

# MARPLE PRESBYTERIAN CHURCH

STUDY CENTER

## POLICIES AND PROCEDURES

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## STUDY CENTER POLICIES AND PROCEDURES

### MISSION STATEMENT

#### ***Our congregation affirms...***

...that all children are a gift of God created by God and created good.

...that all children depend upon adults for safety and security in a world that does not always value children.

...that we hope for a world where all children can find a safe place.

...that Jesus welcomed children and encourages us to welcome them in His name.

...that we take seriously our baptismal vow to nurture all children committed to our care.

*Excerpts from "A Vision for Children and the Church"  
Adopted by the 205<sup>th</sup> General Assembly of the PC(USA) in June 1993*

As the COVID-19 pandemic continues, MPC has been working to determine how we can best support families during this upcoming school year. As a result, we will be opening a study center for student's grades 1-8. This is ideal for students who have opted for a full virtual option through their school.

Dedicated non-teaching staff will be available to assist students in completing their virtual learning. Physical fitness opportunities will also be provided and students will have access to outdoor spaces and recreation room.

Students will be in small groups of no more than 12, have assigned work spaces six (6) feet apart, and each group will be supervised by a Staff Member. Wi-Fi will be provided and students are required to bring their own devices and headphones.

We are following all health and safety guidelines recommended by the CDC, Department of Human Services, Chester County Health Department, American Academy of Pediatrics and the PA Board of Health.

### PROGRAM GOALS

Children in our program will have the opportunities to:

- Participate, understand and complete remote learning assignments.
- Receive non-teaching, supportive staff supervision.
- Promote self-confidence and independence.
- Create lasting friendships and lifelong memories.
- Interact with caring, supportive adults.
- Learn, explore and try new things in a supportive environment.

Our staff will assist students in logging on and connecting to their school programs using their own laptop or device and headphones. The staff will assist with questions during remote

learning, including assisting logging in and out of all platforms, help with turning in assignments online and/or schoolwork, and help to keep students on track as they connect with their teachers online. Our staff are NOT their classroom teachers and we are not a substitute for your child's teacher or school. Instead, we are here to help and support your child with their remote learning.

## GENERAL INFORMATION

DIRECTOR – Sean Greene

PASTOR – Karen R. Nelson

CHURCH ADMINISTRATOR – Susan Guyer

CONTACT INFORMATION – 215-767-9649 | Church Office 610-356-1098 | [marplepc@gmail.com](mailto:marplepc@gmail.com)

HOURS OF OPERATION – full-day care from 7:30am-3:30pm, Monday-Friday. If sufficient need arises, additional after care may be offered.

PROGRAM – The program will be run by at least two (2) staff members at all times.

HOLIDAYS – MPC will be following the Marple Newtown School District Calendar for all holidays.

RATIOS – In accordance with MPC's Child Protection Policy, "at least two approved leaders must be present to lead any activity involving children and youth."

CONFIDENTIALITY – Maintaining the privacy and security of our families is top priority. Information of families and staff will not be shared for any reason without prior written consent of the individual. When discussing a child's activities and friends in the classroom, only first names will be used. In situations regarding behavior problems and/or Incident/Accidents Reports, names of children involved will never be given to families.

SECURITY AND DAMAGES – Responsibility to keep all electronic devices secure rests with the individual owner/student. MPC, its staff, or employees, are not liable for any device lost, stolen, or damaged on our campus. Use of protective cases for technology are recommended. In addition, skins (decals) and other custom touches are used to physically identify your device from others.

## REGISTRATION AND ENROLLMENT

You may enroll your child(ren) by submitting registration paperwork. Registrations are processed in the order in which they are received. Space is limited and you will receive notification if your child is enrolled or placed on a waiting list. Registration packet includes:

- Registration Information
- Program Draft Authorization
- Emergency Contact/Parental Consent Form
- Publicity Release

All information included in the registration materials must be updated immediately as changes occur, and every 6 months in accordance with state regulations. Services will be temporarily suspended if forms are not on file and up to date.

MPC requires two (2) weeks cancellation in writing to the church office regarding all program changes. This includes the need to withdraw or make any changes to your child's enrollment. Without written notice, a financial charge of two (2) weeks tuition will be assessed. Re-enrollment is not guaranteed.

**EXTENDED ABSENCES** – In the event that a child needs to take an extended absence and wishes to return to the program after a period of time, a fee of 50% of the weekly tuition must be paid each week the child is not present. More than two consecutive weeks of non-payment and no contact with the Director could result in termination of enrollment. Extended absences must be approved by the Director and need to be made at least 30 days before an extended absence.

## STUDENT EXPECTATIONS AND APPROPRIATE BEHAVIOR

It is the expectation that every student follows all applicable provisions as set forth by the Student Handbook and all policies adopted by the Marple Newtown School Board<sup>1</sup> and related Administrative Regulations, including but not limited to the following, each of which can be found on the District's website:

- Policy 218 – Student Discipline
- Policy 218.2 – Terrorist Threats
- Policy 224 – Care of School Property
- Policy 237 – Electronic Communication Devices
- Policy 247 – Hazing
- Policy 248 – Unlawful Harassment
- Policy 248.1 – Nondiscrimination – Transgender and Gender Expansive Students
- Policy 249 – Bullying/Cyberbullying
- Policy 708 – Lending of Equipment and Books
- Policy 814 – Copyright Material
- Policy 815 – Responsible Use of the Communications and Information Systems
- Policy 815.1 – Web Site Use and Linking
- Policy 816 – Social Media Policy

Student responsibilities include conscientious effort in school work, and maintaining a climate that is conducive to wholesome learning. No student has the right to interfere with the education of his fellow students. It is a student's responsibility to respect the rights of all students to a productive learning and study environment.

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<sup>1</sup> School Board Policies can be accessed by following this link to their website:

<https://go.boarddocs.com/pa/marp/Board.nsf/Public?open&id=policies>

STUDENT CONDUCT – As stated and expected in all Marple Newtown School District policies, students should show courtesy, cooperation and consideration of others. Therefore, students should:

- Show respect for themselves, their peers, staff members and all property.
- Think before they act in order that their choices may reflect positively on themselves and their families.
- Assist the staff in maintaining a safe and productive educational climate.

STUDENT SAFETY – The safety of all persons within our building is of primary importance. Students share responsibility with the staff in maintaining a safe learning environment.

## MEALS AND SNACKS

Each child needs to bring two snacks and a lunch with them each day. Children are also encouraged to bring a water bottle. If your child has any dietary restrictions, please record them in the registration packet.

Children will have access to the adjacent Hall during lunchtime.

## ARRIVAL AND DEPARTURE

All children and staff will be required to wear masks while in the Study Center program.

ARRIVAL – All staff members have the right to ask any or all of the following questions upon arrival:

- Have you been in contact with anyone with COVID-19 in the past 14 days?
- In the past 24 hours, have you experienced a persistent cough or shortness of breath?
- In the past 24 hours, have you had any of the following symptoms (2 or more symptoms precludes entry):  
New loss of taste/smell, body aches, sore throat, fever, diarrhea, repeated tremors with chills, muscle pain, headache

DEPARTURE – The Study Center is open until 3:30pm. When you arrive, please text the Study Center at 215-767-9649 so that we may dismiss your child to you. We will only dismiss your child to people who you have designated in writing. A staff member will stand at the classroom entrance to make sure every child exits to their designated parent/guardian. If we do not recognize an adult from your form, we will ask for photo ID.

If you are going to be late picking up your child, please arrange to have an emergency pick-up person arrive by the end of the day. A staff member will attempt to contact the parent(s) of any child who has not been picked up by closing time. If parents are unreachable, staff will begin contacting the person(s) authorized to pick up the child. If staff is unable to reach anyone for a period exceeding thirty (30) minutes, we will contact local authorities, including the Marple Township Police Department, and the Department of Children, Youth & Families.

Children who are repeatedly picked up late may be charged for aftercare.

## HEALTH AND SAFETY

**MASKS** – Masks will be required for all staff and children when entering, exiting, or moving around. Masks may be removed once they are at their designated work station.

We ask that you keep your child at home if they are sick. Many communicable diseases start with cold-like symptoms. MPC asks to be informed of the nature of any illness, especially when it is communicable to others. If, at any time, the staff feels that your child is too sick to remain in the program, you will be called. You, or someone you designate who is authorized in your child's registration information for pickup, must pick up the child within one hour of receiving the phone call. This policy is for the safety of all of the children and the staff.

Your child should not be sent to childcare, and will be sent home, if any of the following conditions are apparent:

- A temperature of 100 degrees or more within 24 hours
- Vomiting or diarrhea
- Rash (if cause is unknown)
- Suspected communicable disease
- Severe cold with fever, coughing, unclear mucus
- Bronchitis or other throat infections such as strep
- Nits or lice in hair

**NOTICE OF EXPOSURE** – Parents are required to notify us within 24 hours if your child has a communicable disease, such as 19-CoV, flu, chicken pox, measles, MRSA, pink eye, strep throat or lice so that we can inform other parents and staff. Your child is welcome back to the program with a note from the doctor or reasonable evidence of recovery.

**HAND WASHING** – Frequent hand washing with soap and warm, running water is the most effective way to reduce and prevent the spread of illnesses commonly found in childcare facilities such as the flu, diarrhea, and pink eye. Your child (and staff members) will be expected to wash their hands:

- Before and after meal times
- After handling bodily fluids (mucus, blood, vomit)
- After coming indoors from the courtyard
- After cleaning or handling garbage

Warm, running water (no colder than 60 degrees F) and soap must be used. Hands must be rubbed vigorously for at least 20 seconds, including the backs of hands, between fingers, under nails, and under any jewelry. A disposable paper towel should be used to dry hands and turn off faucet.

**MEDICATIONS** – Please be advised that there will NOT be medical personnel on-site. We do not have the ability to dispense, monitor or administer medications. Only emergency medication will be allowed to be carried by the student.

EMERGENCY MEDICAL PROCEDURE – In case of an accident, the following procedures will be followed:

- If a child becomes ill or injured after arrival, staff will attempt to contact the parent(s) at all available telephone numbers. If a parent cannot be reached, the individuals listed as emergency contacts on the Emergency Contact/Parental Consent Form will be called.
- *If a child requires immediate medical attention* – a staff member will administer basic first aid. A staff member will contact the parent if any medical issue arises. 911 will be called if needed.

INCIDENT REPORTING – Staff members shall document any accidents and incidents (including allergies) that occur at MPC using an Incident Report. Great detail will be used when explaining events, but never include other children’s names. A parent will be contacted if staff feels appropriate. The parent shall sign the report and return it before the child resumes attendance. A copy will be given to the parent.

MANDATORY REPORTING – Under the Child Protective Services Act, mandated reporters are required to report any suspicion of abuse or neglect to the appropriate authorities. All staff of MPC are considered mandated reporters under this law, and are not required to discuss their suspicions with parents prior to reporting the matter to the appropriate authorities. Under the Act, mandated reporters can be held criminally responsible if they fail to report suspected abuse or neglect. Additional information about identifying child abuse and neglect can be found as attached Appendix G in MPC’s Child Protection Policy, which is available upon request.

ACCESS POLICY – Any person in the Study Center who is not a staff member or church volunteer who has had a record check and approved to be involved with child care **shall not** have unrestricted access to children for whom that person is not the parent, guardian or custodian, nor be counted in the staff-to-child ratio. **Unrestricted access** means that a person has contact with a child alone or is directly responsible for child care.

Persons who do not have unrestricted access will be under the direct supervision and monitoring of a paid staff member at all times and will not be allowed to assume any child care responsibilities.

Non-agency persons who are on the property for other reasons such as maintenance, repairs, etc. will be monitored by a paid staff member and will not be allowed to interact with children on the premises.

## FEES AND BILLING

TUITION – Tuition is \$35/day. Families with two or more children enrolled at MPC’s Study Center are eligible for a \$5/day discount to be applied to the subsequent children’s daily tuition fee.

Weekly draft amount is based on current rates, your child's enrollment in the program, and not on attendance. Tuition drafts every Sunday, two weeks prior to care. Parent/guardian will be responsible for any fees incurred if MPC is unable to debit my account because of account changes or insufficient funds.

AFTERCARE – If sufficient need arises, additional after care may be offered.

DELINQUENT ACCOUNTS – Families that are behind in payments may have their enrollment terminated.

## EMERGENCY PROCEDURES

INCLEMENT WEATHER – Staff will monitor the weather and local news stations throughout the day to determine when it is appropriate to close the center early or cancel care for the following day. Staff will contact parents to inform them of the situation – routine activities will continue until parents arrive. If no communication is received, families should assume the Study Center will be open.

POWER FAILURE – Staff members and children should remain in the classroom or may go to the courtyard until power resumes. If power cannot be restored within a reasonable amount of time, the Study Center will close and parents contacted.

FIRE/EMERGENCY/LOCKDOWN – During a fire, emergency, or lockdown situation, students are to follow the directions given by the staff members. If moving to an alternative location, students should proceed quietly and in an orderly fashion, and parents will be notified via text.

## STAFFING

- A. Personnel Committee of MPC must approve all paid or volunteer staff who work in the Study Center.
- B. At least two approved staff must be present during operating hours.
- C. Interaction between children and staff should be conducted in ways that promote visibility by others and remove the opportunity for secrecy and isolation. Where possible, windows should be in all rooms where these interactions occur, any blinds should remain open, and doors should remain open where there is no other visibility into the room.
- D. Staff are encouraged to obtain training in basic first aid and CPR.
- E. The following acts are prohibited during any activity with children:
  - 1. Any display or demonstration of sexual activity, abuse, insinuation of abuse, or evidence of abusive conduct toward a child;
  - 2. Sexual advances or sexual activity of any kind between any adult or child;
  - 3. Infliction of physically abusive behavior or bodily injury to a child;
  - 4. Physical neglect of a child, including failure to provide adequate supervision;
  - 5. Causing mental or emotional injury to a child;
  - 6. Possessing or accessing obscene or pornographic materials;

7. Possessing illegal drugs or being under the influence of any illegal drugs;
  8. Consuming or being under the influence of alcohol;
  9. Any kind of verbal remarks with sexual connotations, overtones, or innuendo directed to or about a child; and
  10. Carrying any type of weapon.
- F. It is the responsibility of each staff member to attend a training session in which these guidelines are presented and discussed, and comply with these policies and procedures.
- G. All staff must have all state and federally mandated clearances, updating them as needed.

## OVERSIGHT

- A. **PERSONNEL.** On behalf of the Session, the Personnel Committee oversees the implementation of these guidelines. This committee maintains lists of those persons who have been approved as staff. This committee coordinates training of employees regarding these guidelines.
- B. **VOLUNTEERS AND EMPLOYEES.** The Pastor and his or her designee(s) are responsible for implementation of these guidelines in conjunction with Session. It is the responsibility of each volunteer and employee to comply with these guidelines.
- C. **ADDITIONAL PROCEDURES.** On behalf of the Session, the Study Center may adopt and implement additional procedures consistent with these guidelines as may be necessary to accomplish the purpose of this plan.