Stay and Play Parent Handbook 2026-2027

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WELCOME TO STAY AND PLAY!

Stay and Play is a non-profit, state certified, tuition-funded preschool and childcare program affiliated with the State College Presbyterian Church and licensed by the Department of Human Services. Our program is for children ages 1-5 years and runs from 9am-12pm, September through May. An optional extended care program, Adventure Afternoons, is available until 2:45pm for 3-5 year olds.

MISSION STATEMENT

Stay and Play will provide a preschool and childcare program where both children and adults feel loved, supported and empowered in an environment of compassion, respect and trust. Each child at Stay and Play will be treated as a unique creation and will be nurtured in his/her diversity and individuality.

OBJECTIVES

The Staff and Advisory Team members of Stay and Play will uphold the mission by offering an affordable program that operates as an outreach ministry of the State College Presbyterian Church (SCPC) and that fulfills the following objectives:

1. Realize that each child develops at his/her own rate with his/her own unique style and possesses his/her own personal gifts and strengths.
2. Facilitate communication between parents and staff and encourage parent and family participation.
3. Coordinate with community resources to respond to the specific needs of all of its children.
4. Encourage social, interpersonal and academic growth using an exciting, play-based, hands-on, creative, child-centered curriculum with age appropriate activities in art, literature, math, science, social studies, and all play.
5. Discipline in a loving, but firm manner using redirection whenever possible.

HOW TO USE THIS HANDBOOK

This Handbook is designed to acquaint you with Stay and Play and provide you with information about classroom conditions (& program), policies and practices affecting you & your child and his/her enrollment in the program.

The information contained in this handbook applies to all families of Stay and Play. Following the policies described in this handbook is considered a condition of continued enrollment. However, nothing in this handbook alters a family's status. The contents of this handbook shall not constitute nor be construed as a promise of enrollment or as a contract between Stay and Play and any of its customers. The handbook is a summary of our policies, which are presented here only as a matter of information.

As a parent/guardian of a child enrolled in our program you are responsible for reading, understanding and complying with the provisions of this handbook. Our objective is to provide you with childcare environment that is constructive to both child(ren) and family enrichment.

HANDBOOK UPDATES

This handbook supersedes all previous parent handbooks and memos that may have been previously issued on subjects covered in this handbook.

However, since laws and our organization are subject to change, we reserve the right to interpret, change, suspend, cancel, or dispute, with or without notice, all or any part of our policies, procedures, and benefits at any time. We will notify all those affected of these changes. Changes will be effective on the dates determined by Stay and Play Advisory Team and after those dates all superseded policies will be null.

No individual, supervisor or manager has the authority to change policies at any time. All changes are reviewed and approved by the SCPC Education Ministry Unit prior to going in to affect. If you are uncertain about any policy or procedure, speak with the program director.

ENROLLMENT

Admissions for the program, the provisions of services, and referrals of clients shall be made without regard to age, race, color, national origin, disability, ancestry, religious creed or sex.

Enrollment for the following school year begins in January for families who are currently enrolled at Stay and Play. And for families who are church members, the first Sunday in February. To enroll as a "currently enrolled family" a child must have been registered by December 15th of the year prior to enrollment with registration fee and security deposit paid. Enrollment is complete when the director has received the registration form and fee. Following this in-house priority enrollment period, registration opens up to the public at a date determined by the Advisory Team – typically early February. Class openings for all are filled in the order in which the enrollment forms are received.

SPECIAL NEEDS

We welcome children with special needs into our program. If a child with special needs has a TSS or a PCA as recommended by an IEP (Individual Education Plan), that child is welcome to attend S&P with their supports in place, however there will be an evaluation period to ensure that the placement is appropriate for the child and for the program. We request a copy of any IEP or IFSP, written plans, and/or special needs assessments completed by professionals be provided to us so that we may be better informed of your child's needs and may adapt the learning environment appropriately to best support your child. We also work closely with families of enrolled children to identify and suggest an evaluation if there are indications that it would be beneficial. We may recommend a referral be made based on the child's needs and as it may affect their abilities/acquisition of skills related to education. Only those who need to and whom you provide permission for will see the plan(s) – we will observe the strictest confidentiality in regards to you and your child.

Stay and Play Preschool reserves the right to dismiss a child if:

- The child has special needs which Stay and Play is unable to meet with our regular staffing situation
- The child's placement has a negative effect on the safety, well-being and educational opportunities of the other children

MORNING PROGRAMS

Stay and Play Preschool & Childcare

1-Year-Old Classroom

Children must be 1 by August 31st

Class Size:	9 students with 2 teachers
Time of Class:	9am-12pm
Days Offered:	2 or 3 days a week (T,TH) or (M,W,F)
Teachers:	hold a college degree and/or experienced in early childhood
	Learning is play-based, story time and purposeful activities and aligned with PA Early Learning Standards

Areas/Skills developed through play:

Fine Motor	string large beads, pound, squeeze and pull off pieces of play dough, hold crayon, etc.
Gross Motor	walk, jump, run, coordinate big body movements, etc.
Receptive Language	understand most nouns, match objects to pictures/sounds, understand what questions, follow one-step directions, etc.
Expressive Language	say 15-20 words, say name, use two-word sentence, etc.
Cognitive	explore environment, match/sort objects, symbolic play, etc.
Self-Help	washing hands, asking for needs to be met, cleaning up, etc.
Social/Emotional	interactive play, sharing, taking turns, etc.

>>Parent/Teachers conferences: offered in November and May<<

General Schedule

9:00-9:10	Welcome, wash hands, free play
9:10-9:45	Planned activities introduced, centers, free play
9:45-9:50	Clean-up
9:50-10:20	Gross Motor Big Room/ Music Class
10:30-11:00	*Snack time/Theme based story time/**Diaper Change
11:25-11:50	Planned activities/free play
11:50-12:00	Clean-up/Prepare to go home

Music Class (Tuesday and Wednesday) Sing, dance, & learn musical concepts while developing language and auditory skills. Class times will vary depending on schedule that year.
*Snack time is part of the morning, and a snack note is sent home asking parents to donate peanut-free snack for the child's room.
**We ask that you bring a labeled diaper bag containing diapers (preferably disposable), wipes and a change of clothes.

Stay and Play Preschool & Childcare

2-Year-Old Classroom

Children must be 2 by August 31st

Class Size:	9 students with 2 teachers
Time of Class:	9am-12pm
Days Offered:	2 or 3 days a week (M-W-F) or (T-Th)
Teachers:	hold a college degree and/or experienced in early childhood

*Learning is play-based, story time and purposeful activities and aligned with PA Early Learning Standards

Areas/Skills developed through play:

Fine Motor	Intentional small movements with variety of art and writing tools, lacing beads, scissors, crayons, finger rhymes
Gross Motor	Run, Push, pull, propel tricycles and riding toys, climb, throw and catch, walk up and down steps, etc.
Language & Literacy	Participate in rhymes and songs, listen to stories, share ideas, communicate needs and wants, develop vocabulary based on daily routines and themes
Cognitive	Explore and interact with various objects, Count and sort objects, complete goal-oriented tasks, predict routine and outcomes, participate in group exploration and experiments
Social/Emotional	Develop trusting and loving relationships, participate in routines, verbalize needs and/or wants, engage in associative and cooperative play, participate in daily routine with increasing confidence etc.

>>Parent/Teachers conferences: offered in the beginning of Nov. and May<<

General Schedule

9:00-9:30	Welcome/Wash hands/Big Room Gross-Motor Play
9:30-9:40	Clean-up
9:40-9:55	Circle Time/Story/Songs
9:55-10:20	Hand Washing/*Snack
10:20-10:50	Gross Motor/Music Class
10:50-11:30	Free Play/ **Diaper Changing/ Bathroom Break
11:30-11:55	Group Activity/Sensory Play
11:50-12:00	Closing Circle/Songs

*Music Class (Tuesdays and Wednesdays) Sing, dance, learn musical concepts while developing language and auditory skills. Class times will vary depending on schedule for that year.

**Snack time is part of each morning with a snack note sent home asking parents to donate nut-free snack for their child's room – we ask parents to send a sippie cup each day labeled with your child's name.

***Children in this class DO NOT have to be potty trained – we work with parents if/& when the child is ready. We do change diapers and we ask that you bring in a labeled diaper bag with disposable diapers, wipes and a change of clothes.

>>> Eligible for Afternoon Adventure Program on, or after, student's 3rd birthday <<<

Stay and Play Preschool & Childcare

3-Year-Old Classroom

Children must be 3 by August 31st

Class Size:	Maximum of 14 children with 2 teachers
Time of Class:	9:00 am-12:00 pm
Days Offered:	2 days, 3 days, 4 days, or 5 day per week
Teachers:	hold a college degree and/or experienced in early childhood

*Learning is play-based, story time and purposeful activities and aligned with PA Early Learning Standards

Areas/Skills Developed Through Play:

Fine Motor	Practice creating and imitating intentional small movements with variety of art and writing tools, lacing beads, scissors, crayons, finger rhymes, etc.
Gross Motor	Run, hop, skip, ride tricycles, climb, throw and catch a ball, etc.
Language & Literacy	Develop listening and comprehension skills related to literature, vocabulary, group discussion, print awareness, rhymes, songs word and letter sound games, etc.
Cognitive	Count and sort and classify objects, experiment, explore, predict routine and outcomes individually and cooperatively, etc.
Social/Emotional	Develop trusting and loving relationships, communicate feelings, share ideas, wants and needs, intentionally seeks support.

>>Parent/Teachers conferences: offered in the beginning of Nov. and May <<

General Schedule

9:00-9:10	Arrival, Hand Washing, Free Play
9:10-9:20	Morning Meeting/Introduction to planned
9:20-10:05	Centers, Small Group Activities
10:05-10:15	Clean up
10:15-10:25	Circle Time/ Daily Group Routines (calendar, weather, etc.)
10:25-10:45	*Snack, **Bathroom/ Book and Puzzle time
10:50-11:20	Gross Motor (indoor/outdoor)/ Music Class
11:20-11:55	Sharing Time/ Story/ Group Math, Science, game, etc.
11:55-12:00	Goodbye and Dismissal

Music Class (Tuesday and Wednesday) Sing, dance, learn musical concepts while developing language and auditory skills. Class times will vary depending on schedule that year.
*Snack time is part of the morning with a snack note sent home asking parents to donate peanut-free snack for their child's room.
***Children in this class are preferably potty-trained, however may be wearing a pull up if working on training.*

>>>Afternoon Program Available (12:00pm-2:45pm)<<<

Stay and Play Preschool & Childcare

4-Year-Old Classrooms

Children must be 4 by August 31st

Two Classrooms:

- Rainbow Raccoons: Class size is maximum 15 students with 2 teachers.
- Fabulous Foxes: Class size is maximum 11 students with 2 teachers.
- Time of Class: 9:00 am-12:00 pm
- Days Offered: RR- 4 or 5 days per week, FF- M/W/F only
- Teachers: Hold a college degree and/or experienced in early childhood

*Learning is play-based, story time and purposeful activities and aligned with PA Early Learning Standards

*Both Classes: Learning is play-based, story time and purposeful activities and aligned with PA Early Learning Standards. Fabulous Foxes opened or closed varies year to year.

Areas/Skills Developed Through Play:

Fine Motor	Use variety of art and writing tools, draw, paint, write, manipulate clay
Gross Motor	Run, jump, hop, skip, ride tricycles, climb, coordinate movement through obstacles, etc.
Language & Literacy	Develop listening and comprehension skills related to literature, retell stories, vocabulary, group discussion, print awareness, rhymes, songs word and letter sound games, etc.
Cognitive	Count and sort and classify objects, experiment, explore, predict routine and outcomes individually and cooperatively, etc.
Social Emotional	Develop trusting and loving relationships, communicate feelings, share ideas, wants and needs, intentionally seeks support

>>Parent/Teachers conferences: offered in the beginning of Nov. and May <<

General Schedule

9:00-9:15	Welcome/Exploring Centers
9:15-9:30	Class Meeting
9:30-10:30	Centers/ Writing/Group Activity
10:30-10:45	Handwashing/ **Bathroom
10:45-11:00	*Snack
11:00-11:15	Story Time
11:20-11:50	Big Room/Indoor Gym or Music 1
1:50-12:00	Prepare to Go Home

Music Class (Tuesday and Wednesday) Sing, dance, learn musical concepts while developing language and auditory skills. Class times will vary depending on schedule that year.
*Snack time is part of the morning, and a snack note is sent home asking parents to donate peanut-free snack for their child's room.
**Children in this class need to be potty-trained.

>>>Afternoon Program Available (12:00pm-2:45pm)<<<

Stay and Play Preschool

ADVENTURE AFTERNOONS: OVERVIEW

For Children 3 years and Older

Class Size: Maximum of 15 Students and 2 Teachers
Location: Rainbow Racoon Classroom
Class Time: 12:00 pm- 2:45 pm
Days Offered: Monday thru Friday
Options: Permanent Days to attend

- All students attending **Monday(**s): Tumblebus Day is an additional fee paid directly to "Tumblebus" (participation is a condition of attendance)
- Registration for Permanent Days: Register to reserve any days of your choice (based on availability) each week for a discounted amount.
- NO drop-in care available

General Schedule

12:00-12:25 Welcome/Transition Big Room Play
12:25-1:00 Handwashing/Lunch
1:00-1:30 Clean-Up/Bathroom/Free Play
1:30-2:00 Gross Motor/Big Room/Park/Tumblebus
2:00-2:30 Group Planned Activity/Free Play
2:30-2:45 Goodbye/Closing Activities

*Play-based learning with theme based daily activities: Listed on a monthly calendar

LUNCH

- Provided by parent
- Labeled bagged lunch/ lunchbox with Ice pack if necessary
- NUT-FREE – no peanut butter, no products with peanuts/peanut butter/nuts
- Sunflower butter is an acceptable alternative
- S&P can heat/reheat food items in microwave

ADVENTURE AFTERNOONS DETAILS

Our extended care program, Adventure Afternoons, is for children ages 3-5 who are enrolled in mornings at Stay and Play. (As a reminder child must at least be in a pull-up.) The program runs from 12pm – 2:45pm and is available on a permanent day basis, with a maximum of fifteen children attending each day. Every day Adventure Afternoons offers special fun theme-based activities such as arts and crafts, community walks, library field trips, and TUMBLEBUS (every Monday for additional fee), plus a whole lot more! A monthly schedule of events will be included in the Stay and Play newsletter. Extra copies of this schedule will be available at the parent table.

Registration for Permanent Part-Time Adventure Afternoons: You may register for a reserved space for the same day(s) each week (filled in order received). The fee is payable once a month and is due on the first day of the month along with tuition. (**TUMBLEBUS requires an additional fee payable to "Tumblebus".)**

*If your child is signed-up for Adventure Afternoons and your child is absent, you are still required to pay for the space for the day.

*Drop-ins will not be available.

*Should classes be canceled for the morning due to weather, or if there is an early dismissal from the public school, Adventure Afternoons will be cancelled for that day. In the event that Adventure Afternoons is cancelled, you are still required to pay the daily rate.

FIELD TRIPS/TRANSPORTATION

Occasionally, the 3 & 4-year-old classes will go on field trips. Your signature on the Emergency forms grants us permission to take your child on walks and trips. Sometimes this may involve riding the CATA bus. You will always be informed of these excursions prior. We may ask for parent volunteers to assist. For field trips that require transportation, parents are responsible for getting their child to the event. Some field trips requiring transportation may be in the afternoons - parents (and a child's siblings) are welcome to attend.

AUTHORIZED RELEASE POLICY

A child will ONLY be released to the child's parents/guardians or anyone else designated on the child's emergency contact form under the heading "Persons To Whom Child May Be Released." By law, Stay and Play can release a child to either parent unless a court order is issued stating otherwise. When an authorized person, or a person we have not yet met, is picking up a child they will be asked to show photo identification.

ARRIVAL & PICK-UP

Arrival time is 9:00am

*Please be prompt. Valuable adjustment time takes place first thing in the morning. If your child misses the chance to 'ease in,' their day may not feel quite right. Upon entry your child(ren) must wash their hands at the handwashing station located in the bottom hallway. After your child(ren) have washed their hands the teachers will come down the stairwell to collect the children and walk them to their classrooms.

*Please have your child finish any food before entering the building for drop-off. Some of our friends have food allergies, which may be contact-induced. Therefore, in an effort to keep all children and adults safe, we ask that you do not walk in eating any food.

Dismissal time is 12:00pm

*Please be prompt for pick-up times. Pick-up will be at the classrooms. Door will open at 11:55am to go up to the classrooms.

*Adventure Afternoons session starts at 12:00pm and pick-up is upstairs at the Fabulous Fox classroom at 2:45pm. The door will open for dismissal at 2:40pm. Please be on time.

*Also please note that when your child is released to you or your designated person he/she is now in your care and is your responsibility. Do not be distracted by conversations with teachers or other parents. Children are not permitted to be left unattended.

*We ask that you pick up your child on time or come a little early. You will be given a warning the first time you arrive late for pick up. If you are late more than once, you will be charged $1/minute – the fee will be added to charges on your account. The Director will notify you of the total due. If an emergency arises and you will be late, we ask that you call 814-237-1154 (S&P program office) or 814-238-2422 (church office) to let us know. No late fee will be assessed in the case of an emergency.

EMERGENCY OPERATIONS PLAN INFORMATION

This plan is to assure you of our concern for the safety and welfare of the children attending Stay and Play. Our Emergency Operations Plan provides for responses to all types of emergencies. Depending on the circumstance of the emergency, we would use one of the following protective actions:

- In-place sheltering: Sudden occurrences, weather or hazardous materials related, may dictate taking cover inside the building as the best immediate response.
- Immediate evacuation: Children evacuated to a safe area near the grounds of the facility in the event of a fire alarm, etc.
- Evacuation: Total evacuation of the facility may be necessary if there is a danger in the area. In this case, children would be taken to a relocation facility at the Municipal Building on South Allen St. (other location only if directed by Centre County Emergency Personnel).
- Modified Operation: May include cancellation/postponement or rescheduling of normal activities. These actions are normally taken in case of a winter storm or building problems that make it unsafe for children (such as utility disruptions) but may be necessary in a variety of situations. Please check the Stay and Play website: www.stayandplay.scpresby.org, your email, or Stay & Play's Facebook page announcements relating to modified operations of Stay and Play.

We ask that you do not call or text during an emergency. This will keep our telephone lines free to make emergency calls and relay information. We will call, text or email you to let you know that we've taken one of these protective actions. We will also call, text or email you when we've resolved the situation and it's safe for you to pick up or drop off your child.
The emergency contact form designating persons to pick up your child was provided for you to complete and return to Stay and Play by the first day of school. This form will be used any time your child is released during an emergency situation. Please ensure that only those you list as designated custodian(s) attempt to pick up your child. **Also always inform Stay and Play Preschool of any changes/updates that need be made to this form.**

We specifically urge you **not** to attempt to make different arrangements during an emergency. This will only create additional confusion and divert staff from their assigned emergency duties. In order to ensure the safety of your children and our staff, we ask your understanding and cooperation. Should you have additional questions regarding our emergency operating procedures, please contact the Director.

CLOSINGS DUE TO INCLEMENT WEATHER

*If the State College Area School District is CLOSED, then Stay and Play is CLOSED.
*If the SCASD has an EARLY DISMISSAL, then there is NO ADVENTURE AFTERNOONS that day.
*If the SCASD is on a TWO-HOUR DELAY then Stay and Play will open at 10:30am, with morning programs ending at 12:00 noon. Adventure Afternoons would operate as usual from 12:00noon-2:45pm.
* If the SCASD is on a THREE-HOUR DELAY, then Stay and Play is CLOSED.

Make-ups: If there are 5 or more closings due to inclement weather, the Stay and Play Advisory Team would consider whether or not to make-up any or all days.

HOLIDAYS

Stay and Play will be closed on the following Holidays:

- Labor Day Sept. 7
- Thanksgiving Nov. 25-27
- Christmas Dec. 24-Jan. 1
- Spring Break Mar. 8-12
- Easter Break Mar. 26-29
- Memorial Day May 31

Because Stay and Play draws families with diverse backgrounds, we recognize that there will be a variety of approaches concerning holiday recognition and celebration. Should students raise questions, the teacher will provide a brief and age appropriate explanation of the origins of celebration/customs. Included will be the emphasis that different families choose to celebrate in different ways. *If any families would like to share their family traditions/ observations, teachers will work with you to determine how to best share the various types of observances, as this can be educational for the children.*

SUPERVISION AND DISCIPLINE POLICIES

The proper staff/child ratio according to the Pennsylvania Department of Humans Services will be in effect in all classrooms at all times. Daily attendance is taken and each staff is assigned a "group" of children to be responsible for in case of emergency.

All discipline is handled in a positive manner, using firm, but loving, language. Children may be removed from the situation provoking the behavior and may be redirected to another activity until they are ready to join the group again. We do not require apologies if a child hurts another person, either physically or emotionally, however we do work to help them understand the affect they have on others and work to teach empathy and compassion at the developmentally appropriate level for the child. Parents will be notified of any discipline problems that occur.

DISMISSAL POLICY

Our dismissal policy addresses serious, aggressive, negative behavior of children that can harm or hurt another person. These behaviors include, but are not limited to, biting, kicking, hitting, scratching, pinching, and hair pulling.

- With first offense: Teachers will work with child to identify emotional response and help child to find and practice an alternative response/behavior. An accident report will be completed if necessary and parents will be informed of the child's behavior.
- If behavior continues over time, a conference will be set up for the parent(s), the teacher and the director (if necessary) to determine if this is an issue that can be resolved. If it is determined that the issue can be resolved, a plan will be made and goals set to correct it.
- Parents, teachers and the director will continuously communicate and evaluate the plan to determine if changes or adaptations to the plan would better meet the needs of the child.
- If the behavior continues: If with the plan there is no improvement and the issue cannot be resolved (it is determined that Stay and Play Preschool is unable to meet the needs of the child), it will result in the dismissal of the child from our program with no refunds.

REPORTING CHILD ABUSE

All staff are mandated reporters and trained in mandated reporting procedures. As is required by law, Stay and Play staff will report any suspected child abuse to the proper authorities.

HAND WASHING POLICY

In order to cut down on transmitting germs to each other a hand washing policy has been devised. Hand washing will take place at the following times:

- Upon entering the building/classroom first thing in the morning
- After toileting or a diaper change
- After nose blowing/picking
- Before and after eating or working with food
- Before and after using the sensory/water tables
- Before and after playing with play dough
- Before and after going to the indoor gym or outside
- After any messy play/activities

On a daily basis, table surfaces are disinfected before snack and lunch, toys are disinfected after use, and doorknobs are disinfected.

HEALTH MANAGEMENT

We are required to keep a child's health information on file. You will receive a health assessment with the enrollment forms package to be completed by your child's physician and returned to us no later than November 1. The Department of Human Resources mandates that each child we enroll, be immunized. If you have any further questions regarding immunizations, please see the director.

*We will not administer any medication to a child. Except life-saving epi-pens or inhalers/nebulizer treatments as prescribed by a Doctor.

If your child misses a day of school because s/he is ill, there is no need to call us. But we do ask that if they have a communicable disease or will be absent for an extended period of time that you let us know. There is no tuition credit for days missed due to illness.
If your child develops any of the following or any other symptoms of being ill while at Stay and Play, you will be called and asked to come pick up your child. We also ask that you DO NOT bring your child to Stay and Play if they exhibit any of the following symptoms:

- A fever of 100.4 or higher
- Unusual spots or rash
- Sore throat
- Eye infection or discharge from the eyes
- Diarrhea
- Vomiting
- Persistent cough
- Lice

Your child is not permitted back to school until 24 hours after the symptoms are gone (without the assistance of medication), OR, in the case of communicable disease or lice, until you obtain a written note from your child's physician noting when your child may return to childcare. In the event your child gets sick (vomit or multiple diarrheas) at school, to avoid further spread of the virus your child must be absent from school the following day, and also must be 24 hours symptom free to return.
In the event of a medical emergency, we will treat your child with first aid. If it is a life-threatening or serious injury, you will be called and your child will be taken to the emergency room at Mt. Nittany Medical Center or an ambulance will be called. In a minor event, you will be notified when you should pick up your child.

In the case of a health risk/emergency identified by the CDC or PA Department of Health, we will evaluate, and put in place, guidelines set forth by these agencies as determined most beneficial and best practice by our Stay and Play Advisory Team
&/or State College Presbyterian Church.

HEAD LICE POLICY

Stay and Play Preschool strives to provide and maintain a healthy environment for students and staff. This policy has been developed in pursuit of this goal.

- A child will be sent home if nits or a louse are seen on their head. The child will be monitored closely until they leave to ensure there is minimal possibility of spreading. (*Lice do not jump or fly*.)
- Once the child is dismissed, the rest of the children will go to another room for activity(ies) while that classroom is cleaned as well as any other areas that need cleaned.
- All parents within the program will be notified that lice was potentially on the premises. It is the responsibility of the parents to check and monitor your children. Stay and Play staff are not qualified to do thorough checks.

TO RETURN TO SCHOOL:

1. A written note from a medical professional is required stating that the child is lice & nit free and cleared to return to school/childcare.
2. All lice treatments are ongoing for 2 weeks or more depending on the severity of the lice. Stay and Play Preschool Administration will follow-up with parents to ensure the treatments are being successfully administered.

TOYS FROM HOME

We ask that your child does not bring in toys from home unless it is their sharing day. This alleviates sharing problems and avoids items getting lost or broken at school. Stay & Play is not responsible for any toys, electronics, items from home that are lost or broken at school. Thank you for your cooperation.

CLOTHING

Please dress your child to play! Children learn through play and in order to get the best experience every day, your child will be provided with hands-on learning materials that will allow them to get messy and explore their world. Every effort will be made (by the use of smocks/paint shirts) to keep your child as clean as possible, but on occasion they will get messy or wet. Also, for safety purposes, please have your child wear shoes that will allow them to run and jump and play. With that in mind we ask that they do not wear flip-flops or open toed sandals or shoes that will easily fall off their feet. **Please have your child wear closed toed shoes**. If your child wears rain or snow boots to school, please pack a pair of closed toed shoes in their backpack for them to change into. Please provide at least ONE COMPLETE set of seasonally appropriate clothes (pants/shorts, shirt, socks, and underwear), labeled with your child's name or initials, for your child to change into should they need it. These will be kept in your child's backpack or diaper bag.

SNACKS

To keep our costs down, we ask parents to donate snacks for our classrooms. Sometimes we may also ask that you bring in cups and/or napkins. Snack notes are handed out to you periodically with snack information and requesting how much snack to bring. We are nut-free, so all snacks must be free of nut & peanut products. Please read the label to ensure the items are NOT packaged where peanut items are processed. (Peanuts and peanut products can be listed in the ingredients under different names: ground nuts, earth nuts, mixed nuts, peanut butter, peanut oil, arachis oil, and ground nut oil.) If your child has any allergies, please complete and return the allergy form provided in the enrollment packet. You may also provide your own snack for your child. We ask parents to bring in pre-packaged snacks. Water is provided as a beverage during snack time.

BIRTHDAY POLICY

If you wish to celebrate your child's birthday at school, please talk with your child's teacher to organize a special snack or activity.

Many of our children are becoming more aware of what is going on around them and they notice if they do not get an invitation to a party. If your child's party is unable to accommodate all children in the class, we ask that you kindly mail or email the invitations to those who are invited. Until the Directory is complete, please see your child's teacher or the office for addresses.

STUDENT PHOTOS

- Class and individual photos will be taken in the Fall by a selected photographer. All students will have their picture taken for the class photo (unless otherwise stated NOT to), which may be purchased depending on the photographer's fees. Parents may order individual packages as well.
- In the spring, for those children whose parents schedule a session, photos will be taken by Katie Brumberg Photography (siblings may be photographed together as well). The Spring photo opportunity is a fundraiser for Stay and Play Preschool as we are given a specific percentage of the profits from the photo orders.
- Informal photography will occur throughout the year to capture the children's growth and development as well as for specific projects being done within the classroom/preschool. Some teachers use the photos for events throughout the year. All classes use a Google Photo sharing by Invitation only website to share photos with the parents of the children in their class throughout the year. There will be a photo release for all parents to sign at the beginning of the year. If you wish your child not be photographed or their photo used in a specific way (Google photo site, classroom displays, etc.), please, note this as directed. No photos of children (specifically faces) will be used for brochures or our website without parental consent.

TRANSFER OF CHILD'S RECORDS

We keep your child's records for two years after leaving the Stay and Play Program. If you wish to take the records with you, let the Director know and you will be given a form to be signed before the records are released to you.

FUNDRAISER

Since we are a non-profit, tuition-funded preschool, Stay and Play holds annual fundraisers during the year. Proceeds go toward supporting our budget - buying new or replacement equipment and supplies. The types of fundraisers that we do may vary each year. Participation in fundraisers is not required, however it is encouraged to ensure we are able to continue to maintain a quality program.

PARKING

The Stay and Play staff and the Church staff will be parking in the Beaver Street parking garage, leaving the church parking lot available for our Stay and Play Families for drop off and pick up. We ask that you come and go quickly, so the spaces will be available for others. If the church lot is full, there is metered parking next to the church parking lot or in the Beaver or Fraser Street parking garage. Parking is free downtown in the lots until 10am and the first 30 minutes in parking garages is always free. Please DO NOT park in the alley behind the church, the Post Office parking lot, or the First National Bank parking lot or the Fire Lane. You risk getting towed or ticketed. Thank you.

STAY AND PLAY 2025-2026 TUITION INFORMATION

<u>For All Classes (Mornings 9am-12pm)</u>

2 days/week - $250.00/ month
3 days/week - $335.00/month
4 days/week - $410.00/month
5 days/week - $485.00/month

<u>Adventure Afternoons Fees (Afternoons 12-2:45pm for children who have turned 3y)</u>
<u>Permanent Part-time</u>
For one child: $22/day

*No drop-ins offered.

APPLICATION FEE

- A non-refundable $75 registration fee for one child / $100 for two or more children is expected with the application for your child(ren) annually.
- If you need to withdraw your child from the program, we need at least a two-week written notice.
- Tuition is Due on the first day of each month.

*Checks should be made payable to **SCPC (State College Presbyterian Church).** A fee will be assessed for any returned checks to cover any fee we are charged.

DELINQUENT PAYMENT POLICY

Monthly tuition payments are due on the 1st of each month. When paid after the 5th of the month, a $20 late fee is assessed. If it appears that you may have trouble paying the monthly tuition, please contact the director as soon as possible to see if we can find a solution before your account becomes delinquent.

- Any account that is 10 days past due will be charged an additional $10 fee.
- Any account that is one month overdue will result in the suspension of the child from school until the account is paid in full.
- Any account that is more than one month overdue may result in permanent dismissal of the child from school and a collection agency will recover the past due funds.

TUITION ASSISTANCE

Stay and Play maintains a modest Tuition Assistance Fund. These funds come from a portion of the school's income, gifts, benevolence funds of the church and occasional special gifts. Since funds are limited, we will grant them to those whose need is most acute. Applications may be picked up in the Stay and Play office. All information is strictly confidential and will not be given to any individual or group other than the committee directly concerned with granting financial aid for the school. Allocations of funds are reviewed with recipients in Jan. each year to determine if the funds are accurately allocated (if needs have changed for applicants). Recipients of assistance are encouraged to participate in volunteer opportunities within the program as a means of giving back in ways other than monetary.

Subsidized child-care may also be available from Child Care Information Services (CCIS) of Centre County for those who qualify. We request that all families in need first apply for the county CCIS prior to applying for our assistance. Please call (814) 231-1352 or stop by the Stay and Play office for information on how to apply.

INSURANCE

Stay and Play has liability insurance to cover all students enrolled in the school through the State College Presbyterian Church policy.

GRIEVANCES

Any grievances should be brought to the Director's attention immediately. All efforts will be made to fairly assess the situation and find a common solution to the problem in a timely manner.

Thank you for choosing Stay & Play!

Receipt of Parent Handbook

*Please fill this out and sign below as receipt you have received a copy of the current 2026-2027 school year parent handbook. If you have any questions, please see Administration in the Stay & Play office.

_____ _____

Parent/Guardian Name (Printed) Date

_____ _____

Parent/Guardian Signature Date