Updated March 2021

Celebree
SCHOOL

Family Handbook

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Welcome to Celebree

Our History

Since 1994, Celebree School has been caring for and positively impacting the lives of children in Maryland and Delaware. Today, our child care history is taking a big next step to supporting children and their parents in more locations and in more states. We cannot wait to meet you!

Celebree School Historical Timeline

1994 – Richard Huffman opens his first childcare location in Ellicott City, Maryland. He names the center Enchanted Child Care and employs a staff of 25 people.

1996 – Richard opens his second location in Parkville, Maryland known as the "Carney" location, representing the neighborhood it serves. This location fills up so quickly, Richard knows he is on to something. He begins to build a team that could support multiple locations.

1997 – Richard expands his footprint into his third and fourth Maryland counties opening two new locations in Bel Air and Frederick. He now employs over 100 employees and provides care to over 400 children! A successful model is in place and ready for accelerated growth.

2002 – With 11 locations in operation, Enchanted Child Care is re-branded as Celebree Learning Centers®. The company's core values to "Protect, Educate & Nurture" are defined.

2006 –Celebree Learning Centers opens its 13th location and is now located in five Maryland counties. At this point, the company has 420 employees and provides care to over 1000 children! Celebree has now established their business model around three key areas: Talent, Brand, and Operations.

2007 – Celebree opens its first location outside of Maryland, in Bear, Delaware.

2008 – The Celebree team continues to focus on rapid expansion, and opens its 19th location in Hampstead, Maryland. Celebree now has 500 employees and provides care for nearly 1,800 children.

2012 – The Celebree corporate infrastructure has really taken shape. A call center has been established on behalf of the Celebree locations. A sales touch point process is established, and CRM tools are enabled. Most importantly, employee development methodologies are beginning to have a big impact on employee satisfaction and the quality of care. At this point, Celebree Learning Centers is caring for over 2,100 children.

2014 – Celebree opens its 23rd location in Lutherville, Maryland, established as a flagship location beneath a new corporate headquarters, complete with robust training facilities. A new leadership development program is now helping Celebree to retain and develop top talent. Recognized as an industry leader in quality education, Celebree begins to apply for state accreditation through the Maryland State Department of Education (MSDE).

2016 – With a 24th location now opened in Germantown, Maryland, Celebree employs nearly 700 people and cares for over 2,600 children! The very first center that opened in 1994, Ellicott City, is the first center to be awarded accreditation through MSDE. Richard also begins to build a franchise offering, which would reproduce the success of his corporate center model and allow him to expand the Celebree brand at a more rapid rate.

2018 – Celebree opens its 26th location in Pasadena, Maryland and 6 locations are now fully accredited through MSDE. At this point, it is clear that a "Learning Center" doesn't do Celebree justice. Celebree is rebranded to "Celebree School®" and brings the Celebree franchise offering to market.

2019 and Beyond – With like-minded professionals plugged into their neighborhoods, we will continue to celebrate the education of children as we expand our franchise model into additional states. We will teach them to be confident, so they may grow into self-assured adults. This is our child care history. This is our village. Join us

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 provides 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 through our School Family Committee (SFC).

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.

Philosophy on Education and Guiding Children's Behavior

Educational Philosophy

At Celebree School we Protect, Educate, and Nurture children in a stimulating and positive environment. Our professional and dedicated team supports children in developing positive social skills through purposeful play. Because research supports that 90% of a child's brain develops before the age of 5, we believe our role during these formative years is to build the foundation for a promising life-long relationship with learning and social emotional growth.

Celebree School is dedicated to the Whole Child. We believe uninterrupted time in purposefully designed play spaces that are reflective of all learners, family units, cultures and languages present in the School Family creates an atmosphere of awareness, independence, and self-regulation. Our teachers enhance and scaffold child-led explorations and investigations in safe and nurturing environments while concurrently assessing each child's developmental milestones with the overall goal of a successful transition into Kindergarten.

Celebree School is dedicated to the Whole Family. We believe a reflection of the varied family units inside our school creates an environment reflective of acceptance without bias. Celebree believes in meeting families where they are and through our thought leadership and expertise guide them towards a successful union between home and school that creates a foundation for continual learning and growth.

The Education Team, alongside Teaching Strategies and the Celebree School Advisory Board, reviews the curriculum and developmental program annually with the purpose of ensuring that the current is meeting the needs of the children in the program. The results of the review are used to modify the curriculum, if necessary, and include program goals. Based on any changes made the Education Team will use this opportunity to train the teaching staff to ensure proper implementation of the curriculum and any additional changes presented because of the annual curriculum review.

INFANT CURRICULUM

Our teachers provide individualized daily activities to meet each child's unique development. Through additions to the environment, exploration extensions, daily read aloud, and a language building words, infants are engaged in experiences that support their physical and motor development, language and literacy, social foundations, arts and mathematical foundation. Sign language is also introduced, as teachers implement a monthly focus to their plans.

TODDLER CURRICULUM

The curriculum for toddlers is designed to provide hands-on experiences for the young learner. Using monthly studies, teachers provide language building opportunities, and begin to introduce shape and color recognition. Through the insertion of classroom interest areas, changes to the environment, large and small group play, and reading and storytelling, the curriculum is balanced to provide occasions for physical well-being and motor development, language and literacy, mathematics, science, art, dramatic play, music and movement, and social development.

TWOS CURRICULUM

The curriculum for two's (children 24 to 36 months old) takes a deeper look at each monthly focus, as the young learner's attention span and independence increases. This is also the time where we introduce letters, numbers, self-help skills, social emotional focuses, and fine motor development.

PRESCHOOL CURRICULUM

For the preschool curriculum, Celebree utilizes monthly teaching guides. Each monthly study incorporates all areas of development. There are also monthly focuses for math, writing, science, physical development, social studies, language and

literacy and social emotional development. Each skill introduced builds on the previous unit's skills. The classroom is set in learning/interest areas, where provocations are added to encourage purposeful play and skill building. Assessments, an integral part of curriculum cycle, are completed on an on-going basis and are used to ensure that teaching is well rounded, and each child is prepared to work on achieving the next developmental skill.

PRE-K CURRICULUM

The pre-k curriculum uses monthly teaching guides to expand learning in all areas of development. Children are assessed to ensure that they will be fully prepared and ready to enter Kindergarten with the skills needed for success.

SCHOOL-AGE CURRICULUM FOR BEFORE AND AFTER THE ELEMENTARY SCHOOL DAY

The school-age curriculum is designed to enhance (not extend the traditional school day). Children attend before school and/or after school. We offer 8 spots (interest areas) with materials and activities that meet the needs of the school-age child's interests. Our classroom connections reinforce the skills that the child's elementary school teachers recommend practicing. Through engaging games and exercises, the children can practice math facts, emerging writing skills and other skills recommended by our survey results from the public-school teachers. Long term project-based lessons are also offered surrounding a monthly theme. Student led clubs are held twice a week and based on the interests of the children. Spot challenges are activities that students can do independently or work together to solve. There is also time for physical activity (games) indoors and outdoors (weather permitting) and teacher assistance with homework. Each morning program ends with a 15-minute read aloud to prepare children as they transition into the school day.

Classroom Learning Materials

Developmentally appropriate classroom materials and toys are selected to enhance and add to the educational environment. Materials are selected based on the developmental levels of the children, their interests, cultures, home languages, along with information from IEPs and IFSPs provided by families to support and align with Celebree's educational philosophy, the learning domains, the National Early Childhood Program Accreditation (NECPA) accreditation guidelines and ERS (Environmental Rating Scales), a nationwide tool used to measure quality classroom environments.

Our indoor and outdoor classroom materials help children learn how to engage with their environments and reflect the children's interests. Celebree recognizes that when classroom materials mimic student interest's engagement will deepen and as a result language and reasoning skills become more meaningful. Therefore, Celebree School creates each classroom with age-appropriate real-world experiences in mind. Teachers create thought provoking interest area enhancements, both indoors and outdoors. This is an invitation for children to explore a play space from a different lens, one that is purposefully created with a knowledge of children's interests to capture the attention and expand a concept through age-appropriate play. Included in our learning materials are the use of sensory bins. Sensory bins are rotated to reflect the study, season and/or the interests of the children. Sensory materials include items such as sand, dirt, leaves and various authentic materials. In order to make sure children are safe we restrict the use of liquids inside the sensory bin, therefore forgoing a rubber mat needed under the table.

Celebree believes that classroom materials should represent the various cultures and languages present in the school family from books in the library, menus and recipes in dramatic play and visual cues in the bathroom. Cultures are represented, with family input, through textiles and art materials, pictures on walls at eye level, clothing, play food in dramatic play and books in the library.

Materials in the classroom and in outdoor spaces are rotated based on monthly studies, seasons, and children's interests. Materials that are worn are replaced as needed and periodically environments will be rearranged to keep play spaces fresh and interesting.

Celebree believes 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 are stored in open containers and at a child's level in child sized furniture for ease of accessibility. To make sure all children can participate, materials for all ranges of development are infused into the classroom experience, for example adapted outdoor equipment, different types of scissors as well as cups and utensils.

Lesson Plans

Lesson plans are developed by our teachers to ensure they capture the interests, skills, and abilities of the children enrolled in the classroom. Plans are based on everyday classroom observations and assessments, as well as informed by IEPs and IFSPs provided by families. All lesson plans are created to support learning through the seven learning domains: social-emotional, language and literacy, mathematics, science and technology, cognitive, social studies, 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) are considered 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 families to review via The Celebree Ecosystem, powered by Teaching Strategies. By planning and having structured objectives that support well-rounded learning, teachers are free to focus on educating children, assessing development, incorporating fun and focusing on individual interests.

Celebree believes that children deserve an education that is responsive to their families, communities, and racial, ethnic, and cultural backgrounds. For young children to develop and learn optimally Celebree works to meet their diverse developmental, cultural, linguistic and educational needs by creating culturally competent lessons that are informed by families in order to reinforce home languages, cultures, traditions, and respect all family units.

Assessments

Celebree Schools utilizes both formal and informal approaches to assessing the learning and development of all children. The results of these assessments are used to improve teaching practices and drive program improvement. Celebree School teachers use the knowledge gleaned from assessments to plan appropriately challenging curriculum and tailor learning to individual strengths and opportunities.

Celebree School teachers are trained in a formal setting on collecting meaningful and accurate assessment data that is sensitive to, and informed by, family culture and experiences, and children's abilities. These assessments are conducted in a familiar classroom setting either individually or in a group.

Informal assessments occur daily and include checklists, work samples and observational notes. These informal assessments align with curriculum goals and assist the teacher in providing an accurate picture of the students' abilities and progress as well as inform planning for program improvements such as improved instructional practices and professional development for teachers. Informal assessments are collected and stored in a confidential portfolio and shared with families as well as assist in making referrals to the appropriate professional in the event a special need arises.

Celebree Schools formal assessment process includes the use of GOLD, a nationally recognized assessment tool that allows teachers the ability to continually assess emerging skills and development across all learning domains; fine arts, language and literacy, mathematics, science, social studies, physical wellbeing and motor development. Teachers document skills or activities demonstrated during curriculum activities through our online platform, The Celebree Ecosystem powered by Teaching Strategies. These assessments travel with the child throughout their time with Celebree School.

Celebree School provides families with two formal family teacher conferences annually to share the written results of classroom observations, progress, accomplishments, and difficulties. In addition, space is provided for families to raise questions or concerns about how the assessment methods will meet their child's needs. In turn, Celebree provides families

with on-going opportunities to share home observations with the goal of planning further appropriate learning activities. Communications with families about progress and observations is sensitive to family values, culture, identity, and home language. In the event of a dual language household, Celebree will assist in making plans for a translator to make conversation meaningful and relevant.

Transitions

Prior to admission acceptance families are encouraged to tour the school and visit with the school administration and teachers. This will help families understand the Celebree culture and the importance of school family. Families are encouraged to speak with their children about the positive transition into a new school. Children will be at ease when they feel their families' comfort level. Collaboration between the family and teacher is encouraged, particularly in the sharing of information and care expectations as children begin their Celebree experience; specifically, home experiences, schedules, preferences and any IFSP or IEP support services that have been assigned to a child with disabilities and special health care needs.

Upon acceptance, families will receive a welcome packet with school information and expectations as well as an invitation to join the School Family Committee (SFC), our collaborative family and teacher committee committed to assisting the school in raising and maintaining quality.

As children grow, Celebree will plan your child's transition to the next classroom based on developmental readiness, age, and availability. Articulation meetings between the current teacher and the upcoming teacher will occur. Teachers will share developmental milestones, checklists, assessments, observations, and preferences of each child. In addition, IFSPs or IEPs and any special services the child receives to ensure a seamless transition for those children with disabilities and special health care needs will also be discussed in articulation meetings. Celebree will work to incorporate families in the process by scheduling meetings with the new teacher in order to discuss classroom expectations, the developmental milestones that will occur and address any questions the family may have regarding the transition. Families will be made aware of the physical transition schedule as their child will gradually spend more and more time in their new classroom, learning the new schedules, procedures, and getting to know new friends.

Ensuring your child has the school readiness skills to successfully enter Kindergarten is our goal. Celebree is committed to supporting your family and your child as they prepare for this transition. When the time comes for Kindergarten transition, you will be provided with a copy of your child's classroom portfolio that will contain developmental milestones, work samples, observations, and assessments. Also, if requested, Celebree will provide these materials to your child's elementary school. Celebree teachers will also complete any documentation provided by your local school regarding your child's development, experiences, and any needed support services for those with disabilities and special health care needs while enrolled at Celebree. Along with documentation, Celebree will work with your child to make sure this transition is successful. The summer before transitioning into Kindergarten, children will go on a field trip to visit their new school, learn how to ride in a school bus and teachers will reduce the nap time schedule. School Directors will keep parents abreast of local school Kindergarten registrations, open houses and will have Kindergarten materials, i.e. summer reading lists, readily available.

As stated in our assessment policy, children's portfolios contain developmental milestones, work samples, assessments, checklists and observations. These portfolios are kept private and are shared with families during conferences and with the child's previous and current teachers during transitions. Portfolios may be shared with a child's upcoming Kindergarten teacher and/or any special needs resources with the expressed permission of the family.

Celebree reflects its wider community and promotes a positive attitude that celebrates the similarities as well as the differences in each other. In this way, Celebree will make reasonable accommodations to those with special needs who are transitioning to our school. This includes, but is not limited to children with physical, developmental, emotional, and educational needs. Celebree will actively engage with children, families, and outside resources to ensure each child develops meaningful friendships and creates a solid foundation for lifelong learning. Prior to the child's transition into our school, School Directors and applicable teachers will review the child's documented history and IFSPs or IEPs for those with disabilities and special health care needs to establish if the teachers need additional training.

Guiding Children's Behavior

Celebree believes in teachers providing a caring, supportive, and structured environment that allows for autonomy. We encourage children to participate in the creation of establishing expectations for the classroom when developmentally appropriate. Expectations, especially those created by the children, help them learn to self-regulate and make healthy choices.

Celebree believes that building respectful behaviors is supported when providing children clear classroom expectations and ways to be helpful in their environments, which include verbal and visual cues. Celebree forbids the use of physical punishment, psychological abuse or coercion when managing behavior. Examples of such behavior include but are not limited to shaking, spanking, limiting activity, shaming, threatening, rough handling and withholding of food. Celebree believes that external regulators, such as sticker charts, color charts, or prizes used to regulate behavior does not promote positive intent, but we are open to making individual case by case accommodations when recommended by third party specialists.

Celebree understands that there may be times when behaviors arise that are not conducive to a safe environment or follow classroom expectations. These behaviors include but are not limited to, relational and physical aggression and verbal bullying that interferes with another child's learning or is harmful to themselves, other children, or adults. Celebree teachers will address these situations by utilizing redirection, reflection, problem solving, or providing choices, such as the option to utilize the classroom safe place, a space designated to assist the child in self-regulation.

Celebree believes in a partnership between school and family to ensure the composure needed to develop the whole child. As a result, families will be informed of any persistent behaviors that are detrimental to the child, their peers, teachers or school property. Families, teachers or school leadership may initiate a conference or formal discussion to address documented concerns and work together to create an individualized plan to manage the behaviors successfully. Celebree limits the use of suspensions or expulsions until all the above measures have been exhausted or if the child is harming others or team members. Celebree is committed to aiding the family in locating services, resources or alternative placement.

Celebree believes in educating our team members in positive behavior practices and guiding our children's social emotional development. As part of their initial onboarding and continued training, team members are provided with written policies and practices around supporting global citizenship.

Celebree School follows federal and state civil rights laws and will never refuse enrollment of a prospective student, expel a current student, or withhold privileges from a current student, a prospective student, or the parent or guardian of a current or prospective student because of an individual's race, ethnicity, color, religion, sex, age, national origin, marital status, sexual orientation, gender identity, or disability. In addition, Celebree will never discipline, invoke a penalty against, or take any other retaliatory action against a student or parent or guardian of a student who files a complaint alleging that the program or school discriminated against the student, regardless of the outcome of the complaint.

Inclusion of All Children

It is the Celebree vision to be the recognized leaders in the communities served. The aim is 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, "...race, ethnicity, color, religion, sex, age, national origin, marital status, sexual orientation, gender identity, or disability.", as stated in Civil Rights Act of 1964. Celebree will never refuse enrollment of a prospective student, expel a current student, or withhold privileges from a current student, a prospective student, or the parent or guardian of a current or prospective student because of an individual's race, ethnicity, color, religion, sex, age, national origin, marital status, sexual orientation, gender identity, or disability; or discipline, invoke a penalty against, or take any other retaliatory action against a student or parent or guardian of a student who files a complaint alleging that the program or school discriminated against the student, regardless of the outcome of the complaint.

Celebree makes needed reasonable accommodations for those with disabilities and special health care needs. Disability

care needs include developmental delays linked to but limited to birth defects, genetic disorders, and hearing loss that require early intervention specialists including but not limited to speech and/or physical therapists. Special health care needs include any physical, developmental, mental, sensory, behavioral, cognitive, or emotional impairment or limiting condition that requires medical management, health care intervention, and/or use of specialized services or programs. 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 future, a diverse environment allows children exposure to the social expectations of an inclusive society. Therefore, Celebree does not, "refuse enrollment of a prospective student, expel a current student, or without privileges from a current student, a prospective student, or the parent or guardian of a current or prospective student because of an individual's race, ethnicity, color, religion, sex, age, national origin, marital status, sexual orientation, gender identity, or disability.", as stated in the Civil Rights Act of 1964.

To meet the specific disability and health care needs of the children we serve, Celebree's curriculum, activities, books, materials and environment reflect the diversity of all children, families and the wider community. Where possible, these will be adapted 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.

Policies and Practices

Health and Safety

Celebree School promotes the nutrition and health of its children and staff and strives to protect them from illness. The World Health Organization defines health as, "...a state of complete physical, oral, mental, and social well-being and not merely the absence of disease or infirmity." At Celebree School we believe healthy risk taking is desirable for learning, but we also make sure to take measures to protect our children from hazardous practices and environments that are likely to result in adverse consequences.

Our Health and Safety Policy is broken into three sections:

I. PROMOTING AND PROTECTING CHILDREN'S HEALTH AND CONTROLLING INFECTIOUS DISEASE

- Health Records including those who are under immunized
- Illness Policy
- CPR and First Aid Training
- Diapering Procedures
- Handwashing
- Medication Administration
- Child Abuse and Neglect Policy
- SIDS Policy
- Cleaning Policy

II. NUTRITIONAL WELLBEING

- Infant Feeding
- Breastfeeding Policy
- Snacks and Meals
- Birthdays and Celebrations

III. HEALTHFUL ENVIRONMENTS

- Arrival and Departure Procedures
- Parking
- Release of Children
- Supervision
- Non-Smoking Schools
- Pets
- Accident or Injury Procedures
- Outdoor Activities
- Screen time

Promoting and Protecting Children's Health and Controlling Infectious Diseases

Health Records

In accordance with your state licensing regulations Celebree School maintains current health records for each child that shows that the child is current for routine screenings and immunizations according to the recommended schedule. When a child is overdue for any routine health services, legal guardians must provide evidence of an appointment for those services before the child's entry into the program and as a condition of remaining enrolled in the program, except for any immunization for which parents are using a religious exemption. Health records include:

- Results of health examinations on state approved forms
- Up-to-date immunizations and screenings; unless documented family beliefs conflict
- Current emergency information
- Instructions for special needs
- Sunscreen Permission Form

Celebree will promptly contact families and exclude any under immunized child if a vaccine preventable disease to which children are susceptible occurs in the program.

The content of each child's health and safety file is confidential but is available upon request to teaching staff who have consent from legal guardians, the child's parents or legal guardians and regulatory authorities. Program staff do not discuss children or their families with one another except in private and only when necessary for the best interest of the child.

Illness Policy

Celebree School carefully follows all health guidelines to ensure the healthiest environment possible. We hope that you will work with us as much as possible to limit exposure by keeping your children home when necessary. We wash the children's hands often during classroom activity participation, including but not limited to before and after meal times, and after diapering or toileting.

To stop the spread of communicable diseases, Celebree School has an illness policy that we expect each family to agree to uphold at the time of registration. Depending on state regulations, most Celebree Schools are required to post an information sheet from the CDC (Center for Disease Control) regarding any communicable diseases diagnosed in the school. Instructions on this information sheet may differ slightly from the Celebree illness policy; in this event, the Celebree illness policy is to be followed.

Teachers are trained to observe each child as they arrive for the day for any changes in their usual behavior or appearance and if applicable will take a child's temperature if these changes in behavior, or if a child complains of not feeling well, warrant a body temperature check. If a child exhibits scratching or if there is a lice outbreak in the school, teachers will check for skin rashes.

Children who exhibit the following signs or symptoms of illness are required to be picked up within an hour of notification or remain home until they are symptom free for twenty-four hours unless a licensed physician has 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 via phone and the teacher will complete an illness report to be signed by the teacher and the parent and the parent is required to pick up the child from the school within the hour.

In the event of illness or injury that needs immediate medical attention, 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 the 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. This file will be transferred to the attending medical staff.

Prior to bringing your child back to the 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.
- Celebree requires a doctor's written statement releasing the child and verifying 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 / complaints (such as ear infections, teething etc.) the child may return to care without the 24 hour waiting period only if the child is fever free and has been diagnosed by a doctor and is accompanied by a doctor's written statement deeming the child able to fully participate in scheduled school activities.

CPR and First Aid Training

At least one staff member who has a current certificate showing satisfactory completion of First Aid Training and CPR training is present in accordance with each states' regulations. A full list of those who are CPR and First Aid trained is posted in the food prep area of each classroom.

Diapering Procedures

Celebree School is equipped with the facilities to change diapers and soiled clothes in a safe and sanitary fashion. Teachers check the children's diapers every two hours when children are awake and change soiled diapers in designated areas every time diapers, underwear and other clothing are wet or soiled. Teachers check for and change wet or soiled diapers or training pants when a child wakes up. Soiled diapers are changed immediately regardless of the last time the child was changed. Diapering and changing procedures are posted in designated areas.

For those children changed on an elevated surface a teacher's hand is always on the child. Diaper bins have hands-free lids that open and close tightly. Each classroom that requires a diaper table is furnished with a table that is the exclusive use of that classroom. For children who require cloth diapers, the diaper should have an absorbent inner lining completely contained within an outer covering made of waterproof material that prevents the escape of feces and urine. Both the outer cover and the lining are changed as a unit, placed in a parent provided sealed container and sent home that day for laundering. Parents provide diapers, wipes and extra clothes when needed.

Handwashing

Celebree School follows consistent practices regarding handwashing and teaches these practices to our children by assisting as needed, specifically infants, to successfully complete the task. Children and adults wash their hands upon arrival for the day; after diapering or using the toilet; after handling body fluids; before and after handling meals and snacks and before preparing food; before and after administering medications; after handling garbage; after cleaning; after playing in sensory materials i.e. water, dirt, sand; after handling animals; and when moving from one classroom to another.
Proper handwashing includes using liquid soap and running water; rubbing hands vigorously for at least 20 seconds, including backs of hands, wrists, between fingers, and under fingernails; rinsing well; drying hands with paper towels and avoiding touching the faucet with just washed hands.

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 in their name
- 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 at least 24 hours 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 school.
- 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 except for life saving medications are kept in a locked container housed in the main office and are readily available but inaccessible to children
- Medications that require refrigeration will be kept in a locked container housed in the staff refrigerator

Medication authorization procedures are subject to change in accordance with state specific childcare licensing regulations.
Celebree School will provide a staff member who has completed specific training to administer medication. Only staff specifically trained in medication administration will be allowed to administer medication.
The School Director, who is also required to be certified in Medication Administration, will be responsible for the day to day issues related to the health and safety of the program and serves as an additional resource for children and parents and ensures that program-level health and safety concerns are addressed and resolved.

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.

Tragedy Response and Support Policy

We are committed to ensuring the safety and emotional well-being of all members of our community. In the unfortunate event of a death involving a child or staff member, whether due to an accident or a prolonged illness, we have established clear procedures to address such tragedies. This policy outlines the steps to be taken in cases of death occurring both on-site and off-site.

Immediate Response to On-Site Deaths:

In the event of an on-site death, staff must immediately contact emergency services by dialing 911. The area should be secured to ensure safety and privacy for the affected individual and to prevent further distress to other children and staff. The Director or an appointed staff member will notify the child's or staff member's family as soon as possible, ensuring that this is done with sensitivity and support. The Director will assess if it is necessary to temporarily close the facility and communicate this decision to all families.

Immediate Response to Off-Site Deaths:

If a death occurs off-site, the Director or designated staff member must be informed as soon as possible. The Director will reach out to the family, offering condolences and support while maintaining confidentiality and respect. The Director will inform all staff members of the incident in a private and supportive manner, ensuring they are aware of the resources available for their emotional well-being. Parents and guardians will be notified through an appropriate communication

channel (e.g., email, phone call, or a private meeting) to share relevant information and next steps while maintaining the privacy of the affected family.

In the event of either on-site or off-site tragedy, all media inquiries must be directed to the Director. No staff member should communicate with the media independently. All efforts to secure professional counseling services will be made and be available for children, families, and staff to provide emotional support during the grieving process. Age-appropriate discussions will be conducted in classrooms to help children process the event, with support from trained staff or external professionals. With the consent of the affected family, the facility may hold a memorial or commemoration event.

We recognize that the death of a child or staff member is a deeply emotional event that affects the entire community. Our goal is to handle such occurrences with the utmost compassion, sensitivity, and professionalism. The incident will be reviewed to determine if any changes to current policies and procedures are necessary to better handle future situations.

SIDs Policy

To reduce the risk of sudden infant death syndrome (SIDS), infants 12 months and younger, unless otherwise ordered by a physician, are placed on their backs to sleep on a infant mattress that meets the standards of the United States Consumer Product Safety Commission. Pillows, quilts, comforters, blankets, stuffed toys, and other soft items are not allowed in cribs. The mattress can be fitted with a secure and appropriately sized crib sheet. Infants that fall asleep in equipment not designed for sleeping i.e. car seats, bouncers are promptly removed from the equipment and placed on their backs in their designated crib.

Cleaning Policy

Celebree School selects and uses fragrance-free and non-toxic cleaning products to sanitize its school. Soap and water spray bottles and spray bottles of state approved disinfecting and sanitizing agents are available in each classroom. All toxic cleaning materials are stored in locked cabinets out of reach of children

Celebree School has procedures in place to assure that the cleaning, disinfecting, and sanitizing of the school is carried out as recommended by NAEYC, (National Association for the Education of Young Children's) "Cleaning, Sanitizing, and Disinfecting Frequency Table" guidelines. Copies of the frequency table can be found in the office.

Nutritional Wellbeing

Infant Feeding

Older children who can safely hold their bottle may remain in feeding chairs and supervised by the classroom teacher. Younger infants who cannot hold their bottle are held for bottle feedings. Teachers do not feed infants in place of other forms of comfort.

Parents who choose to formula feed are required to provide pre-made bottles that are labeled with their child's full name and the date. Teachers will not mix powdered formula. Bottles can be warmed in a bottle warmer in the classroom.

Breastfeeding

Breastfeeding families and employees need ongoing support from childcare providers to provide their milk for their babies; Celebree School 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 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 classroom refrigerator. Mothers should provide their own containers,

clearly labeled with their child's full name and the date the milk was expressed.

- Teachers will discard any unfinished and unrefrigerated formula or breast milk after 1 hour.
- Sensitivity will be shown to breastfeeding mothers and their babies. Celebree 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 parent or guardian has requested and provided such foods. Babies will be held closely when feeding and bottles will never be propped.
- Teachers shall be trained in handling human milk. All school teachers are 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 handled to avoid waste.
    - 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

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 both the state department of education and FDA nutritional requirements. This means fruits and/or vegetables will be served at least four times per week, along with daily whole grain options as part of the snack menu.

In sensitivity to children's needs and to potentially accommodate for known food allergies, lunches are provided by parents and should consist of a balanced nutritious meal. To ensure children are in alignment with our nutrition policy, Celebree will monitor children through 4 years old, record, and report their daily consumption.

Foods we recommend that parents pack for lunch:

- Fruits
- Vegetables
- Lean meats
- High fiber, whole grain foods

Please keep to a minimum:

- 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 encouraged to for try new things and to clean up after themselves. Meals will not be withheld as a form of punishment.

- Celebree provides a morning and afternoon snack daily
- 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 in the classroom.
- You are welcome to bring a breakfast item if you feel your child needs a snack earlier than the

AM snack time

- Menus are posted in the school on the family information board in the main hallway, in each classroom by the food prep station and will be sent virtually through Celebree Tweet
- 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 and each classroom posts in a private location the full list of allergies for the entire school
- You will provide lunch for your child, while milk is provided by Celebree.
- We have microwaves 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. In addition, teachers never use plastic or Styrofoam containers, plates, bags or wraps when microwaving
- Refrigerators are available in every classroom. Please do not pack your child's lunch with an ice pack
- 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
- Teachers will dispose of any foods with expired dates
- Fresh fruits and vegetables will be thoroughly washed prior to eating AM and PM snacks

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.

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 allergies in our schools, therefore homemade treats will not be permitted. Consider providing nutritious choices low in fat and sugar and that do not contain nuts, peanuts, or nut by-products. Please make teachers aware when treats will be brought in and 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.

Healthful Environments

Parking

Parking for parents and visitors is permitted in designated areas. In cases in which parking is not designated, please ensure you do not park in fire lanes or any unauthorized areas, including the spaces designated for Celebree buses.
Please do not leave children unaccompanied in vehicles or leave your vehicle running unattended while dropping-off or picking-up your child. Leaving children unattended is against the law and very dangerous. Should this occur the proper authorities will be notified immediately.

Arrival 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 tablet located near the doors to the back of the school. Once signed in, the lobby doors will unlock, allowing access to the back of the school. Please be sure the doors close securely behind you and your 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. It is suggested that your child arrive before 9am for the day. This will ensure that your child reaps the benefit of the curriculum planned for the day and helps to ensure a successful routine. If you are changing your routine for the day, i.e. a late drop off, please call or contact your school leaders.

Departure Procedures and Release of Children

Children will only be released to the authorized individual specified on the child's emergency card or if proper documentation is provided by the legal parent or guardian at the time of departure. 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 and a photocopy will be made that will be maintained in the school's pick-up log. Any legal documents regarding custody or visitation must be provided to the school.

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.

Same safety rules and routines from arrival procedures apply for departure procedures.

Supervision

Celebree School is committed to protect the children in our care. We believe children must be always supervised while in our care. 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 Tadpoles, our online child supervision tool, to record face to name accounts for all the children in their care on thirty-minute intervals and during each transition including transporting children on field trips, special events and local elementary schools for before and after care. All children are always monitored by sight and sound. Celebree School is equipped with closed circuit monitoring systems in the classrooms, hallways, and playgrounds.

Armed Intruder Plan

The safety of our children, staff, and visitors is of the utmost importance. This policy outlines our procedures for handling situations involving a dangerous intruder attempting to gain access to the facility.

All entry points to the facility will remain locked during operational hours. Access is controlled through secured keypad entry with personalized codes. All visitors must present their identification and sign in at the front office before entering the facility.

Staff will receive regular training on how to identify potential threats and respond to emergency situations, including recognizing the signs of a dangerous intruder or the signs of a fire.

If a staff member notices a suspicious individual attempting to gain entry, they must immediately notify the Director. The Director or designated staff member will announce a lockdown using the overhead PA system.

All staff must ensure that classroom doors are locked, and children are moved to a secure area away from windows and doors. Curtains or blinds should be closed, and lights turned off to minimize visibility. A designated staff member will call 911 to report the intruder, providing specific details such as appearance, behavior, and location.

The Director will continue to use internal communication tools (e.g., walkie-talkies or a secure phone line) to coordinate with staff and ensure all areas of the facility are secure. Families will be notified via Tadpoles as soon as it is safe to do so, with updates on the situation.

Once law enforcement has resolved the situation and deemed it safe, an all-clear signal will be given to staff.

Parents and guardians will be informed when it is safe to pick up their children. Procedures for controlled release will be followed to ensure safety.

A meeting will be held with staff to review the incident, provide support, and gather feedback for improvements. The preschool will conduct regular drills to ensure staff and children are familiar with the lockdown and safety procedures.

Emergency / Disaster Pan

Ensuring the health, safety, and welfare of children and staff is our top priority. This policy outlines the procedures for reporting and managing any incident or unusual occurrence that poses a threat to the well-being of individuals at the facility.

An emergency incident or unusual occurrence includes, but is not limited to:

- Accidents resulting in injury.
- Exposure to hazardous materials.
- Fire, Tornado or other natural disaster
- Any situation that disrupts the normal operations of the preschool and poses a potential risk.

The priority is to ensure the safety of all children and staff by taking appropriate emergency measures (e.g., evacuation, first aid, lockdown based on incident). The staff member who identifies the incident must immediately inform the Director or the designated safety officer. If needed, call 911 to report emergencies involving immediate threats to health or safety. Notify the parents/guardians of affected children as soon as possible after the situation is under control. Report the incident to appropriate licensing or regulatory bodies within required timeframes if necessary. If evacuation is necessary, alert the pre-determined evacuation site of arrival.

The Director will conduct an internal review of the incident to identify the cause, evaluate the response, and recommend any necessary changes to current procedures. The Director will hold a debriefing session with involved staff to discuss the incident and gather feedback and determine any needed training for staff on emergency preparedness, incident reporting, or best practices for ensuring safety.

All media inquiries must be directed to the Director. Staff members should not make any statements to the media independently.

Non-Smoking Campus

There is to be no smoking in or around any Celebree School property or in Celebree vehicles. 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 physical 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. After the assessment and initial treatment of the child, an accident report will be completed by the classroom teacher, 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, a copy will be provided to the parent and a copy will be place in the child's file.

The teacher will notify school management immediately anytime a child is injured. 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, an eye injury, a tongue bite, bloody nose, loss of a tooth naturally or through 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.
- If the child was bitten by another child in our care

School management will notify their state licensing specialist/inspector 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

If a child is transferred to a hospital while under the care of the school, the School Director or person responsible for care will take with them the child's medical information that includes:

- Parent/guardian signed authorization for the school to seek emergency medical treatment
- Parent/guardian signed consent forms allowing the program to share children's health information with emergency medical professionals and other necessary service provider
- If applicable, a written incident/injury report

Outdoor Play

As we consider the outdoors an extension of the indoor classroom outdoor play is an important part of a healthful environment and curriculum. 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.

Since outdoor play is a part of the curriculum and daily routine, and you feel your child is not well enough to play outdoors, then he or she should not attend school. It is important for parents to provide the appropriate clothing and outerwear for the weather conditions.

In warmer weather parents are encouraged to provide sunscreen along with a medication form that must be signed in order to apply sunscreen, per the 'Health Records' section of this handbook. Children are also encouraged to consume water 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 severe weather 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 during the winter months accommodations will be made for limited outdoor time when:

- 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.
- Water will be always available to the children.
- Sunscreen will be applied before going outside during the summer months.

Screen Time

Celebree provides a 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 the age of two will not have access to any digital media viewing.

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 over the age of 2. 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 weekly and for the purposed of enhancing educational experiences only. School-age children who are completing homework 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 types devices not be brought to the school. This includes but is not limited to iPods, iPads, and tablets of any kind. Celebree School is not responsible for the replacement or repair of any such personal devices brought into our school.

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 attending Celebree 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. If applicable, 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. State licensing requires several forms to be updated annually.
An annual re-registration fee will be charged each year securing your child's space for the upcoming school year. Please refer to the financial responsibilities section of your enrollment agreement for further information.
Currently we offer programs from 6 weeks to School Age for your child's enrollment.

Hours of Operation

All Celebree Schools corporate owned locations 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 and supervision of children.

Calendar

Celebree School is officially closed or closes early in observance of the following holidays and one day for Celebree's annual professional development day:

- New Year's Day
- Martin Luther King Day
- Friday before Memorial Day-Close at 12:30p (Professional Development Day)
- Memorial Day
- Juneteenth
- Independence Day
- Friday before Labor Day-Close at 12:30p (Professional Development Day)
- Labor Day
- Columbus Day (Professional Development Day)
- Thanksgiving Day
- Day after Thanksgiving Day
- Christmas Eve through New Year's Day

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 for the day. It is imperative Celebree is notified if a child enrolled in our school age program will not be returning on a 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 the communication outlets mentioned below will be notified. When an early closing is announced we will strive to provide a two hour time frame to parents to make arrangements for their child to be picked up. This time frame will depend on the situation.

- Celebree Tweet powered by HiMama message will be sent to parents.
- Celebree School main page and the individual Celebree School public pages will be updated to reflect school delays or closings.
- School delays or closings may also be announced on Facebook, local television and radio

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. Tuition is not prorated or discounted if 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 School. The trust and confidence that you place in us 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 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

Tuition will be collected via:

- 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)
- Cash, debit cards, and over-the-phone credit card payments are not acceptable forms of payment.
- 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 consistently late with your tuition payment, it may 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 later than 6:30pm picking your child up from the school. If you realize that you may be late, please give a courtesy call to management notifying them of the situation. There will be a charge of $1.00 per minute, per child past school closing, which will be applied directly to your account.

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.

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 childcare 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 management 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 management 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 with Celebree can be terminated for voluntary or involuntary reasons.

For voluntary withdrawal, families must provide a written intent to withdraw to management 30 days prior to their intended last day of care. Failure to submit a written notice of withdrawal will cause forfeiture of your deposit. Upon disenrollment from the school, with a proper 30 days written notice, the security deposit acts as the last week of payment. Should the deposit not cover the amount of tuition and fees due to the school, parents will be notified prior to the child's last day of

attendance. The parents must pay all outstanding fees that are not covered by the deposit.

In all cases, families will be responsible for the weekly tuition for any reversal of dis-enrollment that happens within a two week 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 family 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 weeks in arrears, returned/uncollected checks, excessive fines/fees that become delinquent or failure to process state/county vouchers and maintain copays may result in termination of services.
- Required documentation- failure to submit required state and school related documentation may result in termination of services.
- In the situation of 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. Since you should be involved every step of the way, families 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 all children in our school maintain an online daily report to properly account for your child's day. The daily report contains age dependent 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. Upon enrollment into our school, families will receive information to set up The Celebree Ecosystem, powered by Teaching Strategies., our online parent communication tool.

Teachers are available during drop-off and pick-up to answer any questions or concerns that may arise. A scheduled parent, teacher, and director meeting can be arranged if additional time is needed.

Family Teacher Conferences

Families are invited to participate in conferences with the classroom teachers to discuss their child's achievements and development. These conferences are held twice a year typically in the late fall (November) and late 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 online assessments
- Review your child's online 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

It is also important to note that a family may schedule a meeting at any time with their child's teacher. Likewise, a teacher may schedule a meeting with a family if they have concerns or issues. Teachers strive to keep open communication with all families.

Family Information Board

The school's family information board is located in the main hallway of the school. It contains the following: illness policy, discipline policy, safety policy, monthly newsletter, upcoming SFC meeting information, and community events and resources.

- Each classroom also has an information board located on the outside of the classroom door which contains the weekly lesson plan and a bio for your child's teacher
- Inside each classroom there is a family board that contains the classroom daily schedule, newsletter, and snack menu.

Community Resources

In order for Celebree School to achieve its program goals of diversity, inclusion, successful transitions, robust curriculum and social/emotional healthy children and families, we establish and maintain reciprocal relationships with community agencies and institutions that help us achieve our goal.

Celebree School believes its role is gathering information about community services and informing and assisting families in gaining access to these services. Celebree School will compile and maintain current local resources available to families in the community, particularly those with disabilities and special health care needs and based off the interests and needs of our school family. These resources include, but are not limited to:

- Local service providers for health, mental health, women services, and oral health
- Community providers of nutrition, child welfare, and parenting programs
- Basic needs, such as housing and childcare subsidies
- Cultural or linguistical services for dual language households
- Special family needs such as educational or behavioral supports
- Critical needs that includes local shelters and food pantries
- Hotlines and websites

A copy of the Community Resource Guide will be kept in close proximity to family information board and will be updated as new data becomes known to directors and staff through continuing education and licensing partnerships, local Child Care Resources and Referral Centers. Monthly newsletters, on-line parent communication tools, bulletin boards, School Family Committee meetings and other such messaging are additional ways these resources will be communicated. 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.

Celebree School is always seeking ways to break out of its four walls and enlarge the learning experiences of its children. School staff are constantly connecting with their community's cultural resources such as community colleges, local websites, and community centers as a source of curriculum enhancement that includes but is not limited to museum and library experiences, concerts, storytelling, zoo exhibits, nature center events, theater programs, festivals and historical observance events. Communication of these events will also occur through newsletters, on-line parent communication, bulletin boards, School Family Committee meetings and other such messaging.

Monthly Newsletter

The school management creates a monthly all school 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 family information board located in the main hallway of the school.
In addition, each classroom will provide its families with classroom newsletters that highlight that month's curriculum focus, age specific community events and resources, classroom reminders and a monthly developmental tidbit.

School Family Committee (SFC)

Involving families in our school is a top priority. This helps children, families, and our teachers make a strong connection between home and 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 families to participate in our School Family Committee (SFC). The SFC is made up of families, teachers, and administrators of Celebree School. The goal of the committee is to meet the needs of the Celebree family to include children, families, teachers, and administration. The SFC supports the school by welcoming new families, planning special events, supporting teachers, participating in fundraising

events, and discussing the growth of the school, via accreditation expectations and program improvement plans. The Committee will annually review the school's effectiveness of meeting the needs of the children and the families. This will be accomplished by reviewing family surveys, teacher surveys, the annual CLASS score, and the annual Accreditation Brand Standard Score. This annual review is used to inform the program's continuous quality improvement plan that is then shared with the staff, parents and stakeholders.

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 School. In our effort to continually improve, we will conduct quarterly surveys one of our means of evaluating our program. In addition to this survey we will solicit your feedback by way of informal conversations and family conferences.

Satisfaction and Resolution

All concerns should be addressed as soon as possible. Often, a family'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. Families 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 management team immediately.

Celebree school does not, "discriminate, invoke a penalty against, or take any other retaliatory action against a student or parent or guardian of a student who files a complaint alleging that the program or school discriminated against the student, regardless of the outcome of the complaint.", as stated in the Civil Rights Act of 1964.

Volunteering

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

General Policies

Outside Employment of Celebree Teachers

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, the state 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 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.

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.

Notice of Policy Changes

Celebree School provides a family handbook to uphold our promise to educate families on our unique program offering. This handbook is subject to change without notice. Updated policies will be distributed to families from the school management. The Handbook is reviewed annually and if updates are made will be shared with our families.

Thank You!

Thank you, our newest Celebree family member, 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 family 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.