

Christ Church Episcopal Preschool  
311 South Orange Street  
Media, PA 19063-3111  
610 566 7730

## Parent Handbook

### Letter to Parents

Dear Parents:

The Christ Church Preschool Staff offers you this Handbook. We are delighted that you have chosen Christ Church Preschool for your child's extraordinarily important early childhood education. Every effort is made to assure each child a safe, happy and stimulating preschool experience. We are dedicated to the joy of learning

Set in a small town atmosphere and a loving church community, our preschool offers your child a secure and comfortable environment in which to explore and experience their world. We are committed to providing the best possible setting that will enrich and encourage your child's innate interest in learning. We believe that children learn through play. Based on that belief we provide a variety of learning environments to enhance your child's development. We are licensed by the Department of Public Welfare. We participate in the Keystone STARS program. We are accredited by the National Association for the Education of Young Children, the highest level of accreditation available for Preschools in the United States of America.

This Parent Handbook has been prepared for your use throughout the school year. We hope that it provides you with answers to any questions you may have regarding the preschool; we recommend that you read it thoroughly.

Sincerely,

Teacher Joanne  
Director



## **History**

Christ Church Preschool has been operating since 1980 in the historic stone building of Christ Church (Episcopal) Media, Pennsylvania. May of 2005 marked our 25<sup>th</sup> Anniversary Year. February 2005 marked our National Accreditation, an extremely important milestone in the history of our Preschool.

Christ Church has a long history of developing community programs for children. We were instrumental in the establishment of the Boys Club and the Ethel Mason Day Care Center, both of which had their beginnings here at Christ Church. When our preschool began, we were the first established preschool in the town of Media.

It is the commitment of the Christ Church Media Congregation to continue in this same ministry tradition and expand our preschool program to meet the needs of our growing Media area population.

Set in the town of Media, Christ Church Preschool is able to offer our children a unique opportunity to experience their environment. It is common for our classes to make visits to the Sterling Center to entertain the residents with our songs and to present our hand-made gifts at holiday times.

We are proud of our history in child development, our small town location, but most importantly, we are proud of our children as they go forward in their educational endeavors with a positive self-image and much enthusiasm for learning.

## **Philosophy**

Our philosophy is to develop the whole child in an atmosphere of joy and participation in the fun there is in learning. We strive to encourage children to gain self-confidence and respect for themselves as well as others through small group participation, cooperative events and learning through play. We know that the early years in your child's development are the most important years and we are committed to excellence. We monitor and evaluate our curriculum and work closely to meet each child's needs. Our goal is to see that each child develops into a self-confident, capable student with a desire to learn.

## **Objectives**

Our objectives as we teach your child:

- Promote positive self-esteem
- Stimulate intellectual development through teacher-directed and free-choice activities
- Continue development of social skills
- Foster self-expression through music, art, and free play activities
- Enhance communications skills/ ability to express the self
- Encourage autonomy (independence)
- Practice gross motor (large muscle) and fine motor (small muscle) skills

- Establish an environment that helps your child to develop and practice good manners, kindness, and cooperation
- Expose children to varied social environments and situations
- Attend to the development of virtues and morals through chapel time and story reading

## Curriculum

In our daily program there is a balance of child-centered and teacher-directed learning activities. During the school year, weekly and monthly themes are introduced in the classes. Each family receives a monthly calendar and a monthly newsletter stating the special activities and events of the coming month.

## Curriculum Areas

***Creative Representation:*** Children need daily opportunities for aesthetic expression and appreciation through art and music. Children need to experiment and enjoy forms of dramatic play, music, and dance. As they draw, glue, paint and sculpt, children think creatively, make decisions and solve problems. Through make-believe play, children develop interpersonal skills, particularly cooperation and conflict resolution, and improve their language and problem solving abilities. Dramatic play fosters emotional development as children work through fears and worries in a safe environment.

At Christ Church Preschool children are encouraged to grow as they:

- Draw and paint
- Make models out of clay, blocks and other materials
- Recognize objects by sight, sound, touch, taste and smell
- Imitate actions and sounds
- Relate models, pictures and photographs to real places and things
- Pretend and role-play

***Initiative and Social Relations:*** Children need to develop positive self-esteem in order to feel good about themselves and the self-image that they project. Self-confidence is fostered when children have challenging activities that they can master and when adults allow them to make decisions and choices about their learning.

At Christ Church Preschool, children have many opportunities:

- To make choices
- To plan and make decisions
- To solve problems encountered in play
- To take care of their own needs
- To express feelings in words

- To participate in group routines
- To become sensitive to the feelings, interests and needs of others
- To build relationships with children and adults
- To create and experience collaborative play

**Music:** Music is a vehicle for children’s creativity and joy. It is a medium for expressing and soothing emotions and a way for children to learn about their world, themselves and others. Music draws children into their culture and communal rituals. At Christ Church Preschool, children have daily opportunities to sing and dance, to explore and identify sounds, and to play simple instruments. Music is also used for transition times during the day.

**Movement/Motor Skills:** Movement is a way that young children experience their world through their senses. They express what they know and understand through movement. In an active learning environment, children have repeated opportunities for movement, as they play alone, as they play with their peers and with adults. In the process, they not only learn about themselves and their world, but they develop coordination and basic timing skills, improve physical conditioning and gain a sense of pleasure and self-confidence about their abilities. For young children action and movement is a key to acquiring knowledge.

Children have opportunities to move their large muscles in loco-motor (running, jumping, hopping, skipping, marching, dancing and climbing) and non-loco-motor ways (bending, twisting, swinging one’s arms), as part of planned and incidental experiences indoors and outdoors.

**Motor development, in young children, progresses from the head down and from the trunk outward. The torso and shoulders develop before the elbows. Skilled use of a child’s hands and fingers is the last in a long process of development. Fine motor development is enhanced early in life by providing opportunities to develop and refine large motor skills. Fine motor development is developed by first giving young children big pieces of paper and large crayons and then, allowing them to practice their movements. A variety of writing tools and papers are available to meet the needs of children as they acquire more control and skill.**

We assist in the child’s small motor development through a variety of activities such as working with play-dough and clay, pouring sand and water, constructing with “Legos”, pegboards and other manipulative tabletop toys, stringing beads, and doing puzzles. Children gain manual dexterity through the use of art materials: brushes, eyedroppers, sponges and through repetitive motions such as pouring juice or dressing themselves.

**Science and Nature:** Children are curious about their world: about how things work; about how things grow, live and die; about their bodies and how they work. They are curious about the properties of things and how they change. They have impulses to investigate and observe and need to have opportunities to act on them.

At Christ Church Preschool we provide “hands-on” concrete experiences. Children have many opportunities to predict, observe, compare, experiment, classify and discover. With our open-ended questions we enable the children to discover many possible solutions to questions. Teachers use childrens’ hypotheses about how the world works to engage them in problem solving and experimentation. The emphasis is on discovery and a shared sense of wonder.

Children have opportunities to explore their natural environment and the properties of familiar and unfamiliar objects inside and outside the classroom. We have developed a natural outdoor play space. Children can interact with sand, water, earth and wildlife. We frequently involve children in cooking experiences, which combine science, math, nutrition, culture and fellowship. We provide experiences for investigating earth and sky, air and water, machines, wheels and gears, and magnets and electricity. Emphasis is placed on developing a reverence for life and the lifecycle of plants, insects, animals and people.

**Language and Literacy:** Children begin very early in life to acquire language skills. Language enables children to gain independence, interact with others and participate with others in the surrounding culture. It plays a role in social interaction and expression of emotions as well as learning. Children need an opportunity for turn-taking talk, to be a part of meaningful discussions, and just to “be heard”. When children are immersed in an environment where oral and written communications are valued, they have a powerful desire to master language. Children learn to speak, write and read because they want to communicate with the significant people in their lives. Early childhood settings that value language and literacy are noisy and active.

At Christ Church Preschool we enhance the child’s emerging receptive and expressive language through songs, finger-plays, nursery rhymes, poetry, books and stories, discussions, experience charts and dictated stories. Just as children learn language in context from the people around them, they also learn how to meaningfully write and read in the classroom. **Children have opportunities to write in various ways: drawing, scribbling letter-like forms, and invented spelling and conventional forms.** They also have opportunities to read in various ways: storybooks, signs and symbols, and one’s own writing as part of play. At Christ Church Preschool we recognize the importance of being read to as a predictor of later reading success, both individually and in a group. Children have opportunities to interact with the ideas in books, develop a story sense, learn about authors and illustrators and see themselves as authors and illustrators.

**Math:** Children make sense of their world as they gather, sort and organize information. As they interact with people and materials, children begin to construct a concept of numbers around experiences that are meaningful to them. **In both the indoor and outdoor environment, teachers design activities for students to seek solutions to concrete problems: construct with blocks, measure sand, water or ingredients for cooking, sort and classify objects for a purpose, play games and keep score by tallying and stamping or writing numbers. We provide opportunities for**

**mathematical experiences: sorting and classifying, serialization, pattern design and recreation, graphing, numbering and spacing objects and timing sequences.**

***After School Program:*** We recognize that children need to unwind after a long school day so we make their schedule with time to play, socialize with their friends, and pursue interests of their own choosing. Our program offers time for outdoor play, homework assistance, and a variety of teacher and child initiated activities.

These references have been used in formulating the above policies:

Baratta-Lorton, Mary. "Mathematics Their Way", Menlo Park, CA: Addison-Wesley, 1995.

Bbredekamp, Sue & Carol Copple, Editors. "Developmentally Appropriate Practice in Early Childhood Programs", Washington, D.C. NAEYC. 1996-1997.

Diffily, Deborah & K. Morrison, Editors. "Family Friendly Communication for Early Childhood Programs". Washington, D.C. NAEYC. 1996.

Hohmann, Mary & David Weikart, Editors. "Young Children: Active Learning Practices for Preschool and Child Care Programs". Ypsilanti, MI. High Scope Press. 1995.

## **Staff**

Christ Church Preschool is staffed with dedicated, caring, credentialed teachers. They are anxious to work closely with you concerning the development of your child. When you wish to speak with the Director or with a Teacher, we are ready to make ourselves available to you for discussion at a mutually convenient time.

## **Supervision Policies**

The children are always under the supervision of a Teacher or two Teachers. There is no time when a child or class is left unattended.

## **Registration Policy**

A contractual Agreement must be signed by the Parent(s) and the Director for the traditional school year, September to June. Registration for the Fall/Winter/Spring Term is held in January.

## **Tuition Policies**

- Monthly payments are sent out on the last day of each month; each monthly tuition bill is paid in advance of that month of the school year. If payment is not made by the 15<sup>th</sup> day of the new month, the Director sends a reminder Invoice. If the tuition is not paid by the 30<sup>th</sup> of the month, this will result in contract termination.

- Billing is based on the contractual Agreement; there is no refund for days or hours not used. Vacation, holiday, snow days and sick days are included in the tuition.
- Tuition fees paid weekly or bi-weekly are due the Monday of each week. If payment is not made on the Wednesday of each week your child/children will not be admitted to the school. This will result in contract termination.
- If a tuition payment made by check is returned to us, a \$40.00 check fee will be charged to your account.
- Four weeks written notice is required for a schedule change or for withdrawal from the preschool enrollment. If no written notice for withdrawal is given, the two-week deposit is forfeited.

## **Emergency Closing Policy**

In the event of a snowstorm, our school is closed if the Rose Tree Media School District is closed. Our mutual code number is **542**. This decision is announced by 6:30 A.M. on KYW 1060 AM News Radio or you may go on-line: [KYW1060Radio](http://KYW1060Radio) to have this news from 5:30 A.M.

**If the Rose Tree Media School District opens two hours late, Christ Church Preschool opens at 9:30 A.M. for all programs.** The Preschool Program (8:30 to 11:30 A.M.) is scheduled for 9:30 to 11:30 A.M. on late opening days. We remain open until 6:00 P.M.

Information about school closings and two-hour delays are available to you in several ways:

- Rose Tree Media cable channel after 5:30 A.M (Suburban Cable Channel 11)
- Various radio stations including KYW (1060 AM)
- On Line: [KYW1060Radio](http://KYW1060Radio)
- Local morning TV news shows (Channels 3, 6 and 10)
- The message at 610-566-7730 will change to say that school is closed

**When the Rose Tree Media School District dismisses early because of persistent bad weather conditions, the preschool dismisses between 1:00 P.M. and 4:00 P.M.** A staff member will call parents in the late morning to confirm this early dismissal. In the event of an emergency closing, a staff member will call the parents.

Hours of Operation: Monday through Friday from 7:30 A.M. to 6:00 P.M. Teachers may be in the building prior to opening hours; however, they have responsibilities to fulfill before the children arrive and cannot open the building until 7:30 am. Arrange for your child to arrive no later than 9:15 A.M.; some children feel uncomfortable when they arrive after everyone else has become involved in an activity. Be prompt in picking up your child at 11:30 A.M. or before 6:00 P.M.; a \$40.00 fee will be charged to your account if we do not receive a phone call from you before 5:55 P.M. telling us of your legitimate reason for your lateness.

## ***Arrival and Dismissal Policies***

We are prepared to assist when parents leave their child in the morning, especially in your child's first weeks of the preschool experience. If your child is unhappy, know that the situation is quickly resolved as the teachers are trained to help ease your child's feelings. If you are concerned about your child, please feel free to call later in the day and make an inquiry about your child's wellbeing. The Director is happy to look in on your child's classroom and assess the situation and ask the Teacher about your child's 'happiness level'.

Always escort your child both to and from the car. Always turn off your car ignition and remove the keys prior to entering the building. After you have 'signed in' on the appropriate 'check-in/out page', supervise your child's placing his or her book-bag, lunch box and coat in the proper place; supervise his or her hand washing and then accompany your child into his or her classroom to greet the Teacher. **The center must be notified by 9:00 A.M. if your child will absent.**

When collecting your child please come into the school and sign your child 'out'. Written notification is required if someone other than the child's regular escort will be coming for the child. Arrange for someone else to pick up your child if you are unexpectedly delayed and unable to pick up before 6:00 P.M. Notify the school immediately that someone other than the designated person will be collecting the child. The school insists that that person's name is already on the Emergency Contact Form, on file in the Director's Office and in each Classroom. We insist on proper identification before releasing the child.

## ***Divorce and Custody Arrangements***

The school may not be used as a place for visitation rights. For the safety and welfare of the child, Christ Church Preschool requires that a copy of the court custody decree, or written agreement related to custody, be on file in the child's confidential record. The enrolling parent/guardian is designated as the authorized person(s) for picking up the child, as written on the registration form and biographical information form, until a court document indicates otherwise. This parent/guardian is to notify the Director, in writing, of any change made of designated person(s) authorized to pick up the child, whether it be on a temporary or a permanent basis. The school will insist on proper identification before releasing the child to someone not designated. The school will contact said parent/guardian by telephone before releasing the child to an undesignated person.

## ***Access to Childrens' Records***

As mandated by the U.S. Department of Health and Human Services, records about the children and families served by the school are kept strictly confidential and in a locked cabinet. Access is limited to the family of the child and authorized individuals. The records on each child are accessible on a sign-in/sign-out basis to parents. All other persons who require access to the child's records shall obtain written permission from the child's parent(s) as mandated by the Family Educational Rights and Privacy Act.

An exception to the rule of family confidentiality is made in a situation of suspected child abuse and neglect. Here, the requirements of the child abuse and neglect-reporting laws supersede the right to confidentiality of the family and allow information to be revealed concerning alleged abuse or neglect.

### ***Health***

The child's medical form must be complete and on file by the date of admission to the school. If the medical file is not made available to the school four weeks following enrollment, it will result in the child's withdrawal from the school. Age appropriate health appraisals are required and must be updated each year. The appraisals must be signed and dated by a physician or a Certified Registered Nurse Practitioner (CRNP).

As per Department of Public Welfare regulations, this health report must include:

- Review of child's previous health history
- Results of physical examination
- Assessment of child's growth patterns
- Physician's or CRNP's assessment of a disability or health problem and recommendations for treatment
- Review of child's immunized status
- Childs' medical information pertinent to diagnosis and treatment in case of emergency
- Review of age-appropriate screening according to the standards of the American Association of Pediatricians
- Amendments are required if the child contracts a communicable disease.

Because we are licensed by The Department of Public Welfare (DPW), their requirement is that each child attending our school receives a Child Health Assessment Form. All children must be up to date on their vaccinations, and have the latest chicken pox varicella vaccine. If your child has already had chicken pox, we need a note from your child's physician stating this fact. If you choose not to have your child vaccinated for chicken pox, we need a note from your child's physician stating your reasons.

If your child has a temperature, diarrhea, or is vomiting, do not bring your child to school. If your child becomes ill during school hours, you will be notified to come to the school for your child. If you cannot be contacted, the contact person(s) listed on the Emergency Contact Form will be contacted and asked to come for your child. We expect that the child be picked up within the hour after notification. This Emergency contact Form must be updated and reviewed every six (6) months as per DPW regulations or more frequently if changes occur.

After your child's illness has passed, check with your physician before your child returns to school. **YOUR CHILD MUST BE FREE OF FEVER AND CONTAGIOUS SYMPTOMS FOR 24 HOURS BEFORE RETURNING TO SCHOOL.** Parents are required to notify the school whenever a child has been exposed to a contagious disease.

## ***Emergency Care Plan***

The procedure we follow is mandated by American Red Cross and the DPW: in case of emergency care needed for a child, staff member, parent, or visitor, the Director, or Group Supervisor (Head Teacher) in the Director's absence phones **911**, the Emergency Communication Center, Route 352, Middletown Township. The central dispatch center is located adjacent to the Fair Acres Geriatric Center. For the quickest and most immediate response, the call will be disbursed to the proper authorities: Media Police, Emergency Medical Services, Media Borough Ambulance or Media Fire Company. Upon arrival, emergency care will be administered on site; it may be deemed necessary to take the injured or ill person to Riddle Memorial Hospital, due to its proximity. Hospital doctors on call for the paramedic vehicle will instruct the paramedics accordingly.

The child's teacher will stay with the child receiving emergency care, whether on site or at the hospital. The other staff member will stay with the other children, to supervise and calm them. The child's teacher will have the form for medical/surgical consent that all parents review and sign upon their child's enrollment. Another staff member will phone the parent/guardian first, or emergency contact person, or the Doctor if parent/guardian is not reachable and describe the incident and the emergency care procedure.

This procedure is confirmed annually between the Director of the Christ Church Preschool and the Media Police Department, Media, (610) 565-6655.

## ***Medications***

Parents are encouraged to give all medications at home. When medications are administered by school staff, the following procedure **MUST** be followed:

- Space the administering of the medication to be at the lunchtime, if it may be taken with food.
- Prescription and non-prescription medications will be accepted only in the original containers. The medication must be handed directly to Staff or Administration.
- Written instructions must be provided from the person prescribing the medication. This can include instructions for administration on a prescription label.
- Because the medication will be in the original container, the label will clearly indicate the name of the medication and the name of the child to whom the medication is to be given.
- The parent/guardian must provide written consent daily for administration of any medicine. There is a school medication log to be filled out daily and signed if medication is to be administered.
- Parents must share with the staff any information about drugs that the child is using in case of a reaction or an emergency at the school.

## ***Clothing and Belongings***

Think of your child's comfort and provide clothing that is free of complicated fastenings. Think of the messy art materials and activities, and provide clothing that is

washable. All nursery school students must bring a smock (big t-shirt) for messy projects. Think of our playground and provide clothing that is sturdy. Think of the changeable weather and dress your child in warm layers. It is easier to remove an unneeded item than to put on something the child does not have.

Please leave a complete set of extra clothing (labeled) at school for your child. All extra clothing, outer garments (coats, hats, boots and mittens), a pillow and seasonal blanket for rest time, lunch boxes, and other personal belongings must be name/labeled.

### ***Snacks***

Parents provide snacks (2 lbs) and juice (2 gallons) at the classroom teacher's request

. Low fat, healthy snacks are best, such as :fresh fruit, pretzel rods, Ritz bits or regular Ritz crackers, graham crackers, cheese slices (individually wrapped), , round pretzels (not small sticks), Cheerios, Kix cereal, muffins and cheese crackers. For drinks, please bring apple juice, or white grape juice or 2% milk. A note will be sent home with your child when it is your turn to provide the snack.

Children staying for the afternoon will bring their complete lunch. Mid-afternoon snack is provided.

### ***Birthdays***

Traditionally we celebrate birthdays in place of the morning snack period. Send in a special treat for all the children to enjoy being mindful that some children are allergic to peanuts or chocolate or milk products. You may provide the drink if you wish. The teachers will add special songs, candles, etc. to make this a memorable time for your child.

Any arrangements for home celebrations of birthdays may not involve the school, including pick-up at the school, using the school as a meeting place, or distribution of invitations unless the entire class is invited.

We also have a birthday book program. If you would like to donate a new book to the school Library, please see the Director.

### ***Toys***

If your child wants to bring a toy from home, please be sure it is marked with the child's name. We are not responsible if a toy is lost, nor are we responsible for finding the toy if it is missing.

We are opposed to guns, war toys, or other toys of destruction because these kinds of toys result in rough play and overly aggressive behavior.

If you have a book, game, record or video that may be of educational interest to all children, we appreciate this object being shared with the class as part of curriculum enrichment. Please discuss these matters with the Teachers before bringing the book or game or video or record to school.

## ***Field Trips***

Throughout the year, excursions are planned for the children. We walk across South Orange Street to the Sterling Center. Permission Slips will be sent home for your signature. We need parent volunteers to help with the trips. We also host a variety of on-site educational enhancement activities and parents are always informed of these upcoming visits and are invited to be present and to bring younger siblings.

Should a parent not permit their child to attend a school field trip it is the parent/guardian's responsibility to make other arrangements for the child for that time period. Tuition payment will not be deducted for the day.

## ***Insurance***

Christ Church Media carries all necessary insurance to cover all Christ Church Preschool on site hours and excursions.

## ***Parent Participation***

A Parent Group may be formed to further enrich the programs. Areas of involvement may include: field trip supervision, school fund raising, sharing a skill/talent, hobby or worksite. Please contact the Director if you wish to join the Parent Group.

Responsibilities of parents include:

- Reading the print material sent home
- Sign child "In" and "Out" daily; late day elementary school students are signed in by the Late Day Program Staff
- Pay the tuition fee on a regular basis as required by your Agreement/Contract
- Notify our Administration of any change in home or work address or telephone number(s) immediately and of any change in the emergency contact person
- Notify us when your child is absent for any reason, or is not getting off the school bus from the local Elementary Schools.
- Notify us of any disturbing or frightening experience at home or any important changes in the family, which may affect the child's receptivity in school or his/her relationship with the Teacher or other students
- Notify our Administration and staff if you cannot attend a scheduled appointment.
- Notify our Administration in writing of any changes in your child's school hours, four weeks in advance
- Keep your child home when he or she is not in good health
- Follow the proper procedure if the school must administer any prescription and/or non-prescription medication
- Update and sign the emergency contact information every six (6) months or when changes occur
- Notify the school in writing four weeks in advance of your child's withdrawal from our school
- Participate in your child's two (2) of the progress report conferences, Fall and/or Winter and/or Spring

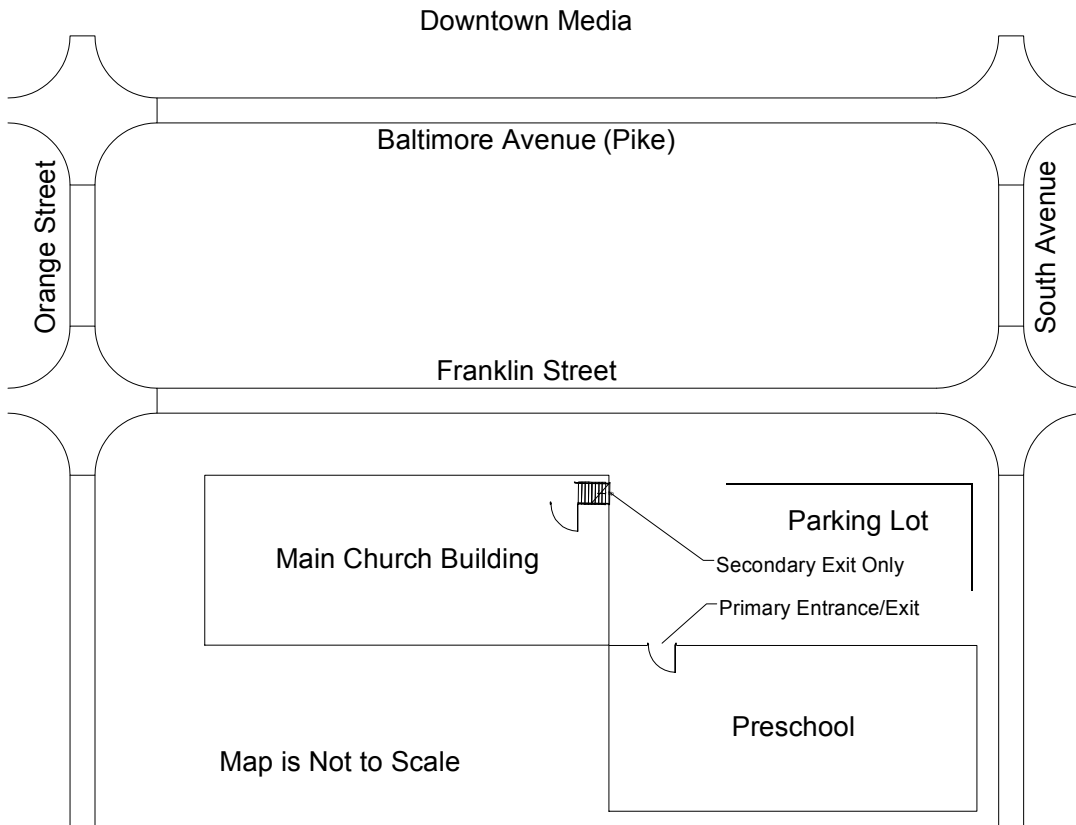
## **Rest Time**

If your child stays for the afternoon program, you must provide a sleeping bag (in a nylon laundry bag) with your child's name attached and it must be left here for the week (Monday through Friday). On Friday all sleeping bags are taken home for cleansing.

## **Transportation: Pick up and drop off points – Safe Routes**

The Christ Church Preschool is located at the corner of West Franklin Street and South Avenue in Media, PA. This is not to be confused with the mailing address, which is 311 South Orange Street.

Preschool students must be dropped off and picked up from the parking lot in the rear of the building at the corner of West Franklin Street and South Avenue. Vehicles shall enter the parking lot from South Avenue only. Exit the parking lot on to South Avenue or on to Franklin Street, which is 'one-way' heading southwest.



## **Rules and Regulations**

It is understood and agreed that children will not be released to any unauthorized person(s) at any time. There will be no exceptions. In the event that you intend to have someone other than yourself pick up your child, your child must present a written note and a telephone confirmation is a must. We recommend that pictures of authorized people, including yourself, be on file.

We intend to maintain a joyful and healthy atmosphere. **Occasionally we will have children whose needs we cannot meet. We will work with the child and the parents on a case-by-case basis. We will offer services and referrals for the child and parents. We will only discharge a child if we are unable to meet their needs.**

### ***Grievance Procedures***

**Grievance:** We recognize that problems and misunderstandings may occur. Problems with respect to application of school policies are to be brought to the attention of the Director by the family(s) concerned. In accordance with the Director's responsibility, an appropriate explanation or changes in CCPS arrangements may be made if they are consistent with CCPS policy and the proper functioning of the staff and the wellbeing of the children. When the indicated changes are beyond the authority of the Director, the Director will request a decision from the Rector, or Priest-in-Charge of Christ Church Media. The family will be informed of the decision.

**Appeal:** If the family feels that the explanation made or the action taken is inconsistent or inequitable, they may prepare a written statement of the problem at issue and submit it to the Director with the request that the situation be reviewed by the Vestry. The Vestry shall render a binding decision. The decision of the Vestry shall be communicated in writing to the Director and to the family(s).

### **Important Information to All Parents**

**SUBSIDIZED DAY CARE:** Subsidized day care assists eligible parents with their child care costs. The program serves children from birth to thirteen years. CCIS administers the funding for subsidized day care. For further information, call CCIS, 110 South 69<sup>th</sup> Street, Upper Darby, PA 19082. 1 800 831 3117 or 484-461-6400.

**PENNSYLVANIA HEALTH INSURANCE PROGRAM (CHIP):** If you are a working family but do not have health insurance for your children, you may have your children enrolled in the 'CHIP' program, a free or low cost Commonwealth Program. Call 1 800 986 KIDS for more information.