



Little Mates Child Development Center



2021-2022

Welcome!

We appreciate you choosing Little Mates Child Development Center. We strive to employ highly qualified, loving, and enthusiastic teachers who follow a structured curriculum benefiting each child as an individual. We believe in the advantages of strong partnerships with parents and look forward to working with you and your child as they venture through their early childhood years. Little Mates participates in the Keystone STARS program and is a STAR 4 Center!

Mission Statement

Our mission as Educational Practitioners is to provide a safe and nurturing environment while maintaining a high-quality academic program. Admission is open to all regardless of race, color, national origin, sex (including gender identity and sexual orientation), age or disability. We will provide optimal opportunities for communication with our families through means of conferencing, communication logs, daily notes, and surveys. To meet each child's needs, we value parental support and input.

Code of Ethics/ Equal Opportunity

It is our goal to respect diversity related to race, religion, sex (including gender identity and sexual orientation), age, disability and ethnicity. Please be courteous and respectful towards others regarding the value of diversity. Please refrain from harsh language or behavior at our center. Our children learn from us. Little Mates Child Development Center is an equal opportunity provider and employer.

Hours of Operation/ Holidays

Little Mates is open 6:30 AM- 545 PM Monday through Friday, unless otherwise noted, and closed on the following da

Dec 24, 2021 through Dec 31, 2021 Feb 21, 2022 (Inservice) April 15, 2022 (7:00-5:00 Only)

May 30, 2022 July 4, 2022 August 26, 2022 Sept 5, 2022

Oct 10, 2022 Nov 24, 2022 Nov. 25, 2022 (7:00-5:00 Only) Dec 26, 2022 through Jan 2, 2023

Current closings are also located on the front Parent Board. If you know your child will not be attending school during the holiday season or any other day, please contact the office as soon as possible so we may schedule accordingly.

Snow Days

We will use our discretion depending upon circumstances. Our main concern is the safety of your children and our staff. You will be notified through Tadpoles if there is a closing or delay. BE SURE we have an updated email and phone number on file so you are not missing important information. **Also, note that when the Twin Valley School District has ANY delay, we automatically will open at 9am.** We must take several things into consideration when determining delays, and early or full closures. Our parking lot and exits must be cleared and safe to drive and walk, staff and parents need to safely travel to our facility. Unfortunately, most of our staff do not live as close as parents and it will take much longer in inclement weather for safe travel. We will do all we can to accommodate our families while taking safety of all very seriously.

Screening and Assessments

We utilize both the Ages and Stages ® screening tool and Teaching Strategies GOLD ® to monitor and track each child's progress and development. We will share the results of these tools with parents at conferences or at any times we feel there may be a concern that should not wait for scheduled conference times. A copy of each child's report card will be emailed to parents prior to conferences.

Conferences

Communication with our families is imperative and we strive for daily communication on your child's learning activities. In addition to our verbal and Tadpoles communication, we will hold conferences 3 times throughout the school year. Conferences in Fall (November) and Spring (May) will be required for all enrolled families. An optional Winter (February) conference time will be offered to families who are interested and may be requested by staff if we

feel there is a need. Conference Sign-ups will take place via Sign-Up Genius or by written request. Conference formats will be in person when allowable but may also take place via Zoom or telephone when Health/Safety requires.

Transitions

We strive to make transitions in and out of our classroom/center as smooth as possible. This includes preparing the children for changes in their daily routines. Upon application to the program, staff will reach out to interested parents, with information and help them through the enrollment process. Prior to beginning a new school year, we will hold a Zoom/Open House/Meet the Teacher so we can meet each other before the first day of school. When transferring to another classroom or school, we feel it is in the best interest to share evaluations, portfolios, and observations with the new teachers to enhance continuity of educational program.

Language Development

Little Mates recognizes that language development is extremely important to children of all ages. All teachers will utilize every opportunity to speak to the children and encourage them to respond while recognizing understanding. Infants and toddler classroom teachers will speak to all children throughout the day, speak about the routines while they are doing them, prompt them to repeat language, read books, and use songs and fingerplays to inspire language in these formative years. As the children pass through to Preschool and Pre-K classrooms, many items throughout the classrooms will be labeled to assist with object-word recognition. New words will be introduced, child-child conflict resolution with the supervision of teachers, will be encouraged. Every opportunity for children to recognize new ways to develop and identify language patterns will be utilized. We aim to recognize and respect families with limited English proficiency and will work with those parents and children together to reinforce effective communication.

Transferring Records

Little Mates will transfer a child's records at the written request of the parent/guardian to another childcare center, school or release copies to the parent ONLY with written parent consent. Otherwise, all files are kept in house.

IMPLEMENTATION OF IEP/IFSP

POLICY

Management and Teaching Staff will work as a team with families and therapists of children with special needs to address the developmental goals identified in the child's IFSP/IEP.

PROCEDURE

- It is the responsibility of the Administrative Personnel to discuss the Center's policy and procedures regarding how IFSP/IEP goals are implemented and what accommodations can be made. This includes completing the "Getting to Know You" packet.
- Team members, such as management, teachers, family members, and therapists, will discuss classroom procedures, child placement, roles, and responsibilities, in order to ensure all parties involved are acting in the best interest of the child. In addition to this, Little Mates will request invitations to IFSP/IEP meetings and transition meetings. All efforts will be made to send lead teacher to these meetings if they do not occur at Little Mates.
- Management/Teaching Staff will obtain two (2) copies of the child's IFSP/IEP; one (1) to keep in the child's file in the classroom and one (1) to keep in the child's file in the Center office.
- All efforts will be made in order to provide a quiet place for therapists to work on goals identified in the IFSP/IEP when needed; otherwise, skills being addressed will be incorporated into classroom activities in order to provide guidance and support to classroom teaching staff.
- Strategies and suggestions taught to classroom staff by therapists will be carried out to the best of their ability, during all classroom routines, providing it does not interfere with company policies and DHS regulations.
- A progress note, which should address weekly activities to work on with the child, will be provided to classroom teachers by all therapists. All progress notes will be copied and filed in the child's classroom folder and center folder. A copy will be sent home to the parents as well.
- Review of child's progress will occur periodically and be discussed with parents bi-annually at scheduled conferences. Communication between Center staff, IFSP/IEP team members, and families occurs daily and is viewed as an open-door policy.

PROMOTING INCLUSION AND REDUCING/ELIMINATING CHILD SUSPENSION AND EXPULSION FROM PROGRAM

Little Mates Child Development Center has adopted an inclusion policy, which is: including children with disabilities in early childhood programs, together with their peers without disabilities; holding high expectations and intentionally promoting participation in all learning and social activities; facilitating individualized accommodations; and using evidence-based services and supports to foster development (cognitive, language, communication, physical, behavioral, and social-emotional), friendships with peers and a sense of belonging. This applies to all young children with disabilities, from those with the mildest disabilities to those with the most significant disabilities. For Little Mates and its staff to accomplish this concept and fully implement this policy, we will adhere to the following procedures:

1. Administration will discuss any and all developmental concerns with family at enrollment. Should a child have an IFSP/IEP, a request for copy will be completed
2. Complete 45 day ASQ and/or ASQSE to determine how child is acclimating to the environment
3. Should staff members have concerns with a child's developmental skills or with challenging behaviors, he/she will discuss with Administration. Support staff will make classroom observations to determine whether the child needs to be referred for evaluations, if he/she isn't being challenged or is overwhelmed/over-stimulated by the lesson plans, if the environment isn't conducive to the child's learning abilities, or if it is a staff member/supervision issue that can be addressed internally.
4. If the Little Mates team determines the issues are due to lack of support or professional development with regards to the staff, then Little Mates will request Technical Assistance, schedule Professional Development for the staff, etc.
5. Parent/Staff conference will be scheduled to collaborate with the family to discuss how best to move forward, so the child is happy, and the environment is a positive situation for the child as well as the other children in the classroom.
6. If the child already has an IFSP/IEP, a meeting will be scheduled with EI team to discuss goals and objectives and to train our staff.
7. Regular communication and documentation (Incident Reports) will be kept on file.
8. The safety of each child and teacher will be considered when determine suspension/expulsion.
9. If after utilizing all resources available to the school and family, we will sit down and discuss whether switching ECE programs would be in the best interest of the child, as an absolute last resort.

REFERRAL PROCEDURE FOR APPROPRIATE SERVICES

POLICY

Management and Teaching Staff will inform parents of available services and refer them to appropriate social, mental health, educational, and medical services as necessary.

PROCEDURE

- Information regarding human services is available to parents in our lobby. Information is also sent home periodically throughout the year, informing parents of resources that are available to them. Information is also distributed to parents at initial enrollment.
- If a parent inquires about special services, staff/administrators will direct them to the health/human services information or directly hand/provide the necessary information.
- In the event that a situation arises in which a child and/or their parents could benefit from specific services, the appropriate staff/administrators will
- address the issue with the parents. This discussion may take the form of an informal conference between the child's teacher or center administrator and parents. This discussion may also take the form of a more formal intervention with multiple parties involved.
- If information for additional services is necessary, the information will be obtained by center administrators, distributed to the parents, and added to our health/human services information self/area.

Enrollment

Prior to enrollment, it will be necessary for a parent/guardian to complete appropriate paperwork for each child before care can take place. This includes, but is not limited to:

- * a fully completed emergency contact form
- * Signed Illness Policy
- * Subsidy forms, (where applicable)

- * A signed fee agreement * A signed parent agreement form * Photograph permission slip
- * A physician completed physical (within 60 days of enrollment date) including immunizations
- * Completed Tuition Express form for auto tuition pay * CACFP paperwork as required by the state

It will be your responsibility as parent/guardian to keep all forms current and sign your child's file 2 times per year. A physical form and updated immunizations must be submitted each time your child has a well visit with the physician. If you become aware of any changes including phone numbers, addresses, employment, pick-up/emergency contact persons, allergies, or any other important information must be submitted to the Director in writing. In order to provide a safe environment for your child, we require record of current immunizations. If there is a discrepancy regarding immunizations due to religious beliefs, we need a signed statement from your child's physician.

Custody Agreements

If you have a current custody/court order agreement, a copy **MUST** be kept on file at the center. We cannot deny either parent access to a child or the child's file, unless there is a Protection from Abuse Order (PFA) current on file. If a discrepancy occurs, the police department will be immediately notified to take appropriate actions.

Change of Information

If, at any time, a child's emergency information will need to be changed, please complete a Change of Information Form as soon as possible or email littlemateschedule@yahoo.com. These will be located in the front lobby or at the front desk. If someone other than the persons listed on the Emergency Information Sheet will be picking up your child, you must contact the school and a Release of Child Form will need to be completed and signed. **If you wish to change your child's schedule, a two-week written notification must be filed with the office.**

Courtesy Calls

If you know your child will not be in school on a given day, will be arriving late, or leaving early, please call the center or notify your classroom teacher **BEFORE 9 AM**. Keeping the proper amount of staff personnel at our center is based on the number of children in attendance. Planning staff schedules and lunches is much easier when we are aware of absences in advance. We appreciate your cooperation. If your child is absent and the center is **not** notified, we **cannot** guarantee your space upon a late arrival.

Permission Slips

Occasionally, certain rooms will have the opportunity to take field trips. Whenever your child will be taken off of the Little Mates premises for a planned trip by one of our staff members, we will need written consent from a parent/guardian stating the name of the child taking the trip, date and time of the trip, destination, and the signature of a legal guardian. If your child does not have a completed permission slip prior to departure, they will be unable to accompany us on the trip. We may be unable to call you during the day to make arrangements for your child to go if permission slips are incomplete.

Termination of Care

If you decide to discontinue care for any reason, we do ask that you submit written notification to the Director two weeks prior to the last day in attendance. Failure to do so will result in a two-week charge for your child's tuition. Any unpaid balances will be submitted to collections/judgment with associated collection and late fees. Extreme circumstances will be reviewed on a case-by-case basis. If your child's behavior warrants safety concerns regarding other children or staff members, it must be documented and will be discussed with you. If behavior continues to place at harm any other children or staff members, care may be discontinued for your child with or without notice.

Tuition/Fees/ Late pick-up

There will be an annual registration fee of \$40 per child. This will not exceed \$120 per family. Please refer to rate schedule for further information on tuition and fees. We realize that work and traffic can hold up time but we need to plan accordingly. There will be a late fee of \$20 for the first 5 minutes per child past your contracted pick-up time and additional \$10 per 5 minutes per child charge for every 5 minutes thereafter. Late pickup fees will be determined by the time you **leave** the center with your children. Please refer to 2021-2022 Parent Agreement included in this packet.

Breakfast Procedures/ Lunches

You may bring in a **healthy** breakfast for your child to be eaten before 8:00. Please make sure that it does not need to be "prepared" by our staff, as we are unable to leave the classroom. We do ask that you give your child breakfast at home if arrival time is **after 8:00**. Allowing the children to eat at specified times of the day and spacing out their meals appropriately helps avoid children becoming overly hungry before the next snack/meal (**Please do NOT bring in unhealthy choices such as candy, cupcakes, cookies, chips, etc.**). A healthy snack will be provided around 9 am, lunch between 11:30 and 12:15 pm, and afternoon

snack around 3 pm. The lunch menu can be found on the parent board in the lobby. If your child has any food allergies, please be certain to disclose that on your emergency contact form and discuss this with office personnel.

Child and Adult Care Food Program (CACFP)

Little Mates participates in the Child and Adult Care Food Program (CACFP). This program is administered at the federal level by the USDA and at the state level by the PA Department of Education, Division of Food and Nutrition. The CACFP provides reimbursement for meals served to enrolled participants in non-residential child or adult care facilities. The primary intent of the program is to improve the diets of children and adults and to develop healthful eating habits through the service of nutritious meals and the provision of nutrition education activities.

Non-discrimination Statement: In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint or discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html and at any USDA office, or write a letter addressed to USDA and provide in the letter all the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

Mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410 Fax: (202) 690-7442 Email: program.intake@usda.gov

Subsidized Care

We will gladly accept subsidized families. We have current contracts with Berks, Chester, and Lancaster Counties. Parents receiving this service will be responsible for their weekly co-pay **as well as the difference between what we are reimbursed by the state and what we charge.** (Ex. weekly co-pay is \$25. Subsidy reimburses us \$165 per week, but we charge \$178/week, your responsibility would be the \$25 plus the difference of \$13 per week = \$38/week).

Credit days

After your child is enrolled **full time** (5 full days per week) for 90 days, you are entitled to one credit week per year based on your child's enrollment date. Your child may still attend if you utilize your credit week. If you would like to utilize your credit week, please email the Director (kristylittlemates@windstream.net) 2 weeks PRIOR to when you would like it applied. Children enrolled ONLY during the summer are NOT eligible for credit days. Part time students (attending 4 days per week or less, are NOT eligible for the credit week).

Schedules

You will receive a monthly calendar and newsletter informing you about all upcoming activities and important information. In your child's room you will find a daily schedule which will include circle time, snacks, activities, outdoor play, lunch, and rest periods. Until your child is potty trained, you will also be receiving a daily report as to when your child was diapered and fed, nap times and other important notes. We will work with you throughout your child's potty-training stages. Please let us know the effective methods you use at home and let us know how we can help make this transition a smooth one.

Daily Schedule

Between the hours of 6:30 and 9AM, children will have free choice of classroom activities. Each learning center is set up to provide interest in knowledge in specific learning domains. Since children learn through play and exploration, free choice of activities helps promote interest, growth, and cognitive development. Circle time and snack typically begin in the rooms at 9AM. Activities, daily lessons and centers are then followed with outside play, weather permitting. Rest time occurs after lunch and runs approximately 2- 2 1/2 hours depending on the classroom. The infant room is the only classroom without a set schedule. This schedule is on an individual basis around the needs of each infant.

Employment by Parents

Please do not make personal childcare arrangements with employees while at the center.

Celebrations

During the year, you will be given themed calendars with topics to be studied or celebrated. If you wish that your child not participate in a certain activity or celebration, please discuss with the classroom teacher.

Dismissal of a Child

If you must talk with the Director on any given day, please do so **after** you have dropped off your child in his/her classroom in the morning or **before** you pick your child up in the afternoon. There may be sensitive issues discussed that your child may not need to hear, and it is very difficult to occupy a young child when important matters need to be tended to.

Please make sure you take projects, daily papers, soiled clothing, medicines, and any other personal items with you each day. Exceptions are blankets, formula, extra clothes, etc. Please take blankets home every Friday to be washed and returned to school on Monday.

In order to ensure safety, please do not allow your child to run unsupervised throughout the building or parking lot at drop off or pick up times.

Tadpoles

We utilize Tadpoles ® Software for parent communications. Tadpoles allows us to keep you updated on daily classroom happenings, special events and additional notes as well as providing a secure platform for sending pictures and communicating directly with your child's teachers through instant-messaging which is available on the Tadpoles app. Tadpoles is our main form of communication with parents; we ask that you open all emails and alerts from tadpoles daily so that you do not miss any important information. Please be sure all communication with teachers and administrators is made through Tadpoles or the school email addresses. We recommend downloading the app for the most effective communication experience.

Drop-off/Pick-up Procedures

When dropping off your child please communicate with the teacher/s in your child's room. We encourage parent- teacher communication via Tadpoles. When picking your child up please make sure to check their cubbies daily. Please do NOT allow your child to walk to his/her classroom by themselves. Teachers or parents must always supervise children and teachers must know when your children arrive. During the pandemic, pick up and drop offs will be out front. Please call the center at 610-913-7137 to let us know you are here and have your child completely ready to come into the center. At pick up times, your child will be brought to you for you to buckle into your vehicle.

Confidentiality

Pennsylvania State Law requires that we must keep all information pertaining to each child and his/her family confidential. At no time will any information in a child's file be released to a third party without written release from a parent or guardian, except in the inspection or investigation by personnel of the Department of Public Welfare. The children's files will only be accessible to office personnel or DPW employees as stated above. It is the parent's right to have access to this record. At no time should any parent question staff or children/family members other than their own regarding any personal matters. It is our goal to keep all information regarding background, special educational/developmental needs as well as any other information private and known by only parties involved.

When an incident occurs involving your child and another child, the staff at Little Mates will be unable to disclose any information regarding the other child(ren) involved. We want to keep any information confidential as explained above and as required by Pennsylvania State Law.

Child Abuse Reporting

Our staff is required to report child abuse. This means that, by law, they are required to report any suspected child abuse to ChildLine. The name of the reporting staff person as well as any investigatory information must remain confidential.

Parent/Teacher Code of Conduct

We understand that the children who attend the Little Mates Child Development Centers learn from the staff as well as from parents. Some things they learn because we intentionally teach them and some they learn because they are great observers of behavior. Therefore, we feel it is necessary to have a Code of Conduct for all parents and staff while on the premises. We do ask that you act and speak professionally and omit all profanity. We also ask that when dropping off or picking up your child, you respect the school and classroom rules and do not allow your children to disregard these rules when you are in the building.

Classroom and school rules will always be posted. We would like to maintain high standards of safety for all children. We do ask that you respect all staff, children, other parents and school property.

Parental Rights to Immediate Access

As a parent/guardian, you have the right to enter the Little Mates Child Development Center at any time throughout any given day and have full access to your child and your child's file. Information will ONLY be shared in person and not over the phone or email. The only exception is if a court order, restraining order, or any other kind of legal document exists barring access to or communication with your child(ren). If at any time you enter the building to pick up your child(ren) and appear to be under the influence of alcohol and/or drugs, access to your child will be denied and the proper authorities will be notified immediately. If parents are separated/divorced, we cannot deny any parent's access to his/her children at any time unless there is a current legal document stating that they may not have access to a child. Proper authorities will be notified if there are any discrepancies.

Discipline

We will use redirection or a "timeout" as our method of discipline. IF disciplinary action continues then we will refer to a strike out system. When unfavorable choices are made, Little Mates' staff will utilize the situation as a teaching tool to help the child understand the difference between good and bad choices. Children need to recognize the difference between the two and understand how they can make a better decision in the given situation.

In extreme cases where safety of themselves or others is involved, the first strike will be a verbal warning the second a written warning and the third could result in suspension or termination. We must maintain a safe and happy environment at all times. Extreme cases will be reviewed on a case-by-case basis and discontinuance of care immediately may occur if the safety of others is compromised. We strive to work with all families and may discuss obtaining additional resources of extra support from agencies such as the local intermediate units, or the PA Keystone STARS Program.

Care Plan Policy/ Allergy Action Plan

During initial enrollment parents will be provided with the Emergency Contact form and the "Getting to Know you form" among others. Any special diets, allergies, restrictions, or related health concerns must be noted on these documents. Furthermore, Little Mates requires that a Care Plan or Allergy Action Plan be completed by the child's physician within 30 days of initial enrollment, if not before, which will outline any special needs of the child. If medication is required as per Care Plan (preventative AND emergency medication), proper medication forms (please refer to medication requirements section) must be completed and held on file with the facility. All forms must be current, all medication must be labeled with the child's name and date of birth, dosage, duration, and steps to follow procedure must all be explained in the care plan. Emergency medication will be kept locked in the child's classroom with a copy of the care plan/allergy action plan. An additional copy of the care plan/allergy action plan will be kept in the office in the child's file as well as with any non-emergency medication. If a food allergy exists, specific foods served will be reviewed by Assistant Director and discussed with the parent. It is extremely important to be as thorough as possible with specific instructions on foods to avoid and ALL restrictions must be documented on the care plan/allergy action plan completed by the physician. *****Any request by parents to activate an Asthma Flare Plan must be submitted in writing to the office and include a start date, end date and required dosage change (in accordance with the prescription label and documented flare plan signed by a physician.)**

Family Engagement

At least one time per year, a parent survey will be distributed, and we will request feedback about our program. At ANY time throughout the year, parents are encouraged to leave feedback and ask questions by stopping by the office, calling the center or leaving a note in the office box located in the front lobby. We will address all questions and concerns as timely as possible. It is important that we create a strong relationship between home and school. We value parental feedback on improving our program to meet the needs of all children. Parents play a strong role in a child's development and we wish to embrace that.

Parent Engagement Activities

At least 2 times during the year, Little Mates will host Parent Engagement Activities. Parental Involvement is in integral part of the children's learning and growth. We will host several different family engagement opportunities throughout the year which will include: Muffins with Mom, Donuts with Dad, Grandparent Day Activities, Holiday Parties with games or projects, Activities for Parent Involvement during the Week of the Young Child as well as parent informational offerings. We may host an informational session, car seat checks, and/or back to school safety/fire safety. While these are all planned activities, we always welcome parents to come be involved in the learning activities that take place during the week. If you have any educational ideas that other families and children may benefit from, please feel free to share with our administration. These may be modified to reflect current Covid guidelines.

Dispensing Medication- The need to administer medications will be determined by current guidelines set forth by the Department of Health. Currently, medication and nebulizers are not being dispensed during school hours. If your child requires either, they are not well enough to participate on those given days where medication is required.

If you are bringing a medication into the center, it must be taken to and stored in the office upon IMMEDIATE entry into the building. We do NOT permit any medications, except diaper cream and suntan lotion, to be taken into any classrooms. If your child needs a prescription medication to be administered, you must fill out a medication log form found in the office. This form will be given to the teacher, the medication will be taken out to the room at the appropriate time and returned to the office. ALL PRESCRIPTION MEDICATIONS MUST BE TAKEN HOME ON A DAILY BASIS. If your child will be taking the same medication for a longer length of time, the medication will be stored in the office. Any medication to be administered MUST have the child's name printed clearly on the original container, must not be expired, and dosage must match as described on bottle. For example, if your child is 4 years old and the instructions state "under 6 consult a physician", we cannot dispense without written verification from your child's doctor. This request must include your child's name, date, physician name, address, and phone number and a written statement from physician verifying the type of medication and amount to be administered. It is not our responsibility to contact you throughout the day to verify any information regarding an incomplete medicine form. If it is not completed in its entirety or if there is any question, the medication will not be dispensed. It is your responsibility to make sure all completed information is accurate. Suntan lotion, eye drops, Chapstick, and diaper creams are all considered forms of medicine and MUST have a medication log form. This form can be valid for no more than three months. Check diaper bags for Tylenol and teething medications. We cannot allow medicine to be stored in diaper bags while at our center.

Fire Drills

Fire drills will be held every month. All children and staff will be expected to participate in these drills. A written record will be kept on file of the date, time, and number of persons participating in the fire drill. All Evacuation routes will be posted, and plans will be provided for safe removal of all persons from the facility if an emergency arises.

Ratios

Little Mates Child Development Center is licensed through OCDEL and is required to follow ratio guidelines. You will notice that at the beginning and end of the day children may be moved and combined with other children when attendance is low. We will still be following state guidelines when this occurs to ensure the safety of all children. The ratio guidelines are as follows: (Children: Adult) under 1 year 4:1; 1 year 5:1; 2 years old 6:1; 3 years through school age 10:1; K grade through 3rd grade 12:1; 4th grade and up 15:1. When children are combined with children of different ages, the ratio of the youngest child prevails. Each teacher can oversee a different "group" of children and a separate ratio held for each teacher.

Director

The Director, Miss Kristy, is available during various morning and afternoon hours that may change on a regular basis due to meetings, trainings, and staff scheduling. If the Director is not available for any reason, you may leave a note for the Director at any time, send an email to kristylittlemates@windstream.net, or leave a voice message. Please direct all questions to the Director regarding payments, subsidy, credit days, staff personnel, or any other concerns. If you wish to voice a concern, please discuss with Director or Assistant Director instead of a classroom teacher.

Assistant Director

The Assistant Director, Miss Caroline, handles all matters regarding book orders, fundraising and your child's file which includes, but is not limited to, physicals/immunizations, emergency contact forms, CACFP (food program) forms, and all other applicable registration forms. You may also discuss important matters with the Assistant Director in the absence of the Director.

Administrative Coordinator

Our Administrative Coordinator Miss Jil will handle many aspects of your child's care including scheduling, tadpoles, safety, and state regulations. The Administrative Coordinator will have various office hours that she will be available. Important matters may also be discussed with the Administrative Coordinator.

Lead Teachers/ Assistant Teachers/Kitchen Personnel

In each room you will find a lead teacher. All questions regarding curriculum, activities, schedules, and structure of the classroom can be directed to the lead teacher. Parent conferences will be offered twice per year to discuss your child's progress, developmental checklists, and any other concerns. The lead teacher is responsible for creating and following through with lesson plans and controlling the overall structure of the classroom. The role of the Assistant Teacher/Aide is limited to enforcing classroom policies and procedures, assisting with lesson plans, following the designed curriculum, and getting involved with group activities. You may discuss any concerns with the Assistants, but if they are unable to help you, they will discuss the

matter at hand with the Lead Teacher. The kitchen personnel are responsible for providing healthy, well balanced snacks and lunch for your child daily. Partnered with the Asst. Director, the cook will help create and prepare meals/snacks.

Toys/Personal Items

Please leave all toys and personal items at home. Exceptions are show-n-tell days or necessary items as stated in each classroom's welcome letter. **Little Mates and staff members are NOT responsible for any toys, electronic devices or personal items at ANY time. All items of value should NOT be brought to school; if they are; it is at YOUR own risk.**

Allergies

At the time of enrollment, you will be asked to complete paperwork including any allergies your child may have to medicine or food items. It is extremely important that you talk to the center office staff about any allergic reactions/special needs your child may have so that we may work together to accommodate.

Extra Clothes/Other Needs

Occasionally children have accidents of all types. They may have accidentally soiled their clothing, gotten themselves dirty on the playground, spilled a beverage, food or paint on themselves, etc... Please send two full sets of seasonally appropriate clothing into the center. If your child has an accident and has no extra clothes, you will be notified immediately and expected to bring in extra clothes at that given time. Please write your child's name on the clothing bag. Any other items that you bring in for your child such as formula, medication, baby food, blankets, etc., should have your child's name clearly marked on that item.

Jewelry and Attire

Due to safety issues, we do ask that your child **not** wear or bring jewelry to school such as rings, bracelets, necklaces, dangling earrings. If your child has pierced ears, please make sure that small earrings are worn during the school day. Please do NOT send your child to school with clothing (sweatshirt/jacket) that has drawstrings. Many of the drawstring clothing is NO LONGER manufactured due to strangulation hazards. Please remove any strings or cords in your child's sweatshirt or jacket.

Biting

Throughout a child's development, there may occasionally be some unfavorable behaviors. The toddler rooms are sometimes noted for the "biting" stage. Children at this age are unable to express their wants and needs verbally, so they express themselves physically. Unfortunately, this is normal behavior. We will try to prevent and redirect this type of behavior, but when this occurs, rest assured that we will properly care for all children, and you will be notified of the incident in writing.

Weapons

No weapons of any kind including sharp toys, or any other questionable objects will be permitted on the premises at any time. If your child brings any items from home other than necessities including food, diapers, blankets, clothing, or show-n-tell items, they will be given directly to the parent at drop off and expected to be removed from the center. We must keep our center safe for all children and staff and therefore ask you to leave any questionable items at home.

Harassment Policy

It is Little Mates' policy to provide a workplace that is free from intimidation, hostility, or improper behavior in the form of harassment. Harassment will not be tolerated in any form, to include verbal, physical, or otherwise for reasons of race, religion, gender, age, sexual orientation, national origin, disability, medical condition, or any other status. Harassment includes, but is not limited to, verbal or physical behavior that is intimidating or derogatory, conduct that creates a hostile environment, sexual harassment including unwelcome advances, inappropriate comments or suggestions to or about staff members, children, or other clients, or requests for sexual favors, and threatening or abusive language. Harassment can be in the form of words, signs, offensive jokes, cartoons, e-mails, pranks, music, or physical gestures. Harassment may not necessarily be targeted at one individual but may be taking place within the hearing or sight of the individual. All employees have the legal right to report harassment. Employees or parents who have complaints should report to the Director. All complaints will be confidential and documented, and employees or parents/guardians who file a complaint will not suffer any retaliatory action. Any parent or other person on Little Mates' property who engages in harassment of our staff, children, or other clients in any way may be subject to legal action and possible termination of care.

Closing/In-service Day Policy

Payments **are still expected** when Little Mates is closed due to holidays, quarantine, snow days, vacation days/sick days and in-service days. If you're scheduled to attend on a day that the center is closed, you **must** talk to the Director or the scheduler if you are interested in changing your days or would like to come another day that week. With part time children, we must still consider the children that are here when your child is not and ensure we are still in ratio. We will accommodate whenever possible, but **you will be charged** for that extra day. Please understand that you are "reserving a space for your child" ONLY

on the given days in the fee agreement. If you are full time (5 full days per week) you are given "Credit days" to use at your discretion. Please refer to the credit day section of your parent handbook for clarification regarding this policy.

When you enroll, we do ask you to commit to specific days your child will be attending. We have a certain number of available "spaces" in each room that the state allows us to fill. If your child is here Monday, Wednesday, and Friday, this creates availability in the room when your child is not here on Tuesday and Thursday. We will fill the empty "spaces" whenever possible. If you bring your child unexpectedly on a day that is not a normally scheduled day, the teacher-child ratio may change, you may be denied care for that day if there is no availability. Because of this structured attendance, a change in your schedule must be approved by the office.

+In-service days occur at least three times per year; Columbus Day and President's Day and last Friday before Twin Valley returns to school. Our center is closed on these days for staff development and classroom prep. There are several requirements we must meet as a center to maintain our license and several obligations our staff must meet to obtain and maintain employment. These staff development days that provide the opportunity for our staff to be trained in fire safety, first aid, and participate in workshops which enhance their ability to better serve you and your children and provide a safe academic environment. Tuition is still expected on these days as well. If your child is expected to quarantine for Covid or exposure, you may still owe 50% or full tuition to continue to reserve the space. These decisions will be made on a case-by-case basis and will be based on state funds allotted to provide parents relief from these expenses.

Curriculum

Infants (6 weeks- 12mos)/ Starfish

This stimulating environment will include colorful manipulative that will engage the most curious of babies. Your child will begin to learn about his/her environment by listening to music, exploring toys, watching children around them and interacting with our caring staff. We will adapt to each child's schedule as we plan feeding, napping, diapering, and play times. We understand that this can be a difficult transition time for both parents and infants, but rest assured that we will create a safe, clean and nurturing environment in which everyone will feel happy and comfortable. Lesson plans developed based on individual assessments and cross-walked with the PA Early Learning Standards.

Young Toddlers (1-year old's)/ Sea Turtles

This room will create the balance between quiet time and play time. Focus will be on developing large muscle skills as well as promoting verbal communication. At this stage, children often imitate sounds and enjoy songs and finger plays. Children will have the freedom to explore by using their sensory skills. Lesson plans developed based on individual assessments and cross-walked with the PA Early Learning Standards.

Older Toddlers (2-year old's)/ Jellyfish

Make believe will be exciting when the two-year old can pretend and play dress-up. We will encourage language development by reading books, singing songs and learning rhymes. Fine motor skills will be expressed through various art projects and outdoor play will give them the opportunity to exercise their gross motor skills. At this point, we will introduce color, shape, letter and number recognition as their educational curiosities begin to develop. Lesson plans developed based on individual assessments and cross-walked with the PA Early Learning Standards.

Preschool (3-year old's)/ Sea Horses

Imagination sets the stage for our preschool room. Dramatic play, block manipulation, a creative art center and a music and movement center will create a fun atmosphere conducive to learning. We will reinforce colors, shapes, numbers and letters through a myriad of games and activities. Your child will have opportunities to learn alone, in small and large group settings. Your tot will enjoy learning through the "messiness" of sensory explorations. Game playing will allow each child to develop socially while the encouragement of self-help skills promotes their independence. Lesson plans developed based on individual assessments and cross-walked with the PA Early Learning Standards and the Frog Street Curriculum.

Pre-Kindergarten (4-year old's)/ Manatees

Your child will be emerged into a room full of exciting adventures. Here we will unleash our creativity through means of storytelling, nature and discovery activities and art projects. We will have the opportunity to "prepare for school" by learning the skills necessary to recognize all our shapes, colors, numbers, letters, as well as fine tuning our small motor manipulation abilities. We will thrive on our independence as we write our name; engage in game play with our friends and master self-help skills. Lesson plans developed based on individual assessments and cross-walked with the PA Early Learning Standards and the Frog Street Curriculum.

PreK-Counts Program (3-5yr old's) Dolphins and Stingrays, Narwal and Lighthouse (MCC location)

This is a free preschool program that is available to families that qualify with certain financial aspects. Children in the program will engage in imaginative, creative learning activities that are developmentally appropriate. The program runs from 8:30am-2:30pm on a daily basis according to their school year calendar. Wrap-around care is available for the hours before and after the program at the Morgantown location only. If you are interested in this program, please ask for the application packet. Lesson plans developed based on individual assessments and cross-walked with the PA Early Learning Standards and the Frog Street Curriculum.

School-Age Program (Kindergarten-12 years)

Our school-age program will offer the freedom of engaging your child in group play activities and creative art projects. Your school age child will also be provided with time to complete his/her daily homework assignments. Before and after school is time for your child to choose activities that are of interest to them. Games, outdoor play, and social activities will provide your child with favorable options that will not only entertain, but help develop teamwork, creativity, and a sense of independence. We currently provide before and after care for students in the Twin Valley School District.

School Age Summer Camp Program

"Summer Camp" is for children that have already completed Kindergarten through 12 years of age. We will be actively involved in sports, field trips, arts and crafts and surprise visitors. We hope this program will fill your child's summer with many memories of an adventure hard to forget.



Little Mates Child Development Center



2022 Rate Schedule

Rates effective Jan 3 through Dec. 31, 2022

Program	Infant/ Starfish	Age 1/ Sea Turtles	Age 2/ Jellyfish	Jellyfish (potty trained)	Preschool/ Sea Horses & Pre-K / Manatees	School Age Kind & up/ Sharks	School Age Summer Camp
5 Day Program 6:30 am-3:30 pm Tier 1	\$275/wk	\$258/wk	\$245/wk	\$237/wk	\$221/wk	\$130/wk Before & After \$85 Before OR After	\$215/wk
3:30-5 pm pickup Tier 2	\$279/wk	\$264/wk	\$249/wk	\$241/wk	\$225/wk	NA	\$219/wk
5-5:45 pm pickup Tier 3	\$287/wk	\$270/wk	\$255/wk	\$247/wk	\$231/wk	NA	\$225/wk
3 Day Program 6:30 am-3:30 pm Tier 1	\$194/wk	\$182/wk	\$174/wk	\$168/wk	\$161/wk	NA	\$165/wk
3:30-5 pm pickup Tier 2	\$198/wk	\$186/wk	\$178/wk	\$172/wk	\$165/wk	NA	\$169/wk
5-5:45 pm pickup Tier 3	\$205/wk	\$192/wk	\$184/wk	\$178/wk	\$171/wk	NA	\$175/wk
2 Day Program 6:30 am-3:30 pm Tier 1	\$151/wk	\$147/wk	\$143/wk	\$138/wk	\$127/wk	NA	\$125/wk
3:30-5 pm pickup Tier 2	\$155/wk	\$151/wk	\$147/wk	\$142/wk	\$131/wk	*** half day off of school add \$17/day	\$129/wk
5-5:45 pm pickup Tier 3	\$161/wk	\$157/wk	\$153/wk	\$148/wk	\$137/wk	****full day off of school add \$28/day	\$135/wk

Pre-K Counts- WRAP AROUND PROGRAM

Before School ONLY Mon-Fri (630-830)= \$40 per week
 After School ONLY Mon-Fri (230-545)= \$50 per week (Tier 1) up to 5 pm \$60 (Tier 2) 5-545 pm
 Before AND After School Mon-Fri = \$90 per week \$100/biweekly Tier 2

*** Care for days Pre-K Counts closed = \$28/day for families enrolled in one of the above programs

*** Care for days Pre-K Counts closed = \$65/ day for families NOT enrolled in Wrap Around Program

*****Tuition payments are due on a bi-weekly basis regardless of absences and holidays for care to be given the following two weeks. Refer to schedule and Parent Agreement*****

Registration fee: \$40 per year per child (Initial enrollment and on each anniversary date) Maximum enrollment fee per family will not exceed \$120/year

*** Tuition Discounts ***

5% discount for 2 or more full time children (discount applied to oldest child)

1 FREE week per year for full time enrollments

Subsidy accepted for Berks, Chester and Lancaster County

United Way of Berks County Funding Available

FREE Pre-K Counts Program for Qualifying Families

****All change in schedule requests must be made in writing and submitted for prior approval****

Child Care Works Subsidized Child Care Program

The subsidized childcare program helps low-income families pay their childcare fees. The state and federal governments fund this program, which is managed by the [Child Care Information Services](#) (CCIS) office located in your county. If you qualify:

- The CCIS will pay a part of your childcare cost. This is called a subsidy payment.
- You will pay a part of the cost. This is called the family co-pay.
- The subsidy payment and the family co-pay go directly to the childcare program.

NOTE: If your childcare subsidy does not pay the full amount that your childcare program charges, you are required to pay the difference between the subsidy payment and the center's private charges.

You must submit an [application](#) to the ELRC to see if you meet the guidelines for the subsidized child care program.

The following are the basic guidelines:

- You must live in Pennsylvania
- Have a child or children who need childcare while you work or attend an education program
- Meet income guidelines for your family size
- Work 20 or more hours a week - or-
- Work 10 hours and go to school or train for 10 hours a week
- Have a promise of a job that will start within 30 days of your application for subsidized childcare
- Teen parents must attend an education program
- The child who needs care must be a citizen of the United States or an alien lawfully admitted for permanent residency
- Have proof of identification for each parent or caretaker in the home.

The annual income for a family to be eligible to INITIALLY receive subsidy benefits is below

Family Size	Maximum Yearly Family Income (May 2021)
2	\$34,840
3	\$43,920
4	\$53,000
5	\$62,080
6	\$71,160
7	\$80,240

(Note: The above information provides only general guidelines. Other conditions may apply. Please contact your county Early Learning Resource Center to apply for assistance.)

Additional Guidelines

- Each adult family member must work at least 20 hours a week or work at least 10 hours a week and participate in an approved training program at least 10 hours a week.
- The hours that a child may receive subsidized childcare must coincide with hours of work, education, or training.
- Children are eligible for care from birth until the day prior to the date of the child's 13th birthday. Children with disabilities may be eligible through age 18.
- The parent is responsible to help pay for childcare. This is called a co-payment. The co-payment may be as little as \$5.00 per week and varies according to your income and the number of people in your family.
- If funding is not available at the time that a low-income, working parent applies for subsidized childcare, the child may be placed on a waiting list.

You can also apply for benefits and renew benefits by using [COMPASS](#), the online resource for cash assistance, Supplemental Nutrition Assistance Program (SNAP), child care, health care coverage, home heating assistance (LIHEAP), school meals, SelectPlan for Women and long-term living services.

You may apply online at <https://www.compass.state.pa.us> Or contact your local CCIS agency:

Berks County 610-987-2247

Chester County 610-344-5800

Lancaster County 717-393-4004

If you reside in Berks County, The United Way has funding options for childcare based on special circumstances. If you are over income based on the above limits,
SEE IF YOU QUALIFY FOR CHILDCARE BENEFITS

Contact Barb Starkey at 484-651-8003

FREE Pennsylvania Pre K Counts Program

Pennsylvania Pre-K Counts provides FREE high-quality pre-kindergarten services to eligible families who have a child that is 3 on or before Sept. 1 up until the time they are eligible for kindergarten.

This program runs during the school year Monday through Friday from 830-230 with morning snack and lunch included.

Little Mates is partnered with the Berks Community Action Program to implement this program in the following locations:

Little Mates Child Development Center (2 classrooms) * **Before and/or after care available at this location**
3025 North Street
Morgantown, PA 19543

MCC Elverson location (2 classrooms) ***NO Before or after care available**
4221 Main Street
Elverson, PA 19520

For more information visit our website at www.littlemates.com

# in Household	Annual Income must be less than amount below
2	\$54,930
3	\$69,090
4	\$83,250
5	\$97,410
6	\$111,570
7	\$125,730

Services for Children & Families in Berks County

Healthy Baby Hotline- 1-800-986-2229

Healthy Kids Hotline- 1-800-986-5437

House of His Creation Maternity home- 717-442-4890

Planned Parenthood- 610-481-0481

The Bradley Method of Husband Coached Childbirth- 1-800-422-4784

Real Alternatives Project/Women in Need- 1-888-543-3243

Berks County Youth Center- 610-478-8266

The Children's Home of Reading- 610-478-8266

Reading Berks Emergency Shelter- 610-374-4696

Berks Women in Crisis- 610-373-2053

Concern-Professional Services for Children Families & Youth- 610-944-0445

Berks County Learning Disabilities- 610-988-8457 Care Net Pregnancy Recourse Center of

Berks County- 1-800-395-4357

Connect-Information Service- 1-800-692-7288

Parents Without Partners- 610-373-2215

Pro-kids of Berks County Inc- 610-670-1670

The Child Care Information Services of Berks County- 1-800-257-3038

The special Kids Network- 1-800-986-4550

Kids peace- 1-800-854-3123

Big Brothers/Big Sisters of Berks County- 610-373-5544

Mentor for Berks County- 610-607-6261

WIC- 610-373-5545

Community Outreach Program of United Way. of Berks County - 610-685-4550

Maternal & Family Health Services- 1-800-367-6347

Reading Area Mother of Multiples- 610-370

Parents Anonymous of Berks County- 610-374-6142

The MOMS Club- 610-370-2497

How does CACFP work?

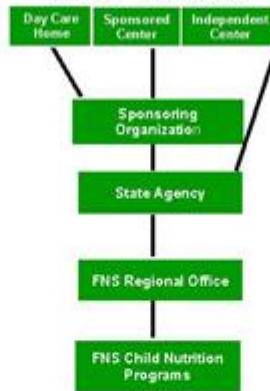
Day care homes and centers receive money for serving nutritious meals. The Food and Nutrition Service (FNS), an agency of the U.S. Department of Agriculture (USDA) oversees CACFP.

States approve sponsors and centers to operate the program. States also monitor and provide training and guidance to make sure CACFP runs right.

Sponsoring organizations support day care homes and centers with training and monitoring. All day care homes participate in CACFP through a sponsor.



CACFP Partners



Contacts

If you are interested in CACFP or have questions about CACFP, State agencies can help. Our website has State contact information.

<http://www.fns.usda.gov/cacfp>



FNS-319
October 2018
USDA is an equal
opportunity provider,
employer and lender.

Building for The Future



In the Child and Adult Care Food Program (CACFP)

Building for the Future in the CACFP

What is CACFP?

CACFP is the Child and Adult Care Food Program. It is a Federal program that pays for healthy meals and snacks for children and adults in day care.

CACFP improves the quality of day care. It makes the cost of day care cheaper for many low-income families.

Besides providing meals in day care, CACFP makes afterschool programs more appealing to at-risk children and youth. Serving afterschool meals and snacks attracts students to learning activities that are safe and fun.

Children and youth who are homeless can also receive meals at shelters that participate in CACFP.

Who is eligible for CACFP meals?

- Children under age 13,
- Migrant children under age 16,
- Children and youth under age 19 in afterschool programs in low-income areas,
- Children and youth under age 19 who live in homeless shelters, and
- Adults who are impaired or over age 60 and enrolled in adult day care

What kinds of meals are served?

CACFP meals follow USDA nutrition standards.

- Breakfast consists of milk, fruits or vegetables, and grains.
- Lunch and Supper require milk, grains, meat or other proteins, fruits, and vegetables.
- Snacks include two different servings from the five components: milk, fruits, vegetables, grains, or meat or other proteins.

Where are CACFP meals served?

Many types of facilities participate in CACFP.

Child Care Centers:

Licensed child care centers and Head Start programs provide day care with meals and snacks to large numbers of children.

Outside-School-Hours Care Centers:

Licensed centers offer before or afterschool care with meals and snacks to large numbers of school-aged children.

Family Day Care Homes:

Licensed providers offer family child care with free meals and snacks to small groups of children in private homes.

"At-Risk" Afterschool Care Programs:

Centers in low-income areas provide learning activities with free meals and snacks to school-age children and youth.

Emergency Shelters:

Homeless, domestic violence, and runaway youth shelters provide places to live with free meals for children and youth.

Adult Day Care Centers:

Licensed centers provide day care with meals and snacks to enrolled adults.

What IS WIC?

WIC is the Special Supplemental Nutrition Program to help improve the health of women, infants and children. WIC services are provided at no cost to you and your family.

"WIC has helped me make healthier choices for my child, and I can save on my grocery bill." -- WIC Mom

Who IS ELIGIBLE?

- Women who are pregnant, breastfeeding or recently had a baby (under 6 months)
- Infants
- Children under age 5

You must live in Pennsylvania, have a nutrition need and not exceed the income guidelines.

WIC is for married and single parents, working families and the unemployed. If you are a father, mother, foster parent or other legal guardian of a child under age 5, you can apply for WIC for your child.



How CAN WIC HELP MY FAMILY?

Offers screenings and referrals to health care and other services

- Iron testing for anemia
- Immunization, health and lead screenings
- Referrals for SNAP, MA, TANF, CHIP, Healthy Beginnings Plus, Head Start, food banks, etc.

Gives advice for healthy eating

- One-on-one nutrition education
- Nutrition materials
- Online information

Supports breastfeeding

Breastfeeding provides many health, nutritional, economical and emotional benefits to mother and baby. WIC helps mothers continue breastfeeding even if they return to work.

Provides healthy food

- ✓ Milk
- ✓ Cheese
- ✓ Yogurt
- ✓ Soy-based beverages
- ✓ Tofu
- ✓ Fruits and vegetables (fresh, frozen or canned)
- ✓ Dried or canned beans/peas
- ✓ Eggs
- ✓ Peanut butter
- ✓ Canned fish
- ✓ Juice
- ✓ Cereal
- ✓ Whole grains (bread, tortillas, oats, brown rice and pasta)
- ✓ Infant foods
- ✓ Formula and medically necessary supplements



Did YOU KNOW?

- Even if you receive SNAP, MA or TANF, you may also apply for WIC.
- In most instances, WIC has higher income guidelines than SNAP, MA or TANF. Even if you don't qualify for these programs, you may qualify for WIC.
- Most families in Head Start and Early Head Start qualify for WIC.
- Foster children under age 5 qualify for WIC. Foster parent income is not considered.
- WIC does not require proof of citizenship.

WIC Income Guidelines

Household Size	*Monthly (Approx.)
1	\$1,968
2	\$2,658
3	\$3,349
4	\$4,040

For each additional person, add:

\$691

*Income (before taxes) is effective July 1, 2020
For each unborn infant, add one to household size.



How DO I APPLY?

Get started online at pawic.com or call

1-800-WIC-WINS
(1-800-942-9467).



www.health.pa.gov
www.pawic.com



**Choose Healthy.
Choose WIC!**



PA WIC is funded by the USDA.
This institution is an equal opportunity provider.

H511.967P

Rev. 7/20

1-800-WIC-WINS

Parent Agreement

revised 12.13.2021

Please **initial** EACH line agreeing to these tuition policies.

- _____ When your child is enrolled, a space is reserved for them. Due to this reservation, payment **is** still expected when your child is **not** here due to sickness, quarantine, bad weather, holidays, etc. Once a fee agreement is signed, that weekly amount is expected unless you terminate care.
- _____ **A 2-week written notice is required to terminate care, or account will be charged 2 weeks.**
- _____ Upon enrollment, the days your child is to attend will be established. You child is unable to attend on days other than those designated upon enrollment unless prior arrangements are made.
- _____ Families enrolled FULL TIME- 5 days/week will receive a credit week after 90 days of enrollment. Refer to credit week section of handbook.
- _____ If your child will not be coming to school for any reason, we ask that you call Little Mates to make us aware of the absence BEFORE **9 AM**. We also ask that you notify us if your child will be arriving late. This will help us plan activities/lunch for your child. If we are not notified before 9, it may result in loss of space that day.
- _____ Your account will be charged \$35 for each check returned or credit card decline PLUS bank fees. Since payment is automatic, we must be notified at least 3 days before the tuition due date if a card expires or if you need to use a different account or card in order to avoid any returns and bank fees.
- _____ Tuition will be charged to each account on the Friday it is due for the following 2 weeks of care.
- _____ Tuition Express through Procure is utilized for tuition payments. Please complete a form for tuition to be paid by credit card or bank account every other Friday for the following two weeks. When Pre-K Counts or the School District is closed, and care is required, a nonrefundable prepayment must be made. When you reserve this space, this extra amount will be charged to your tuition account with the card/bank account on file.
- _____ Upon yearly enrollment anniversary, the \$40 fee will be charged to your account.
- _____ **Late fees will be assessed based on your contracted Tier level.** Any client picking up after their contracted time will be charged a late fee of \$20 for the first 5 min past your contracted time per child, then \$10 per 5 min, per child for every 5 minutes thereafter. The late pick-up time will be calculated by the time you **exit** the building. Late pick up fees are charged to your tuition account.
- _____ Violation of the above payment policies may result in termination of care. All outstanding balance will be forwarded to collections/judgment. If this occurs, you **will** also be held responsible for all collection fees.
- _____ Registration fees, reservation deposits and tuition are NON-REFUNDABLE.
- _____ If you need to utilize hours outside of your agreed fee agreement (Tier), it will be a \$10 per hour charge and is **ONLY** available with prior authorization to ensure staffing.
- _____ **I understand that important notifications, changes and updates will be made through email and Tadpoles. It will be my responsibility to open Tadpoles notes daily and read all emails, calendars and newsletters sent by Little Mates to remain informed. I will ensure my email address and contact numbers are always up to date .**
- _____ I have received a copy of the 2022 Little Mates Parent Handbook and was provided with information on: Child and Adult Food Care Program (CACFP), WIC, Berks County Intermediate Unit (BCIU), tuition assistance programs and a list of services for children and parents in Berks County.

By signing below, you agree to all terms and conditions as stated on this form AS WELL AS the contents in the parent handbook updated on 12-13-2021. I am aware that any procedures and protocols are subject to change at any time and I will be notified of these changes through Tadpoles or emails. I understand that it is my responsibility to read any paperwork that you obtain from the classroom teachers and office. If at any time questions or concerns arise, they can be directed to the office personnel.

Parents Signature

Print Name

Date

Little Mates Child Illness Policy

Children Must Stay Home if their symptoms include, but NOT be limited to the following:

- They have an unexplained rash (Little Mates cannot diagnose, but ANY rash may be part of a contagious virus and we must use precaution exposing other children)
- They have a temperature of 100 degrees or higher
(Child may only return if they are fever free **without** a fever reducer i.e. Motrin, Tylenol... for 24 hours)
- They are coughing excessively or have an excessive thick runny nose which exposes others to infectious contact (free of coughing excessively for 24 hours)
- They are vomiting (vomit free for 24 hours)
- They have diarrhea (diarrhea free for 24 hours)
- They have lice or nits (medicated for 24 hours and **lice and nit free**)
- They have red, pink, or swollen eyes (medicated by DR. prescription 24 hours or note stating NOT contagious)
- They have watery eye/s or mucus discharge from eye/s (may return with DR. note stating NOT CONTAGIOUS)
- They are just not feeling good and their illness prevents them from participating comfortably
- Their illness requires more care than the childcare staff can provide without compromising the safety of other children.

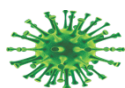
Parents may be called to come pick up their child if:

Your child/ren is experiencing **ANY** of the above. We do have guidelines given to us by the Dept. of Health and Dept. of Public Welfare relating to child illness. It is at our sole discretion to be even **more** cautious with these guidelines, especially when there are several illnesses "going around". We do ask that you always have plans for "back-up" childcare if any of these situations should arise. Please make sure that all of your emergency contacts are aware that they may be called if your child is sick and you are not able to be reached. When you are called to pick up your sick child, we expect the child to be picked up at least **within the hour** you are called. Keeping an ill child in the center's care poses an increased risk to your child and to the other children and adults with whom your child comes in contact. When your child is sent home sick, we will send home a notice describing your child's symptoms and explaining when they may return to school. Please remember to call the center when your child/ren will not be attending due to illness or other circumstances. It is helpful to Little Mates staff and other families to know what illnesses are "going around". It will be reviewed on a case by case basis as to whether or not we will require a doctor's note for your child to return to the center.

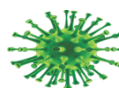
***** Due to Covid-19, current guidelines will supersede the illness policy *****

Child's Name: _____ Parent Name: _____

Parent Signature: _____ Date: _____



COVID-19 POLICY



Child's Name: _____ DOB: _____

1. _____ I understand that during this COVID-19 Public Health Emergency I will NOT be permitted to enter the facility beyond the designated drop-off and pick-up area. I understand that this procedure change is for the safety of all persons present in the facility and to limit to the extent possible everyone's risk of exposure. I understand that it is my responsibility to inform any Emergency Contact persons of the information contained herein.
2. _____ I understand that IF there is an emergency requiring me to enter the facility beyond the designated drop-off and pick-up area I MUST wash my hands before entering, have my temperature taken, answer health questions, and wear a mask. I must practice social distancing and remain 6ft from all other people, except for my own child.
3. _____ I understand that to enter upon the facility premises my child must be free from COVID-19 symptoms. If, during the day, any of the following symptoms appear my child will be separated from the rest of the people in the center. I will be contacted, and my child MUST be picked up from the facility within 60 minutes of being notified.

Symptoms include:

- fever of 100.4 F or higher *dry cough *Shortness of Breath *Chills
- Loss of taste or smell *Sore Throat * Muscle aches * Unable to participate

Symptoms can also be related to non-COVID-19 related issues, but we must proceed with caution during this Public Health Emergency.

Your child will need to be symptom free without any medications for 72 hours before returning to the facility.

4. _____ I understand that my child will be required to wash their hands using CDC recommended handwashing procedures throughout the day using warm running water and rubbing with soap for at least 20 seconds.
5. _____ I will immediately notify Little Mates if I become aware of any person with whom my child or I have had contact exhibits any of the symptoms listed, is advised to self-isolate, quarantine, or has tested positive, or is presumed positive for COVID-19.
6. _____ I understand that, after my child is placed into their car seat by Little Mates staff at pick-up, it is my responsibility to ensure that the harness system is adjusted properly- according to the manufacturer instructions.
7. _____ I understand that while present in the facility each day my child will be in contact with children, families and other employees who are also at risk of community exposure. I understand that no list of restrictions, guidelines or practices will remove 100% of the risk of exposure to COVID-19 as the virus can be transmitted by persons who are asymptomatic and before some people show signs of infection. I understand that I play a crucial role in keeping everyone in the facility safe and reducing the risk of exposure by following the practices outlined herein.
8. _____ Drop off/Pick up: Pull up to the building between cones and sidewalk. Call 610-913-7137 to let us know you are here. You may take your child out of the vehicle and have them ready for a temp. check. At pick up, we will bring your child out to you. Please be ready to take your child/buckle into the vehicle. Pre-K Counts parents use outer lane until 830 drop off or 230 pickup.

I, _____ certify that I have read, understand, and agree to comply with the provisions listed herein. I acknowledge that failure to act in accordance with the provisions listed herein, or with any other policy or procedure outlined by Little Mates will result in termination of services. I acknowledge that care for my child will be terminated if it is determined that my actions, or lack of action unnecessarily exposes another employee, child, or their family member to COVID-19.

Parent's Name: _____ Parent Signature: _____



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ELECTRONIC FUNDS TRANSFER AUTHORIZATION FOR **BANK ACCOUNT** and **CREDIT CARD**

I (we) hereby authorize (business name) DW Daycare DBA Little Mates Child Dev. Center to initiate credit card charges to the below-referenced credit card account **(Section A)** OR, initiate debit entries to my (our) checking or savings account, indicated below **(Section B)**. To properly affect the cancellation of this agreement, I (we) are required to give 10 days written notice. Credit union members: please contact your credit union to verify account and routing numbers for automatic payments. Check with the center for accepted credit card types.

COMPLETE ONE SECTION ONLY

SECTION A (Credit Card)

Cardholder Name	Phone #
Cardholder Address	City State Zip
Account Number	Expiration Date
Cardholder Signature	Date

SECTION B (Bank Account)

Your Name	Phone #			
Address	City State Zip			
Bank or Credit Union Name	Bank or Credit Union Address	City	State	Zip
Routing Transit Number (see sample below)		Account Number (see sample below)		<input type="checkbox"/> Checking <input type="checkbox"/> Savings
Authorized Signature		Date		

For Official Use Only

Date Received

Employee Signature

John Sample Mary Sample 123 Nice Street Anytown, USA		BANK OF THE WEST 555-555-5555	00226
Pay to the order of:		Attach Voided Check Here \$	
Deposit slips not accepted		Dollars	
123456789	1800330	0226	
Routing Number	Account Number	Check Number	

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