



Celebree

S C H O O L

Family Handbook



Family Handbook

Copyright © 2023 by Celebree School

All rights reserved. No part of this publication may be reproduced, stored in a retrieval system or transmitted, in any form or by any means, electronic, mechanical, photocopying, recording or otherwise, without prior written permission of Celebree Schools.

Nondiscriminatory Policy

All Celebree Schools adhere to a strict non-discrimination policy in its employment practices and in the provision of services to its clients. Celebree will not refuse, withhold, or limit the provision of any services to any present or prospective client, or make any employment decision regarding any current or prospective employee, based solely on that individual's race, color, religious creed, handicap, ancestry, national origin, age, sex, veteran status, disability, marital status, sexual orientation, pregnancy or citizenship status. Celebree is an equal opportunity employer.

Contents

Welcome to Celebree	6
<i>About Celebree</i>	<i>6</i>
Philosophy and Mission	7
<i>The Celebree Values</i>	<i>7</i>
<i>Mission Statement</i>	<i>7</i>
<i>Celebree's Vision.....</i>	<i>7</i>
Policies and Practices.....	8
<i>Health and Safety.....</i>	<i>8</i>
Arrival and Departure Procedures.....	8
Parking.....	8
Release of Children	8
Child Abuse and Neglect Policies and Procedure.....	9
Supervision.....	9
Non- Smoking Campus	9
Pets on Site.....	9
Accident or Injury Procedures.....	10
Illness Policy.....	10
Medication	11
Breastfeeding.....	12
<i>Nutrition.....</i>	<i>14</i>
Snacks and Meals	14
Birthdays and Celebrations.....	15
<i>Tuition/ Enrollment</i>	<i>16</i>
Enrollment Process.....	16
Offered Programs.....	16
Hours of Operation	16
Calendar.....	17
Absences and Attendance	17
Weather Policy and Emergency Closings	17

Family Referral	18
Financial Responsibilities	18
Non-sufficient Funds	19
Late Pick-up Charge	19
Annual Re-registration Fee	20
Security Deposit	20
Annual Tuition Increases.....	20
Program Changes and Disenrollment	20
Termination of Services.....	20

Communicating with Families **21**

Open Door Policy	21
Daily Communication.....	21
Family Teacher Conferences.....	22
Parent Information Board.....	22
Updating and Identifying Community Resources.....	23
Monthly Newsletter	23
Parent Partnership Committee (PPC).....	23
Celebree Website.....	23
Program Evaluation	24
Satisfaction and Resolution	24
Volunteering.....	24

General Policies..... **24**

Outside Employment of Celebree Staff	24
Confidentiality Policy	25
Family Code of Conduct.....	25
Notice of Policy Changes	25
Clothing	25

Curriculum..... **26**

Curriculum Philosophy **26**

A Day at Celebree..... **27**

Selection and Use of Learning Materials	27
Lesson Plans	28

Inclusion of All Children..... **29**

Developmental Screening..... **30**

<i>Positive Behavior Practices</i>	31
<i>Child Assessment</i>	32
Assessments.....	32
Transitions	33
<i>Physical Fitness</i>	33
Outdoor Play	33
Screen Time.....	34
Thank You	36

Welcome to Celebree

About Celebree

Celebree Schools was established by Richard O. Huffman, III in 1994. He opened his first school in the Enchanted Forest Shopping Center in Ellicott City, Maryland under the name Enchanted Child Care. The following year a second school in Carney, Maryland opened its doors. As the company continued to grow, Richard knew it was necessary to have a name that was unique to the company and his vision. This is when Celebree Schools was established. Now, Richard Huffman is the proud owner of locations all around Maryland and Delaware.

With schools located in Baltimore, Carroll, Frederick, Harford, Prince George's, Anne Arundel, and Howard counties in Maryland and New Castle county in Delaware, it is Celebree's vision to be the recognized leader in providing the best quality child care. Already known for our top-of-the-line educational programs and parenting resources, we pride ourselves on our unique blend of fun and learning in a safe and nurturing environment.

Philosophy and Mission

The Celebree Values

We Protect, Educate, and Nurture children in a stimulating and positive environment.

Mission Statement

Celebree's team of educated, well-trained, and experienced professionals is dedicated to providing a safe, developmentally appropriate environment for infants, preschool, and school age children. Our programs are open and welcoming to children of all abilities and cultural backgrounds. We strive to ensure that our activities, lesson plans and interest area enhancements are designed to support and reflect the cultural, language, and unique interests of each child. We provide children a stimulating early care and educational experience that promotes each child's language, social, emotional, physical, and cognitive development. Celebree programs are designed to help give children the foundation they need to build self-esteem, to encourage exploration, and to reach higher levels of learning.

We are invested in providing our team of educators with ongoing support through continuing educational opportunities, ongoing formal and informal coaching, professional development, and training. As our children's first teachers the role of parent partnership is not overlooked within our programs. Our dedicated team of educators maintains partnerships with our families through ongoing communication, family teacher conferences, and consistent family involvement opportunities.

Celebree programs reflect our genuine desire to protect, educate, and nurture those in our school families while providing care which significantly exceeds state requirements and is responsive to the needs of our team of educators, the families we serve, and our community at large.

Celebree's Vision

Our vision is to be the recognized leader in providing the best care for infants, preschool, and school age children. Known for our exceptional educational programs, talented teams, and community relationships, we pride ourselves on our unique blend of fun and learning in a safe and nurturing environment.

Policies and Practices

Health and Safety

Arrival and Departure Procedures

Celebree requires parents, legal guardians, or any authorized individual over the age of eighteen to accompany a child into the building and properly sign in using the monitor system username and pin. Once signed in, the front lobby doors will unlock, allowing access to the building. Please be sure the doors close securely behind you and the child after signing in and refrain from holding the door open for others. For safety reasons, please do not allow your child to run in the hallways. You must personally take your child to the teacher in the classroom. This is a great time to communicate with the teacher about the evening before or the morning of drop off. Our teachers are prepared to make the transition during drop off a smooth and nurturing time for both you and your child.

Parking

Parking for parents and visitors is permitted in designated areas for the school. In cases in which parking is not designated, please ensure you do not park in fire lanes or any unauthorized areas to include the spaces designated for our Celebree vehicles.

Please do not leave children unaccompanied in vehicles or leave your vehicle running unattended while dropping-off or picking-up a child. Leaving children unattended is against the law and very dangerous. If this were to occur the proper authorities would be notified immediately.

Release of Children

Children will only be released to the authorized individual specified on the child's emergency card. Celebree teachers and management have the duty and authority to ask for identification of any person entering the building with whom they are unfamiliar. During a situation when an unauthorized individual is picking up your child, written documentation from the parent must be received by the school management. Identification must be presented during pick-up for a photo copy that will be maintained in the school's pick-up log.

If the parent or authorized person arrives to pick up a child and that person appears to be intoxicated or under the influence of drugs, all reasonable steps will be taken to prevent that person from leaving with the child, including offering to call another contact person. While we cannot legally withhold a child from the legal guardian, we will not hesitate to call the local authorities if we feel the child is in danger. Any staff (persons) faced with this problem will report immediately to the director, and the authorities will be phoned.

Child Abuse and Neglect Policies and Procedure

Celebree is committed to providing a safe and nurturing environment where children are educated in a fun and relaxing atmosphere. All staff are mandated reporters and are required by law to report any suspicion of physical, emotional, or sexual child abuse or neglect to law enforcement or social services. Those who fail to report according to individual state child care licensing regulations can be held accountable under the law. It is also prohibited by law for anyone to interfere with an individual's attempt to report child abuse or neglect.

Be assured that your child's safety and well-being are of top priority to Celebree's management and teachers.

Supervision

Celebree is committed to protect the children in our care. We believe children must be adequately supervised at all times that they are being educated and cared for inside and when they venture outside of the school. Observing children's play and anticipating what may happen next will allow staff to anticipate children's needs, to identify risks (and therefore minimize injury), assist with difficulties which arise, and intervene where necessary. Careful planning of the environment, classroom resources, play experiences, routines, and staff movements are all also important elements of effective supervision. In addition our teachers utilize a child supervision record throughout the day. This record maintains a name to face account for all the children in their care on thirty minute intervals and during each transition. All children are monitored by sight or sound at all times.

All Celebree Schools are equipped with closed circuit monitoring systems in the classrooms, hallways, and playgrounds.

Non- Smoking Campus

It is a Celebree School policy as well as a Child Care Administration licensing requirement that there is to be no smoking in or around any Celebree School's property or in Celebree vans. Under no circumstances will there be smoking in the presence or eye view of children. Disregard for this policy could create serious health concerns for children with allergies or asthma.

Pets on Site

Some classrooms may have "classroom pets" present throughout the school year. To provide an environment that does not trigger potential allergic or asthmatic reactions in children these will be small non- dander producing animals (those without fur or feathers).

Accident or Injury Procedures

In the event a child is injured the teacher will assess the area to ensure it is safe. Once the teacher has determined the area to be safe, a visual assessment of the child's injury will be completed including the location of and severity of the injury. Basic first aid will be administered by the trained teacher in the classroom. An accident report will be completed by the classroom teacher after the assessment and initial treatment of the child. This form will be reviewed and signed by a member of management and given to the parent the same day of the injury. Parents are to sign the report and a copy will be provided to the parent and a copy will be placed in the child's file.

The teacher will notify school management immediately of an injured child in their care. Upon the school management's discretion outside medical services may be contacted if needed. Any time outside medical services are contacted the parent / guardian must be notified as well.

The parent / guardian will immediately be notified of their child's injury if one of the following has occurred;

- An injury above the neck with or without a visible mark. A few examples include but are not limited to: a bumped head, any eye injury, bit their tongue, bloody nose, tooth fell out naturally or after trauma to the mouth, scratch to the face, etc.
- If the child was injured and the skin was broken regardless of where the injury is located. A few examples include but are not limited to: any type of bleeding / puncture injury to the child's body.
- If the child was bitten by another child in our care

School management must notify their licensing specialist from the state oversight office within 24 hours of:

- any injury to a child that requires treatment by a medical attendant
- any child that is admitted to a hospital as a result of an injury in our care

Illness Policy

Celebree carefully follows all health guidelines to insure the healthiest environment possible. We hope that you will work with us as much as possible to limit exposure by keeping your children home as necessary. We wash the children's hands often during classroom activity participation, before and after meal times, and after diapering or toileting.

To stop the spread of communicable diseases, Celebree has an illness policy that we request each family strictly follow. Celebree is required by the office of child care to post an information sheet from the Center for Disease Control regarding any communicable diseases diagnosed in the school, if a fact sheet is available from the CDC. Instructions on this information sheet may differ slightly from the Celebree illness policy; in this event, the Celebree illness policy is to be followed.

Children who exhibit the following signs or symptoms of illness are required to be picked up or remain home until they are symptom free for twenty-four hours unless a licensed physician and School Director have cleared your child of being contagious:

- diarrhea and/or vomiting one time
- temperature of 101 degrees or higher
- skin rash other than a localized diaper rash
- evidence of head lice
- evidence or suspicion of any communicable disease
- any complaints of unexplained or undiagnosed pain

When a child becomes ill in the school, they are brought to the main office for isolation and prevention of the spread of any communicable illness. Parents, guardians, or an authorized individual is notified of the child's illness and asked to pick up the child from the school.

In the event of a serious illness, an ambulance may be called. If an ambulance is called, you will be notified immediately and asked to meet the ambulance at the closest local emergency room to your school. To ensure your child's comfort and safety, a member of management or your child's teacher will travel in the ambulance with your child and your child's entire file containing all medical information and or allergy alerts will be provided to the attending medical staff.

**To ensure the health and safety of all children in our care, Celebree has established the following guidelines for illness and medical conditions. Before bringing your child back to school, please ensure:*

- Your child is free of fever, vomiting, diarrhea, or other related symptoms of illness for a full 24 hours without the use of symptom-reducing medications.
- If an antibiotic treatment is required, the child must have received the antibiotic treatment for 24 hours prior to returning to the school.
- A doctor's written statement is required to release the child and verify that the child is no longer contagious for all communicable diseases or illnesses causing the child to miss 3 or more consecutive days of care.
- For non-contagious infections, illnesses, or complaints (such as ear infections, teething, etc.), the child may return to care without the 24-hour waiting period if the child has been diagnosed by a doctor and is accompanied by a doctor's written statement deeming the child to be safe* and fever-free. *The child is able to fully participate in scheduled child care activities. Your child is free of fever, vomiting, diarrhea, or other related symptoms of illness for a full 24 hours without the use of symptom-reducing medications.

Responsibility to Inform the School:

- It is the responsibility of the family to inform the school immediately of any changes in the child's medical history, including, but not limited to, new diagnoses, allergies, medications, or ongoing health concerns that may affect the child's participation in activities or require accommodations. Keeping the school updated on these changes ensures the child's health and safety and allows us to provide the best care possible. Failure to provide updated medical information may result in restrictions on the child's participation in certain activities or the need for additional medical clearance.

**Thank you for your cooperation in keeping all children safe and healthy. Responsibility to Inform the School:*

Medication

To protect your child, Celebree will only administer medication that is properly dated and labeled for your child. The following is a list of medication requirements that need to be checked before bringing medication into the school office for your child:

- the medication is prescribed for your child

- the medication is in the original container with a prescription label in place
- the medication was prescribed and dated for this specific illness
- the dosage and frequency and expiration date are listed on the prescription label
- a proper medication measuring tool is provided

A medication authorization form may be obtained from your School Director. This form must be completed for each medication the child will need. A new medication authorization form must be completed with each arising illness. Please give this completed and signed form and medication to the School Director.

- Your child must receive at least one dose of the medication at home prior to being administered at the school.
- Medication brought in a baggie or in an already measured syringe will not be distributed to a child under any circumstances. Pharmacies will provide parents with two medication bottles if it is explained that the child will need an additional prescription labeled bottle for child care.
- Over-the-counter medications will be administered in accordance with the labeled instructions unless otherwise authorized in writing by a licensed physician. One dose of over-the-counter medications may be given per illness.
- All medications with the exception of epi-pens are kept in a locked container housed in the main office.

Medication authorization procedures are subject to change in accordance with Virginia state office of child care regulations. Please note that if your child develops a fever, Celebree School of Alexandria is not permitted to administer the first dosage of fever reducing medication.

Breastfeeding

Because breastfeeding has been shown to be the best form of infant nutrition, providing a multitude of health benefits to both infant and mother, and because breastfeeding employees need ongoing support from childcare providers to provide their milk for their babies Celebree Schools subscribes to the following policy:

- ***Breastfeeding mothers shall be provided a place to breastfeed or express their milk.*** Breastfeeding mothers, including employees, shall be provided a private and sanitary place to breastfeed their babies or express milk. This area will have an electrical outlet, comfortable chair, and nearby access to running water.
- ***A refrigerator will be made available for storage of expressed breast milk.*** Breastfeeding mothers and employees may store their expressed breast milk in the school refrigerator. Mothers should provide their own containers, clearly labeled with name and date.
- ***Sensitivity will be shown to breastfeeding mothers and their babies.*** The school is committed

to providing ongoing support to breastfeeding mothers, including providing an opportunity to breastfeed their baby in the morning and evening, and holding off giving a bottle, if possible, when mom is due to arrive. Artificial baby milks (formula) and solid foods will not be provided unless the mother has requested. Babies will be held closely when feeding and bottles will never be propped.

- ***Staff shall be trained in handling human milk.*** All schools staff will be trained in the proper storage and handling of human milk, as well as ways to support breastfeeding mothers. The school will follow guidelines from the American Academy of Pediatrics and Centers for Disease Control in ensuring that breast milk is properly treated to avoid waste. Special precautions are not required in handling human milk.

Storage Guidelines for Human Milk:

- http://www.cdc.gov/breastfeeding/recommendations/handling_breastmilk.htm
- <http://www.healthychildren.org/English/ages-stages/baby/breastfeeding/pages/Storing-and-Preparing-Expressed-Breast-Milk.aspx>
- ***Breastfeeding employees shall be provided flexible breaks to accommodate breastfeeding or milk expression.*** Breastfeeding employees shall be provided a flexible schedule for breastfeeding or pumping to provide breast milk for their children. The time allowed would not exceed the normal time allowed to other employees for lunch and breaks. For time above and beyond normal lunch and breaks, sick/annual leave may be used, or the employee can come in a little earlier or leave a little late to make up the time.
- ***Breastfeeding promotion information will be displayed.*** The school will provide information on breastfeeding and positive promotion of breastfeeding will be on display in the school.

Nutrition

Snacks and Meals

Celebree recognizes good nutrition is vital to children's physical and mental development. We encourage the development of good eating habits that will last a lifetime. Our snack menu meets the federal FDA nutrition requirements. This means fresh fruits, fresh vegetables, and whole grains will be served.

In sensitivity to child needs and to potentially accommodate for known food allergies, lunches are provided by parents and should consist of a balanced nutritious meal. To insure children are in alignment with our nutrition policy, Celebree staff will monitor and supplement meals brought from home in order to record, and report your child's daily consumption. Alternatives will be available should a child be observed to be lacking in quality nutritious items for any meal.

Foods we recommend that parents pack for lunch:

- fresh fruits
- fresh vegetables
- lean meats
- high fiber, whole grain foods

Celebree will limit the following and request that you also limit:

- high sugar snacks
- processed foods
- foods that are high in fats, sugar and salt

Please avoid sending:

- candy
- gum
- energy drinks

Mealtimes will include meaningful conversation and will promote social interaction, encourage good table manners and develop sound nutritional habits. Teachers will eat with the children to model the behavior that is desired. Children will be praised for trying new things and they will be encouraged to clean up after themselves. Meals will not be withheld as a form of punishment.

- Celebree provides a morning and afternoon snack each day.
- The morning snack tends to be more breakfast oriented and is offered at approximately 9:00 am. The afternoon snack is offered at approximately 3:00 p.m. for specific timing refer to the class schedule posted on the classroom.
- Should you bring your child in before 8:00 a.m., you are welcome to bring a breakfast item for your child.
- Menus are posted in the school on the parent information board in the main hallway.
- All food and drink items must be labeled with your child's first and last name in addition to the full

date (month, day and year). Most parents label directly on food bags with a permanent marker. Others write on a sticky label/tape or use printed name labels and write in the date each day.

- Careful attention is paid to any food allergies your child may have.
- Parents will provide lunch for their child; milk is provided by Celebree.
- We have microwaves but just for the purposes of heating, not actually cooking an item. If an item requires heating, please send items that can be heated in approximately 1 minute.
- Refrigerators are available in every classroom.
- Place your child's labeled lunch in the proper bins, refrigerator or cubby upon arrival. Perishable items should be removed from a child's lunch box and placed in the refrigerator.

Children younger than 12 months must be served formula or breast milk, unless written direction is on file from the child's health care professional. Bottles, breast milk, and commercial baby food must be labeled with your child's name and served on the child's schedule. Babies will be held for bottle-feeding. Bottles will never be propped up, and completely unused bottles of formula or breast milk will be sent home. The contents of partially drunk bottles will be discarded. All bottles will be rinsed and sent home for sanitation.

Milk is not to be brought into the school. All children will be offered milk during lunch unless there is a noted milk allergy from a pediatrician. If a child has a milk allergy; a written doctor's note must be kept in the child's file with an explanation of the allergy. Celebree will provide soy, organic, lactose free, or almond milk as needed for children with proper documentation from the pediatrician.

Birthdays and Celebrations

Celebree would feel privileged to be included in celebrating your child's birthday. Birthday and holiday store bought treats are allowed but please consider that we have some children with peanut allergies in our schools. No made from scratch treats can be permitted. Please try to provide nutritious choices low in fat and sugar and that do not contain nuts, peanuts, or nut by-products. Please make teachers aware when treats are to be brought in. please send enough for each child in your child's classroom. The School Director is available to provide the proper head count of children and any allergies that may exist. Please discuss your plans with the School Director and classroom teachers in advance.

Tuition/ Enrollment

Enrollment Process

Once a family chooses to join the Celebree family they will be provided with an enrollment application. A child may not begin in a Celebree location without the completion of all required paperwork, as this holds pertinent information and is important for your child's safety while in our care. Payment of the application fee and security deposit is also required to pre-enroll.

A non-refundable application fee and a security deposit, equal to one week of tuition, are due upon enrollment. Paying the above mentioned fees along with completing the enrollment application, parent agreement, medical forms and other forms required by the state are necessary to complete the enrollment process. We ask that families provide any IFSP (Individual Family Service Plan) or IEP (Individual Education Program) information at the time of enrollment to allow us to best meet your family and child's educational needs.

During your child's enrollment with Celebree, information provided at enrollment may change or be updated. It is the responsibility of the parent to report to the office any change of address, telephone numbers (home or work), employment, emergency contact person, special needs accommodations, and medical information to include immunizations. Children's medical forms must be updated annually for families enrolled in Delaware.

An annual re-registration fee will be charged each year securing your child's space for the school year. Please refer to the financial responsibilities section of your enrollment agreement for further information.

Offered Programs

Currently we offer the following programs for your child's enrollment.

Age Group	Maryland	Delaware
Infant	6 wks. - 18 mo.	6 wks. - 12 mo.
Toddler	18 mo. - 24 mo.	12 mo. - 24 mo. (mobility dependent)
Twos	2 yrs. - 3 yrs.	2 yrs. - 3 yrs.
Preschool	3 yrs. - 4 yrs	3 yrs. - 4 yrs
Kindergarten Readiness	4 yrs. - 5 yrs.	4 yrs. - 5 yrs.
Before/After Care & Summer Camp	5 yrs. 12 yrs.	5 yrs. 12 yrs.

Hours of Operation

All Celebree Schools are open Monday through Friday from 6:30 am to 6:30 pm. The building may not be entered until this time to ensure proper staffing supervision of children.

Calendar

Celebree Schools is officially closed in observance of the following days, including the six federal holidays and one day for Celebree's annual teacher conference:

Martin Luther King Jr. Day- January 20, 2025
President's Day- Monday, February 17, 2025
Professional Development - Monday, April 21, 2025
Memorial Day – Monday, May 26, 2025
Juneteenth- Thursday, June 19, 2025
Independence Day – Friday, July 4, 2025
Half Day (12:30 pm facility closure) - Friday, August 29, 2025
Labor Day – Monday, September 1, 2025
Columbus Day (Annual Teacher's Conference) – Monday, October 13, 2025
Veterans Day- November 11, 2025
Thanksgiving Day – Thursday, November 27, 2025
Black Friday (Day After Thanksgiving) – Friday, November 28, 2025
Winter Break Closure – Monday, December 22 – Friday, December 26, 2025
New Year's Eve – Wednesday, December 31, 2025
New Year's Day – Thursday, January 1, 2026

When a holiday falls on a Saturday, the school will be closed the previous Friday and if a holiday falls on a Sunday, the school will be closed the following Monday. Your tuition rate remains the same during holiday weeks. There are no refunds or make-up days given for holidays.

Absences and Attendance

In order to maintain state regulated teacher/child ratios and supervision, Celebree asks that you call the school when your child will not be attending any particular day or will arrive outside your normal attendance hours. It is imperative that the school is notified if a child enrolled in our school age program will not be returning on a county school bus or Celebree van in the afternoon.

Tuition will not be prorated or reduced in the event of an absence. Children who attend a part time program will be asked to maintain a set standard schedule and may not exchange days if a scheduled day is missed. Upon approval, additional days may be added accompanied by a fee.

Weather Policy and Emergency Closings

In order to best meet the needs of the working families, Celebree Schools will make every effort to remain open for our regular operating hours of 6:30am-6:30pm Monday through Friday. Celebree recognizes that there may be times when the severity of the weather could create undue hardship on our employees and in those instances our regular operating hours may be adjusted. If a decision is made to adjust operating hours for all locations the communication outlets mentioned below will be notified. Generally up to a two hour time frame is given to parents to make arrangements for their child to be picked up when an early closing is announced. This time frame will depend on the situation.

- Celebree Tweet (HiMama) message will be sent to parents.
- Text and email communication will be sent to parents.
- Celebree School main page and individual Celebree School public pages will be updated to reflect school delays or closings.
- School delays or closings may also be announced on Facebook, WBAL radio 1090am, WBAL TV (channel 11), WMAR TV (channel 2), WJZ TV (channel 13) in Baltimore and WDEL 1150am and WPVI TV in Delaware.

In the event of a school based emergency (such as water main break, fire, or other structural issue) in which closing is necessary, we will make an effort to ensure every parent is notified. If the School Director is unable to contact each parent, phone calls will be placed to the emergency contacts listed on your child's emergency card.

Please see your School Director for to view a copy of Celebree's emergency plan. Within this packet you will find the emergency locations that have been chosen in the event of an emergency evacuation for your child's school. Tuition is not prorated or discounted in the event that Celebree opens late, closes early, or is closed for the day.

Family Referral

The highest compliment our parents can pay us is the referral of family or friends to Celebree Schools. The trust and confidence that you place in us each day means a great deal. In appreciation of that trust and confidence we are excited to share our family referral program.

- The family referral must be submitted before the referred family's first day of care and must be shared during the tour.
- A \$250 tuition credit will be given to the referring family for each new child enrolled at a Celebree School.
- A \$75 in tuition credit will be given to the referring family for each new child enrolled at a school-based hot spots extended care program.
- Tuition credit will be posted following 30 consecutive days of enrollment.
- Visit www.Celebree.com/refer to complete and submit a family referral form.

Financial Responsibilities

- Acceptable forms of payment for tuition and other fees include:
 - Check and money order
 - Checks submitted as payment should be made out to Celebree Schools and include your child's name in the memo section
 - Checks cannot be held for a later date
 - ACH (electronic payment processing)

- Recurring auto draft from bank checking or savings account (tuition is automatically withdrawn from your bank account every Monday)
 - Authorization forms are available from the School Director
 - Online (one time draft from bank account)
- Credit cards (Visa, MasterCard, Discover, and American Express) maybe used in the follow manner:
 - Credit card recurring auto draft (tuition is automatically charged to your credit card every Monday)
 - Authorization forms are available from your School Director
 - Credit card point of sale (using your credit card at the school)
 - Online (one time charge to credit card)
- Payment transactions by credit card will be assessed a surcharge of 1.99%, which is not greater than the credit card merchant processing rate
- Cash, debit cards, and over-the-phone credit card payments are not acceptable forms of payment.
- Payment transactions by credit card will be assessed a surcharge, which is not greater than the credit card Merchant Discount Rate.
- If payment is not received by 6:30 pm on Wednesday evening, your account will accrue a late fee.
- Account statements and tax summaries are available upon request.
- Family discounts for full time enrolled siblings residing in the same household are available upon request.
- If you have difficulty making your payment, please contact the School Director. We will make every effort to be helpful and understanding. However, if your account is not paid in full by Friday the week of care, we may terminate care without further notice according to the enrollment agreement. If payments are not received within a reasonable time or you are consistency late with your tuition payment, it will be necessary to dis-enroll your child from care.

Non-sufficient Funds

Per the enrollment agreement, a fee will be debited from your account for each NSF occurrence. When more than one NSF occurrence is presented to your account in a six month period, payment must be made by money order or certified check for the next six months.

Late Pick-up Charge

We do understand that there may be occasions when an emergency arises causing you to be late, past 6:30 pm, picking your child up from our school. If you realize that you may be late, please give a courtesy call to the school management notifying them of the situation. There will be a charge of \$1.00 per minute, per child past 6:30 pm. Please be prepared to pay school management at the time of pick-up. Cash is not accepted as a form of payment.

Annual Re-registration Fee

An annual non-refundable re-registration fee will be debited from your account on the first Monday of May each year per your enrollment agreement. If enrollment occurred between February 1st and May 1st, you will not be charged a re-registration fee for that year. Our annual re-registration fees are used towards school refurbishment and educational supplies.

Security Deposit

The security deposit is equal to one week of tuition. If tuition rates should increase the difference will be paid to equal the new tuition rate. If your tuition rate is decreased due to participation in any tuition assistance or child care subsidy programs, the security deposit will equal any applicable weekly co-pays.

Annual Tuition Increases

Our tuition structure and rates will be reviewed on an annual basis. Any change to tuition rates will be accompanied by a 30 day written notice per our enrollment agreement. Tuition rate increases are specifically earmarked to cover program expenses and annual teacher salary increases.

Program Changes and Disenrollment

All program changes and enrollment withdrawals must be provided to the director in writing.

- When there is a program change for your child that results in a different weekly tuition rate, a credit or debit to your account will be made accordingly.
- A 30-day written notice must be submitted to the director for any program change or disenrollment.
- The security deposit acts as the final payment on your account when a 30 day written notice is received.
- If your child is dis-enrolled due to non-payment, the child will not be permitted to return until the balance due is paid in full including a new application fee.

Termination of Services

Enrollment at Celebree School may be terminated for either voluntary or involuntary reasons. In the case of voluntary withdrawal, families are required to submit a written notice of intent to withdraw to the Director at least 30 days prior to the intended last day of care. Failure to provide this written notice within the specified timeframe will result in the assessment of tuition for an additional 30 days. Upon disenrollment, families are expected to settle any outstanding fees. It is important to note that tuition is billed on a weekly basis, not daily or monthly. As such, families will be responsible for the full week's tuition, regardless of the specific day on which the child discontinues enrollment. Should a family choose to reverse the withdrawal decision within the 30-day notice period, the family will remain liable for the full tuition for that particular week.

In all cases, families will be responsible for the weekly tuition for any reversal of dis-enrollment that happens within a 30 day period of the last day of care.

In some instances Celebree may need to initiate the withdrawal process. Enrollment can be terminated with or without notice for the following reasons:

- Behavior management- if a child's action or behavior is harmful to other children or staff in the school, termination may result (determined on a case by case basis). All efforts will be made through parent partnership, team planning and intervention to keep children in care, but the safety of the group will be the priority. Some of these behaviors or actions may include but are not limited to excessive biting, injury to peers and staff, violent/aggressive behavior and intentional damages to school property.
- Financial obligations- repeated late payments, accounts that are more than two week in arrears, returned/uncollected checks, excessive fines/fees that become delinquent or failure to process state/county vouchers and maintain copays will result in termination of services.
- Required documentation- failure to submit required state and school related documentation can result in termination of services.
- Inappropriate parent behavior -Celebree reserves the right, at any time without prior notice to discharge, withdraw, or remove from the premises any child, parent, relative and/or individual that poses a threat or compromises the operations of Celebree.

Communicating with Families

Open Door Policy

Celebree promises to provide the kind of care and education you want for your child. We feel that you should be involved every step of the way, so parents are welcome to visit at any time to observe or participate in special activities. It is our goal to provide open and frequent communication with you as we partner to ensure your child's success. School management is available at any time for questions, concerns, or to hear about how your family is enjoying the Celebree difference. A scheduled appointment with school management is an effective way to assure that you will have the management's undivided attention during your meeting.

Daily Communication

Teachers of children in the infant program through kindergarten readiness maintain a written daily report to properly account for the child's day while spent in our care. The daily report contains information such as what and how much a child ate during snack and meal times, if a child napped and for how long, special notes to remind parents of upcoming events, what was taught in reference to the lesson plan, and what your child's experiences were throughout the day. It is our goal and responsibility to ensure consistency during the transition between Celebree and home.

Teachers are available during drop-off and pick-up to answer any questions or concerns that may arise, although these are the busiest times in our schools. A scheduled parent, teacher, and director meeting can be arranged if needed. We also utilize a parent to teacher communication form that you may fill out the evening before and bring with your child during drop-off. This form is available in your child's classroom.

At select Celebree locations parents will be provided access to an online parent communication tool by Life Cubby. Parents will receive digital copies of the daily sheets, real time updates on their child's routine care, observations, developmental portfolios, and much more.

Family Teacher Conferences

Each family is invited to participate in a conference with the classroom teachers to discuss their child's achievements and development. These conferences are held on two consecutive nights twice a year typically in the late fall (December) and spring (May). During this time you will be able to:

- Share insights about your child
- Find out about your child's learning and progress through our curriculum assessments and developmental screenings
- Review your child portfolio
- Discuss any challenges your child is having or any of your own concerns
- Ask for extra help for your child such as potty training, etc.
- Discuss and plan future learning opportunities for your child

Two weeks before Family Teacher Conference evenings a sign up schedule will be posted on your classroom "Family Info" board. We ask all families to schedule a time to discuss your child's achievements and developments during available conference times. (Don't worry- we'll send confirmation and reminder notes about your scheduled time!) Care services will be offered the evenings of the conferences to enable all to attend.

It is also important to note that a parent may schedule a meeting at any time with their child's teacher. Likewise, a teacher may schedule a meeting with parents if they have concerns or issues. The staff strives to keep open communication with all parents.

Parent Information Board

The school's parent information board is located in the main hallway of your school. It contains the following; illness policy, discipline policy, safety policy, and monthly newsletter.

- Each classroom also has an information board located on the outside of the classroom door which houses the weekly lesson plan.
- Inside each classroom there is a family board that houses the classroom daily schedule, our domains of learning, and any family updates.

Updating and Identifying Community Resources

Each Celebree will have onsite resources available to parents to assist with sourcing accessible community resources for children and families, particularly those with disabilities and special health care needs. These will generally be kept in close proximity to the parent recourse board.

Resources will be updated as new data become known to directors and staff through continuing education, MSDE and licensing partnerships, and local Child Care Resource and Referral Centers. In addition, availability and accuracy of information will be reviewed during the schools' quarterly compliance and operational excellence visits as conducted by the Celebree leadership team.

Monthly Newsletter

The school management creates a monthly newsletter to be distributed to all families on or before the first of each month. This newsletter will contain news, updates, upcoming school events, new additions to the school, birthdays of the children and staff, and a monthly snack menu. You can also find a copy of the newsletter on the parent information board located in the main hallway of your school.

Parent Partnership Committee (PPC)

Involving families in our program is a top priority. This helps children, parents, and our teachers make a strong connection between home and the school. We are an extension of the family. We strive to develop a partnership where sharing support, ideas, and genuine love for children is of the utmost importance. We encourage parents to participate in our Parent Partnership Committee (PPC).

The PPC is made up of parents, teachers, and administrators of Celebree Schools. The goal of the committee is to meet the needs of the Celebree family to include children, parents, teachers, and administration. The PPC supports the school by welcoming new families, planning special events, supporting teachers, participating in fundraising events, and discussing the growth of the school. Please see your School Director to share your interest in being a part of the PPC.

In addition there will be various opportunities for parents to meet with and engage other Celebree parents, families, and community partners. These may include in-school activities, out of school family events, parent resource nights, and other activities that align with the Celebree mission and values.

Celebree Website

The Celebree website can be accessed by visiting www.Celebree.com. The website contains valuable information such as; the Celebree history, how to contact us, a virtual tour, parent resources, curriculum information, updates on upcoming Celebree locations, and much more.

Program Evaluation

We value your input regarding the care you and your child receive at Celebree Schools. In our effort to continually improve, we will conduct an annual survey as one of our means of evaluating our program. In addition to this survey we will solicit your feedback by way of informal conversations and parent conferences.

Satisfaction and Resolution

All concerns should be addressed as soon as possible. Often, a parent's concern can be an opportunity for program improvement. It is usually best to discuss a concern directly with the person who can address the situation. In some cases, the teacher would be the person who can help find a resolution; in other cases it may be the School Director or the Assistant Director. Parents are encouraged to make an appointment with the appropriate person and to openly discuss the matter of concern so that we may work together toward resolution. If your management team is not able to resolve the concern to your satisfaction please feel free to contact your District Director.

Any health and safety concerns should be brought to the attention of a member of the school's management team immediately.

To ensure we are responsive to the changing needs of our families and consistently focused on program quality improvement, your feedback will be solicited annually through a comprehensive parent survey. We welcome written feedback at any time; it may be convenient to place a note into the tuition box in the lobby or via email to info@Celebree.com.

Volunteering

Due to the highly secure facility that we offer, the security background checks needed, and in an effort to protect the children in our care, we are unable to accept regularly scheduled volunteers into our schools. We do encourage parents and family members to participate as field trip chaperones, help in the classroom during parties and holiday celebrations, as a guest speaker or reader, and to provide demonstrations of a skill.

General Policies

Outside Employment of Celebree Staff

Celebree does not condone or recommend any employee for private care. If a parent contracts an employee for private care, Celebree will not accept liability for care services provided outside of our standard business hours or off Celebree premises.

Confidentiality Policy

To protect the rights of your child and your family, children's records are only available to the school's administrators, authorized staff of Celebree, MSDE Office of Child Care licensing branch, and the child's parent(s) or legal guardian(s). Confidential or sensitive information will only be shared with employees of Celebree who have a "need to know" in order to most appropriately and safely care for your child. Confidential or sensitive information about staff, other parents and/or children will not be shared with parents, as Celebree strives to protect everyone's right of privacy. Confidential information includes, but is not limited to: names, addresses, phone numbers, disability information, custody agreements, and health related information of anyone associated with Celebree.

Family Code of Conduct

One of our goals is to provide an appropriate environment in which a child can grow, learn and develop. Achieving this ideal environment is not only the responsibility of the employees of the Celebree, but also of each family member or adult who enters the school. We require all adults to conduct themselves in a manner that fosters this ideal environment.

The actions that hinder a positive environment are but are not limited to the following:

- Swearing or cursing
- Threatening of employees, children or other parents
- Physical or verbal punishment of your child or other children in the school
- Smoking
- Confrontational interactions at the school

The law authorizes Celebree to deny access to a parent or other adult if the behavior of that person poses a risk to the children or employees.

Notice of Policy Changes

Celebree Schools provides a parent handbook to uphold our promise to educate parents on our unique program offering. This handbook is subject to change without notice. Updated policies will be distributed to families from the school management.

Clothing

In order to foster independence and self-help skills, we ask that you send your child to the school in clothes that they can manage independently. Active indoor and outdoor play is a regular part of our day. Please dress your child in clothing that is suitable for running, climbing and other vigorous activity, and that is appropriate for the weather. Your children will work with paint, clay and other messy materials; they should wear clothes that can be laundered easily. We recommend that your child wear tennis shoes or shoes with rubber soles. For your child's safety, please do not send your child in flip flops or open toe shoes as we do not permit this type of shoe on the playground.

Curriculum

Curriculum Philosophy

At Celebree Schools we Protect, Educate and Nurture children in a stimulating and positive environment. Our professional and dedicated team nurtures and educates infants and toddlers, preschool and school age children in a wide range of child care programs. Our children develop positive social skills and values and learn about their world through age-appropriate play, projects and activities. We provide a stable, secure, learning environment that fosters a solid foundation for lifelong success.

Celebree Schools is dedicated to our children, families and communities. We pride ourselves on being the recognized leader in providing quality child care. We are known for our top line educational programs, expert educators, parenting resources, security measures and state-of-the-art classroom designs.

Our classrooms are designed with your child in mind. The Celebree classroom conveys a sense of belonging, safety, and trust. This is accomplished by our well thought out room designs and equipment that are developmentally appropriate and support children of all abilities. Each classroom is complete with furniture and equipment for your child's size, space for large and small group instruction, areas for meals, and the necessary equipment for diapering and toileting needs. Our classrooms have a variety of educational materials that enhance the curriculum and evoke wonder, curiosity, and the fun of learning. Our teachers are thoughtful in how they display children's work in a respectful manner. They rotate supplies and enhance interest areas with materials that are easily accessible and promote independence. Your child will have the opportunity to engage in imaginative, creative, investigative and constructive play. We also provide quiet areas for when your child wants to relax with a book or just have some time alone.

Celebree Schools implements the Creative Curriculum for our infant through kindergarten readiness program; one of the six Maryland State Department of Education recommended curricula.

The Creative Curriculum balances teacher planned and child initiated learning, emphasizing responsiveness to children's strengths, interests, needs, and learning styles. Nationally known for being forward thinking, comprehensive and rigorously researched, the Creative Curriculum helps teachers plan and implement content rich, developmentally appropriate lessons that support active learning and promote children's progress in all developmental areas. Our teachers plan learning experiences and activities based on the Creative Curriculum's 38 objectives for development and learning, which are predictors of school success and tied to state early learning standards. These objectives are based on the domains of learning to include social-emotional, physical, language, literacy, cognitive, mathematics, science and technology, social studies, and the arts. The weekly plans also include both individual and group activities that incorporate the interest of the children,

multiculturalism, health and physical awareness. When developing plans the teachers take into account daily observations of the children, information from families regarding their child, and assessments.

Celebree Schools is committed to providing educational programs that are in alignment with state initiatives for kindergarten readiness. We strive to ensure that each child that experiences the Celebree difference will have the educational and social skills to support a successful transition into kindergarten.

A Day at Celebree

Selection and Use of Learning Materials

Classroom materials and toys are selected so as to enhance and add to the educational environment of the school. Toys and materials are selected to support and align with the Creative Curriculum, the seven domains of learning, the National Association for the Education of Young Children (NAEYC) and Maryland State Department of Education (MSDE) accreditation guidelines. Having the appropriate types and quantities of toys and educational materials encourages and enhances hands-on learning throughout all the developmental areas. These guidelines insure accessibility of materials to children of all ability levels to encourage inclusion and support of children at all ability levels.

Great toys help children learn how to learn and engage with their learning environment. At its most basic, safety is the most important attribute of any item introduced into the classroom. As such the following basic guidelines will be observed at all time:

Corners are rounded and surfaces are smooth.

- Finishes and dyes are non-toxic and meet all safety standards.
- Toys and materials must be easily cleaned and hold up to repeated washings.
- Items will be well constructed, shatterproof, strong enough to hold a child's weight, and safe for the ages of the children in the group
- Materials will not have sharp edges, points, exposed nails, or potential projectiles.
- Classroom toys and materials will be respectful, reflective of, and provide opportunities for children to explore their own and other cultures.
- Items for classrooms are durable and suitable for use with groups. In general this precludes many items available at local toy stores as they are generally designed for use by one or two children over a short period of time.

Having the right materials available for children through their day keeps them engaged in their personal learning experience. They allow a wide variety of peer and independent play opportunities.

These types of materials create an environment conducive to social emotional and creative development, physical development, cognitive development, and language development.

The ability to make independent decisions about the materials and toys with which they interact fosters a child's imagination and creativity and increases cooperation with others. This makes children feel safe, valued, adventurous, competent, and confident to take initiative. Toys and materials that promote active learning motivate children to pursue their own ideas and interests enthusiastically. Toys will rotate in, out and between classrooms depending on child demand, engagement with materials, and to reflect and enhance the curriculum studies.

At Celebree, even the method by which toys and materials are arranged, stored and cleaned up is intentional and in alignment with developmental objectives. We believe children should have direct access to items, and that toys should not be situated primarily for display, demonstration, or decoration. This visibility and accessibility ensures that children see their choices and can easily reach them. All the materials are then organized with like items grouped together in learning centers. In classroom labeling helps children take ownership and accountability of their toys, recognize that words have meaning, infuses the environment with print, and turns clean-up time into another learning opportunity. Most items are labeled with both words and pictures, enabling children to identify both words and objects.

Additionally, the infant rooms as well as other classrooms utilize sign language and language builder words throughout the day to develop their vocabulary and expose all children to language in their environment. Teaching Strategies- Creative Curriculum has an English language acquisition focus. Objectives 37 and 38 are focused on children that are not English speaking. The curriculum provides suggested activities for the teachers to plan for children to acquire the English language. For children whose native language is not English we do alter our typical classroom décor and materials. We take time to incorporate things in the classroom such as posters, signs, and labels to include the child's language to make that transition a smooth one. We also work very closely with the parents and have them write down common vocabulary in the child's native language.

Lesson Plans

Our teachers create unique, age and stage appropriate experiences, using the Creative Curriculum guidelines and foundation, for each classroom on a weekly basis. Lesson plans are developed by our teachers to ensure they capture the interests, skills and abilities of the children enrolled in the classroom, based on every day classroom observation as well as scheduled developmental screening, regular formalized assessment, and formal and informal family input.

All lesson plans are created to support learning through the 38 Creative Curriculum learning objectives. The 38 Creative Curriculum objectives support and address the seven domains of learning: social-emotional, language and literacy, mathematics, science and technology, cognitive,

social studies and the arts, and physical development. Teachers develop objective-based activities and experiences that are implemented in diverse ways to address the various learning styles (Auditory / Visual / Kinesthetic).

In addition to the focus on learning styles, the lesson plan also addresses the various settings in which each objective-based activity will occur – Large Group, Small Group and Individual. The individual planning component allows teachers to create learning opportunities that enhance and reinforce specific areas where a child may need additional support. The individual needs of families and children who are supported by an IFSP (Individualized Family Service Plan) or IEP (Individualized Education Program) will be taken into account in the weekly planning process.

Lesson plans are reviewed and approved by School Directors before they are implemented in the classrooms to ensure each room has a comprehensive and developmentally appropriate learning experience. Completed plans are also available for parents to review, and parents are encouraged to extend the learning experiences into the child's activities outside of the school. To support this extension, there is a Family Curriculum Enhancement component of the lesson plan that will provide parents with a guided activity to complete at home that is aligned with the current lesson plan. This home/ school connection allows for sharing and exposure of children's home environments and culture to their classmates and peer families. These activities allow for sharing and discussion around children's interest inside and outside the classroom.

By planning ahead and having structured objectives that support well-rounded learning, our teachers are free to focus on educating children, incorporating fun and focusing on their individual interests.

Inclusion of All Children

It is the Celebree vision to be the recognized leaders in the communities we serve. We aim to reflect our wider community and promote positive attitudes to both the similarities and differences in one another. In this way, our programs are open to children, families, and staff without consideration to cultural background, religion, gender, or economic circumstances. Celebree will make needed reasonable accommodations for those with special needs. This includes but is not limited to children with physical, developmental, emotional and educational needs. In order to achieve this, we actively engage with children, parents, and outside organizations as appropriate.

We believe a diverse and inclusive environment benefits those with and without special needs as it allows children to develop Meaningful friendships and instills an appreciation and acceptance of individual differences. Providing an inclusive environment at the pre-school level increases understanding and acceptance of diversity and helps children develop a respect for all people. As we strive to prepare children for their academic future and beyond, a diverse environment allows children exposure to the social expectations of an inclusive society.

The curriculum, activities, books, materials and environment are used to reflect the diversity of all children, families and the wider community. Where possible, these will be adapted as necessary to facilitate the inclusion of all children within the daily routine and activities of our programs. Our teachers and staff actively discourage stereotyping or gender, culture, background or ability by facilitating non-stereotypical play and through the use of non-stereotypical resources and classroom images. Celebree strives to provide learning experiences that are meaningful to each child by recognizing variations in learning style and ability.

In order to appropriately meet the needs of all children, we request families' share a copy of the child's IFSP (Individualized Family Service Plan) or IEP (Individualized Education Program) at the time of enrollment and maintain a current copy on file with the school's leadership team.

Developmental Screening

Developmental screening is a brief method completed by a parent or caregiver to quickly identify a child's progress through foundational early childhood developmental milestones. A child's development can be measured by how a child speaks, moves, behaves, and relates. Skills such as smiling, waving, and talking are developmental milestones. Results from developmental screenings indicate which children would benefit from a full evaluation and assessment. Children who receive early intervention services generally do better in the long term than those identified later. Upon completion of the screening, we will meet with you to discuss the findings and whether a referral to another agency for further evaluation is necessary.

The Maryland State Department of Education has implemented a new State regulation for all children in regulated care and early childhood educational programs. Beginning July 1, 2018 all children up to kindergarten entry attending regulated care and early childhood educational programs will need to have a developmental screening conducted. Celebree will screen children in care at any of our locations.

Children aged birth through 36 months will be required to have two screenings per year. These screenings will occur within the child's initial 90 days of attendance at Celebree or in November and May on the annual schedule. Children aged 37 months- kindergarten entry will be required to have one screening per year that will occur within the child's initial 90 days of attendance at Celebree or in May on the annual schedule.

Parents should consider this process as part of the required documentation in order for the child to attend our or any other licensed childcare program in Maryland.

Celebree will utilize the ASQ-3 (Ages and Stages Questionnaire, Third Edition) from Brookes Publishing.

Positive Behavior Practices

Celebree implements the conscious discipline approach to discipline with our children. Conscious discipline, developed by Dr. Becky Bailey, is a research based comprehensive social and emotional intelligence classroom management program that empowers both teachers and children. Children's feelings about themselves and their self-worth are a reflection of the adults' expectations, attitudes, and feelings toward children. Teachers must provide a caring, supportive, structured environment, allowing children some responsibility for the daily program by participating in the creation of establishing clear rules and expectations for the classroom along with established boundaries for acceptable and unacceptable social behavior.

- Classroom policies regarding behavior will be developmentally appropriate for each age group. Children unable to meet classroom behavioral objectives will be encouraged to meet as many as possible with continued encouragement and support from teachers. Our goal is positive reinforcement of positive behavior. Teachers will provide clear rules and expectations for the children, which will include verbal and visual cues.
- Teachers phrase things in positive terms to let the child know what they may do. Example: "we run outside" or "we sit on chairs."
- Behaviors that are not helpful to the classroom family environment will be documented and addressed using various positive guidance techniques appropriate to the developmental and social needs of the child and group. These techniques may include, but are not limited to: redirection, reflection, problem solving, providing choices, provision of a safe place where children may elect to go to regain self-control, natural and imposed or prearranged consequences, and in extreme cases, removal to the director's office.
 - Redirection encourages children to use their energies in a positive and appropriate way. For example, a child running in the "library" area of a classroom may be redirected to the gross motor or a more physically active interest area of the classroom.
 - Reflection allows children to discover and verbalize their own emotional reactions and triggers to various situations. Teachers encourage children to explore their feelings with "I am..." and progress to "I feel..." statements.
 - Problem solving is teacher guided situational exploration. Many times in problem solving children will be encouraged to consider the consequential results of their actions, developing empathy for others. Teachers empower children to consider alternate actions in future situations.
 - Providing choices allow a child to express independence through choice while achieving classroom or group objectives and taking personal responsibility for actions at the same time. In these instances two positive choices would be provided, such as jumping or skipping to ones cot. In this way the child chooses the action but the objective of getting to the cot is met.

- Parents will be informed at all times of any behaviors that persist or are detrimental or hurtful to the child or group. Parents and staff may initiate conferences at any time to discuss concerns. Parents should view these conferences as opportunities for concerned, caring, supportive dialogue.

Part of the success of Conscious Discipline is the classroom structure that facilitates and encourages independence. Each classroom is designed with interest areas that reflect the critical areas of child development. Children are allowed and encouraged to make choices for themselves regarding the areas where they will play, the experiences they will encounter, and the peers with whom they will interact. Conscious Discipline allows children to create solutions, feel empowered and be accountable for their own behavior. Both teachers and children respond, rather than react, to life events.

Celebree forbids the use of corporal punishment, harsh language, punishment, or threats.

Child Assessment

Assessments

Our teachers plan their lessons for both individual children's needs and whole group learning opportunities. Teachers have been trained in observation and in analyzing these observations for what they reveal about the child's development, knowledge, skills, and interests. Teachers use valid and reliable assessment tools such as the individual Child Assessment Portfolio and On-the-Spot Observation recording tools to enhance the classroom Creative Curriculum. The teachers will complete work samples and observations to be included in your child's individual portfolio. Assessment is both formal and informal, happening on a daily, weekly, monthly, and school season basis and takes both anecdotal and requested activities into account as contributing factors to child development and future classroom focus. Large and small group objective based classroom activities are planned based on assessment and observed developmental achievements and opportunities.

In addition, four times a year our teachers will complete a more formal assessment that will summarize children's development within our 38 objectives for all children enrolled in the infant through kindergarten readiness programs. The end result is a comprehensive developmental profile of each child, which informs the teachers' subsequent curriculum planning and prepares the teachers to share valuable information with parents. All parents are invited to a parent-teacher conference and given an opportunity to review and discuss the overall assessment.

Transitions

As children grow, we will plan your child's transitions to the next classroom based on developmental readiness, age and availability. We strive to work with parents in the process and are ready to address any questions. A meeting between the new teacher and parents will help facilitate a smooth transition for all. Children will gradually spend time in their new classroom to prepare for their permanent move. We will all work together to make the transition as smooth for the child and parent as possible. Teachers will share developmental screenings and assessments, in classroom observations, and any special accommodations as indicated in a child's IFSP or IEP in order to facilitate an easy transition for both parents and children.

Parents are also encouraged to visit their child's new classroom during the transition process. This will help you to get to know your child's new teachers as well. We encourage parents to talk to their child about the change to the new classroom and the positives that will come with this change. Your child will pick up on your level of comfort and positive feelings about the transition and in turn may be a little more at ease.

Ensuring your child has the school readiness skills to successfully enter kindergarten is our goal. We are committed to supporting you and your child as they prepare for kindergarten. When the time comes for your child to transition to kindergarten, you will be provided with a copy of your child's gold assessment booklet and their classroom portfolio containing work samples and observations. These items can be shared with your child's local school to provide them with a summary of your child's development prior to starting kindergarten. Our teachers will also complete any documentation provided by your local school regarding your child's development and experience while enrolled at Celebree.

The same philosophy holds in transitioning your child into their first or a new child care arrangement. Teachers will look for parent partnership, particularly in the sharing of information and care expectations as children begin their Celebree experience. Teachers will look for information about the child's home experiences, schedule, likes and dislikes. We additionally ask families to please share any IFSP or IEP support services that have been assigned and are needed to make the most of the child's time in the school in preparing children for kindergarten and beyond.

Physical Fitness

Outdoor Play

Outdoor play is an important part of the Celebree curriculum, and we consider the outdoors an extension of the indoor classroom. Our playgrounds, equipment, materials (wheeled toys, balls, hoops, ribbons), and activities are also available to enhance the children's play experience. Children go outside twice each day, weather permitting.

If your child is not well enough to play outdoors, he or she is not well enough to attend the school. It is important for parents to provide the appropriate clothing and outerwear for the weather conditions (e.g., coat, snow pants, boots, gloves, hat, etc.).

In warmer weather parents are encouraged to provide sunscreen (medication form must be signed for staff to apply sunscreen). Children are also encouraged to get plenty of drinks to replenish body fluids. Typically, the length of time spent outside is reduced and often the children wait to go outside until late in the day or early morning when the sun is less intense.

During the winter months children will stay indoors and participate in a gross motor activity when any of the following conditions are present:

- Rain or snow
- Approaching severe weather – including the presence of lightning and/or thunder
- Temperature below 32 degrees for children 2 and older or below 40 degrees for children under the age of 2
- The equipment is unsafe due to snow or ice accommodations will be made for limited outdoor time when:
 - When temperatures are below 50 degrees, all outdoor activities will be limited to 10 minutes.
 - Children may have snow “play days” if all parents were notified in advance and all children have adequate clothing, mittens, boots, etc. during the summer months, Celebree will utilize following guidelines:
 - On code red days, due to extreme heat and/or poor air quality all children will remain indoors to participate in gross motor activities.
 - When temperatures are above 90 degrees, all outdoor activities should be limited to 10 minutes.
 - Fluids (preferably water) will be available (water fountain or cups) to the children upon their return into the school.
 - Sunscreen will be applied prior to each time of going outside during the summer months.

Screen Time

Celebree provides an activity-focused early learning environment. We believe children learn best through active participation, hands-on experiences, interactive conversation, and exploration.

Celebree follows the recommendations established by the American Academy of Pediatrics, which has found that too much television viewing has been linked to poor performance in school, overweight children, and the establishment of poor dietary habits. As such, children at Celebree under age two will not have access to television viewing, which includes watching videos, or DVDs, playing with video games, and using the computer.

For children age two and older screen time is limited to 60 minutes per week and no more than 30 minutes at a time. "Passive" screen time is not permitted within the school; all screen time is facilitated screen time and only used to support the lesson plan for all children of all ages. Teachers are actively engaged with children before, during and after facilitated screen time. Computer use is limited to 15 minute increments per child not to exceed 30 minutes daily, and for the purposes of enhancing educational experiences only. School-age children who are completing homework, school work, or supervised enrichment activities will have additional access to computers and digital resources as needed. Parental controls are in place on all computers. Teachers will supervise the use of computers to protect from exposure to inappropriate websites.

We ask that all personal electronics and screen type devices not be brought to the schools. This includes but is not limited to iPods, iPhones, and tablets of any kind. Celebree Schools are not responsible for the replacement or repair of any such personal devices in our schools.

Thank You

Thank you, our newest Celebree parent, for choosing us to protect, educate, and nurture your most precious gift...your child. We are committed to providing you and your child with the best parent child experience. We will hold ourselves accountable to our commitments of upholding the Celebree brand. We hope that this is the start of a long relationship with your family and the Celebree family. The door is always open for your feedback and suggestions as to how we can improve your experience at Celebree.