

# PARENT HANDBOOK



*The Little Red School House*

400 Powell Avenue

Cresson, PA 16630

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Owner/Director

Kelli (Burgoon) Marshall



Reaching higher for  
quality early learning

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Welcome to The Little Red School House, "Where learning is fun!" I would like to introduce myself and offer a little background about myself. My name is Kelli (Burgoon) Marshall, and I am a 2003 graduate from Penn State University with a bachelor's degree in Human Development and Family Studies. I completed my internship in a Kindergarten classroom in the Penn Cambria School District, in which I was given a lot of hands-on experience with interaction with children and developing and implementing a safe structured learning environment for the children. From there I went on to work with children with disabilities, particularly children with autism. From there I moved onto Cove Forge Behavioral Health System as a drug and alcohol counselor, in which in March 2009 I received my CAC, Certified Addictions Counselor, and was employed there for over 3 years. I am a person who enjoys helping others and find it extremely rewarding to witness the progress and personal growth of those I work with. The "helping" profession is my cup of tea! I have two children and completely understand what a parent expects from those who have been *chosen* to work with and care for my children. With the help from the staff at The Little Red School House, I can assure you that your child's safety is our number one priority. Your child will have a safe, positive, fun, and structured learning environment!

I am very eager to get to know, work with, and care for your child, as well as to work with you. I am looking forward to watching your child learn and grow into an intelligent and healthy individual. We, at The Little Red School House trust that your experience with us will be enjoyable and rewarding for you, and your child, and will become a cherished memory.

### PHILOSOPHY

Here at The Little Red School House, we believe that each child is unique; every child grows and develops at their own pace. The first years of life are the most crucial and all interactions are very meaningful and help to build a strong foundation for intellectual, emotional, and social growth. With our small home-like environment, we can provide your child with individualized attention, as well as provide a nurturing, loving, caring and educational atmosphere. We feel communication is the **KEY** to a successful experience for you and your child. Please feel free to discuss your child's needs with myself or one of the other teachers at any time. You may also call the daycare at any time with any questions, or perhaps just to check in. Parents are granted free access, without prior notice, throughout the daycare whenever children are in our care.

We believe the parent and/or guardian is the child's first teacher. The first years are important and what children learn during these years will benefit them for the

rest of their lives. Here at The Little Red School House the children will learn how to do things for themselves, to develop a sense of self-worth, to use their large and small muscles, to play with other children, to use expressive language, to expand their attention span, to develop good listening skills, to share toys, to share time given by teachers, and to gain basic skills.

### MISSION

Our staff will strive to provide the highest quality childcare and early learning that promotes and enhances each child's development. We recognize individuality and support the many different and changing needs of the child, as well as the parents. *The Little Red School House* provides a safe, nurturing and developmentally appropriate program which fosters active learning, support for the whole child, and a child friendly environment.

### PROGRAM VALUES

- We recognize innovation.
- We encourage team work.
- We strive for excellence.
- We respect and support families.
- We believe in commitment to our children, families, coworkers, and the community
- We respect and welcome diversity.
- We believe in active listening
- We believe in open communication
- We abide by the NAEYC Code of Ethics and Statement of Commitment.
- We support individuality and uniqueness.

### VISION

Times are changing. People change, places change, and things change...change is frightening, but change is good. Many years ago, daycare was just daycare. Working moms and working dads needed someone to "watch" their child or children, while they went off to work. Many years ago, the babysitter, sat with the children and watched over those children, making sure their basic needs were taken care of. Times changed. The babysitter emerged into the caregiver. The caregiver not only met the basic needs of those children, but also began incorporating learning into their day. Times changed. The caregiver emerged into the educator. Today is a new day. Today we recognize the needs of each individual child; we recognize their uniqueness, their purpose, their understanding, their worth and value. Today we

recognize the need for change and value the steps in making change occur. Today we recognize, the need and importance of continuous quality improvement in childcare. Today we recognize the importance of establishing strong healthy relationships with the children, their families, the community, and our co-workers. Today we recognize play; through play we learn, we imagine, we communicate, and we grow. Today we recognize school readiness and value no child left behind. Today we recognize the richness of our environment, rich of tender loving care, rich of learning, rich of safety, and rich of stimulation. Today we recognize communication between all parties and value discussions of concern, progress, growth, and happiness. Today we recognize educators and support their knowledge and education. But most importantly, today and every day we recognize and celebrate your child and value our dedication to make the journey from a tiny caterpillar into a bright big butterfly, a journey filled with love, happiness, learning, and support. Today and every day we recognize and celebrate you, the parent, for allowing us to be a part in your child's most important first years of life.

### CONTINUITY OF CARE

We understand the importance of consistency in a child's life, therefore here at LRSH we strive to maintain continuity of care. We do so by:

1. Assigning children of similar age groups to each classroom, which allows for easier transitions to a new classroom when familiar faces are transitioning together.
2. Assigning the same teachers in each classroom, which will allow each child to see a familiar face each day and allow for strong, positive, long term relationships between the child and teacher, as well as the teacher and the child's parents and other family members.
3. Reducing Staff Retention. Most of our staff stay around for a while. Some of them have been here since our first day of business. Currently we average about a 2-3-year turnover rate.

### NONDISCRIMINATION POLICY

Admissions, the provisions of services, and referrals of clients shall be made without regard to race, color, religious creed, disability, ancestry, national origin (including limited English proficiency), age, or sex. Program services shall be made accessible to eligible persons with disabilities through the most practical and economically feasible methods available. These methods include, but are not limited

to, equipment redesign, the provision of aides, and the use of alternative service delivery locations. Structural modifications shall be considered only as a last resort among available methods. Any individual, student, parent (and/or other guardian) who believes they have been discriminated against, may file a complaint of discrimination with:

*Department of Human Services  
Bureau of Equal Opportunity  
Room 225 Health and Welfare Building  
PO Box 2675  
Harrisburg, PA 17105*

*PA Human Relations Commissions  
Harrisburg Regional Office  
333 Market Street  
8<sup>th</sup> Floor  
Harrisburg, PA 17101*

*US. Department of Health and Human Services  
Office for Civil Rights  
Suite 372, Public Ledger Building  
150 South Independence Mall West  
Philadelphia, PA 19106*

**CHILD TO STAFF RATIOS**

<b>Age</b>	<b>Children: Staff</b>
Infant 6 weeks to 12 months	4:1
Young Toddler 12 months to 24 months	5:1
Older Toddler 24 months to 36 months	6:1
Preschool 3 years-5 years	10:1
School Age 5 years (Kindergarten)-12 years	12:1

## LICENSING & KEYSTONE STARS

The Little Red School House's policies uphold the state mandated requirements as set by [The Department of Human Services](#). All the policies are set forth to ensure the best possible care and protection for your child and the other children in the facility. Our goal is to assist you in caring for, nurturing, and providing the best possible beginning for your child. Your happiness is our happiness. If you feel that the Little Red School House is not compliant with any of the regulations, you have the right to contact the Department of Human Services to file a complaint at 800-222-2149. DHS regulations are available onsite upon request or can be accessed online at the Department's website.

We are a Keystone Star participant and strive for continuous quality improvement and believe in early learning! We are currently at a STAR 3 out of 4 Stars...We are the highest Star level in the Cresson area. If you are not familiar with the STARS program visit their website at [www.pakeys.org](http://www.pakeys.org) to learn more.

## RATES

**\*\*\*The Little Red School House reserves the right to change or amend these guidelines and fees. These rates are subject to change without notice.\*\*\***

The Daily Rate applies when enrolled for 1-4 days per week. 5 days is considered a weekly rate.

Rates updated July 2022

Age	Weekly Rate	Part Time Rate	Daily Rate
Infant (0-1)	\$150.00	\$100.00	\$35.00
Young Toddler (1-2)	\$145.00	\$100.00	\$35.00
Older Toddler (2-3)	\$140.00	\$100.00	\$35.00
Preschool (3-5)	\$135.00	\$100.00	\$35.00
School Age	\$130.00	\$100.00	\$35.00
Before or After School Care ONLY. Less than 4 hours. School year only		N/A	\$5.00 per hour/up to 4 hours
Preschool Program Only Monday through Friday 8:45am-12:00 pm 3 day minimum	\$100.00	\$65.00	N/A



## ENROLLMENT

The program at The Little Red School House serves infants six weeks to twelve years of age. Enrollment is open to all regardless of race, color, national origin, sex or age. We take children on a first come first serve basis. A deposit is required to hold your child's spot, which is **non-refundable**. The deposit amount will depend on the age of the child and will be the amount of 1 full week of care. Please see the rate list on page 5. When you put a deposit down, a date for the first day of care will also be required. If your child does not start on or around the date (within the same week) given at the time the deposit was made, you will forfeit the deposit, and a new deposit and date of first day of care will be required, or the spot will be given to someone else on the waiting list. Your spot will not be guaranteed until the deposit is received. Once your child's spot is guaranteed and you are given a start date, you will be able to complete the [online registration](#) form and get all required paperwork completed, which is detailed below (You will be sent a welcome email with further instructions for enrollment). There is an **annual** registration fee of \$25 per child or \$40 per family, for all enrollments. The registration fee will be invoiced the first week of care and then annually.

The child must have the online registration form completed and the health assessment completed before the first day of care. Please note that the electronic forms need to be updated every 6 months (updating will only require you changing any information that needs to be changed and adding a new date in the review section. Dates on the forms should NEVER be deleted, as the date is tracked by the state to ensure that the form is being updated every 6 months on a consistent basis. You will receive email reminders when the dates are close to expiring. Health Assessment forms need to be updated at every well visit. Children ages 6 weeks to 2 years old need to have an updated Health Assessment form completed every 6 months. Older toddlers (age 2). Preschool and School Age need to be updated annually. The health assessment form is posted on our [website](#) under the online registration tab. If a child's registration form and or health assessment form expire services will be suspended until the forms are current. Child Health Assessments are to be dated no earlier than four months prior to enrollment. Each child will need to have a physical and have the form completed by a doctor. The form must be completed in its entirety and must have a doctor signature and a date. All shots need to be updated on the form and immunizations must be listed on the form or attached to the health assessment form. The Health Assessment form must be submitted to the facility, as the form needs to be in your child's chart, or your child(ren) are unable to attend daycare until the forms

are completed online and returned. Families have 30 days from their first day of care to submit a current health assessment.

### PROGRAM SELECTION

We offer a 1 day, 2-day, 3 day, 4 day, or 5 day per week programs. Enrollments can and will only be enrolled if there is a spot available. LRSB reserves the right to choose the days based on availability. For example: Child A enrolls for the 3 day per week program and attends Monday, Tuesday, and Wednesday. This leaves Thursday and Friday open for 2 1-day enrollments or 1 2-day enrollments. Child B is enrolling for 1 day a week and will be given the choice of attending Thursday or Friday, as those are the 2 days that are available at this time. Child B chooses Friday, leaving Thursday open for a 1-day enrollment. Child C is enrolling for a 1-day enrollment and is informed that the only day available is Thursday. If that day works for Child C's family, they will be offered the spot, however if not they will have to remain on the waiting list until another 1-day enrollment, a day that works for them, becomes available. The goal of accepting 1 day, 2-day, 3 day, or 4-day enrollments is to create one full-time spot, having every spot filled in all classrooms daily. This will also create job stability for our staff.

If you are enrolling for 3 days a week, however the 3 days will change each week and are not consistent, you will be required to pay the weekly rate for your child, as we will not be able to fill the other 2 days with a 1-day or 2-day enrollment, because different days will be needed each week.

If you are enrolled in a 1 day, 2-day, 3 day, or 4-day program, the days your child attends are locked from week to week and cannot be changed, as all spots on all 5 days will be filled. For example, if your child is enrolled for the 2-day program and is scheduled Monday and Tuesday, with Monday being a holiday, you will still pay your regular rate, however, will only attend on Tuesday. This policy is already a policy that we have and is and always was stated in the parent handbook, however, previously when we had a 3-day minimum and children enrolled for 3 days each week that was consistent from week to week, we did not fill those left over days allowing us to switch days if need be. All the current rates, weekly and daily, are configured with 15 closed days per year, however we only currently use 10 of those closed days for holiday closings. The other 5 are for emergencies, that we have only ever had to use one in the past. Please note: If you were enrolled before June 1, 2019, we will make every effort to accommodate schedule changes, however

operating at max capacity is leaving us with extraordinarily little wiggle room. Accommodations will be made on a first come first serve basis.

### PRESCHOOL PROGRAM

The Preschool Program is offered Monday through Friday from 8:45am to 12:00pm. You may choose to only send your child to the preschool program for a minimum of 3 days. The preschool program runs with the Penn Cambria School District, therefore for whatever reason Penn Cambria does not have school, there will be no preschool, however childcare services are still available. Please note: During Christmas break there is no preschool program, and payment IS NOT due during this time, this exception only applies to the families and children who are in enrolled in the 3- or 5-day Preschool Program.

### HOURS OF OPERATION

The Little Red School House is open Monday through Friday from 6:00 am to 6:00 pm. Pick up after our normal close of business will result in a late pick-up fee of \$25 per  $\frac{1}{2}$  hour beginning at 6:01pm. We understand that sometimes lateness is due to reasonable cause, however being consistently late for pick-up is unacceptable. After 3 late pick-ups, services will be terminated. Please plan accordingly and have a backup plan if you know you are going to be late. After hours' time is our time with our families.

### CLOSED HOLIDAYS

The Little Red School House observes the following holidays and will be closed on: New Year's Day, President's Day, Good Friday OR Easter Monday, Memorial Day, July 4<sup>th</sup>, Labor Day, Thanksgiving, Black Friday, Christmas Day, and the day after Christmas. The facility will close early, at 3pm, on Christmas Eve and New Year's Eve. These dates are included in your weekly rate, and full payment is still required the week of the holiday.

PLEASE NOTE: During inclement weather, the facility will remain open, unless a state of emergency has been declared. Please use extreme caution when entering and exiting the building, as although the parking lot and walkways are maintained to the best of our ability, there are times that the parking lot and walkways may be icy. If you are not comfortable using the parking lot, please use the front entrance instead. The Little Red School House will not be responsible for slips and falls.

**NOTE: If a holiday falls on a Saturday the daycare will be closed the Friday before; if a holiday falls on a Sunday the facility will be closed the following Monday. The Little Red School House reserves the right to change or amend these guidelines.**

## TUITION

All payments are due on Friday, by 5 PM, **no exceptions**. Payments can be made by cash or check made out to The Little Red School House, Inc., and placed in the payment lock box at the rear entrance. If you are paying with cash, please place your payment in an envelope with your name and amount on the envelope prior to placing it in the lock box. Staff will not take any cash payments unless the parent puts the payment in the envelope with their name and amount on the envelope. Cash and Check payments will be applied to your account on Mondays when the payment is processed.

Online payments are accepted through brightwheel. This will streamline all our communications with you, including your bills, into one place.

The [brightwheel billing system](#) will offer a variety of wonderful services that provide you with an easy way to see what you're being charged and make a payment.

With this billing system, you will be able to:

1. Receive itemized statements from us through brightwheel. On brightwheel you may view your previous balance, new charges, your current balance, and the statement due date (like your phone, cable, or utility bill)
2. Enter and update your preferred payment method. This can be your bank account or a Credit/Debit card.
  - a. ***Please note:*** As with all payment's processors, there are fees, and they depend on your payment method:
    - i. For Credit/Debit card, **2.99%** per transaction.
    - ii. For ACH (bank to bank transfers), **.60 cents** per transaction.
3. Automatically submit payments on the due date through autopay without touching a button (***this is optional but recommended to avoid late payment fees***)
4. Make payments directly through the app at any time
5. Access and print your payment history for tax and reimbursement purposes

You will have **custom payment settings** that include:

- Multiple forms of online payment methods (a default payment must be selected)
- Auto-pay enrollment so the balance due can automatically be paid on the due date
- Direct access to brightwheel Support at [help@mybrightwheel.com](mailto:help@mybrightwheel.com) and [Parent Help Center Articles](#)

Also, you will have access to a report for tax purposes at the end of the year. [You can learn more about how to export your tax report here.](#)

The payment that is being made on Fridays, is payment for the following week. If payment is not made on Friday a \$25 late fee per day will be applied to the account, and your child will not be permitted to attend until the account is paid in full. All staff will be provided with a list of children who are suspended due to nonpayment. Therefore, if you attempt to drop off and your account is past due, they will have the right to refuse care. If payment is made on Monday morning at drop off, staff will have to verify with Kelli, the amount of the payment so she can verify the account is up to date. Also, please note if childcare services are suspended for nonpayment you are still responsible for paying for the days/weeks during suspension, as you are paying for your child's spot. If your payment is not made within 2 weeks, and/or your account is 2 weeks behind at any time, childcare services will be discontinued and your spot will immediately be filled from the waiting list and your account will be turned over to the magistrate, in which additional court costs will be applied to your account. If you decide that you are discontinuing services a two-week notice is required...Please see section on Discontinuing Services, as the same rules apply. Payment is due whether you child does or does not attend childcare/preschool, as you are paying for the spot as well.

**If you plan not to send your child during the summer months, vacations, or over a holiday break, payment for the week is still due, as once again you are paying for the spot.** If Friday is a holiday, please plan accordingly and make your payment ahead of time. If you have any questions regarding the payment policy, please be sure to address them immediately.

**\*\*\*THERE WILL BE A \$50.00 FEE FOR EACH RETURNED CHECK \*\*\*Once a check is returned for insufficient funds, payment must be made in cash, which should be placed in an envelope before being placed in the payment box.**

## PANDEMIC TUITION

Should the center need to close for Pandemic reasons and/or children need to be quarantined as per direction from the Department of Health or policies set forth by the Department of Human Services, full tuition will be due for the first two weeks of closure. If the center is closed longer than two weeks, 50% of tuition will be due.

If a child is required to quarantine based off an exposure outside of the facility, they must pay full tuition during their quarantine period.

If a child is exposed within the facility, full tuition is due for the first two weeks then 50% of tuition is due thereafter.

This schedule of 100% vs. 50% tuition for each scenario outlined will reset on an annual basis dependent on direction to close by the Department of Health and/or Department of Human Services.

Parents may give a 2-week notice to withdraw from the program if they feel it is in the best interest of their family. 50% of the tuition will be due during the 2-week notice period. A full registration fee will be required to reenroll in the program after the pandemic/quarantine period.

## SUBSIDY/CO-PAYMENT

If you are eligible to receive subsidy through ELRC, please note the changes in Subsidy Regulations as of July 1, 2012. You can obtain a copy of the new regulations at the ELRC office. These changes will be strictly enforced...NO EXCEPTIONS.

Co-payment:

- A parent/caretaker is required to pay the full copayment for the week, regardless of if the first attendance day is in the middle or end of the week.
- The co-payment is considered delinquent if not paid by the end of the service week.
- Delinquent copayment will be reported to the ELRC the following Monday, and an adverse action will be issued to the parent for the delinquent amount.

Consecutive Absences

- Requirement for reporting consecutive absences is 5 days
- I must report consecutive absences on the 6<sup>th</sup> day

- The ELRC will generate an Adverse Action to the parent on the 6<sup>th</sup> day of absence

#### Absence Cap

- The CCIS will only pay for a maximum of 40 absences in the fiscal year (July 1-June30)
- The parent will continue to be eligible for the subsidy program, but the parent **MUST** pay our published rate of \$30.00 for each absence beginning with the 41st absence. The absence count resets at the beginning of each fiscal year.
- When a child reaches 35 days of absence, an alert will go to the caseworker. The caseworker will generate an Absence Warning Letter to go out to the parent and the provider.
- When the child reaches 40 days of absences, a 2<sup>nd</sup> alert will go to the caseworker. The caseworker will generate a Confirmation Notice for the parent and provider. The parent is required to pay for each day of absence following that date.

If a child misses 40 days of absence in one fiscal year, the parent will be responsible for paying the facility's daily rate of \$30.00 by the end of the service week for the absent days. This is on top of the copay that was made at the beginning of the service week. If payment is not made at the end of the service week for the absent days, the same policy as mentioned above will be enforced.

#### DISCONTINUING SERVICES

If for any reason or at any time you find it necessary to terminate services you must give a written and dated notice of cancellation to, Kelli Marshall, two weeks prior to your planned last day of services. If for whatever reason you are unable to provide a two-week notice, payment will still be due until a notice is given, whether your child attends or does not attend. Once a 2-week notice is given, payment will still be due up until the end of the two-week notice, whether your child attends or does not attend.

#### CHILD/PARENT SCHEDULES

All schedule changes must be made one week in advance, and all schedules are due by Wednesday morning for the following week. This assures continued placement for your child, as well as provides staff with their weekly schedules. If your child will be absent for a vacation, sickness, surgery, or whatever the reason, payment is still due. Please be courteous to staff and make them aware if your child will not be attending that day, as this is especially important for the child-staff ratio. In the event of an unexpected surgery or illness, for you or your child, you must give a

two week notice if you plan on your child not returning to childcare. If your plans are to take a few weeks off, you are responsible to continue to make payments, in full, to hold your child's spot.

Registration forms provide a space for you to enter your child's drop off and pick-up time. Each child has a schedule which has been chosen by the parent and is in the agreement on the registration. There is a 15-minute window for drop off times. If you are outside the 15-minute window, you will be charged \$10 for every 15 minutes that you are late dropping the child off. For example, if you are to drop off at 7:30AM, you have between 7:30AM and 7:45AM to drop off before the \$10 fee is assessed. Additionally, if picked up after 15 minutes of the listed pick-up time a \$10 late pick-up fee will be applied to your account for every 15 minutes that the child remains in our care, unless prior approval is given. Meaning if you choose to drop your child off late, they must still be picked up at their scheduled pick-up time. Staff schedules are based off student schedules, it is not fair to the staff, and is a financial burden on the business when children are picked up late.

We FULLY understand that schedules change, and things happen. We just ask for a heads up so that we can plan accordingly. There will be no exceptions to these policies without prior approval from the director. If you need to review or make changes to your child's schedule, please do so as needed. Being licensed through the Department of Human Services we have a ratio that we must maintain and remain compliant with throughout the entire day. If a parent needs to drop off earlier or later than the form states, the parent must get approval first, rather than just dropping off and picking up whenever. Children will not be accepted at drop off unless it is within the 15-minute window.

#### OPEN DOOR POLICY

Parents are permitted free access, without prior notice, throughout the facility whenever your child is in our care. Our only request is that you respect our designated times for rest time, as if one child wakes up usually, they all do. If you need to pick up during rest time, please call ahead so we can have your child ready, so we do not disrupt those who are sleeping. Please do not drop off your child between the hours of 11:45am -2:00 pm, as it disrupts the rest time for the children who are resting.

#### HEALTH



For the safety of each child, the state requires parents to keep their child home if he or she shows any of the following symptoms. If you send your child with any of the following or the child develops any of the symptoms listed below, we will be calling you to come pick him or her up.

- Fever
- Diarrhea and/or Vomiting
- Heavy, thick, colored nasal discharge for more than 2 days, which could indicate infection and a doctor's visit, is recommended by the state.
- Strep throat
- Unidentified rash
- Any drainage from the eye area.
- Head Lice
- Any illness that prevents your child from comfortable participating in our daily schedule.
- Results in a need for care that is greater than the staff can provide without compromising the health and safety of other children.

#### Hands Foot & Mouth Disease

- This disease begins with a fever and then leads to the blisters. A child with blisters is still considered contagious, as the fluid inside the blister carries the virus. The child will need a doctor excuse to return to childcare. Hands, Foot and Mouth is a common disease usually seen in the summer months. When one child is diagnosed with HFM we will be checking the children for any symptoms related to the HFM, just as a precaution, as it is very contagious. Please know that we will do everything that we can do here as far as bleaching everything, and therefore we feel that it is necessary that we check all the children daily and observe those who are not acting themselves. If your child has HFM they are not to return to childcare for 72 hours after the fever breaks and/or the blisters are gone...completely. We will NOT PERMIT a child in the childcare setting with any of these symptoms, even with a doctor's excuse. For more information on HFM please follow the link: <http://www.cdc.gov/hand-foot-mouth/index.html>

If your child becomes ill while he or she is in our care, he or she will be isolated from the other children, and the parent will be notified to pick up the child within one hour. If the parent cannot be reached, we will utilize the Emergency Contacts that you provided on electronic form. Please be sure to keep these numbers up to

date! If a child is sent home for any of the symptoms listed above, they are not permitted to return to childcare until they have gone 24 hours with no symptoms and without medication to control temp or pain. There are times that a child could run a temp, usually from teething. If no other symptoms are present, we will evaluate on a case-by-case basis, however if the child is not acting him or herself, we will call the parent to pick up the child. If a fever is present and no other symptoms are, and they seem fine, are eating and drinking like normal, we will notify the parent through the app with a notification, however we will not require a pickup, unless the child develops other symptoms along with the fever. If your child is sent home sick or calls off sick, we will log that on your child's daily report. If your child contracts any communicable diseases, please inform staff at The Little Red School House. Children with such illnesses may not return to childcare unless they have a signed note from their physician indicating that the child is able to return to childcare and is no longer contagious. If your child is exposed to a communicable disease while in our care, we will post a notice.

**Please Note: Confidentiality is imperative; names of the children will not be released, except to the parents of the sick child.**

**\*\*\*PLEASE DO NOT SEND YOUR CHILD IF HE OR SHE IS SICK\*\*\***

**PANDEMIC POLICY---**This policy will be implemented only during a Pandemic. Once the Pandemic is over and restrictions are lifted, we will continue as normal.

**\*\*\*Please note the guidance is forever changing and is monitored daily. The Little Red School House Reserves the right to change/update the guidance as it is issued from OCDEL.\*\*\* Please refer to our Health and Safety Plan, posted on our website, for further guidance.**

OCDEL, the Office of Child Development and Early Learning, issued guidance regarding reopening childcare facilities for operation. When Cambria County is moved from the red phase to the yellow phase childcare facilities will be allowed to operate without the waiver that was granted by the Department of Human Services. When our County is operating in the red phase, we will operate with a waiver from the state that only allows us to serve children of essential workers. These guidelines will be largely based on the Center for Disease Control and Prevention (CDC) guidance specific to childcare providers.

Effective immediately, the Little Red School House, Inc made some changes to normal operations. These changes will be implemented immediately and will continue during a pandemic and or until further notice.

- When possible, childcare classes will include the same group each day, and the same childcare providers will remain with the same group each day. When possible, children will remain in the same childcare space throughout the day.
- All special events such as festivals, holiday events, and special performances will be postponed until further notice.
- If possible, at nap time, ensure that children's naptime mats (or cribs) are spaced out as much as possible, ideally 6 feet apart. We will consider placing children head to toe to further reduce the potential for viral spread.
- Drop off and pick up will be staggered. Parents will not come in the building at drop off or pick up, as staff will greet you at the door. Please be mindful of the need for other parents to drop off and pick up in a timely manner. If you need to communicate anything to your child's teacher please do so through the app, through the "message" tab, to limit the time spent dropping off and picking up your child. Contactless check in will also be required to check your child in and out. Please scan the QR code posted on the door.
- To speed up pick up times, parents are asked to send a message in the app when the parent is on their way to pick up. This will allow staff to get your child ready for pick up upon the parent's immediate arrival. We want to make everything as simple and easy as possible for you.
- Ideally, the same parent or designated person should drop off and pick up the child every day. If possible, older people such as grandparents or those with serious underlying medical conditions should not pick-up children, because they are more at risk for severe illness from COVID-19. If possible, parents who work the front lines or work in highly populated environments, are encouraged to designate a person, who is less likely to have been exposed to COVID-19, to pick the child up.
- Parents should screen their child for any signs of illness, including a fever, prior to coming to the facility. Children will be screened upon arrival as well. Persons who have a fever of 100.40 (38.00C) or above or other signs of illness will not be admitted to the facility. Parents are encouraged to be on the alert for signs of illness in their children and to keep them home when they are sick. If any type of fever relieving medication is given to a child, for whatever reason, the child is not

permitted in the facility. This includes giving a child medication that contains fever reducing medication for something as simple as teething for infants or growing pains for older children, as it will mask a fever, and possible bring a virus into the facility.

- Parent/guardians will be asked to confirm that the child does not have fever, shortness of breath or cough via the app during check in.
- Staff will make a visual inspection of the child for signs of illness which could include flushed cheeks, rapid breathing or difficulty breathing (without recent physical activity), fatigue, or extreme fussiness.
- Cleaning and disinfection efforts will be intensified. A cleaning schedule has been implemented.
- Surfaces and objects that are frequently touched, especially toys and games will be routinely cleaned, sanitized, and disinfected. This may also include cleaning objects/surfaces not ordinarily cleaned daily such as doorknobs, light switches, classroom sink handles, countertops, nap pads, toilet training potties, desks, chairs, cubbies, and playground structures.
- Toys that cannot be cleaned and sanitized easily will not be used and will be removed during a pandemic.
- Toys that children have placed in their mouths or that are otherwise contaminated by body secretions or excretions will be set aside until they are cleaned by hand. The mouthed toys will be cleaned with water and detergent, rinsed, and sanitized with an EPA-registered disinfectant, rinsed again, and will air-dry. Items may also be cleaned in a mechanical dishwasher.
- Each child's bedding will be stored separately in an individually labeled bin, or bag.
- Cots and mats will be labeled for each child. Bedding that touches a child's skin should be cleaned weekly or before use by another child.
- When diapering staff will wash their hands and the child's hands before they begin. Staff will follow safe diaper changing procedures. Procedures are posted in all diaper changing areas.

- It is important to comfort crying, sad, and/or anxious infants and toddlers, and they often need to be held. To the extent possible, when washing, feeding, or holding very young children: Childcare providers will wash their hands, neck, and anywhere touched by a child's secretions.
- Childcare providers will change the child's clothes if secretions are on the child's clothes.
- Childcare providers will wash their hands before and after handling infant bottles prepared at home or prepared in the facility. Bottles, bottle caps, nipples, and other equipment used for bottle-feeding should be thoroughly cleaned after each use by washing in a dishwasher or by washing with a bottlebrush, soap, and water.
- All children and staff will engage in hand hygiene at the following times: Arrival to the facility and after breaks; Before and after preparing food or drinks; Before and after eating or handling food, or feeding children; Before and after administering medication or medical ointment; Before and after diapering; After using the toilet or helping a child use the bathroom; After coming in contact with bodily fluid; After handling animals or cleaning up animal waste; After playing outdoors or in sand; After handling garbage. Posters will be placed describing handwashing steps near sinks

### SANITATION PRACTICES

The facility is sanitized and disinfected utilizing a solution mixture of Bleach and water. The ratio of bleach to water is determined by the EPA on the Bleach bottle. In the past we have tried using Norwex however, after tracking illnesses over a 3-6-month period we found that there were more illnesses using the Norwex so we switched back to Bleach.

### CARING FOR OUR CHILD 5<sup>th</sup> EDITION

All decision making regarding the children and all developed policies and to be developed policies are guided by the [regulations](#) set forth by DHS, as well as the standards outlined by the PA KEYS, and in the Caring For Our Children 5<sup>th</sup> Edition. *Caring for Our Children, (CFOC)* is a collection of national standards that represent the best practices, based on evidence, expertise, and experience, for

quality health and safety policies and practices for today's early care and education settings. It is used to help establish policies and procedures regarding illnesses, medication administration and special medical needs. The care plans will be used regarding children with special medical needs as well as medication administration

### MEDICATION

As a service to you we do allow medications to be given while your child is in our care. We can only give medications that are prescribed by a doctor and are in the **ORIGINAL** container. Non-prescription medications, such as Tylenol, can be given if the required dosage for your child's age/weight group is indicated on the container. If the container reads "CONSULT YOUR PHYSICIAN" we must have a written doctor's order to dispense the medication, and the order must include the appropriate dosage. Parents must fill out a medication log. Medication forms can be obtained from the facility or on the website. The medication form must be completed **BEFORE** we can administer the medication. If you forget to do so, the medicine will not be administered. Please do not leave medications in the diaper bags; hand them directly to staff, so we can place it in the lock box. Please remind staff for the medication during pick up.

### SPECIAL CARE PLANS

Some medications require a special care plan, such as EpiPen, inhaler, nebulizer, insulin, etc. When a child is enrolled and has special medicine, they need daily or as needed a Special Care Plan will be required. You can obtain a Special Care Plan from the facility if one is not provided before enrollment. The Special Care Plan will need completed before the child attends.

### INJURY

In the event of minor injuries, first aid will be given. When parents sign the electronic registration forms, your signature gives authorization to staff at The Little Red School House permission to administer first aid. All children are always supervised, however minor injuries, such as bruises, scrapes, or scratches, commonly occur, especially when playing outside. Any accident is reported to the parent through an incident report through Brightwheel. The incident report explains the injury, what lead up to the incident, a picture of the injury (if possible), and what treatment was applied. If your child accidentally or even purposefully injured another child, you will also be notified through an incident

report through Brightwheel. If emergency medical care is necessary, staff will immediately call 911 and the parent or guardian.

**\*\*\*The child's family is responsible for any medical expenses incurred for injuries. We are not responsible for anything that may happen as to false or incomplete information given at the time of enrollment. Every precaution will be taken to ensure the safety and well-being of your child. \*\*\***

### **Biting:**

The "biting phase" is a common phase, although it may not be an easy time for anyone involved. If a child does bite, we redirect the child away from the other children and talk with the child about "no biting", and/or "biting hurts". If your child gets bit, or if your child is the one doing the biting, you will be notified with an incident report through Brightwheel. We understand that biting is a hard time for the child getting bit, as well as for the child who is doing the biting. We will not release the names of the children as this pertains to Confidentiality. Please note that we will never encourage a child to bite back or to retaliate in any way shape or form. **We do not** terminate services for biting unless other behaviors are present, and parents are not willing to have their child evaluated for services. For more information on biting causes and prevention, please visit [Zero to Three National Center for Infants, Toddlers, and Families](#). This site also offers support for other challenging behaviors among children.

### **SAFETY**

#### **Fire Drills:**

Here at The Little Red School House fire drills are performed every 30 days. The drills are held at different times of the day and at different exits. The fire drill log is posted.

#### **Lock Down/Shelter in place:**

Doors will not be unlocked for anyone to come in or out of the facility. Children will be sheltered away from windows and doors. These areas may include bathrooms, closets, and or hallways.

#### **Evacuations:**

Plans for emergency situations are reviewed annually. The specific type of emergency will guide where and what special care will be provided. Cresson Borough Police Department, the 911 center, Cresson Volunteer Fire Department, as

well as local EMT's have been notified of the exact location of The Little Red School House in the event there is an emergency.

- Evacuation to another site
  - This plan will go into effect in any event in which it is not safe for the children to remain at The Little Red School House. We have arranged for the children and staff to report to Penn Cambria High School 400 Linden Avenue Cresson, PA 16630; 814-886-8188 during an emergency situation.
- Method to contact parents
  - In case of an emergency, parents will be called. If we need to evacuate to another site, a note will be placed on the door stating where you are able to pick your child up. Depending on the emergency and the severity of it, the children will either be transported by staff from the School House or walk.
- Emergency cleared/reuniting with your child
  - Parents will be notified immediately when the emergency has been cleared.

It is especially important to keep the Electronic forms up to date in the event an emergency occurs. The purpose of sharing this Emergency Evacuation Plan with you is not to cause you worry, but to reassure you that The Little Red School House is prepared to handle all types of emergencies in a way that will ensure the safety of your child. In the event of an actual emergency, Staff will call the parents as soon as it is safe to do so and will be informed at that time what steps will be taken. Please do not call the facility during an Emergency Situation as the phone lines need to remain open to make emergency calls. If you have any questions regarding this evacuation plan, please contact The Little Red School House.

### **Health and Safety Checklists**

Health & Safety Checklists are completed every quarter by the director and a safety plan is written for low scored items. Staff will be diligent in monitoring the safety, daily, in their classrooms and always have an eye out for anything that could cause a potential danger.

### **NUTRITION**

**\*\*\*PLEASE NOTE\*\*\*WE ARE NOT A NUT FREE FACILITY**

If your child has a food allergy, we will do our best to ensure that they do not accidentally ingest or touch food that contains the allergy, however, please be advised that children sometimes throw or drop food, so there may be a chance that the child with the allergy may come in contact with it.



Parents are responsible for supplying breakfast, snacks (AM & PM), as well as lunch for their children. Unfortunately, we have limited space to store mass amounts of food. Therefore, each child is supplied with a gallon zip lock bag, with their name on it, that will be used to send their food/snacks to and from the facility. Please be sure to use the bags provided.

### BREASTFEEDING

The Little Red School House is committed to providing a breastfeeding friendly environment for our enrolled children and staff. A refrigerator will be made available for storage of expressed breast milk. Mothers should provide their own containers, clearly labeled with name and date. Sensitivity will be shown to breastfeeding mothers and their babies. The center is committed to providing ongoing support to breastfeeding mothers, including providing an opportunity to breastfeed their baby in the morning and evening, and holding off giving a bottle, if possible, when mom is due to arrive. Infant formula and solid foods will not be provided unless requested by the mother. Babies will be held closely when feeding. Staff will be trained in handling breast milk. All center staff will be trained in the proper storage and handling of breast milk, as well as ways to support breastfeeding mothers. The center will follow human milk storage guidelines from the American Academy of Pediatrics and Centers for Disease Control and Prevention to avoid waste and prevent food borne illness. Breastfeeding promotion information is displayed.

### FORMULA

Parents can send formula in however they choose. However, to prevent waste, we will only mix what the child is currently eating. We understand the cost of formula, therefore, will only make what the child will drink. Parents can supply their own water, or we offer roaring spring bottled water to mix bottles. We like to keep one bottle at the facility, which will be labeled, to use while the child is in our care. The bottle will be washed after each use.

**\*\*\*Preschool Program only...please note: WE DO NOT SERVE BREAKFAST AFTER 8:30am.\*\*\***

The Little Red School House will supply milk for the children. Please be sure that snacks are healthy snacks; junk food snacks promote unhealthy eating habits.

The Little Red School House has a contract with Penn Cambria School District to have nutritional school lunches delivered to the School House. The current cost is \$2.65 per lunch, however, may or may not change from year to year or contract to contract. Lunches are called in by 8:00am; if your child will be arriving after 8:00am and you would like us to order a lunch for that day, you must call before 8:00am to let us know. Menus will be sent through Brightwheel. At the end of each month, you will be invoiced for x amount of lunches x current cost, which is due immediately in the form of cash or check made payable to The Little Red School House, Inc. If you are paying with a check or cash you can combine the payments, however, please make a note of it so we know where to apply the funds. If your child refuses to eat a meal or snack that you provided, we will offer an alternative. The alternative will differ daily depending on what other nutritional meals or snacks are readily available. We cannot and will not force a child to eat, however we will make every attempt to get your child to eat. If you DO NOT want us to offer your child an alternative, please be sure to make staff aware immediately.

### FIELD TRIPS

We get the children outside as much as possible, weather and staff permitting. We do walk the children to Keystone Park (Older toddlers, preschool, school age), which is located one block behind and up from the Little Red School House, at times we may walk to Veteran's Park (preschool, school age) on Country Club Road. Sometimes we may just walk around the neighborhood (all children). If you cannot answer "YES" to "WALKS & TRIPS" on the registration form, our program will not be able to accommodate a child staying behind due to ratio, as in the summer months we go for walks and to the parks daily, and all children and staff go, so there would not be staff available to stay back with a child who does not have permission to leave the facility grounds.

If transportation is required for a field trip (pertains to preschool program only), we have the option of renting a small bus from Wilkinson's Bus Lines, in which we can do a small fundraiser to raise the money or parents can pay their child's way. But for the most part we try to stay local and in walking distance (fire hall, library). We do hold field trips for our preschool and school age children. We try to get a field trip scheduled during the school year with our preschool children and one in the summer for our preschool and school age children. We fundraise to help with the cost of the trip, which includes transportation by Wilkinson's Bus Lines.

### CLOTHING

PLEASE REMEMBER TO LABEL ALL OF YOUR CHILDREN'S ITEMS. We do our best to keep everything together. Although we operate in a small environment; often things do go missing, especially pacifiers and socks. Your child will be required to have an extra set of clothing. Please be sure to send in an extra set (pants, shirt, underwear, socks) in a big zip lock bag with your child's name on it. You can leave the labeled zip lock bag in the red reusable bag that will be supplied for you. Please send your child in clothing that is comfortable and able to get dirty.

Children should wear comfortable shoes (tennis shoes), as we do go outside for walks, and go to the playground; please no sandals, dress shoes, or open toed shoes, as these types of shoes do not allow for safe play. If you choose you are permitted to send a pair of tennis shoes to keep at the facility.

### REST PERIOD

A rest period is part of the daily schedule for infants, toddlers, and preschool aged children (time differs for preschool aged children: see schedule). Children in the older toddler classroom and preschool room will need to bring a blanket from home that can be kept here during the week but will be sent home weekly to be washed; if they are left at the center, we will take them home and wash them. Please be sure that their blanket is not extremely big, as it will not fit in their bins. Children are permitted to bring a special blanket to use during nap time only, however, will remain in his or her book bag the remainder of the day.

All children are encouraged to rest; however, we cannot force them to sleep. We will rock them and or rub backs to help them settle to sleep. Some preschool children do not sleep, in which case we do request that they stay on their cots and remain quiet. Children who do not rest will be offered a quiet bag during rest time.

For infants (age 0-12 months) we follow the ABC's of infant safe sleep: **A**lone on their **B**ack in a **C**rib. We care about the safety of your child and it is best practice for your baby to sleep on his or her back. If you would like to send in a sleep sac, we are permitted to use a sleep sac in place of a blanket for infants, however parents will need to provide the sleep sac. Infants will NOT be covered up with a blanket.

### DIAPER CHANGING

Parents are responsible for supplying diapers, wipes, and diaper rash cream. We try to let you know as soon as possible when your supply is running low. When your child is running low we will log it on your child's daily report and/or send a group or individual notification through the app. Diapers are checked **frequently** and changed every 2 to 2.5 hours or more often if needed. If a child has a BM, the diaper is changed immediately. Please note all children are checked and/or changed if need be 5-10 minutes prior to pick-up time. Diaper changing areas are cleaned and disinfected after each diaper change. Staff also wash their hands, as well as the child's, after each diaper change.

### TOILET TRAINING

We are more than willing to work with you and your child during toilet training when your child is ready. Parents are responsible for supplying pull-ups and wipes. Communication is especially important between you and staff to meet the needs of your child. Please be sure to have open communication with staff, as we are not mind readers. Open communication is imperative to have a successful toilet training experience.

### INCLUSION

We welcome all children and are committed to providing developmentally appropriate early learning and development experiences that support the full access and participation of each child. We believe that each child is unique and work in partnership with families and other professionals involved with the child to provide the support every child needs to reach their full potential. Early childhood educators use developmentally appropriate practices and consider the unique needs of all children when planning. Staff will make every attempt to make any adaptations or modifications necessary to meet the needs of the children. Staff will complete trainings to educate themselves or to help them better understand the mindset behind inclusion. Schedules, routines, and activities are flexible and early childhood educators will work with therapists, special educators, and other professionals to integrate individual accommodations, modifications and strategies into classroom routines and activities. Any adaptations will be reviewed with families and other professionals supporting the child. Many children with disabilities or other special needs are supported by developmental and educational professionals such as therapists, teachers, and others. We welcome those professionals and work with them to assure the child's success. The service provider is encouraged to provide services to the child in the context of the early childhood classroom environment and the child's teacher and the service provider

work collaboratively to determine the best strategies to support the child in the group setting. We support the teacher's participation in Individualized Family Service Plan (IFSP) and Individualized Education Program (IEP) meetings.

### **Individualized Education Plans (IEP) & Individualized Family Service Plans (IFSP) Requests**

Your child's growth and development are measured with developmental assessments and screenings. If your child currently has an IEP or IFSP, it would be greatly beneficial to share a copy of this plan with us, so we can work together to ensure that the guidelines are put into practice. We recommend allowing your child's teacher to participate in the IEP meetings. You do not have to provide this information if you do not wish to do so. However, a signature will be required on release or refusal to release your child's IEP or IFSP to the facility.

### **HOME LANGUAGE & ENGLISH LANGUAGE LEARNERS**

The Little Red School House incorporates family's home languages whenever possible in our program. Opportunities for sharing languages include, but are not limited to songs/music, books or items from home countries, utilization of everyday words in the different languages represented in the program and sharing these opportunities with everyone. Additionally, we shall make every effort to communicate effectively with all families in a language that they understand. We shall use community resources for translation and interpretation when we do not have enough resources.

Sometimes children, families, and staff may have a first language other than English. We encourage open communication in the child's home language and will support the learning and development of the English language. Research shows that there is a consistent developmental sequence for young children learning a new language:

1. Home language use: There may be a period when a child continues to use his/her home language; this may be more evident in younger children.
2. Observational and listening period: When the child discovers that their home language may not be understood in the new setting they begin to observe and listen to gather information about the new language. They may experiment with the new sounds during this time. Some children may stop speaking, but do not stop communicating (non-verbal communication). Younger children (toddlers) may be in the observational/listening period for longer than preschoolers.
3. Telegraphic and formulaic speech: The child will begin to use individual words and short phrases in the new language. They may use a single word in place of a full

sentence and use words/short phrases in situations that they've observed others using them.

4. Productive Language use: Children begin to productively use the new language. Classroom teachers will encourage you to share books or music in your home language, family photos, special interests, and lists of common words your child uses in your home language to communicate needs. We want to make every effort to communicate with children and families whose primary language is not English, and teachers will attempt to label some of the classroom materials in the Home Language of the students. Non-English-speaking parents are encouraged to bring with them someone who can help interpret and translate questions, concerns, and documents. This information will help the teachers create a welcoming and comfortable environment for your child.

### GUIDANCE and DISCIPLINE EXPULSION/SUSPENSION

Staff at The Little Red School House makes every effort to create a fun, safe, and encouraging atmosphere for the children, in which all children are encouraged to be who they are and increase self-esteem and build self-confidence. When discipline is needed, we **NEVER** use physical punishment, even if parents tell staff it is OK. We believe in positive reinforcement (catching them when they are doing well, or praising them for good manners, etc....), and consistent redirection. We believe that every child needs boundaries and these boundaries are consistently reinforced, as well as believe that children need to learn personal responsibility and accept consequences for their actions. The Little Red School House has adopted a few techniques to aid in guidance and discipline:

1. **Positive reinforcement**: Praising the child when he or she is observed demonstrating appropriate behavior.
2. **Redirection**: A child is redirected to another activity and given another chance to make good choices.
3. **Cool down period**: The child is separated for an appropriate amount of time (one minute per age) and is placed in a safe area away from the other children. This technique is used only when the child has been talked to several times about the behavior he or she has been displaying, hurting self or others, or damaging furniture or equipment. When time is up the child will be asked if he or she is ready to come back and join the group and will be given another chance.

4. **Expulsion/Suspension:** We want you to know that we will do everything possible to work with the family of the child(ren) to prevent this policy from being enforced.

**Parental and Child Actions leading to Expulsion/Suspension**

- a. The child is at risk of causing serious injury to other children or him/herself.
- b. Parent threatens physical or intimidating actions towards staff members.
- c. Parents exhibits verbal abuse to staff in front of enrolled children.
- d. Failure to pay/habitual lateness in payments.
- e. Failure to complete required forms including the child's immunization records.
- f. Habitual tardiness when picking up your child. Verbal abuse to staff.
- g. Failure of child to adjust after a reasonable amount of time.
- h. Uncontrollable tantrums/angry outbursts.
- i. Ongoing physical or verbal abuse to staff or other children.

We have adopted a few techniques that we will follow/enforce before the decision is made to expel/suspend a child.

1. Correspondence about the child's behavior, will be sent home daily via Brightwheel and/or verbal reports during pick up. This will occur as often as the behavior occurs. We will report using the ABD method: **A**ntecedent, **B**ehavior, and **C**onsequence. The report in the app will also include the time of behavior, as we will be able to track behaviors and try to lessen them.
2. If the behavior continues the child's teacher and the child's parent will complete the Ages and Stages Social/Emotional Questionnaire. After the ASQ SE is completed by both parties, the teacher and parent will discuss results together and formulate a plan of action, which could include all or some of following:
  - a. Behavior Chart
  - b. Contacting a Mental Health Consultant from the PA keys to conduct observations and provide feedback and support.
  - c. Referrals to outside agencies will be made and the parent will be provided contact numbers to have the child evaluated by a professional. We refer children to Beginning's for ages 0-3, and The IU8 program for children 3 and up. The

- service provider is encouraged to provide services to the child in the context of the early childhood classroom environment and the child's teacher and the service provider work collaboratively to determine the best strategies to support the child in the group setting. We support the teacher's participation in Individualized Family Service Plan (IFSP) and Individualized Education Program (IEP) meetings.
- d. Director will contact OCDEL to ensure all resources have been exhausted.
3. If the behavior continues and there is no cooperation from the parent's, or the child's behavior continues, and services are not being received, the child will be expelled, or the child will be suspended until the child is receiving one on one Therapeutic Support Services.
  4. Staff will complete trainings as needed on challenging behaviors and learn different techniques and or strategies to be utilized.
  5. We will do what we can to prevent any child from being suspended or expelled, however, suspension or expulsion will be our last resort if:
    - a. the risk to other children's welfare or safety,
    - b. behaviour does not improve,
    - c. the center finds that they can no longer accommodate the child,
    - d. and/or the parent does not follow through with making efforts to have their child evaluated

Please note: In the event of suspension or expulsion the parent may or may not be given a minimum of one week's notice to find another center to provide care for the child, however depending on the severity of the situation, no notice by the center may be given.

### DAILY REPORTING

We have deployed a mobile application - **BRIGHTWHEEL** which will immensely benefit you by providing you with access to your child's daily activity on your smart phones and tablets. By a simple click on your Apple iPhone/iPad or Android phone/tablet or by going to the **BRIGHTWHEEL** website, you will be able to access the latest status updates of the various activities of your child. This eco-friendly, innovative app will allow us to send notifications, pictures and files to



parents, post newsletters, schedules etc. while eliminating printing/paper costs. You will be sent an invite during the enrollment process.

## TOYS

Here at The Little Red School House, we offer age-appropriate toys for the children to play with while in our care. We do permit children to bring toys from home, however toys must be appropriate for our program, and not contain anything with a battery. We do not allow any type of toy gun or toy weapons of any kind. We understand that children have a great imagination, and a lot of superheroes use weapons, however we discourage the use of any type of play violence. If your child comes in with an inappropriate toy, we will ask that you take it with you when you leave, or we will place it in their book bag. If your child decides to bring in his or her toys from home please discuss our policy with them and inform them that they will need to share the toy with their friends, and the toy will need to be placed in their bin during structured activities, as they are welcome to play with the toy during free time. Please note that we are not responsible for lost or damaged toys that are brought from home.

## ARRIVING & DEPARTING

### SIGNING IN & OUT

### RELEASE OF CHILDREN

When arriving and departing please be certain staff is aware of these times. You must come into the building for drop off and pick up. We want to see a familiar authorized face which lets us know the child has arrived or is safely being released to go home. **PLEASE BE SURE TO SIGN YOUR CHILD IN AND OUT EVERYDAY! THIS IS VERY IMPORTANT!** We use Brightwheel for signing in and out. Parents have the ability to use their own phones or device to scan the QR attendance code. Please let staff know as soon as possible if your child will be absent or late. You are permitted to leave a voicemail or send a message in the app.

Children will not be released to any family member or friend who is not authorized by the parents on the electronic form. If at any time you want to change your emergency contacts or release authorizations, please log into your account for the [electronic forms](#) and make the changes, but please be sure to date it with a current date. The authorized person (one whom does not pick up all the time, or who is unfamiliar to staff) is required to show photo ID and be over the age of 18. We do our best to maintain consistency with staff who open and close, however, there are times that we must make changes. Therefore, please be sure to tell your

emergency contacts, as well as release authorizations to ALWAYS have their ID. Our staff WILL NOT release a child if they are unfamiliar with the person picking up. We do not want to cause an inconvenience; however, our main concern is the child, and we want to be sure that the person picking up is authorized. If the individual who is picking up is asked for ID shows any anger, aggravation, aggression, or any disrespect to the staff members on duty, The Little Red School House, Inc. reserves the right to forbid the individual access to the property.

All schedule changes must be made one week in advance, and all schedules are due by Wednesday morning for the following week. This assures continued placement for your child, as well as provides staff with their weekly schedules. If your child will be absent for a vacation, sickness, surgery, or whatever the reason, payment is still due. Please be courteous to staff and make them aware if your child will not be attending that day, as this is especially important for the child-staff ratio. In the event of an unexpected surgery or illness, for you or your child, you must give a two week notice if you plan on your child not returning to childcare. If your plans are to take a few weeks off, you are responsible to continue to make payments to hold your child's spot.

Registration forms provide a space for you to enter your child's drop off and pick-up time. We use this information for staff scheduling purposes. It is imperative that you follow the time that you list on the form. We understand that sometimes things happen that are out of our control, however being licensed through the Department of Human Services we have a ratio that we must maintain and remain compliant with throughout the entire day, therefore the drop off and pick-up times listed on your forms need to remain consistent each day to maintain ratio. You can change these times if need be, however, you will need to log into the site and change the time on your forms. For example, if a parent lists their child's drop off time at 8:30am and pick-up time at 4:30pm but drops the child off at 7:30am and picks up at 6:00 pm, this creates a major scheduling issue and is unacceptable and will not be tolerated. If a parent needs to drop off earlier or later than the form states, the parent must get approval first, rather than just dropping off and picking up whenever. Beginning January 2, 2018 children will not be accepted at drop off unless it is within 15 minutes prior of the drop off time, and if picked up after 15 minutes of the listed pick-up time a \$20 late pick-up fee will be applied to your account for every 15 minutes that the child remains in our care.

### **Custody Situations:**

Unless a court of competent jurisdiction has limited parental right of access to the child and a copy of the order is on file at the facility, that parent may not pick up the child. The court order must be certified with a judge's signature. If the order is not on file at the center both biological parents have rights to the child. Both parents must agree to and sign the electronic form from authorizing individuals to pick the child up.

### **Inebriated/Intoxicated**

Please note that if a person arriving to pick up a child is visibly inebriated or intoxicated, we WILL NOT release the child to this person. Arrangements will need to be made for someone else, who is authorized to pick up the child, to come pick up the child. If this causes the child to be in our care past our closing time, late pick-up fees will be applied.

### SPECIAL EVENTS

If a special event is planned for the children there will be an email sent, it will be posted on the whiteboards, and in Brightwheel. Special events could include pizza party days (LRSH supplies), holiday happenings, or just because events.

### BIRTHDAY CELEBRATIONS

If you would like to celebrate your child's birthday, please feel free to notify us and we will be happy to provide a special time to celebrate his or her birthday. You are welcome to bring treats, however, please be sure to bring enough for all the children attending daycare that day. If you are bringing treats in to celebrate your child's birthday, please make sure that the treats are store bought and there is an ingredient list labeled on the outside of the package.

### CHILD ABUSE REPORTING

All staff members employed at The Little Red School House are considered mandated reporters. All staff are mandated to report all suspected child abuse directly to The Department of Social Services and/or Law Enforcement.

### EMPLOYEES

Employees of The Little Red School House are expected to demonstrate excellence and quality of service and care. They will do this by following the policy and procedures discussed in our Employee handbook. Their handbook is just a broad tool for conduct. They are oriented on more specific policy and procedures through

on-going professional development to help guide decision-making and best practices. All decision making regarding the children and their actions are guided by the regulations set forth by the Department of Human Services (DHS), formally known as the Department of Public Welfare (DPW), as well as standards that are outlined by the [PA KEYS](#), and in the [Caring for Our Children 5<sup>th</sup> edition](#). All staff at The Little Red School House possess all clearances required by law to be employed in childcare. All staff are CPR and First Aid certified. All staff are required to meet 12 training hours each year. Individuals who apply for employment at The Little Red School House are screened prior to employment.

### **NON-Instructional Staff**

Non-Instructional staff will receive information and professional development on topics of relevance which might include developmentally appropriate practices, diversity, age-appropriate standards, and appropriate child-adult interactions.

## INFANT/TODDLER SCHEDULE

6:00-9:00	Arrivals/Free Play/Breakfast Diaper Changes/Potty Breaks Snack
9:00-10:00	Circle Time Fun-ABC's, 123's, Thematic Units Structured Play/Floor Time Gross Motor (Indoor/Outdoor) Diaper Changes/Potty Breaks
10:00-11:00	Story Time/Puzzles/Activities/Floor Time
11:00-11:45	Clean up/Lunch/Diaper Changes/Potty Breaks Free Play
11:30(12:30)-2:00(2:30)	Lunch/Nap time/Floor Time/Quiet Play
2:30-3:15	Diaper Changes/Potty Breaks Snack
3:00-6:00	Free Play/Activities/Floor Play/Books/Puzzles Diaper Changes/Potty Breaks Departure

**Staff attempt to be very consistent with the schedule, however due to the lack of attention span, temperament. Some activities may be longer or shorter based on the needs/wants of the children. Diapers are checked often and will be changed as needed, not just scheduled times. Same thing applies to children who are potty training. If a child needs to go more often than we will accommodate.**

## PRESCHOOL SCHEDULE

6:30-8:45	Arrivals/Free Play/Breakfast
Bathroom	
8:45-9:00	Clean up
9:00-9:15	Circle Time
9:15-9:30	Large Motor (Indoor/Outdoor
Weather permitting)	
Music/Dance/Exercise	
9:30-10:00	Morning Meeting
10:00-10:20	Free Play
10:20-11:45	Activity/Learning Centers
11:45-12:00	Story Time
12:00-12:10	Bathroom/hand washing/dismissal
12:10-1:00	Lunch/Bathroom
1:00-2:30	Rest Time
2:30-3:00	Bathroom Break
Snack	
3:00-6:00	Free Play (Indoor/Outdoor)
Bathroom	
Departure	

**Circle Time begins at 9:00 am.** Please have your child arrive at 8:45 so they can get settled to begin at 9:00am. Circle time is especially important. This is where your child will learn to count, days of the week, months of the year, the calendar, shapes, colors, ABC's, etc...

We encourage and teach the children to become independent. When dropping your child off for preschool please allow the child to take his or her belongings to the appropriate place. This teaches independence, as well as making the child responsible for his or her belongings. This will also help them to get in a routine.

## TRANSITION

Transitioning into childcare and into different rooms can be incredibly challenging for some children and the parent. We will try to make the transition as smooth as possible. Transition from room to room depends on a variety of factors, which include, developmental readiness of the child, age of the child, and spot availability. All our staff get to know all the children in all the rooms. Of course, a child will be more comfortable with the staff that they see daily, however all staff faces

become familiar over time. When your child is ready to transition to the next room you will be made aware through verbal communication from your child's teacher, as well as through Brightwheel. We use a gradual approach with all transitions. Your child will not just arrive one day and be placed in a new room. We will prepare your child by talking to them about the transition, as well as letting them spend some time in the new room before they will be in the new room full time. We will observe the child in their new environment and work through the anxieties, if any. If the child becomes too overwhelmed, we will place them back in the original environment in which they are most comfortable and try again the next day. We will continue to increase the time spent in the new room more and more each day until the child is ready to be in that new room full time. For more information on transitioning please visit the following websites:

- [4C Helping Communities Help Children](#)
- [Centersite.net](#)
- [Bright Horizons Family Solutions](#)

#### Transition into childcare: What you can expect

- New environment.... new caregivers.....new routine
- Tears from you and/or your child (Separation Anxiety)
  - Some kids adjust more quickly than others, but children are resilient and will eventually adjust to childcare.

#### Toddler Room Transition: What you can expect

- A new teacher
- Increased structured and learning time
- Potty training
- Increased independence and social skills

#### Preschool Room Transition: What you can expect

- New teachers (up to 3)
- Increased structure and learning time
- Increased independence and social skills
- Increased accountability

#### School Age Transition: What you can expect

- Kindergarten registration information will be sent home around March for the upcoming school year.

- Increased independence, social skills, and accountability.

### Self-Care Transition: What you can expect

- Reading Material and Checklists will be sent home or emailed to you about self-care transitioning.

### CURRICULUM

Our program utilizes a fun educational curriculum provided by [Funshine Express](#). Funshine Express is a nationally recognized preschool curriculum that supports your child's social, emotional, and intellectual development. The curriculum provides teachers professionally developed, research-supported lesson plans with engaging hands-on materials to use with your child. Preschools and childcare providers who invest in this quality curriculum offer you peace of mind that your child is receiving a quality educational experience that results in a foundation to lifelong learning. Funshine Express correlates with the [Pa Learning Standards](#). We use a curriculum for the Preschool Program ([Fireflies](#)), as well as for the Toddler & Infant Program ([Buttercups](#)).

### SCREENINGS/ASSESSMENTS/PARENT CONFERENCES

Each child will be screened within 45 days of enrollment and then annually. After the screening is complete, we will offer a parent meeting, within 60 days of enrollment, at your discretion, to discuss the scoring of the screening. The screening will be uploaded to your child's Brightwheel account and can be viewed via Brightwheel on the web. Parents will be sent a Screening/Assessment Acknowledgement via Brightwheel and will be required to sign and date the Acknowledgement, a parent teacher conference will be held at the parent's discretion. Parents will have the ability to request or refuse a parent teacher conference in the Assessment/Screening Acknowledgement. The screenings will flag any developmental delays, in which we can work as a team to develop an action plan.... early detection is the best intervention.

Each child will also be assessed on several developmental domains. Children ages 6 weeks to 36 months will be assessed using the Pearson's Ounce Scale. These assessments are ongoing and will be completed every 4 months and a parent teacher conference will be offered at each time (4 months, 8 months, 12 months, 18 months, 24 months, 30 months, and 36 months). The checklists will be uploaded to Brightwheel and can be viewed via Brightwheel on the web. Parents will be sent a Screening/Assessment Acknowledgement via Brightwheel and will be required to



sign and date the Acknowledgement, a parent teacher conference will be held at the parent's discretion. Parents will have the ability to request or refuse a parent teacher conference in the Assessment/Screening Acknowledgement. The Pearson's Ounce Scale assessment system may transition to the Teaching Strategies Gold, however we will make parents aware of this change when it occurs.

Children in the preschool program will be assessed using Cognitive Toy Box. CTB is the first hybrid assessment tool in the market for children birth to eight years of age. The hybrid observation and game-based approach provides data to teachers in real-time, helping them to improve each child's instruction. To learn how it works click [here](#). Cognitive ToyBox at Home gives families the opportunity support their child's learning outside the classroom. Cognitive ToyBox at Home provides recommended Read Alouds and activities for families to do together, based on each child's developmental progress. Depending on your school's configuration, families will be able to access the Cognitive ToyBox features that are most aligned with your school's needs. To get started you will receive a welcome email. Make sure you check this portal every day for new activities. We encourage parents to use the "We Loved it!" and "We Played!" buttons, as assessment data will be stored to our dashboard.

Previously, while using Teaching Strategies Gold for Preschool Assessments, the checkmarks were uploaded to Brightwheel and could be viewed via Brightwheel on the web. Parents were sent a Screening/Assessment Acknowledgement via Brightwheel and were required to sign and date the Acknowledgement. However, being that we are new to CTB, the way checkmarks will be distributed will be announced. Parents will have the ability to request or refuse a parent teacher conference in the Assessment/Screening Acknowledgement.

If you or your child's teacher has concerns about your child's development, a meeting will be suggested, or the Director may speak to you at drop off/pick up, or perhaps send you an email. The parent, director and your child's teacher will meet after hours to discuss concerns and possible referrals will be made at this time for appropriate services. The director will provide the parent with a list of resources and contact information for the parent to seek services. The Little Red School House, Inc., also can refer the family to the Keystone Stars Mental Health Consultant, which will provide a consultant to come to the facility to observe the child and make referrals if necessary.

## FAMILY PARTICIPATION

We believe that families are a key element in our program, and it is important for us to build a positive relationship with the family of each child in our care.

[Research shows](#) that parents who are involved in their child's program can:

- Help to strengthen and build relationships with the professionals who care for the child in relaxed, informal situations.
- Increase parents understanding of how the center operates and what happens each day.
- Help parents to get to know other families and children at the center.
- Give parents opportunities to see their child in the childcare setting.
- Increase opportunities to contribute to the service's activities and projects.

The Little Red School House, Inc, communicates with parents in a variety of ways, such as, personal and group phone calls, texts, emails, or messages in Brightwheel. We also utilize wipe boards and post important information there, as well as send home handwritten notes or reminders. Finally, we also send home a monthly calendar from the curriculum, so parents can see what their child will be learning that month, and the newsletter offers some activities for the parent to do with their children. Parents will also give feedback about the program annually in a survey that will be sent out each year.

Beginning in the early months of 2018, the Little Red School House, Inc. will be establishing a family group to engage families, support their participation in the education of their children, and include activities that will promote multicultural learning. The group will consist of interested parents, the director of the facility, as well as any teachers or staff employed at the facility. The group will meet once a month, or bimonthly, and an agenda will be provided. The meeting dates, times, locations, and topics will be discussed by all involved in the group, so the date, time, location, and topics can accommodate all who would like to attend. During each meeting, the last agenda topic will be to pick a date, time, location, and topics for the next meeting. Participation is completely voluntary, however is highly recommended.

Education workshops for families will be offered 2 times a year on topics such as, early intervention, adult family literacy, positive family child interactions, cultural awareness, developmental issues, health and safety, and or topics that address the identified needs and interests of enrolled families. The dates and workshop topic

will be emailed to all families when a workshop is scheduled. If a parent would like to learn more about a topic mentioned above or a topic related to their child, they can email Kelli with workshop suggestions.

## COMMUNITY RESOURCES

Our program is committed to supporting access to outside resources that may be of benefit to families. If you have any questions or need assistance to access these resources please contact: Kelli Marshall, Director, 814-886-9388,

[kmars80@aol.com](mailto:kmars80@aol.com)

- [Department of Human Services](#): Daycare Center regulations
- [Compass](#): DHS site for parents to access all childcare providers and view contact information, Star ranking, capacity, as well as violations during announced and unannounced visits.
- [Career Link](#): This agency can help you develop a resume and match your skills and background with job openings in your area.
- [Beginnings, Inc](#): Early Intervention: Services provided to families, infants, and toddlers with disabilities, and at-risk children to maximize the child's developmental potential. These services focus on meeting the unique needs of the child, addressing concerns and priorities of each family, and building on family and community resources (PA Code Chapter 4226.1). Services include occupational, physical, speech, hearing and vision therapy, as well as nutritional support, social work services and in-home teachers
  - 111 Market Street Johnstown, PA 15901
  - 814-539-1919
- [Cambria County Children and Youth Services](#)
  - Central Park Complex 110 Franklin Street Suite 400 Johnstown, PA 15901
  - 814-539-7454
- [Cambria County Mental Health and Mental Retardation](#): Offers quality behavioral health services.  
Central Park Complex 110 Franklin Street 400 Suite Johnstown, PA 15901  
814-535-8531
- [Child Care Information Services/Cambria County Child Development](#): Provides childcare information in your county in regards to information on quality child care and personalized child care referrals based on specific needs or preferences of an individual. CCIS also

aides in making childcare affordable through subsidized funds from the state.

- 300 Prave Street Suite 101 Ebensburg, PA 15931
- 814-472-6341
- [United Way](#)
  - 422 Main Street Suite 203, Johnstown, PA
  - 814-535-2563
- [Community Action Program](#)
  - 512 Main Street Johnstown, PA 15901
  - 814-536-9031
- [Cambria County Assistance Office \(CAO\)](#): Cash Assistance, Medical Assistance (MA), which is also called Medicaid), Supplemental Nutrition Assistance Program (SNAP) benefits (the new name for the Food Stamp Program) and home heating assistance through the Low Income Home Energy Assistance Program (LIHEAP) are all public assistance programs available to eligible low-income individuals and families.
  - 625 Main Street Johnstown, PA 15901-1678
  - 814-533-2491
- [CHIP](#): CHIP is short for the Children's Health Insurance Program- PA's program to provide health insurance to all uninsured children and teens who are not eligible for or enrolled in Medical Assistance. Regardless of the reasons your child might not have health insurance, CHIP may be able to help you.
  - 800-986-KIDS
- [Domestic Violence Hotline](#): Hotlines can provide a variety of services and supports to individuals who are experiencing abuse.
  - 1-800-799-7233
- Housing Assistance: Programs that offer assistance regarding housing can help you to locate housing, provide information on resources for first time home buyers and help answer questions if you are fearful of losing your home.
  - [Johnstown Housing Authority](#)
    - 501 Chestnut St Johnstown, PA 15906
    - 814-535-7771
  - [Altoona Housing Authority](#)
    - 2700 Pleasant Valley Boulevard Altoona, PA 16602
    - 814-949-2000

- [Society of Saint Vincent DePaul](#): Offers assistance to families in need.
- [Parent to Parent of PA](#): Parent to parent of Pa matches parents and family members of individuals with disabilities and special needs on a one to one basis for the purpose of support and to share information and resources.
  - 888-727-2706
- [Penn Cambria School District](#) (Kindergarten Registration):
  - 205 6<sup>th</sup> Street Cresson, PA 16630
  - 814-886-8166
- [Women, Infant, and Children Program \(WIC\)](#):
  - 3133 New Germany Rd, Suite 65 Ebensburg, PA 15931
  - (814) 472-7321
- Access to free vaccines: [www.cdc.gov/features.vfcprogram](http://www.cdc.gov/features.vfcprogram)
- Cribs: [www.cribsforkids.org](http://www.cribsforkids.org)

#### NATIONAL RESOURCES

- [American Academy of Pediatrics: Parent Corner](#)
- [The Center for Early Literacy Learning](#)
- [The Center on the Social and Emotional Foundations for Early Learning](#)
- [Let's Move](#)
- [Terrific Transitions](#)
- Prevention of Shaken Baby Syndrome:
  - [www.dontshake.org](http://www.dontshake.org)
  - [www.purplecrying.info](http://www.purplecrying.info)
- [www.healthychildren.org](http://www.healthychildren.org)
- [www.keepkidssafe.org](http://www.keepkidssafe.org)

#### Checklist for Infant Enrollment:

#### COMPLETE ELECTRONIC FORMS

TUITION	
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HEALTH ASSESSMENT	
DIAPERS (LABELED)	
WIPES	
BOTTLE (LABELED)	
FORMULA (LABELED)	
CHANGE OF CLOTHES (X3 & LABELED)	
SECURITY ITEMS (LABELED)	
BABY FOOD (LABELED)	
SLEEP SAC	

**Checklist for Toddler & Preschool Enrollment:**

<b>COMPLETE ELECTRONIC FORMS</b>	
TUITION	
HEALTH ASSESSMENT	
DIAPERS OR PULL UP'S (LABELED)	
WIPES	
SPILL PROOF CUP (LABELED) (TODDLER ONLY)	
CHANGE OF CLOTHES (SEVERAL IF POTTY TRAINING & LABELED)	
SECURITY ITEMS (LABELED)	
BREAKFAST (IF APPLICABLE)	
LUNCH	
SNACKS	
SMALL BLANKET (TO STAY AT CENTER)	
WATER BOTTLE	

**KEYSTONE STAR ADDENDUM**

### **Transfer of Records**

Parents have the right to and are encouraged to request their child's records when the child is being transferred to another educational facility. If you would like to request a copy of your child's record upon leaving our program a completed request form is required along with a \$5.00 fee for ink and paper that must be paid prior to delivery of the record. Request forms can be provided by the Director. Please allow at least 10 business days to receive the records. The Request form must be completed in its entirety to be valid. A signature and current date must also be on the form for validity. Please note that the release of information is only valid for 90 days from the date on the written request form. Please also note that Child Records are only kept for 1 year after the child's last day of care.

### **[Current CDC Immunizations Recommendations](#)**

### Safety during Drop-off and Pick-up of children

(D.H.S. Day Care Regulations 3270.171(b)(c) 3280.171(b)(c))

Parents shall enter and exit the parking area via the alley behind the facility, driving slowly and watching for children being accompanied to and from the day care and outdoor play areas.

The ignition of all cars must be turned OFF and the keys removed from the ignition. **NO CHILD MAY BE LEFT UNATTENDED IN A VEHICLE.**

All children must be accompanied by a parent or designated adult into the child's care area at the facility. While children are in the hallways, or walking to and from their cars, their care and safety are the responsibility of the parent.

The child(ren) will be released only to their parents unless written instructions are received permitting pick-up by another adult. In an emergency, Staff at LRSH may be telephoned and will document pertinent information regarding an alternate adult picking-up a child. Day care staff will verify this information by a return call to the parent. Identification is required of the specified person picking-up the child before the child will be released from the day care. In the event the day care staff on duty are not familiar with a parent they may require them to also produce identification.

We would appreciate your cooperation with the above outlined procedures. Please keep in mind they are designed with your child's safety and wellbeing in mind. Feel free to discuss these and any other matters with our staff should you have any questions or concerns. Thank you.

### **MEDICAL EMERGENCY PROCEDURE**

**Purpose:** To provide a written procedure to follow if emergency medical care is required by a child using the Little Red School House.

**Responsibility:** The director or acting Director will determine if emergency medical care is needed.

**Procedure:** Upon determining that medical care is needed the necessary First Aid will be given and the following procedure will be put into effect.



## I. CONTACT

- A. Parent or guardian will be notified if possible
- B. If parent or guardian cannot be contacted
  - 1. All attempts will be documented
  - 2. Emergency person(s) will be notified
- C. Provider of emergency care will be contacted

## II. TRANSPORTATION

- A. If it is determined to be necessary, an ambulance will be summoned
  - 1. The Director or acting Director will accompany the child
- B. If not, the following will take the child for necessary care
  - 1. Director (to be notified if not on the premises)
  - 2. Acting Director
- C. The following items will be taken with the child
  - 1. The necessary consent and emergency contact information
  - 2. The Emergency Services Information
  - 3. Necessary First Aid equipment
  - 4. The child's Health Appraisal

## III. THE PERSON ACCOMPANYING THE CHILD WILL REMAIN WITH HIM UNTIL:

- A. The parent or designee arrives
- B. The child is released to return to the Day Care Center

## IV. THE PERSON LEFT INCHARGE AT THE DAY CARE WILL:

- A. Continue to attempt to contact parents or emergency person
- B. Call in help to cover at the Day Care Center using Emergency Call Out List

## EMERGENCY COMMUNICATIONS WITH PARENTS/GUARDIANS

To the Parent (s)/Guardian (s) of **the children at the Little Red School House**:  
This letter is to assure you of our concern for the safety and welfare of children attending **The Little Red School House**. Our Emergency Plan provides for response 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, etc. In case of inclement weather, we may then proceed to Penn Cambria High School Gym.
- *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 a relocation facility. Evacuation Site is:
  - Emergency Relocation Facility at **Penn Cambria High School Gym**.  
If it ever becomes necessary to relocate, a sign will be posted on the door stating the Emergency Relocation Facility.

**If you're not sure how to get there, please ask for directions before there is an emergency.**

- *Modified Operation:* May include cancellation/postponement or rescheduling of normal activities. These actions are normally taken in case of a winter storm or building problems (such as utility disruptions) that make it unsafe for children, but may be necessary in a variety of situations.

Please listen to **the local radio/television stations** for announcements relating any of the emergency actions listed above.

We ask that you not call during the emergency. This will keep the main telephone line free to make emergency calls and relay information.

*The facility director may provide an alternate phone number (i.e. cell phone number, etc.) to call in an emergency event.*

The Emergency Contact form that you signed upon enrollment designating persons to pick up your child, will be used every time your child is released. Please ensure that only those persons you list on the form attempt to pick up your child.

I realize that emergency circumstances may require changes to your plans, but I urge you to not attempt to make different arrangements if at all possible. 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, I ask your understanding and cooperation. Should you have additional questions regarding our emergency operating procedures, contact **[Kelli Marshall at 814-312-3794.](tel:814-312-3794)**

Sincerely,

***Kelli Marshall BS***

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***Owner/Operator/Director***

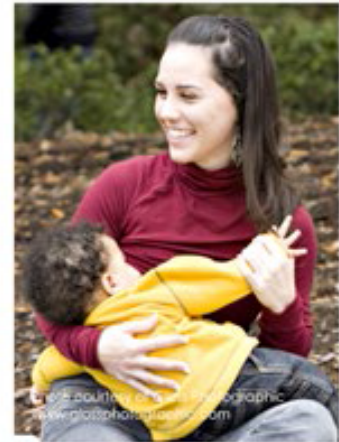
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*Because we are committed to healthy mothers and children,*

## **Our Child Care Center Supports Breastfeeding**

In order to support families who are breastfeeding or who are considering breastfeeding, we strive to do the following:

- Make a commitment to the importance of breastfeeding, especially exclusive breastfeeding, and proudly share this commitment with our staff and clients.
- Train all staff in supporting the best infant and young child feeding.
- Inform families about the importance of breastfeeding.
- Develop a breastfeeding-friendly feeding plan with each family.
- Train all staff to handle, store, and feed mother's milk properly.
- Teach our clients to properly store and label their milk for child care center use.



- Provide a breastfeeding-friendly environment, welcoming mothers to nurse their babies at our center.
- Display posters and brochures that support breastfeeding and show best practices.
- Contact and coordinate with local skilled breastfeeding support and actively refer.
- Continually update our information and learning about breastfeeding support.

**Breastfeeding Families Welcome Here!**



UNC  
GILLINGS SCHOOL OF  
GLOBAL PUBLIC HEALTH

