



# Family Handbook

## 2026-2027



We are proud to be an Equal Opportunity  
Provider and Employer



School Director:  
Executive Directors:

Scarlett Reilly, B.A.  
Howard Batterman, Ed.M.  
Dale Batterman, Ed.M.

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[www.wonderkeyschool.com](http://www.wonderkeyschool.com)

June 29, 2026

Dear WonderKey School Families,

It is with pride that we welcome you (back) to The WonderKey School. Thank you for the opportunity to provide meaningful learning experiences for your child(ren). Our goal is to help each child develop a strong, positive self-image by focusing on personal, social and academic growth, while providing a nurturing and secure environment.

The 2026-2027 School Year promises to provide exciting and stimulating learning experiences, while also bringing children together for important social interactions. Please take a moment to become familiar with the content of the enclosed Family Handbook, which serves as a guide to school procedures and policies.

We look forward to providing rewarding learning experiences for your child(ren) in a partnership of home and school.

Professionally yours,

*Scarlett Reilly*

Scarlett Reilly  
School Director

*Dale & Howard Batterman*

Dale and Howard Batterman  
Owners/Executive Directors

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## **About Us**

### **Mission Statement**

**The WonderKey School** is committed to inspiring young children to find answers to their questions about the world. Our goal is to encourage each student's positive self-image by focusing on personal, social and academic growth in a safe and nurturing environment.

### **Curriculum Statement**

At The WonderKey School we know that young children learn best through hands-on discovery in an environment that offers a variety of opportunities for child-directed exploration. Our curriculum, aligned with the Pennsylvania Early Learning Standards, is unique to The WonderKey School and has evolved over many years. The Pennsylvania Early Learning Standards guide us as we plan for developmentally appropriate activities for the children and families that we serve. Our goal is to build on children's interests and strengths, while developing new skills and maximizing each child's opportunities to learn. Individual, small group, and large group experiences are offered in the key learning areas including; Learning through Play, Language and Literacy Development, Mathematical Thinking and Expression, Scientific Thinking and Technology, Social Studies Thinking-Connecting to Communities, Creative Thinking and Expression, Health, Wellness and Physical Development and Social and Emotional Development.

### **KEYSTONE STARS**

The WonderKey School is proud to participate in the Keystone Stars Initiative. Keystone Stars is a continuous quality improvement program for early learning centers and schools. These measures make a difference in the quality of care children receive:

- Staff education and professional development
- Program learning environment
- Leadership and management of the organization
- Partnerships with families and the community

### **STAFF EDUCATION**

Lead Teachers at The WonderKey School have extensive experience and education in Early Childhood Education or a related field.

Classroom Aides and Assistant Teachers at The WonderKey School possess various post high school education experiences, along with extensive experience in Early Childhood classroom environments.

## **Admission & Enrollment**

All admission and enrollment forms must be completed and enrollment fee paid prior to your child's first day of attendance. An enrollment fee is due at the time of enrollment. In early spring of each year, families then re-enroll for the following year with an additional fee. These registration fees are non-refundable. Based on the availability and openings, our facility admits children from 2 years-5 years of age. Children will visit and spend time in their classroom during Family Visitation in September. Children are admitted without regard to race culture, sex, religion, national origin, or disability. We do not discriminate on the basis of special needs as long as a safe, supportive environment can be provided for the child while maintaining a positive environment for all children and staff.

## **TRANSITIONING INTO THE WONDERKEY PROGRAM**

Children are placed in classrooms based upon their chronological age according to the following criteria:

- **Older Toddler Class** - children must be 2 years of age by September 1
- **Pre-Kindergarten 3 Class** - children must be 3 years of age by September 1
- **Pre-Kindergarten 4 Class** - children must be 4 years of age by September 1 and must be toilet trained.

At the start of each school year, a Family Visitation event is held prior to the first day of classes. While at Family Visitation, children and their families have the opportunity to get to know one another. Classroom staff will introduce themselves at this event and provide families with information particular to their classroom's curriculum and procedures.

## **SCHOOL PROGRAMS**

### **School Hours**

AM Care	7:30 AM - 9:00 AM
Half Day	9:00 AM - 11:55 AM with Noon dismissal
Half Day + Lunch	9:00 AM - 12:55 PM with 1:00 PM dismissal
School Day	9:00 AM - 2:55 PM with 3:00 PM dismissal
After Care	3:00 PM - 5:00 PM

## **ARRIVAL AND DISMISSAL PROCEDURES**

Safety is our #1 concern! Please review these directions. Following these directions will allow for organized arrival and dismissal procedures.

### **Student Arrival**

Upon your arrival at school, **YOU MUST PARK IN A DESIGNATED PARKING SPOT**, bring your child into the school building and sign him/her in for the day. To maximize your child(ren)'s educational experience he/she should arrive at school at his/her scheduled time. Morning classes begin at 9:00AM promptly.

While we understand that occasional latenesses occur, constant late arrivals are disruptive to learning in progress.

### **Student Dismissal**

From 11:55 AM - 12:05 PM, 12:55 PM - 1:05 PM and from 2:55 PM - 3:05 PM, child(ren) will be dismissed from the Main Lobby. Please stay in the lobby until your child's teacher brings your child to you. You will then sign your child out before exiting the building. Full-Day pick up is pickup any time between 3:00 PM and 5:00 PM.

**CAUTION** must be taken as you enter and leave, especially when surfaces may be slippery.

### **Permission for Authorized Pick-Up**

Authorization I.D. cards are issued to each family. Please give these cards **ONLY** to those individuals with whom you entrust with the care and well-being of your child(ren). All individuals, including parents, must present the Family ID card upon pick-up of child(ren).

School must be notified in writing, if possible, if someone other than the parent is picking up a child(ren). If the individual picking up does **NOT** appear on your authorized list, a note or phone call to the school is mandatory before we can release the student. At no time will a child be released until the office has been notified. Individuals picking up a child(ren) without the WonderKey Family ID Card, must present personal ID (i.e. photo driver's license) that confirms parent intentions.

## SCHEDULE CHANGES

We offer a flexible option to either add additional hours or add additional days during the week. A green “**WonderKey Additional Hours**” Form **MUST BE COMPLETED** prior to your child(ren)'s extended stay (added day/hours). **Payment, BY CHECK, is due along with the completed form.** If you find that you need to add hours often, a permanent schedule change should be made. The change will begin at the start of the next tuition payment period. A change of schedule form must be completed to enact a permanent change. The **Additional Hours Sheet** is for an occasional change, so we can allow for flexibility. It is financially beneficial to permanently change your child’s schedule if you are changing it weekly. However, we can accommodate only **one change per semester**. Additional days may only be added provided there is space available in the classroom.

Please note, that although additional days/hours may be added, we do not allow the ‘exchange’ of days for time missed due to sickness or vacation.

Special events at **The WonderKey School** are highlights throughout the year. A child may attend any school event, even if it occurs on a day that the child is not scheduled to be at school by adding the day; additional charges will apply.

## SPECIAL EVENTS ATTENDANCE POLICY

Special events at **The WonderKey School** are highlights throughout the year. A child may attend any school event, even if it occurs on a day that the child is not scheduled to be at school by adding the day; additional charges will apply.

## TUITION PAYMENT

Tuition payments are due according to the payment scheduled below:

Fall Payment Due Dates	For the Period:
August 19, 2026	Sept 9- Oct 5, 2026
September 23, 2026	Oct 6- Oct 29, 2026
October 14, 2026	Oct 30- Nov 24, 2026
November 11, 2026	Nov 25- Dec 22, 2026
December 9, 2026	Dec 23- Jan 28, 2026

Spring Payment Due Dates	For the Period:
January 13, 2027	Jan 29, 2026 - Feb 25, 2027
February 10, 2027	Feb 26- Mar 30, 2027
March 17, 2027	Mar 31- April 23, 2027
April 7, 2027	April 23- May 19, 2027
May 5, 2027	May 20- June 11, 2027

\*If your family chooses the monthly payment plan and you have siblings enrolled, a 5% discount will be applied to the final payment of the semester.

**The WonderKey School TAX ID number is 23-244-2337**

## INTERIM CARE PROGRAM

We offer an **Interim Care Program** between the end of the school year and Sesame Day Camp's opening day. The program is free of charge to students enrolled in our 12 month program. Students enrolled in our 10 month school program may take part in the **Interim Care Program** at an additional charge.

**Children must be 3 years of age to attend the Interim Care Program and must be potty trained.**

## SUPERVISION POLICIES

### Indoor Supervision Policy

- WonderKey Staff members will carry the ID cards of the specific children in their care during that time.
- Each class/group will remain in state-mandated staff/child ratios at all times.
- WonderKey children shall be counted, with name to face accuracy, on a scheduled basis. A count of all children must be taken at every transition, including when going outdoors and upon re-entry to the school building to confirm the safe whereabouts of every child.

### Outdoor Supervision Policy

In addition to the above Indoor Supervision Policy, when outdoors, WonderKey Staff must:

- Be aware of each child's physical abilities.
- Establish clear and simple safety rules.
- Scan for potential hazards.
- Be aware of play activities while circulating around the play area.
- Teach children what is safe for themselves and others.
- Teach children the appropriate use of each piece of equipment.
- Know that facilitated play is not supervision; during facilitated play, another staff person must supervise.

## NUTRITION

### Lunch and Snacks

Families are asked to provide their child(ren) with a daily lunch in a lunchbox. All lunches will be refrigerated. **Please inform your child(ren)'s teacher of any items that should not be placed in the refrigerator.** We are a "Peanut Aware" environment, meaning no peanuts, or products that "may contain peanuts", may be brought into **The WonderKey School**. Grapes, included in your child's lunch, must be cut in half. Popcorn or hard candies may not be included in your child(ren's) lunchbox.

WonderKey students are provided with a snack including 2 components daily; one in the morning and the other, during the 'After-Care Program'.

Children should bring a filled water bottle to school each day clearly marked with his/her name.

## **PERSONAL BELONGINGS**

Please be sure to label all articles of clothing that are brought into school. Labeling first and last names on clothing is very important. The few minutes required to do this will save many minutes for everyone if articles are misplaced.

### **Extra Clothing**

Each child should have an extra set of weather-appropriate clothing at school, including a shirt, pants, underwear, and socks, in case of accidents or spills. Please send these items in a labeled gallon-sized Ziploc bag with your child's name clearly marked on both the bag and each clothing item. Young children learn through hands-on, developmentally appropriate activities, which can sometimes be messy. Please keep this in mind when choosing clothing for your child to wear to school each day.

### **Bicycle Helmets, Outdoor Clothing and Boots**

Please send your child(ren) to school with a well-fitting bicycle helmet for use while riding bikes at school. Additionally, for outdoor play, closed sneakers are the optimal form of footwear for safe playground fun. Sandals and other open/loosely fitting shoes are not safe on the playground. Children go outside on a daily basis, as weather permits. The proper attire (winter/spring jacket, boots, hats, mittens, etc.) is essential. Mittens are preferred to gloves as they are much easier for children to put on. It is also important for your child(ren) to be able to put on and take off his/her outdoor clothing and boots.

## **LANGUAGE AND CULTURAL DIVERSITY**

A very important component of early learning is the environment; children learn so much from the world around them. Diversity in the classroom environment helps all children to become culturally aware. This awareness helps children to better understand and get along with others. Our classroom displays, literature, toys, etc. reflect the many cultures represented in our classrooms. We encourage families to share with us aspects of their cultures.

While it is important for English language learners to learn English, it is also important for them to continue to know their native languages. With this in mind, we ask families whose home language is not English, to share with their child's teacher(s) ways that she can incorporate their language into the school day. Pictures and nonverbal communication strategies may be used to support understanding when a child does not understand English. It is our policy to celebrate the differences among us, while learning about all that we have in common.

## **COMMUNICATION**

Working together with families is an important role of educators. At **The WonderKey School** we value the relationships that we have with our families. Communication between home and school is welcomed and encouraged.

### **Getting To Know You Meeting**

Among the various forms we ask you to complete as your child(ren) enter(s) the WonderKey Program is a **Confidential Questionnaire**. In addition to the information that you provide about your child, we offer a **"Getting to Know You Meeting"**. Please let us know if you would like to schedule an in-person or telephone meeting with your child's classroom teacher.

### **Ongoing Communication**

All families will be given a code for entry into the **ClassDojo app**. Using this app, WonderKey staff post wonderful photos of classroom activities and useful parent messages.

### **Student Assessment**

During October, February and May, an assessment of your child's progress at school will be conducted. Student assessments are based on teacher observations and include documentation of your child's work. **Parent-Teacher Conferences** are scheduled in October and May, while the February assessments are sent home for your review. All child assessments require a parent signature. Should a concern arise at any time, please contact your child's teacher or the School Director.

### **Student Screening**

As we partner with you in your child's early education, we ask that each family complete a questionnaire known as "The Ages and Stages Questionnaire"(ASQ). This very important tool is used to ensure that each WonderKey student's development is proceeding appropriately during the formative years. The "ASQ" is the early childhood screening tool recommended by the **Pennsylvania Keystone Stars** continuous quality improvement program.

### **BIRTHDAY CELEBRATIONS**

If you wish, cupcakes or other treats may be sent to school on this special day. Please keep in mind our "**peanut aware**" policy when sending in treats. We are a "**Peanut Aware**" environment, meaning no peanuts, or products that "may contain peanuts", may be brought into **The WonderKey School**. A book may be donated to the school's library in honor of your child's special day. Book suggestions are available through your child's teacher.

### **PARENT PARTICIPATION**

Family members are invited to WonderKey for various Special Events. We also welcome family members to share a special skill or to join us Mystery Readers.

### **PARENT EDUCATION**

From time to time we come across articles and/or learn about online sessions that may be of interest to families with young children. We are happy to share these resources with WonderKey Families.

## **HEALTH INFORMATION**

### **Health Assessment**

School must receive your child(ren)'s 'Child Health Report' form prior to attendance at school. The form provided is state mandated; no substitutions can be accepted.

### **Medications**

Medication may be dispensed to your child(ren) during the school day. Upon dropping off a medication a parent or guardian must complete a **Medication Administration Packet**. This packet will provide WonderKey staff with the information necessary to administer medication to your child safely. All prescription drugs must be sent in pharmacy packaging that contains the child's name, dosage, frequency of dosage and doctor's name. Over the counter medications must be sent in the original container from the pharmaceutical company.

**Please be certain to hand-deliver medication to the WonderKey Staff.**

**DO NOT LEAVE MEDICATION IN YOUR CHILD'S SCHOOLBAG, LUNCHBOX OR IN ANY PLACE WITHIN A CHILD'S REACH.**

For children who need ongoing medication, have allergies or any other special medical needs, families must complete a 'Care Plan'. This documentation will enable WonderKey to provide the best care in your absence.

### **Food, Drug, Insect or Other Allergies**

School requires documentation of food, drug or other allergies (bee stings) which may affect your child(ren). Our school environment is peanut aware. We are a "**Peanut Aware**" environment, meaning no peanuts, or products that "may contain peanuts", may be brought into **The WonderKey School**. Staff are aware of children's food allergies and insure that affected children do not ingest known allergens. WonderKey staff are trained in the use of Epi-Pens in the event that a child is prescribed such medication.

### **Toilet Training**

Please let your child's teacher know as your child enters the toilet training process. Teachers in our 2 and 3 year old classrooms are happy to help your child attain this very important life skill. Let us know how we can be consistent with your approach.

### **Hand Washing**

In an effort to reduce the spread of germs, hand washing is a very important part of our school day. Before and after various activities children must wash their hands at school. Simple songs are sung during hand washing to insure that hands are thoroughly washed.

### **First Aid/CPR**

All WonderKey Staff are required to be certified in Pediatric First Aid and CPR; certifications must be kept current.

## ILLNESS

A child with a cough, runny nose, fever, "not feeling well" or flu-like symptoms MUST be kept home as a precaution. Be sure your child has fully recovered from an illness before returning to school. Please refer to the Health Information Guide below. In the event of a contagious disease, a doctor's note is required for re-admittance. If a child has a fever over 100 degrees, is vomiting, has 2 or more loose stools or is simply not feeling well at school, his/her parents will be notified to have child picked up from school immediately. The child may return after being fever-free without medication for 24 hours and all symptoms of illness are resolved.

Disease	Symptoms	Exclusion from School
Chicken Pox	Rash (successive crops of red dots that turn into fluid-filled blisters and then dry to form scabs,) fever.	Not less than 6 days after appearance of eruption.
Mumps	Fever, nausea, pain, and swelling of jaws.	Nine days
Measles	Starts like a cold with fever, watery eyes and nose, sneezing and slight cough.	From onset of symptoms until 7 days days after all symptoms and abnormal secretions of the mucous membranes have ceased.
Pinkeye	Redness of the eye with itching and burning lids and discharge.	24 hours after treatment has been received.
Scarlet Fever Strep Throat	Fever, vomiting, sore throat, rash (pinpoint dots) on upper part of neck and chest, strawberry tongue.	24 hours after treatment has been received.
Coxsackie (Hand, Foot and Mouth Disease)	Painful red blisters in the throat and on the tongue, gums, hard palate, inside of the cheeks, and the palms of hands and soles of the feet. They also can appear on the buttocks.	A child may return to school 24 hours fever free without fever reducing medication and blisters are scabbed over or your child has been seen by a physician and has a doctor's note to return to school.
Influenza and Covid 19	Fever or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, diarrhea.	Until fever-free for 24 hours without medication.
Head Lice and Nits	Itching at the nape of neck and around ears	May not return for 48 hours and until treatment. Child must also be nit free to return to school.
Impetigo	Skin imperfection; rash with puss filled pimples.	Excluded from school until doctor gives written release.
Pertussis (Whooping Cough)	Coughing fits "whooping sound" cough	Until 5 days of antibiotics

## DEPARTMENT OF HUMAN SERVICES (D.H.S.) FORMS

In compliance with the Commonwealth of Pennsylvania, D.H.S. forms must be kept on file at The WonderKey School for each child. We appreciate your cooperation with returning these forms promptly. **All applicable and highlighted lines must be filled out completely.** Forms must be turned in prior to your child's start of school. Please be sure to notify us of any changes of address, phone number or email that may occur during the school year.

### POSITIVE BEHAVIOR SUPPORT PRACTICES

**The WonderKey School** has had a long-standing commitment to positive behavior supports and practices. Research indicates that family involvement in their child(ren)'s education impacts lifelong health, as well as developmental and academic outcomes.

The WonderKey School's behavioral support policies include:

1. Staff implementation of positive, consistent behavior strategies.
2. Cooperation between WonderKey parents and WonderKey staff to prevent or resolve behavioral issues.
3. Ensure that all families and program staff are aware of available community resources that provide support when deemed necessary.

### SUPPORT SERVICES

In any group of children there is a diverse set of educational needs. It is important to **The WonderKey School** staff to gather information regarding the best way to educate each child. Individualized Education Programs (IEP) and Individualized Family Service Plans (IFSP), created by service providers working with children with special needs, include this very helpful information. If your child has an IEP or IFSP, a team meeting to discuss his/her goals and learning plan **MUST BE** scheduled. **Please see our School Director to arrange this meeting.** This meeting will allow our staff to work with support staff toward intended goals in a consistent manner. In order to provide the optimal learning environment for your child, **The WonderKey School** must have a copy of your child's learning plan. This document will help us to help your child attain any educational goals therein. We understand that the information found on an IEP/IFSP is protected by privacy laws, including the Health Insurance Portability and Accountability Act (HIPAA). Release of information may also be required to speak to members of a child's treatment team.

### INCLUSION

As we work in the best interests of all our students, families and staff, we want to work together with WonderKey families. Under some circumstances, WonderKey Staff may find it necessary to engage with families/caregivers and request assistance from community resources. Depending on the nature of a child's challenges, the WonderKey School staff will help the family to secure appropriate support services. The WonderKey School is an inclusive program. It is our policy, in the best interest of all, for our population to be diverse in terms of ability, race, ethnicity, religion, gender and sexual orientation. With inclusion being our ultimate goal, the Wonderkey school must advocate for the best interest of all our children and staff. There are circumstances when The Wonderkey School must determine, that for meaningful participation in our program, outside support or additional outside support is required. When such support is not available, it would become necessary to have a student either change his/her daily schedule or to exit the WonderKey program until such support is obtained. Adequate time to find alternative care will be allotted.

## REFERRALS

It is the responsibility of WonderKey Staff members to act in the best interest of every child. When a program staff member feels that a child may be in need of outside services, that staff member will communicate the need, in confidence, to the School Director. The staff member and School Director will confer on the subject. If the need for professional evaluation is agreed upon, a meeting with the child's family will be scheduled. At that meeting, parents will be provided with contact information for appropriate resources. The decision to make such referrals is not taken lightly.

In cases where the WonderKey School Director informs a family that a child needs support services, it is our expectation that the child's family work together with us to have their child evaluated by the Montgomery County Intermediate Unit or, if preferred by a private agency, and follow through on any recommendations.

## MANDATED REPORTERS

In Pennsylvania, anyone who, as a part of their occupation, has contact with children is a mandated to report suspected child abuse and neglect.

## TRANSITIONING FROM THE WONDERKEY PROGRAM

In most instances, our 'Pre-Kindergarten 4' children transition to a Kindergarten program for the following academic year. A variety of classroom activities are planned in an effort to make this transition a smooth one. 'Pre-Kindergarten 4' families may look to [Kindergarten Here I Come](#), an on-line publication that answers questions and offers activity suggestions for families whose child is getting ready to attend Kindergarten. WonderKey also provides families with important information about Kindergarten meeting and registration dates. Upon written request **The WonderKey School** is happy to provide families of children transitioning out of the program a copy of their child's school records.

## SCHOOL CLOSING/DELAYED OPENING

### Parent Notification

**In the event of a change of school operating hours, you will be notified through the ClassDOJO app.** If you choose to keep your child(ren) home on a delayed opening, it is not necessary to call the school to report his/her absence.

### Snow Make-Up Days

The School Calendar contains built-in snow days. If you have any questions, please call the office (610) 279-8711.

## EMERGENCY PROCEDURES

In an effort to assure you of our concern for the safety and welfare of children attending **The WonderKey School**, our **Crisis Response Plan** provides for responses to all types of emergencies. Depending on the circumstance of the emergency, we will use one of the following protective actions:

**Immediate Evacuation-** Students are evacuated to a safe area on the grounds of the facility in the event of a fire or other emergency.

**In-Place Sheltering-** Sudden occurrences, weather or hazardous materials related, may dictate that taking cover inside the building is the best immediate response.

**Evacuation-** Total evacuation of the facility may become necessary if there is a danger in the area. In this case, children will be taken to the relocation facility:

Stony Creek Elementary School  
1721 Yost Road  
Blue Bell, PA 19422

**Modified Operation-** May include cancellation/postponement or rescheduling of normal activities.

- These actions are normally taken in case of a winter storm or a building problem that make it unsafe for students (such as utility disruptions), but may be necessary in a variety of situations.
- Please listen to television channels 6 ABC, 10 NBC or FOX 29 for announcements relating to any of the emergency actions listed above.
- Depending upon the circumstances, we may contact WonderKey families by telephone.
- We ask that you not call during the emergency. This will keep the main telephone line free to make emergency calls and relay information. We will call you to let you know that we have taken one of these protective actions. We will also call you when we have resolved the situation and it is safe for you to pick up your child.

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 assure 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 us.

A copy of the Crisis Response Plan is available for your review in our school office.