to the parent at pick-up and relay the information. A copy of the report will be kept in the child’s file.

Medical Emergency

In the event of a medical emergency, the Director, or person in charge in the Director’s absence, will phone 9-1-1. Emergency care will either be administered on site, or the child will be transported to the nearest hospital for treatment. A staff member will phone the parent/guardian and describe the incident and the emergency care procedure. A staff member will stay with the child receiving the emergency care, whether on site or at the hospital until the parent/guardian arrives. A written report of the incident will be prepared and filed with DHS. The parents will also receive a copy and a copy of the report will be maintained in the child’s file.

Mandated Reporter

Staff that have a reasonable cause to suspect neglect or abuse of a child coming before them in a professional capacity are required by law to report to CHILDLINE. No one, including school management and/or a child’s parents, can interfere with this reporting requirement.

Emergency Operations

Each month we will conduct emergency drills for fire, weather related and other emergency conditions. These practices will help to ensure that should an emergency happen, both students and staff will be familiar with the routine to be followed. All families will receive an outline of the plan and any pertinent information before the first day of school. From time-to-time changes may need to be made to the emergency plan, families will be notified via a mailing of any changes. The **HTWS Emergency Plan** was created according to state and federal laws and reviewed by local police and fire departments. A copy of the plan is located on the Parent table.

OUR SCHOOL

Supervision

Our programs maintain at minimum the state required student to staff ratios for adequate supervision. Most of our programs operate at a much lower than required staff/student ratio. All staff are trained in supervision, and are required to engage in active supervision practices, this means they are to move around, be actively engaged with students, and that no child should be out of the sight and hearing of a staff member in the classrooms, playgrounds and hallways.

Outside Time

We do our best to ensure that our students get outside play every day except when the weather prohibits it, as the benefits of outside time are numerous. Students need time to run, play and work on those gross motor skills, as well as, having unstructured time to explore. Please be sure that your children arrive at school dressed to play, run and have fun. Rubber soled shoes (sneakers) are the best for safety, however if you do send your child in sandals or other footwear, we ask that it please cover the toes and be securely fitted. We ask that you NOT send children to school in flip flops. Please remember to label outerwear with your child's name, as hats, coats, and gloves are often left behind.

Lost and Found

Lost and Found is located in the bin by the main doors. Please check it frequently, items remaining at the end of the school year will be donated.

Snacks and Lunches

Eating together is a very important way for children to practice social skills. We eat together daily to help strengthen these skills. We enjoy healthy snacks and model proper table etiquette.

Families, please keep in mind any allergy information you have been given about your child's classroom and please read ingredient lists carefully. Families will be alerted to any severe food allergies in the classroom to help reduce risk when food is brought in from home. The severity of an allergy reaction cannot be predicted. As such, every reaction contains the possibility of a life-threatening emergency please be considerate of others.

Parents of children requiring a special diet, or with limited food choices, should make special arrangements with the teacher for snacks, and class parties; or may wish to provide a daily snack from home.

Student Behavior & Conduct

All students are accepted provisionally for the first 30 days they are in attendance. At the end of the provision period, an evaluation will be made as to whether the programs will benefit your child at this time. A student may be excluded from the school by action of the Holy Trinity Weekday Schools Committee, if the child's demeanor is determined to be disruptive and a detriment to the experience of fellow classmates, the Director and the child's teacher will conference with the parents and school committee prior to dismissal.

Should disruptive / unacceptable behavior become an issue during the school year, we will work with the students to correct the behavior. This may include mentoring, role modeling, employment of problem-solving techniques, loss of privileges, and student contracts. Parents will be kept aware of such issues through informal conferences and notes home. A parent teacher conference may be required if disruptive/ unacceptable behavior continues and could result in modifications to the child's schedule, a daily behavioral checklist, or a referral for services or evaluation. If the family does not comply with the recommendations and/or the child poses a danger to themselves or others, the child may be dismissed from the program.

Crossroads has implemented a Disciplinary Policy as part of our ongoing efforts to keep consistency between school and Before/After School programming. This Policy based on the Wallingford Swarthmore School District's Disciplinary Policy and can be found in the appendix.

Communication

Communication between school and home is essential to the success of your child. We encourage you to speak with your child's teacher about any concern you may have. In addition, our Director has an Open Door policy, and is available during program hours to meet with you regarding your child. In addition, we will use the following methods to ensure open communication.

- *Newsletters* will be sent home from our programs monthly to help keep parents informed of program activities, local events of interest, deadlines, and other reminders.
- *Parent Information Boards* are also posted for all programs to keep parents apprised of daily activities, menus, and other notices as required.
- *Face to Face Staff* will give periodic updates to parents informally at pick up and drop off times. We may share a funny story, a joke, tell you about a boo-boo, or give you a heads up about a problem that occurred. When a more serious issue occurs, we do prefer to address it right away so that parents aren't hearing about it after the fact. Though we do understand that after a long day a negative report may not be how you would like your day to end, we do try to give parents an alert, and a note home with additional details.
- *Emails* We use both email and the Procure system to inform families of day to day occurrences as well.
- *Folders and Mailboxes* All parents will receive newsletters and other notices and notes in either their child's folder or parent mailbox.

- *FACEBOOK* is updated weekly with reminders of upcoming events and pictures.

Social Media Policy

Participation in Facebook or other social networking sites where communication may take place between staff and parents of children, or the children themselves, is highly discouraged by the Holy Trinity Weekday Schools. If parents or teachers decide to be “friends” with one another on such sites, HTWS’s policy is that such communication must not include any discussion about children attending HTWS or their families or any events that have occurred in HTWS classrooms. HTWS maintains a legitimate presence on Facebook, and you will find information there about upcoming events and special reminders posted by the Director only. This policy is intended to protect the privacy of all parties associated with HTWS.

Confidentiality

Please respect our children, families, and staff by refraining from discussing sensitive and confidential information in the classroom. There is a proper time and place for such discussions. All records and information concerning a child and his/her family are to be kept confidential. Information can only be released upon written consent from the parent/guardian. We do our best to hold confidential discussions in the library, office or Church hallway.

Parent Conduct

Children learn from their role models, and we strive to promote positive interactions and problem solving. We ask that parents help us to support these ideals by example. We know it can be frustrating and upsetting trying to juggle work and family, which can be compounded by traffic, bad news, or a tight schedule. If you are in a rush or upset, take a moment, and take a deep breath then let us know. We can assist in having your child clean up and get ready to go and you can take a moment to relax. We will show you the same courtesy by making sure that you are pleasantly greeted and spoken to when you arrive.

Holy Trinity Weekday Schools is committed to providing a loving, learning environment for your child that is free from any form of harassment or intimidation. To protect your child and ensure the development of all our students in a positive way, we ask you as families to read and understand the following pledge. This pledge seeks to remind us of the appropriate channels and ways to communicate with children, staff, and parents as in accordance with our philosophy.

- We will strive to support the school in the way we communicate with our children, the staff of the school and other parents. We will not be discourteous to, threaten or use inappropriate language or actions towards any child, teacher, administrator, parents, guardian or any person acting on behalf of the school-either on or near school property, on social media, or when attending school-related functions.

- We will not approach any child, other than our own to obtain confirmation, clarification or "their view" on school-related issues, disputes or disagreements between children at school. Such matters or concerns must be brought to the teacher or director's attention.

- We will take any question or suggestions to the teacher or director directly. We understand that gossiping and complaining among parents can be destructive and not in the best interest of our child's experience.
- We will, in our communication and conduct at school, and with children of the school, act with the aim of understanding and problem solving.

Cell Phone

We understand that you are busy and often multi-tasking, however we ask that at pick up and drop off you model appropriate cell phone etiquette for your child by refraining from talking on the phone during these times. Staff often wish to impart information or give a reminder which is difficult to do when a parent is distracted. In addition, students often want to show or share what has happened, and your full attention to them validates what they have done and helps build positive self-esteem and reinforces lessons we are working on about listening to one another.

We understand that you need to be able to reach your child in an emergency and vice versa. We ask that if you need to reach your child during our program, that you call the center phone. Students will be instructed to leave their cell phones in their backpacks during our program. Misuse of cell phones by students will result in confiscation; cell phones will be given to parents at pick-up if confiscated.

Student Belongings

All students are provided with a designated space to store their backpacks and coats. We request that children not bring toys, games, or electronic devices (Walkman, iPod, Nintendo) to our programs; except when specified by the classroom (show & tell, special events.) We offer a variety of games and activities for our students to use and encourage social interaction. Should a student bring in a toy from home, we will ask that their name be put on it and ask that it be kept in their backpack. We know from time-to-time students want to bring in and share items from home; however, we cannot be responsible for items that become lost or broken.

Family Involvement

The children LOVE to share what they've done with their families, and we encourage families to be involved in the program as much as possible. We know that our families have so many activities that it's difficult to find time for it all. Just taking a few minutes at pick-up to look at a work in progress can mean the world to them. In addition, we offer many opportunities for families to be involved, whether it's attending a special event, saving recyclables for art projects, helping with a fundraiser, or coming in as a

special guest to share your talent or skill. If you have a special interest, talent, skill or just want to come in and read a story please let us know. Our families add a LOT to our program!

Appendix

In the appendix you will find additional information. These items will be found after the signature page; however, they are still part of the Handbook and should be read thoroughly before signing and returning the signature page.

As always if you have any questions or concerns, please contact the Director for your program.

Thank you and we look forward to another great year

Sharon Snow, Director

Holy Trinity Weekday Schools

Parent Handbook

Signature Page:

I have received the Parent Handbook for the **Holy Trinity Weekday Schools**. I understand and agree to abide by the policies set forth in the Parent Handbook for the **Holy Trinity Weekday Schools**. I know if I have any questions regarding these policies I can contact the Program Director (Sharon Snow,) via phone, office mailbox, or email.

Parent/ Guardian Signature

Date

Parent/ Guardian Printed Name

Date

Family Involvement Form:

I _____ (printed name) would be interested in and willing to make a commitment to the following:

- ☐ Volunteering for special events to help set up, decorate, clean up
- ☐ Volunteering to share a special skill or ability with the class _____
- ☐ Assisting with fundraising preparations or distributions
- ☐ Helping with playground or classroom clean up/maintenance
- ☐ Launder smocks, dress ups, or other classroom items
- ☐ Volunteer other time or talent _____

Signature: _____ Date: _____

Covid-19 Health Policies:

To protect our children and staff, I agree to keep my child at home if he/she has a COVID-like illness.

A COVID-like illness is defined as:		
At least ONE of these symptoms		At least TWO of these symptoms
☐ new or persistent cough ☐ shortness of breath ☐ new loss of sense of smell ☐ new loss of sense of taste	OR	☐ fever ☐ chills ☐ muscle pain ☐ headache ☐ sore throat ☐ nausea/vomiting ☐ diarrhea ☐ fatigue ☐ congestion/runny nose

transmission of the Covid-19 virus, there is inherit risk in participating in the program during the pandemic.

Crossroads will continue to follow the latest guidelines from CDC and DHS regarding quarantine & isolation practices. These policies may change given fluctuations in transmission rates as well as CDC/DHS guidelines.

Covid -19 positive students are not permitted to attend until:
5 days have passed since their last positive test, symptoms are abating and they have been fever-free without the aid of medication for 24 hours.
Students returning after a positive test **MUST** mask for an additional 5 days.

Crossroads Disciplinary Policy

It is our goal to create a welcoming, supportive, caring, and safe environment for ALL students. With this goal in mind, our disciplinary policy focuses on assisting students with learning to take responsibility for their actions and to treat others with empathy, compassion, and respect. This policy was developed in view of the WSSD policy to keep alignment between school and after school programs.

While it is our goal to teach students how to make positive choices, all students occasionally engage in negative behaviors from time to time. The chart below identifies common negative behaviors & classifies them into 3 levels and outlines possible courses of action for each. This is not an exhaustive list, merely a guideline showing possible appropriate consequences for actions. Some actions may, depending on their severity, be at a higher level than displayed in the chart below.

Level 1 Negative Behaviors	Level 1 possible consequences
○ Disruption of classroom activities ○ Teasing ○ Name calling ○ Inappropriate subject discussions ○ Exclusion ○ Rumors ○ Failure to comply with directions (refusal to put on coat, line up, clean up, etc.)	○ Re-direction ○ Think time & discussion ○ Letter of apology ○ Removal from activity/area ○ Note to parent ○ Correction of mistake (cleaning up after self) ○ Assisting with classroom tasks
Level 2 Negative Behaviors	Level 2 possible consequences
○ Harassment/Bullying ○ Comments of a racial/religious/sexual nature ○ Chronic Level 1 behaviors ○ Blatant disrespect of peers, staff, adults ○ Grabbing others/Pushing ○ Stealing ○ Mild cursing	○ Conference with parents ○ Loss of recess/privileges ○ Classroom behavior agreement ○ Behavior plan ○ Letter of apology ○ Think time and problem-solving form completed.
Level 3 Negative Behaviors	Level 3 possible consequences
○ Hitting/Kicking ○ Aggressive bullying/harassment ○ Chronic or severe cursing ○ Inappropriate touching ○ Vandalism ○ Threatening bodily harm ○ Verbal or physical assault of staff ○ Repeated failure to comply with classroom consequences	○ Parent to pick child up immediately from program ○ Suspension ○ Dismissal from program ○ Program service assignment (to assist with clean-up of student's actions) ○ Restitution ○ Notification of proper authorities. For all Level 3 incidents, a parent conference will be held, and the Board will be notified.

Our goal is also to create a safe and nurturing environment for all students. Towards this goal we will make every effort to work with parents to curb negative behaviors, including conferences, behavior plans, and daily reports as needed in addition to the steps listed above.

Crossroads applies a “Three Strike Rule”. Three repeated incidences of the same level (level 1 or 2) in the same day raise consequences to the next disciplinary level. In all cases our goal is to teach students to find positive ways to solve problems and to find alternatives to negative behaviors.

Students that engage in repeated or serious infractions considered Level 3 behaviors can face suspension or dismissal from the program as a consequence of their actions. The decision for suspensions or dismissals will be made by the Board after review of the case. If the Board in full is not able to meet in a timely fashion, a temporary suspension may be imposed by a meeting comprised of at least 3 Board members including the Chair. If warranted, the appropriate authorities may be notified.

For students with a diagnosed special need whose actions fall into the above categories, Crossroads will follow behavioral guidelines for that student according to their IEP, when it has been provided. We will work with the family to ensure that the needs of their child are being met while maintaining classroom order. We strongly encourage families of students with special needs to meet with the Director to discuss their child’s needs. Crossroads cannot obtain IEP’s or speak to WSSD staff or outside Therapists without parents’ consent. Please see our policy regarding special needs students for further information or speak with the Director.

In accordance with regulation C-23-02 by the State of Pennsylvania, Crossroads is adding the following policies to our Parent and Staff Handbooks. All programs are required to have policy in place in regard to Shaken Baby Syndrome and Abusive Head Trauma as well as sudden infant death syndrome, regardless of whether or not the program serves infants/toddlers.

SBS/AHT is the name given to a form of physical child abuse that occurs when an infant or small child is violently shaken and/or there is trauma to the head. Shaking may last only a few seconds but can result in severe injury or even death. Preventing, recognizing, responding to, and reporting shaken baby syndrome and abusive head trauma (SBS/AHT) is an important function of keeping children safe, protecting healthy development, providing quality childcare, and educating families.

All staff receive comprehensive health and safety training in their first 90 days that covers children ages 0-13, including SBS/AHT and SiDS. All our staff complete additional health and safety training relevant to school-age children annually.

Recognizing SBS/AHT:

Signs of SBS/AHT are irritability, high pitched crying, difficulty staying awake, loss of consciousness, difficulty breathing, inability to lift the head, seizures, lack of appetite, vomiting, bruising, poor feeding or sucking, no smiling or vocalizations, inability of eyes to track and/or decreased muscle tone.

Responding to SBS/AHT:

If SBS/AHT is suspected, the provider and/or assistant will:

- Call 911 immediately.
- Begin cpr/first aid if needed.
- Instances of suspected child abuse or mistreatment will be reported to Childline.
- Prevention Strategies:
- When infants/young children are upset or crying, remaining calm and responding in the following ways often remedy the situation.
 - Make sure the child does not need diaper change, feeding or have a fever or other symptoms of illness.
 - Rock the child, hold the child close, or walk with the child.
 - Stand up, hold the child close, and repeatedly bend knees.
 - Sing or talk to the child in a soothing voice.
- Gently rub or stroke the child's back, chest or tummy
- Offer a pacifier or try to distract the child with a rattle or toy.
- Take the child for a ride in a stroller.
- Turn on music or white noise.
- We will also provide support when parents/guardians are trying to calm a crying child and encourage parents to take a calming break.

Safe Sleep Practices:

To prevent cases of sudden infant death syndrome it is important that infants sleep in cribs approved by CPSC (Consumer Products Safety Commission.) Cribs should have a firm mattress with no gaps and should NOT include soft bedding (quilts, pillows, stuffed toys, etc.) If an infant falls asleep in a play space, they should be moved to their crib.

Infants should be placed on their backs to sleep.

Parents and caregivers should be within sight and sound of sleeping infants. Periodically checking on sleeping infants (every 15-20 minutes) is recommended if using a baby monitor or in another room from the infant.

More information for parents/staff can be found online:

American Academy of Pediatrics

www.healthychildren.org/English/safety-prevention/at-home/Pages/Abusive-Head-Trauma-Shaken-Baby-Syndrome.aspx

The National Center on Shaken Baby Syndrome

<http://dontshake.org/family-resources>

The period of Purple Crying: <http://purplecrying.info/>

Application Plan:

These policies have been developed in line with the new regulations put into place by DHS, our licensing body. They are effective immediately, and all families have been given a copy of the new policies.

The policies have also been reviewed by Staff.