Be You Learning Center

**Parent Handbook**





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**I.INTRODUCTION**

Overview

Be You Learning Center opened in the fall of 2019. The Center was created as a community based Childcare Center to service families who reside in the Francisville area and provide a high quality, nurturing early childhood education experience. The Center will accommodate a variety of full and part time schedules and include non-traditional hours of operation.

**Non-Discrimination Policy**

In providing services to children and their families, Be You Learning Center do not discriminate on the basis of race, religion, gender, disability, cultural heritage, political beliefs, marital status, national origin or sexual orientation.

**Philosophy and Mission Statement**

A core value in our program is acceptance. We foster acceptance of self, acceptance of others, and acceptance for developing in individual and appropriate ways. In a secure and nurturing environment, our curriculum provides for all areas of a child's development: physical, emotional, social, and cognitive. We believe that children learn through active exploration and interaction with adults, other children, and materials.

 Our teachers encourage curiosity and exploration and have chosen materials that help expand children's thinking. Basic learning materials include sand, water, and tools to use with them, large and small blocks, puzzles, dramatic play props (dress-up clothes, puppets, kitchens, dollhouse), items for scientific investigation (magnets, balances, and weights), books, cassette tapes, musical instruments, art and drawing supplies, and climbing structures with slides. Positive social interaction is encouraged by helping children to develop their verbal skills and to express their feelings in appropriate ways.

We recognize that the child is an individual as well as a member of a larger unit, his/her family. Strong, continuous and viable family/teacher relationships promote effective communication and participation. The staff works closely with families for the benefit of the child and includes family members in the curriculum and special events.

As a Center, we welcome and encourage parent participation in all aspects of our program. From sharing important family and cultural information with us, to joining your child for lunch; your support is greatly appreciated.

**Staff Qualifications**

The staff at the Be You Learning Center consists of a Center Director, Teachers, Assistant Teachers and Aides/Volunteers. All staff meets, the PA Office of Child Development and Early Learning (OCDEL) requirements for formal education for their respective positions, have had experience working with young children and their families, and OCDEL approved certification in First Aid and CPR. Our staff enjoys and understands how young children learn and grow. They respond with sensitivity and patience to each child's individual needs, desires, and interests.

 In order to ensure that employees or other persons regularly providing childcare or support services with potential for unsupervised contact with children at BYLC are appropriate for serving in their positions, a Criminal Background check and a Department of Human Services (DHS) Child Abuse Background Record Check and FBI Fingerprinting shall be performed on all candidates for positions before an offer of employment is confirmed. Further, a Criminal Background check and a Department of Human Services (DHS) Background Record Check shall be performed annually on all persons in such positions and/or any time the program receives information that may indicate that a new DHS Background Record Check review is appropriate.

**Hours and Days of Operation**

BYLC is open Monday through Friday, 6:00am to 6:30pm, fifty-two (52) weeks per year, excluding the following National holidays and two BYLC professional development/in-service days:

The Center is closed on the following holidays:

* **New Year’s Eve (closes at 3pm)**
* **New Year's Day**
* **President’s Day**
* **Good Friday (closes at 3pm)**
* **Memorial Day**
* **Fourth of July**
* **Labor Day**
* **Veterans Day**
* **Thanksgiving Day**
* **Day after Thanksgiving**
* **Christmas Eve (closes at 3pm)**
* **Christmas Day**

**The Center is closed on:**

* **Martin Luther King Jr. Day**

**Please see Attachment for closures and early closures**

**II. ENROLLMENT**

**Process**

Parents interested in enrolling their child(ren) should call the Center Site Director and arrange a tour. There is a $75.00 non-refundable annual enrollment and supply fee. Enrollment is completed online via Sandbox, our communication app.

A priority enrollment system is established as follows:

(1) Siblings of currently enrolled children will have first priority.

(2) Regular full scheduling families will have second priority.

(3) All others will have third priority.

**Capacity**

The Center may enroll up to a maximum of 47 children per day.

We currently service Young Toddlers, Older Toddlers, and Preschoolers.

**Orientation**

We request that a parent tour with their child in the classroom prior to the child’s actual start date. In most cases, one or two visits are best; please speak with the Center Site Director about your child’s’ pre-start date visit(s).

An enrollment form and a developmental history form must be completed by a parent prior to your child's first visit day. The child's health care practitioner will need to complete a physical form. All forms can be uploaded online.

During the first few weeks your child will be adjusting to a new place and many new faces. We are interested in making this adjustment as easy as possible for both children and families. Options for easing your child into the program should be discussed with the Center Site Director and teachers.

**Transitions**

The Center is organized and staffed to minimize the number of transitions children experience. Being mindful of the importance of the bonds that are established with teachers and peers, every effort is made to maintain continuity of relationships between teaching staff and children and among groups of children. Every effort is made to keep Infants, Toddlers/Twos together with their teachers for nine months or longer. Developmental needs or concerns are always considered when planning transitions for children and clear communication takes place between center and home and among teaching staff.

***Please note***: The Center makes every attempt to plan for and enact transition plans that have been discussed with families; in the event of an unforeseen change to enrollment, staffing, or program operations, transition plans may need to be altered to ensure compliance with State regulations, as well as to ensure a best practice experience for children. When transition plans must be altered, the Center Site Director will contact the families to discuss.

**Group Sizes and Ratios**

Our program adheres to the group size and ratios as set forth by the PA Office of Child Development and Early Learning (OCDEL)as well as by the standards set forth by the National Association for the Education of Young Children (NAEYC).

• Young Toddler: 12 months- 2 years: Group size maximum 10; adult to child

ratio 1:5

• Older Toddlers: 2 years to 3 years: Group size maximum 12, adult to child ratio 1:6

• Preschoolers: 3 years to 5 years/entry to Kindergarten: Group size maximum 20, adult to child ratio 1:10

**Tuition Fee Structures**

There are two fee structures at the Center. There is a fee structure for full time and part time schedules. For tuition rates please **visit our website.**

**Tuition Fee Charges**

Tuition is charged based upon the child’s classroom assignment not age.

For example, if a child turns 2 years but remains in the Young Toddler room until the set transition date, the Young Toddler tuition rate will remain in effect.

**Tuition Increase**

A tuition increase will occur annually of each year. An increase of approximately 5-10% will be added to weekly rates. New rates are posted online.

**Schedule Changes**

Schedule changes may be possible if space is available. If you are reducing the number of days your child attends, a month’s notice is required so that we may fill the available opening. We discourage parents from making more than 2 schedule changes per year to provide consistency for the groups and for individual children. Exceptions will be made only in extreme circumstances.

When the maximum capacity for each group is reached, an internal waiting list will be established. The order in which children are enrolled is directly dictated by the requested schedule and the spaces available.

**III. FINANCIAL POLICIES**

Enrollment/Supply Fee: $75.00 is required when enrolling a child. This fee also serves as a seat holder for 1 week while families alongside the director completes the enrollment process. **This fee is non-refundable and only holds the seat for 1 week.**

**Enrollment Reservation Fee**: An enrollment reservation fee of two-week tuition is collected to hold a specific slot for a specified month only. The first two-week tuition is due upon the confirmation of your child's enrollment into the program. The reservation fee is non-refundable.

**Tuition and Payment Policies**

➢ For private pay families: Tuition must be paid by Friday the week prior to the service week. Tuition can be paid weekly or monthly.

➢ For subsidy pay families: Tuition co-pays are paid weekly by Friday the week prior to the service week.

**All tuition payments are made through automatic withdraws through Sandbox via ACH transfers (debit).** No cash will be accepted. There will be a $35.00 fee for all returned checks and a $10-day late fee for all unpaid tuition payments. The amount of tuition is based on your child's predetermined schedule and group assignment and has no bearing on your child's actual attendance, (i.e., sick days, vacation days, and holidays, etc.)

When children are picked up late, you must pay at a rate of $3 per min and it is due before your child returns.

There will be a late charge of $10.00 per child for invoices not paid by 6pm Friday. A $10.00 charge is added each additional day payment is late and after Tuesday of the current service week, the child (ren) cannot return until the account is current. In the event you do submit your tuition late, please include your late fee with your tuition payment.

Extraordinary circumstances should be discussed with the Center Site Director promptly. Several late payments may lead to the termination of your child’s enrollment. Families who do not pay for more than two weeks are subject to termination of childcare services

**Extra Day Policy**

Families may request days in addition to their scheduled days. Please note, extra days may not always be available due to enrollment, staffing, or program operations and the Center must ensure compliance with State regulation, as well as to ensure a best practice experience for all children.

Families must request the specific days at least 72 hours in advance of the time requested. There is a flat rate ranging from $60-$70 per day. The sibling discount is not available for extra hours/days.

Please keep in mind that when extra days are requested, you must pay for the extra time that is not included in your child’s predetermined schedule. For example, if your child’s schedule is M/W/F and you request an extra day, you will be charged for the extra day and are expected to pay once the day is agreed upon. If a family is in regular need of requesting extra days, please speak the Center Site Director about the possibility/availability of a formal schedule change.

**Drop Off Policy**

In order to uphold the integrity of the children’s daily schedule, ***children must arrive at the center no later than 9:15am*** with the exception of doctor’s appointments and emergencies. Breakfast will not be served after 8:55am. Outside food is not permitted. This includes outside food brought with the child from home. The Center should be notified as soon as possible or in advance of changes to drop off time.

We ask that early pick up not occur during nap (~1:00pm -3:00pm) as this may be disruptive to the group as well as possibly difficult for your child. Families should call/text ahead of time if there’s a need to pick up during this time.

All children are checked in and out using the Sandbox application. You must set a time clock 4-digit passcode for this to work. You can set up your passcode in the setting section of the application.

**LATE FEE PAYMENTS MUST BE MADE THROUGH THE CENTER SITE DIRECTOR**

Chronic late pick up may result in the termination of your child’s enrollment.

**Schedules and Late Fee Policy**

We ask that you set a realistic schedule for your child's attendance, allowing for commuting delays, last minute work assignments, etc. We expect that your child will be dropped off no earlier than and picked up no later than closing time. We suggest planning to arrive just prior to closing so that you will have ample time to speak with your child’s teachers, gather your child’s belongings and depart from the center in a timely manner. **Parents arriving after closing time will be charged a late fee of $1.00 per minute, per child.**

**IV. GENERAL INFORMATION**

**Absences and Late Arrivals**

Please contact the Center as early as possible on a day your child will be absent or if your arrival will be delayed so we may better plan for the day. If your child is absent due to health reasons, please alert your child's teacher via Sandbox.

If the prolonged absence of a child is due to a serious illness and/or extended hospitalization, the director will make every effort to work with families regarding holding an enrollment slot and making tuition payments in this case, documentation is required.

If a child does not attend the center for an extended period due to a non-medical reason, a parent is expected to pay the regular tuition in order to hold the child's scheduled hours and days. A parent must give 30 days’ notice of the

child's termination date and go on the waiting list if re-enrollment is desired. There will be no guarantee that a slot will be available at the time of their return.

**Program Evaluation**

The Center conducts a semi-annual program survey in order to get feedback from enrolled families. The survey is anonymous and is a way for families to provide the Center their comments, compliments, ideas, and suggestions.

**Arrivals and Departures**

Please sign your child in using the tablet at the front desk, include any pertinent information (e.g., sleeping irregularities, medication needs, moods, changes in daily routine) that may help your child during the day and accompany your child to their classrooms.

When picking up your child, please sign out and notify a teacher that you are leaving. It is imperative that a parent completes the sign in/out sheet for their child every day. This is our attendance sheet and is necessary in the event of an emergency. Unless the teacher is engaged with a group of children, please inquire about the day your child has had. The use of Sandbox should provide you with the general activities of your child's day.

Only those people authorized in our database may pick up a child from the center. The center must be notified in advance if someone other than a parent/guardian will be picking up the child, and this person will be asked to present identification as well as confirmed using our database. Under no circumstances will a child be released to anyone that is not listed and confirmed with identification.

**Babysitting**

Negotiations regarding babysitting between staff and parents is not permitted at BYLC.

**Birthdays and Other Special Days**

We would love to celebrate your child's birthday or another special event at school. Parents may bring a Center approved special snack for the day, and we invite you to join us for a small celebration during snack or lunch time. When bringing a snack, please confirm with your child’s teacher that the snack is an approved item. A low-key approach is best in group care, so please leave party favors, balloons, etc.… at home. If you would like to invite children from the center to your home, we ask that you do so by email or US mail unless you are inviting the entire class.

**Behavior Management Policy**

Our policy concerning behavior management ~ sometimes referred to as discipline ~ is based on the individual need of the child, the ability of each child to understand what he/she is doing and the consequences of their actions.

A child is never made to feel that the outcome of an act will result in physical or verbal abuse. When appropriate, children may use the “calming corner” to regulate their emotions. The use of a sandbox, squeeze ball, foam, etc. are all available to children during this time.

Positive reinforcement is always encouraged, and children are told what they are doing well. It is the responsibility of the teacher in charge to ascertain what has taken place as clearly as possible. If an altercation between children has occurred, each child is spoken to with respect and with reason. Each child is then given the responsibility of approaching the other child in a friendly manner, with adult supervision, for the children to participate in the resolution to the misunderstanding. This is done in direct relation to the verbal ability of the child but can be accomplished even when the child is not yet talking.

When inappropriate behavior occurs with the adult being the recipient, the child will be approached either with a reasonable verbal response or with the technique of redirection. Removal from an activity for a short period of time is used only if it has been ascertained that other responses have failed or if a child is at risk.

There is less likelihood of discipline problems when positive responses and remarks are the norm throughout the day. If a positive base is established in an atmosphere of respect and understanding, inappropriate or negative behavior then becomes the exception. When any staff member feels that he/she is unable to manage a situation with a child in an effective manner, he or she will direct the child to another staff member and take a break. At BYLC, staff members assist one another in creating a positive, relaxed atmosphere.

**THE FOLLOWING ARE PROHIBITED:**

• Corporal punishment, including spanking.

• Verbal or physical abuse, humiliation, neglect, or abusive treatment.

• Speaking to a child in a manner or tone that is disrespectful, sarcastic, demeaning or threatening.

• Withholding food, drink or sleep.

• Force feeding children.

• Disciplining a child for soiling, wetting, or not using the toilet; forcing a child to remain in soiled clothing or forcing the child to remain on the toilet or using any other unusual or excessive practices for toileting.

**Biting Behavior in Young Children**

The Centers recognize that biting is a normal stage of development that some young children go through. It is something they will outgrow in time. Young children who bite, bite for reasons, all of them normal and developmentally understood.

**Common Reasons Why Children Bite**

Teething, exploring, stress, frustration, imitating behavior, personal space is violated or crowded, lack of vocabulary, sign of affection, to obtain attention.

**Classroom Strategies Used to Minimize Incidents of Biting**

We “shadow” the child who has exhibited biting behavior. We carefully observe the child who has bitten to determine if there is a pattern of when the biting behavior occurs. We comfort the child who has been bitten and firmly let the child who bit know that "biting hurts." and we offer an object to bite such as a teething ring or cold cloth.

**Action Taken When a Biting Incident Occurs**

• The child who was bitten is comforted.

• The child who bit is firmly told that “biting hurts” while we continue to comfort and focus on the child who was bitten.

• The bitten area is washed thoroughly with soap and water and inspected for broken skin.

• If the skin is broken, an administrator is immediately notified. Both sets of parents are contacted and advised to call their pediatricians; open wounds on the face or hands are the most vulnerable to infection.

• An injury/incident report is written for each of the children involved.

• Ongoing dialog is kept with parents and staff on classroom and home strategies being used to address and curb the biting behavior.

• Relevant articles are made available to parents and staff.

**Clothing**

Please label all items with your child’s FIRST and LAST name.

The activities at the Center can be messy. Please dress your children in play clothes. Although we do use smocks and roll up sleeves, we cannot guarantee that children's clothing will not get stained or soiled. We assume that you will send your child in clothes that allow your child to participate fully in our play-based program and that

you understand that clothes may get stained or soiled.

Part of each day is spent outdoors, weather permitting. Please dress your child accordingly. Appropriate and safe footwear is required for outdoor play. **Children are not allowed to wear open-toed shoes to school.** During the summer, fully closed water shoes with a solid rubber, non-skid sole are permissible; if there are questions about suitability of footwear, please verify with your classroom teachers.

During the cold weather please make sure your child has boots, (that slip on and off easily), a warm coat, snow pants, a hat, mittens and full foot non-skid slippers for after snow play.

Each child should have a complete set of extra clothing to be kept at the center including underwear and socks. All clothing should be clearly labeled with your child's name (socks too, please). We cannot be responsible for lost articles.

**Accessories and Jewelry**: Children’s accessories and jewelry are extremely attractive to young children’s eyes, fingers, and mouths. We ask parents cooperation to be safety conscious when choosing accessories that their children wear to the center. Small objects like barrettes/beads and earrings can be choking hazards and necklaces can pose strangulation hazards. Therefore, we do not permit the following type of jewelry/hair accessories:

➢ Dangly earrings (small, snug-fitting pierced studs are permitted).

➢ Necklaces of any kind.

➢Beads of any kind (including hair beads, barrettes smaller than a quarter)

➢ Bracelets with beads or charms (rubber, cloth or thread bracelets are permitted as long as they do not contain attachments or charms).

**Comfort Items**: If it will help your child feel more at home during the day, we welcome comfort items such as his/her favorite pacifier, doll, stuffed animal, books or items that contribute to our activities are always welcome. These items need to be small enough to fit within each child’s individual cubby space. If you have any questions about what to bring, please speak to your child's teacher.

**Confidentiality of Children’s Records**

In order to ensure the confidentiality of your child and family, staff members receive a confidentiality policy in their Employee Handbook that is reviewed upon hire. It states:

 “*Records of the children are confidential, may not leave the Center, and should not be discussed with other parents or in front of other children. Confidential information includes but is not limited to children, their families, employment, payroll, fiscal, and management information*.”

Access to confidential data, including children’s records, is permitted only when authorized and only in order to perform assigned tasks. Information contained in a child’s record is confidential. This includes all written and verbal communication, which pertains to the child and/or his/her family. It includes but is not limited to addresses, telephone numbers, progress reports, learning disabilities, testing, financial information, behavior issues,

attendance, etc.

Employees should recognize that sharing information that may be considered to violate the privacy of children and their families with others who do not have a need to know will be considered a violation of confidentiality that may be subject to disciplinary action up to and including immediate termination.

Parents or others authorized in writing by the parents can request their child's record at any time.” Staff members sign an agreement that they have read and agree to adhere to all the policies in their handbook including the preceding policy.

Be You Learning Center is in compliance with the PA Office of Child Development and Early Learning (OCDEL) regulations regarding the confidentiality and distribution of children's records. The information contained in a child's records is confidential and will not be released to anyone without the written consent of the parents. Parents may have access to the records of their child. A copy will be made at no charge. A permanent electronic log will be maintained in each child's record indicating any persons to whom information has been released. The child's parents may add information or comments to the child's record and may also request the deletion or amendment of any information contained in the child's record.

**Food**

BYLC is a peanut/nut free facility and all children, including Infants once they start eating solid foods, bring their meals daily. BYLC will provide breakfast and two snacks daily. Please send lunch in an insulated lunch box/bag as we are unable to heat food, an unbreakable thermos is recommended for hot/warm foods and liquids. Please do not send food or drinks in glass containers.

As we wish to encourage sound nutrition, we ask that parents send balanced lunches and avoid sugary beverages. This includes grains/breads, protein and/or dairy, and fruits and/or vegetables.

**Some popular and nutritious ideas for lunches include:**

Sandwiches such as nut free butter and jelly, cream cheese and jelly, tuna, egg salad, and chicken salad, made with a variety of breads such as loaf bread, bagels, tortilla wraps, pita, etc. Pasta, Pizza, Soups, Salads, Soups, pastas in sauce, stews, casseroles, green, pasta or rice salad, pizza, meats, cheeses, beans, tofu, cut-up fruits and vegetables.

Hot/warm foods must be in a THERMOS, which does not require additional heating as the Center will not heat food. Water bottles shall remain at the Center and taken home and cleaned weekly.

To promote healthy eating habits, teachers encourage children to eat what has been sent for lunch; with this in mind, we ask that parents send a variety of healthy options as described above. Per Early Education and Care best practice, staff will allow children to eat the foods that have in the order they choose; we cannot

withhold food or not permit children to eat some foods until they have eaten others; with this in mind, please send foods that you wish your child to eat, and staff will encourage the enjoyment of all foods that have been provided for lunch. Children’s interest in and enthusiasm for food is actually quite similar to that of adults; when food is prepared and presented to highlight a variety of colors and textures, it’s often that much more appealing to eat and enjoy. Please feel free to ask us for ideas and suggestions and your fellow families may have some fun ideas for variety, too.

**\*\*Grapes and hot dogs must be cut lengthwise and in very small pieces. The program will not serve popcorn, raw peas, hard pretzels or meat larger than what can be swallowed whole to reduce the chance of choking. \*\***

**THINGS TO KNOW AND REMEMBER**

No soda or high sugar drinks.

If you have found nutritious items that are very popular with your child, please share your experiences and ideas with teachers and other parents for supporting healthy nutrition and happy mealtimes. Parents should alert their child's teacher to any food allergies or sensitivities. Please note that Be You Learning Center is a peanut-free/nut-free environment; please note that foods children bring from home and consume at the Center may not contain nuts or nut products.

**Inclement Weather Operations**

BYLC will do everything possible to remain open, as well, in the case of inclement weather. As is the case, BYLC employees are asked to make personal decisions about their ability to travel safely to and from work, especially as storm conditions can vary by geography. In the event that program operations must be altered, parents will be

informed with as much notice as possible. In all declared “state of emergency”, BYLC will be closed.

**Nap Needs**

Infants 6 weeks – 14 months: Per Safe Sleep Policy, must be placed to sleep on their backs without any blankets, animals, bottles, etc. in their crib. Parents provide fitted bed sheets and nap sacks for their child. All bedding should be taken home weekly for cleaning and returned the following week.

In keeping with best practice recommendations for Infants in childcare settings, BYLC will not swaddle Infants.

Toddlers and Preschoolers: should bring a nap blanket and a crib sheet to cover their rest mat. Please make sure each is labeled. They should be brought home to launder weekly or as needed. A comfort toy, doll, or stuffed animal is always welcomed for nap.

**Safe Sleep Policy**

In order to reduce the risk of SIDS, our licensing agency, OCDEL, has an established policy regarding infant sleep practices and the Be You Learning Center adhere strictly to this policy for the health and safety of the Infants in our care.

*1. Children younger than six months of age at the time of enrollment must be under direct visual supervision at all times, including while napping, during the first six weeks they are in care.*

*2. As is required by Pennsylvania, “Programs serving infants must place infants on their backs for sleeping, unless the child’s health care professional orders otherwise in writing.” Blankets, “loveys” or any other items are not permitted in cribs. Only sleeps sacks and pacifiers without anything attached to them (such as loveys, clips, etc.) are permitted in cribs.*

*3. After being placed on their back, an infant who can easily turn from back to front and front to back may remain in the position they are in once asleep.*

*4. No child under twelve months of age shall be placed in a crib containing pillows, comforters, stuffed animals, or other soft, padded materials. Devices such as wedges or infant positioners will not be used.*

*5. In keeping with OCDEL best practices all infants will be placed unrestrained in their designated cribs for napping.*

*6. We will ensure that cribs and crib slats meet all State requirements.*

*7. Alternate infant sleep positions require a written and signed physician’s note explaining medical reasons why an infant sleep in a position other than unrestrained on his/her back. In this event, we will keep a note in the child’s file and post a notice by his/her crib. All childcare providers will be informed of any medical requirements.*

*8. In keeping with best practice recommendations for Infants in childcare settings, the Center will not swaddle Infants.*

**Observations and Research**

Periodically, childcare professionals, health care professionals and students request opportunities to observe young children; they are interested in typical behavior, developmental skills, and/or how children interact with peers/adults. All requests are with the consent of the Center Site Director and are scheduled in advance.

A consent form will be given to the parents explaining the reason for the observation, the name and background of the person requesting the observation and the date/time of the observation. Parents reserve the right to deny permission. Unless written on a consent form, an observation will mean that there is no interaction between the child and the observer and no identification of the individual child.

**Parent Information**

Parent involvement information will be posted on our website and social media platforms. Postings will include information regarding parent workshops, classes for children, and other events happening throughout the community. Please feel free to comment, like and share information that you think other families might find useful!

**Photographs**

No outside agency will be allowed to photograph the children without parental consent. The staff reserves the right to photograph the children for curriculum purposes without specific parental consent. Often parents will take pictures or videotaping of the children during a special event, (i.e., birthdays, graduation, classroom activities etc.). Please inform the Center Site Director if you do not want your child to be photographed in these instances.

**See Attachment for Photo Release Consent**

**Referral Plan and Procedures**

The Be You Learning Center is committed to the cognitive, physical, social and emotional development of each child. Teachers observe children's behavior on a daily basis and in more formal ways with progress reports at least twice a year. If a child appears to have difficulty with any area of development, an initial assessment will be made by all the teachers who have contact with the child. The staff will begin to record written observations of the behavior addressing how, when, and where the behavior takes place, and the efforts staff has made to assist or accommodate the child's needs.

If a particular behavior is of immediate attention or a child continues to have difficulty, the teachers will bring their concerns and written observations to the attention of the Center Site Director. A conference with the parents will be arranged in order to share the observations of the teachers and discuss behaviors the parents have witnessed at home. Together the parents, teachers and Center Site Director will formulate a plan of action. A follow-up meeting will be arranged.

Teachers will continue to record observations of the child. At the follow-up meeting, if the behavior or concern has not improved, it will be determined if a specialist should be consulted for additional insight on the issue. A current list of referral resources in the community for social, mental health, educational and medical services will be given to parents.

Be You Learning Center will provide to the parent/guardian a written statement including the reason for recommending a referral for additional services, a brief summary of the center's observations related to the referral and any efforts the center made to accommodate the child's needs. The Center Site Director will assist parents in making the referral with written parent authorization. The Center Site Director reserves the right to submit a referral and follow up by contacting the agency or service provider who evaluated the child for consultation and assistance in meeting the child's needs. If it is determined that the child does have special needs and/or an Individual Education Plan (IEP) or Individual Family Service Plan (IFSP) is developed; please refer to the Center's policy on "Serving Children with Special Needs". If the child is not in need of services from this agency, or is ineligible to receive services, the center will review the child's progress at the center every three months to determine if another referral is necessary. The Center will maintain a written record of any referral, including the parent conference and results.

**Caring for Children with Special Needs**

Be You Learning Center accepts applications for children with special needs. We realize the benefits of supporting children with special needs and attempt to accommodate these children if appropriate and helpful for them; however, BYLC can only provide such services as are reasonable and beneficial to the class as a whole and do not cause undue liability to the program, staff and other children. It may be necessary to turn down an application for enrollment or to terminate continued enrollment of a child with special needs when staff is not qualified to provide services or the safety and wellbeing of the child, the other children in the classroom and/or the staff are jeopardized.

Communication is the key aspect to successfully support a child with special needs. The parents, teachers and specialists who work with the child with a disability are all equally involved in sharing information, communicating their needs and listening to each other.

A child with special needs should be assessed by an Early Intervention Team if the child is under 2.9 years, by the child's school system if he/she is older the 2.9 years, or other service provider. The evaluation will determine services which will benefit the child and the method by which the services will be provided. The Center Site Director will assist the parents with a referral if necessary.

At the initial meeting, the Center Site Director will meet with the parents/guardians to discuss the child's disability/special needs. The child's IEP/IFSP or other information will be discussed. With parental permission, specialists may be requested to attend. The Center Site Director, with parental consent, will identify in writing the accommodations the center would have to make to meet the needs of the child, including:

1) change or modification in regular center activities

2) size of group and appropriate staff/child ratio

3) special equipment, materials, ramps or aids.

*If the accommodations cause undue burden, the Center Site Director must notify the parents in writing within 30 days. She will include the address and telephone number for the Department of Early Education and Care as a resource for questions related to "undue burden". A copy of this notification will be kept on file.*

If it is determined that BYLC can accommodate the child, the parents, child and classroom teacher will meet to determine how and when the child will transition into the program if the child is new to the program. If the child has been enrolled, the staff and parents will discuss the new information. All records, screening/assessment information, IEP/IFSP, and observations will be placed in the child's folder and remain confidential. Parents may access their child's file at any time.

BYLC will continue to develop a resource library with information on special education. Parents of special needs children and specialists working with the child are encouraged to share written materials with staff members.

**Supervision of Children**

All staff are responsible for the supervision and whereabouts of the children assigned to their care at all times; this includes conducting regular and accurate headcounts any time a group moves from one area to another.

Classroom teaching staff are aware of where children are at all times and remain in sufficient proximity at all times in order to intervene quickly if/when necessary. Classroom teaching staff do not engage in any other activities or tasks that could unnecessarily divert their attention from the supervision of children.

Classroom teaching staff supervise Infants and Toddlers (2 months – 2 years 8 months) by sight and sound *at all times*, including when children are sleeping. Classroom teaching staff supervise Preschoolers (2 years 9 months to entry to kindergarten) by sight and, for brief intervals, by sound (e.g., when a child walks from one adjoining room to another or can use the toilet independently), as long as the child is back in sight and sound within one minute.

**Toileting and Diapering**

At the Be You Learning Center, children are not required to be toilet trained by a specific age. We believe that a child should begin toilet training when he/she is physically and psychologically ready. Parents and teachers should be alert to signs of readiness, and together discuss an individual plan. We will continue the toileting process here once it has begun at home. Children must be ready to participate willingly if the process of toilet learning is to be a positive one and, to this end, the Center cannot and will not force a child to use the toilet.

Children in diapers are changed every other hour and on an as needed basis.

**Toys From Home**

We ask that children's toys stay at home, unless they are brought in for a pre-arranged sharing at group time. Toys from home are difficult to share at other times, and we cannot be responsible if they become lost or broken. We realize that this is sometimes very hard --leaving a toy in the car during the day is a tactic that sometimes works if you can't leave the house without that special something. Comfort toys for nap are the only exception, and should be kept in the child's cubby, unless needed at "difficult" times.

**Transportation**

It is the policy of the Be You Learning Center that staff does not transport children. If a medical emergency arises, children will be transported by ambulance unless in the reasonable judgment of the Center, providing transportation is medically necessary. The only person(s) allowed to transport children will be those noted on the child(ren)’s authorized pick-up list.

 **PARENT COMMUNICATION / PARTICIPATION / RIGHTS**

**Parent Participation**
Parents are welcome to spend time in the classroom, visit for lunch, or share any talents they have with the children. Parents are always welcome with no notice required but may want to notify the teachers when they plan to visit, so that the child and the group can be prepared for the visit. If your child is having difficulty with separation, please discuss with the teacher ways that would make parting easier. You may decide that extra visits during your child's first few weeks could make it more difficult for him/her to settle and adjust. Please discuss any concerns you may have with the Teachers.

**Conferences**
Parent-teacher conferences are held formally twice per year to discuss your child's progress, adjustment to the center and other issues of concern to both parents and teachers. Toddler and Preschool teachers complete developmental progress reports for each child and conferences are scheduled twice a year. Infant teachers complete developmental progress reports every three months and schedule meetings with parents twice a year. If they wish, parents are welcome to schedule additional meetings with their child's teachers at any time.

The purpose of progress reports and conferences is to identify the children’s interests and needs, to improve curriculum, to adapt teaching practices and the environment, as well as to plan for program improvement.

**Family Mailboxes**
Each family has a mailbox located near the children's cubbies. Please check this daily. All written communication from the Center Site Director and teachers is placed in the mailboxes as well as your children's artwork.

**Newsletter**Families are informed about center activities, upcoming events, reminders and general announcements via an electronic newsletter monthly. We urge you to read it carefully. You'll also find that the newsletter can serve as a good discussion starter when talking to your child about the latest happenings at school.

**Withdrawal and Termination**

➢ Withdrawal
Parents must provide a *minimum* 30 days written notice for the withdrawal of a child for any reason. Parents will be responsible for tuition payment for these 30 days.

**Withdrawals for entry to kindergarten and for children turning 5 years old before September 1st**:
Parents must inform the Center in writing of their child's withdrawal date on or before June 30th and must still provide a minimum one-month notice. All Kindergarten-bound children, and children who turn 5 years old before September 1st, must be withdrawn on or before the Friday prior to September 1st.

➢ Termination
The Center may terminate the enrollment of a child if the child’s needs cannot be met, unpaid tuition balance, the safety/care of other children is in jeopardy, and/or accommodations for the child cause undue burden to the Center. Parents will be notified of the reasons for termination and conditions for reenrollment (if any), in writing, a minimum of one month prior to the termination date. However, if the reason for termination is serious, termination can be immediate. A parent may contact the Director of Child Care Services if there are concerns regarding the Center’s decision to terminate enrollment.

Before the implementation of the termination of a child due to challenging behavior, the staff will take the following steps:

1. Meet with parents to discuss other options.
2. Provide referrals for evaluation and services.

Be You Learning Center reserves the right to terminate services to children and families for the following reasons:

o If tuition payment is not received on the Friday before the week of service;
▪ Extraordinary circumstances, which make it impossible to keep payment current, should be discussed with the Center Site Director promptly.

* If a child's individual developmental needs cannot be met by the staff or within the daily program, then parents will be referred to appropriate services after each of the steps outlined in the referral policy have been taken. This would include conditions or behaviors which cannot be managed effectively by the staff, or which pose a potential threat to the safety and wellbeing of his/herself, the other children or staff.
* If a parent or family member displays inappropriate behavior, either physically, verbally or sexually, toward any staff member, child or parent, then termination/referral procedures can be initiated.
* If a parent's child rearing philosophy or beliefs conflict with that of the Center, the Director of Child Care Services will review the conflict and determine if the Center can reasonably accommodate the parent's request. If the parent's request is contrary to the Center's published philosophy and educational and care giving goals, then the parent will be notified, and termination procedures may be initiated.

Parents will be notified in writing at a face-to-face meeting when possible, including the reasons for termination. A copy of this letter will be kept in the child's record.
The Center Site Director will inform parents of the availability of information and referral for other childcare services.

When a child’s enrollment is terminated from the Center, whether initiated by the Center or the parents, the child's teacher will prepare the child and family for their departure in a manner that is professional, respectful and developmentally appropriate with regards to the child’s level of understanding.

**VI. HEALTH CARE POLICIES AND PROCEDURES**

**Physical Examinations**
A yearly physical examination, including a test for lead poisoning, is required for each child at the center. In addition, immunization records must be kept current and submitted to the Center upon receiving updates.

**Medical Policy**
The Center Site Directors work closely with a pediatric Health Care Consultant to determine medical policies and resolve medical issues affecting the children and staff at the centers. A copy of the Health Care Policy may be obtained by parents through written request to the Center Site Director.

Mildly ill children will be permitted to attend the center on their regularly scheduled days. For the protection of *ALL* children and staff, parents will be notified when their child presents with an undiagnosed condition, or is too ill to remain at the Center, and they will be requested to pick up their child immediately. Should a parent be unable to pick up their child within one hour, they are responsible for planning for their child to be picked up by someone from their list of emergency contacts.

**Criteria regarding signs or symptoms of illness, which will determine whether a child will be included or excluded from the center prior to morning drop off:**

* -  If a child has a temperature of 100.4 \* or higher, he/she will be required to stay out of the Center until fever- free for 24 hours *without the use of acetaminophen (Tylenol) or ibuprofen (Motrin or Advil).*
* -  A child on antibiotics must be excluded from the center from the time of diagnosis until 24 hours after the first dosage.

\* We are still working under the seasonal flu prevention guidelines issued by the State, therefore Centers must adhere to 100.4 or higher until further notice.

**Procedures for handling a child who has already been admitted to the Center and exhibits symptoms requiring exclusion until he/she can be taken home:**

The child will be kept in quiet isolated area in the classroom on a resting mat. All mats and sheets will be cleaned after the child leaves the center.

**Policies for when excluded children may return:**

We have no separate facilities for long term care of a sick child, parents are asked to be especially aware of and plan for impending illness. If a child becomes sick while at the center, a staff member will contact the parent to ask that the child be taken home. We will ask parents to take their child home if we feel that he/she needs to see a doctor, if they present with an undiagnosed condition, is contagious, or has a greater need for individual care than staff can provide while providing care for the needs of other children. At the center, the child will be made comfortable on a mat in a quiet area away from the other children. Staff will provide the child with food and beverage as requested.

**Some of the common conditions for which a child will be sent home are as follows:**

* 1. *Temperature - A child will be sent home if he/she has a temperature of 100.4 degrees or higher. The child must be fever-free for at least 24 hours without the use of acetaminophen (Tylenol) or ibuprofen (Motrin or Advil) before returning to the center. His or her activity level and appetite should be back to normal as well. In cases of highly contagious illness associated with fever (such as the flu), the return to center timeframe may be extended to ensure the health and wellness of the childcare center community.*
	2. *Diarrhea* - A child who has more than one instance of diarrhea (watery stools) will be sent home. Diarrhea is usually caused by viral infections however bacteria and parasites (Giardia) may be the cause. If your child has an allergy or condition that regularly causes diarrhea, please alert the staff to this during orientation. The child must be diarrhea-free for at least 24 hours before returning to the center. In cases of highly contagious stomach and intestinal illness (such as Norovirus), the return to center timeframe may be extended to ensure the health and wellness of the childcare center community.
1. *Vomiting* - A child who is vomiting will be sent home and should remain home until vomiting has stopped. Most vomiting is caused by infection. Stomach viruses are highly contagious and can spread through the center very rapidly. The child must not have vomited for at least 24 hours before returning to the center. In cases of highly contagious stomach and intestinal illness (such as Norovirus), the return to center timeframe may be extended to ensure the health and wellness of the childcare center community.
2. *Impetigo* - This skin infection is characterized by crusted sores, which may appear anywhere but usually first in the facial area. When prescribed by a physician, children with this condition must have taken the prescribed antibiotics for at least 24 hours before returning to the Center and all lesions should be dry before returning to the Center.
3. *Conjunctivitis* - This is a contagious infection of the eye characterized by redness and tearing, a yellow discharge from eyes, or eyelashes stuck together. When prescribed by a physician, children with this condition must have taken the prescribed antibiotics for at least 24 hours before returning to the Center and all discharge must be gone.
4. *Strep Throat* - Is characterized by swollen neck glands and a temperature combined with a sore throat. When prescribed by a physician, children with this condition must have taken the prescribed antibiotics for at least 24 hours before returning to the Center.
5. *Scarlet Fever* - Is a strep throat with a rash, which is red and has a sandpaper feeling. Your physician should be consulted as to when your child should return to the center.
6. *Chicken Pox* - Children can attend the Center after exposure or during the incubation period (11-20 days after contact.) Your physician is the best person to consult if there is any doubt concerning your child's contagiousness during this illness. **Please notify the Center if you suspect that your child has been exposed to chickenpox so that we may notify the other parents.** The program will maintain a list of the children who have documented exemptions from immunizations and these children will be excluded from attending if/when a vaccine-preventable disease is introduced into the program.
7. *Ear Infections* (Otitis Media) - Ear infections are extremely common. When prescribed by a physician, children with this condition must have taken the prescribed antibiotics for at least 24 hours before returning to the Center.
8. *Respiratory Infections - Are very common and usually are caused by viruses. It is advised that your child remain at home and if fever is associated with the infection, must be fever-free for 24 hours without the use of acetaminophen (Tylenol) or ibuprofen (Motrin or Advil) before returning to the center.*
9. *Head Lice* - Is characterized by very itchy scalp and nits (white eggs) that resemble dandruff but can't be easily removed from the hair. Children may return to the Center after they have had one head lice treatment.
10. *Scabies* - Is a very itchy rash between the fingers, on wrists, under arms, at the belt line and in infants on the head, neck, palms and soles. The rash is caused by a mite. The child may return to the center after one treatment.
11. *Hand-foot-mouth disease - Is caused by a viral infection. It is characterized by small ulcers in the mouth, blisters on hands and feet and sometimes near the genitalia and on the buttocks. The child is contagious until the fever is gone (typically 3-4 days) and must be fever free for 24 hours without the use of acetaminophen (Tylenol) or ibuprofen (Motrin or Advil) before returning to the center.*

If a child is ill with a contagious disease (i.e., chickenpox, etc.) parents are to let the staff know so that other parents at the center may be informed. Center staff shall post notice of the type of communicable disease, symptoms, and precautionary measures that can be taken in addition to information on when an infected child can return to the center. In cases of highly contagious illnesses, the return to center timeframe may be extended to ensure the health and wellness of the childcare center community.

**Covid-19**

The virus that causes COVID-19 can infect people of all ages. COVID-19 is spread from person to person through contact that is close enough to share droplets generated by coughing, sneezing, speaking and even just breathing. COVID-19 can also be spread by touching objects where contaminated droplets have landed. Because of this easy manner of transmission, an infant, child or young person who is infected with COVID-19 can spread the infection to others they come in close contact with, such as members of their household, teachers, or other caregivers. Infected persons with mild or even no symptoms can spread COVID-19.

Be You Learning Center (hereafter “Center”) values the safety and wellbeing of its staff, children and families. For this reason, the Center has adopted a COVID-19 Health Policy. These policies are subject to change and will be updated based on the recommendation and guidelines of the Centers for Disease Control (CDC) and the Pennsylvania Office of Child Development and Early Learning (OCDEL).

**Vulnerable/high risk groups:** It is recommended that individuals at higher risk for severe illness from COVID-19 consult with their medical provider to assess their risk and to determine if they should stay home if there is an outbreak in their community. Information about COVID-19 in children is somewhat limited, but the information that is available suggests that many children have mild symptoms. However, a small percentage of children have been reported to have severe illness. Parents should consult with their health care provider on what is appropriate for their child.

Based on currently available information and clinical expertise, people 65 or older might be at higher risk for severe illness from COVID-19. To protect those at higher risk, it is important that everyone practices healthy hygiene behaviors. Staff aged 65 or older are encouraged to talk to their healthcare provider to assess their risk and to determine if they should stay home.

**Preventative health measures:**

The Center will follow all applicable regulations found in the PA Code 3270 Child Day Care Centers.

The following checklist is intended to provide a selection of important health and safety items.

The Center will plan to ensure adequate supplies to support hand hygiene behaviors and routine cleaning of objects and surfaces. If there is difficulty obtaining these supplies Pennsylvania has compiled a list of vendors at the B2B Interchange Directory at <https://dced.pa.gov/pa-covid-19-medical-supply-portals/pennsylvania-covid-19-ppe-supplies-business-2-business-b2b-interchange-directory/>

For staff in the Center or other public spaces, we are confident that if certain measures such as cloth face coverings or non-medical grade masks, respiratory etiquette (cover cough and sneezes), frequent hand washing / hand sanitation and environmental cleaning and sanitizing are widely observed, the Center can be operated in a safe and measured way.

All staff are encouraged, but not required, to wear cloth face coverings (over the nose and mouth). Cloth face coverings will be washed daily. Paper masks may be reused if aired out overnight. Masks or face coverings will not be worn when napping, eating or exercising. Masks or face coverings will not be used by anyone who has trouble breathing or is unable to remove their mask without assistance. When masks or face coverings are removed, they will be placed in a labeled plastic or paper bag (out of reach). Proper hand hygiene will be practiced immediately after handling a mask or face covering.

Children and staff are prohibited from bringing items from home into the Center, including toys, reusable water bottles, etc. The only items permitted to be brought from home by children and staff are weekly bedding, a daily lunch in a sealed labeled plastic/paper bag, one change of clothing in a labeled plastic zip-lock bag and medication required by a physician.

We cannot expect a group of young toddler age children not to engage in interactive play or share toys. Parents or guardians should monitor the health of their child and not send them to the program if they are displaying any symptom of COVID. Parents or guardians should seek COVID testing promptly and report results to the program given the implications for other children, families, and staff. Parents or guardians should protect any vulnerable persons who are members of the same household or come into frequent, close contact with infants, children and youth who attend daycare.

**Social distancing strategies:**

Social distancing focuses on remaining out of congregate settings, avoiding mass gatherings, and maintaining distance from others when possible. The following social distancing strategies will be in place:

* Staff will maintain at least 6 feet of separation from other individuals. If such distancing is not feasible, other measures such as face covering, hand hygiene, cough etiquette, cleanliness, and sanitation will be rigorously practiced.
* Classes will include the same group each day, and the same childcare staff will remain with the same group each day when applicable.
* Each group of children will stay on separate floors, to the extent possible.
* Special events such as festivals, holiday events, and special performances will be canceled or postponed.
* There will be limited mixing of children, such as staggering playground times and keeping groups separate for special activities such as art, music, and exercising.
* Outdoor areas (like playgrounds in schools and parks) generally require normal routine cleaning but do not require disinfection.
	+ The Center will not spray disinfectant on outdoor playgrounds- it is not an efficient use of supplies and is not proven to reduce risk of COVID-19 to the public.
	+ High touch surfaces made of plastic or metal, such as grab bars and railings, will be cleaned routinely.
	+ Cleaning and disinfection of wooden surfaces (play structures, benches, tables) or groundcovers (mulch, sand) is not recommended and therefore will not be practiced.
* If possible, at nap time, children’s naptime mats will be spaced out as much as possible, ideally 6 feet apart and placed head to toe to further reduce the potential for viral spread. Cots will be disinfected before and after each use.
* Time standing in lines will be minimized, with children kept at safe distances apart from each other. Six feet of separation between children is preferred.
* Children must wash or sanitize their hands immediately after using sand, water or sensory stations.
* The distance between children during table work will be increased.
* When feasible, more outside activities will be incorporated.

**Parent drop-off and pick-up:**

The pick-up and drop-off of children will be completed outside of the Center, unless there is a legitimate need for the parent to enter. Should the parent have a legitimate need to enter the Center, the parent must be screened by the operation as outlined in this document.

* Parent must wear mask during drop-off and pick- up.
* Arrival and drop off times will be staggered.
* Children, but not parent/guardian, will enter through the front door that leads directly into the Center. The parent/guardian will stand at least six feet from the exterior door.
* Children can clean their hands immediately upon entry to the Center. If a sink with soap and water is not available, hand sanitizer with at least 60% alcohol will be provided. *Keep hand sanitizer out of children’s reach and supervise use.*
* Parents will verbally give the staff their Sandbox number so staff may check the child in and out each day.
* Parent/guardian will verbally complete, with staff, a daily child health checklist.
* If possible, older people such as grandparents over the age of 65 should not pick up children, because they are more at risk for severe illness from COVID-19.

**Screening:**

Individuals who have a fever of 100.4 F or above or other signs of illness will not be admitted to the Center. Parents are encouraged to be on the alert for signs of illness in their children and to keep them home when they are sick.

The following individuals must be screened every day before entering the facility:

* Staff,
* Persons with legal authority to enter, including law enforcement officers, PA Department of Human Services Certification Representative, etc.
* Professionals providing services to children (Early Intervention staff are not permitted in Center during Pennsylvania’s Red or Yellow phases),
* Children enrolled at the Center, and
* Parents who have children enrolled and present at the Center. *Parents should only enter the Center when necessary.*

**Prior to entering the Center,** the following screening method will be used:

* Upon their arrival, stand at least 6 feet away from the parent/guardian and child.
* Ask the parent/guardian to confirm that the child does not have fever, shortness of breath or cough.
* 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.
* Conduct temperature screening by following the steps below:
	+ Perform hand hygiene by washing your hands with soap and water for 20 seconds. If soap and water are not available, use a hand sanitizer with at least 60% alcohol.
	+ Check the child’s temperature.
	+ Use a non-contact (temporal) thermometer.
* Record all information on the daily tracking log.

**Illness:**

Ill children and staff are required to stay home.

* The Center will communicate to parents the importance of keeping children home when they are sick.
* The Center will communicate to staff the importance of being vigilant for symptoms and staying in touch with the Center Director if or when they start to feel sick.

Any staff or child will be sent home if they present with any of the following new or worsening signs or symptoms of possible COVID-19:

* **Feeling feverish or a measured temperature greater than or equal to 100.4 degrees Fahrenheit**
* **Cough**
* **Shortness of breath or difficulty breathing**
* Sore throat
* Chills
* Loss of taste or smell
* Diarrhea
* Repeated shaking with chills
* Muscle pain
* Headache
* Known close contact with a person who is lab- confirmed to have COVID-19

Potential exposure means being a household contact or having close contact within six feet of an individual with a confirmed or suspected COVID-19 for at least 10 minutes. The period for having contact with an individual includes the period of 48 hours before the individual became symptomatic.

Children will also be sent home with any of the following new or worsening signs or symptoms of possible Inflammatory Syndrome in Children (MIS-C) associated with COVID-19:

* **Fever – prolonged and persistent**
* Rash
* Conjunctivitis (redness of the white part of the eye)
* Stomachache, vomiting and/or diarrhea
* Tongue is redder than usual and looks like a strawberry
* Swollen hands and/or feet, lymph nodes
* Irritability and/or unusual sleepiness or weakness

Any child or staff with a temperature of more than 100.4 will not be permitted to return to the Center until 72 hours after the fever has returned to normal without fever reducing medications. The Center will not allow a physician’s note before the 72 hours.

Very commonly, a child might be present at the Center with cough and/or runny nose (mild respiratory symptoms) and the child is behaving normally with no fever. Children will be permitted to attend the Center if no other symptoms of illness are present.

Children or staff who become sick while at the Center will be sent home as soon as possible.

* The sick child or staff will isolate from well children and staff until they can be sent home by isolating in the staff room.
* A sick child must be always supervised by staff. The staff member caring for the child must wear a mask and protective clothing/smock.
* The parent of the sick child will be contacted immediately and informed to contact their health care provider.
* The isolation area will be cleaned and disinfected after the sick individual has gone home.
* All areas used by the individual who is sick, such as classrooms, offices, bathrooms, and common areas, will be cleaned and disinfected.

Staff or children with the new or worsening signs or symptoms listed above will not return to the Center until:

* In the case of an individual who was diagnosed with COVID-19, the individual may return to the Center when all three of the following criteria are met:
	+ at least 3 days (72 hours) have passed since recovery (resolution of fever without the use of fever-reducing medications),
	+ the individual has improvement in respiratory symptoms (e.g., cough, shortness of breath), and
	+ at least 10 days have passed since symptoms first appeared.
* **In the case of an individual who has symptoms that could be COVID-19 and does not get evaluated by a medical professional or tested for COVID-19, the individual is assumed to have COVID-19, and the individual may not return to the Center until the individual has completed the same three-step criteria listed above.**
* If the individual has symptoms that could be COVID-19 and wants to return to the Center before completing the above self-isolation period, the individual must obtain a medical professional’s note clearing the individual for return based on an alternative diagnosis.

**A physician’s note MUST in writing state, “\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ was seen and evaluated for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. This individual does NOT have COVID-19 and is able to return to childcare without placing another individual at risk.”**

If staff members believe or a parent believes that they or the child have had close contact to someone with a confirmed case COVID-19, they should monitor their health for the above symptoms during the 14 days after the last day they were in close contact with the individual with COVID-19. The staff or child is not permitted to return to the Center until the end of the 14-day self-quarantine period from the last date of exposure.

If COVID-19 is confirmed (tested positive) in a child, staff member or other adult who has been present in the Center, the Center will:

* call Pennsylvania Department of Health at 1-877-724-3258,
* inform DHS – OCDEL SE Region Bureau of Certification 215-560-2541,
* close off areas used by the person who is sick for at least 24 hours,
* open outside doors and windows to increase air circulation in the areas,
* wait up to 24 hours or if possible before cleaning or disinfecting to allow respiratory droplets to settle,
* follow CDC guidance on how to disinfect the Center by cleaning and disinfecting ***all areas*** used by the person who is sick, such as classrooms, offices, bathrooms, and common areas, and
* continue routine cleaning and disinfection.

If more than 7 days have passed since the person who is sick visited or used the facility, additional cleaning and disinfection is not necessary.

**Enhanced cleaning and disinfecting measures:**

The following will be done in addition to (or in substitution of) existing cleaning protocols in place at the Center:

* Cleaning and disinfecting efforts will be intensified over the pre-COVID-19 standards. Additional CDC guidance can be found here: https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting- building-facility.html
* Cleaning products will not be used near children, and staff will ensure that there is adequate ventilation when using these products to prevent children from inhaling toxic fumes.
* The Center will follow their regular schedule for cleaning and disinfecting.
* The Center will routinely clean, sanitize, and disinfect surfaces and objects that are frequently touched, especially toys and games.
* The Center will clean 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.
* The HVAC system will be adjusted to allow for more fresh air to enter the program space, if possible.
* All bathrooms should be cleaned and disinfected regularly throughout the day; at a minimum bathroom should be cleaned and disinfected three times per day.
* Cleaning products:
	+ All cleaning products will be used according to the directions on the label. For disinfection, most common EPA-registered, fragrance-free household disinfectants should be effective. A list of cleaning products specific to COVID can be found here: https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2
	+ If surfaces are dirty, they will be cleaned using a detergent or soap and water prior to disinfection.
	+ The manufacturer’s instructions will be followed for concentration, application method, and contact time for all cleaning and disinfection products.
	+ If possible, EPA-registered disposable wipes will be provided to staff so that commonly used surfaces such as keyboards, desks, and remote controls can be wiped down before use.
	+ All cleaning materials should be kept secure and out of reach of children.
* Clean and sanitize toys:
	+ Toys that cannot be cleaned and sanitized will not be used.
	+ 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 and disinfected by hand by a person wearing gloves. Toys will be cleaned with water and detergent, rinsed, sanitized with an EPA-registered disinfectant, rinsed again, and air-dried. The Center will be mindful of items more likely to be placed in a child’s mouth, like play food, dishes, and utensils.
	+ Machine washable cloth toys will be used by one individual at a time or not used at all. These toys will be laundered before being used by another child.
	+ Toys will not be shared with other groups of children, unless they are washed and sanitized before being moved from one group to the other.
	+ Toys that need to be cleaned will be set aside, placed in a dish pan with soapy water or put in a separate container marked for “soiled toys.” The dish pan and water will be kept out of reach from children to prevent risk of drowning. Toys will be washed with soapy water and rotated to promote frequent cleaning.
	+ Children’s books and other paper materials will be rotated if used by one group in a cohort. They will not be used by any other group for at least 36 hours.
* For clean and disinfecting bedding:
	+ Only bedding (sheets, pillows, blankets, sleeping bags) that can be washed will be used.
	+ Child’s bedding will be kept separate in individually labeled bins in their cubby’s bags. Cots and mats will be labeled for each child.
	+ Bedding will be cleaned weekly or before use by another child.

**Healthy Hand Hygiene:**

All children, staff and anyone entering the Center will engage in hand hygiene at the following times:

* arrival to the Center 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 encountering bodily fluid,
* after handling animals or cleaning up animal waste,
* after playing outdoors,
* before and after playing in sand, in water or with sensory materials, and
* after handling garbage.

Hands will be washed with soap and water for at least 20 seconds. If hands are not visibly dirty, alcohol-based hand sanitizers with at least 60% alcohol will be used if soap and water are not readily available.

* Children will be supervised when using hand sanitizer to prevent ingestion.
* Children will be assisted with handwashing, including infants who cannot wash hands alone.
* After assisting children with handwashing, staff will also wash their hands.
* Posters will be placed at all sinks describing handwashing steps near sinks. (Developmentally appropriate posters in multiple languages are available from CDC.)

**Transportation:**

Close seating on vans makes person-to-person transmission of respiratory viruses more likely. When providing transportation, the Center will:

* maximize space between riders (for example, one rider per seat in every other row),
* keep windows open for possible reduction virus transmission,
* cleaning and disinfecting: The windows will be opened after runs and let the van thoroughly aired out. Vans will be cleaned after each use. Windows will be kept open to prevent buildup of chemicals that could cause eye and respiratory problems.

**Food Preparation and Meal Service:**

* The Center will not serve family style meals. Each child will be provided individual meals and snacks.
* The Center will consider the meal process and work on educating parents and families on the best way to provide their child’s food and drinks for the day/week.
* If the child brings their own food from home, the Center will discourage the sharing of food between children.
* If meals are brought from home, they must be brought in disposable plastic or paper bag (no lunch boxes) with food stored in disposable container. All bags and containers will be disposed of immediately after the meal.
* The children’s food and drinks for the day will be stored in their cubbies if meals are brought from home. Only labeled perishable items will be placed in the refrigerator.
* Meals will be served in the classroom and staff will directly serve children in their classrooms.
* Sinks used for food preparation will not be used for any other purposes.
* Staff will ensure children wash hands prior to and immediately after eating.
* Staff will wash their hands before preparing food and after helping children to eat.
* The Center will follow all other applicable federal, state, and local regulations and guidance related to safe preparation of food.

**Emergency Medical Forms**The State of Massachusetts requires parents to provide the center with a current immunization record, annual physical exam report and for children between the ages of 9 and 12 months and annually thereafter a Lead screening test result, within 30 days of enrollment. *ALL MEDICAL RECORDS MUST BE UPDATED YEARLY.*

In addition, consent forms for authorization of medical treatment, emergency transportation and child release, must be signed by parents and kept in each child's file. *FOR YOUR CHILD'S SAFETY, PLEASE REMEMBER TO NOTIFY THE OFFICE IMMEDIATELY OF ANY CHANGES OF TELEPHONE NUMBERS OR ADDRESSES LISTED ON THE CONSENT FORMS.*

Emergency First Aid Procedures
All staff are required to have current training in either Red Cross or EEC certified First Aid and CPR. In cases of minor injury, the staff will administer simple first aid and will notify parent(s) in writing about injury and treatment

Emergency Medical Procedures
Depending upon the severity of the emergency, the center will contact parents or authorized persons. Transportation to the hospital will be by either ambulance or police when time is of the essence, or if parents are not available. Should immediate transportation be necessary, the Center Site Director or Assistant Director will accompany the child.

Administration and Storage of Medication

* ➢  **Prescription Medication for Children:** When prescription medicine is to be administered to a child at the center, the medication must be presented in the original bottle with a label affixed by the pharmacy or physician showing the child's first and last name, the dosage and schedule of administration, what the prescription contains, the date purchased and the physician's name. In addition, a medical authorization form must be signed by the parent in each case.
* ➢  **Non-Prescription Medication for Children:** When non-prescription medicine is to be administered to a child at the center, it must be accompanied by a medical authorization form signed by the parent in each case. In addition, a letter detailing the type of non-prescription medication and dosage signed by the child's physician must be on file at the center; this letter must be renewed, signed and dated annually.
* ➢  **Topical Non-Prescription Medication:** Topical non-prescription medications such as sunscreen, diaper cream, petroleum jelly or other ointments may be applied to a child only with written parental authorization via a signed consent form. This form must be renewed annually.

When the above conditions have been met, administration of medication to children shall be limited to Teachers or Center Site Director. **All medication is stored out of reach of children at all times**. Parents must provide a medicine spoon as needed. After medication administration window is complete, all remaining medicine shall be returned to the parent.

We request that the Center Site Director or Teacher be made aware of any medication that is brought into the center, even if it is teething gel. **NO MEDICATION OF ANY KIND SHOULD EVER BE PUT IN A CHILD'S BOTTLE, CUP OR LEFT IN A CHILD'S BAG OR CUBBY.**

When an antibiotic medication is needed, a child will be excluded from the center from the time of diagnosis until 24 hours after the first dosage.

The Center Site Director may ask to speak to your pediatrician for prolonged administration of medicines; if your child seems to have adverse effects from the medication or if there is a potentially contagious condition.

**Procedure for Identifying Children's Allergies:**The initial conference with parents and the enrollment forms establishes existing allergies. Teachers and assistants throughout the center are informed by the Center Site Director of type of allergy, treatment, and if applicable, location of child's medication. Allergy lists are posted in each room. Children who develop allergies over the time present at the center will be added to the existing list of children with allergies.

**PLEASE INFORM TEACHERS OF ANY FOOD EXCLUSIONS NOT RELATED TO ALLERGIES.**

 

**Photo Release Form**

As the parent of a child/children at Be You Learning Center, I agree to the following:

* I understand that my child(ren) whose name(s) are listed below may be photographed at Be You Learning Center during normal daycare hours, field trips or activities.
* I understand that these photographs may be used in school newsletters or mounted on the Be You Learning Center website, Facebook, or any other publication.
* I give permission for my child(ren)’s photographs to be mounted on Be You Learning Center’s website, Facebook, newsletters, or any other publication. (When names are added, only first names will be used.)
* I understand that I have the right to request, in writing, to have a photo removed from the website or Facebook within 30 workdays.

The Following are the names of my children attending Be You Learning Center: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

( ) Yes, I confirm that I have read and understood the above and agree to have my child(ren)’s photos mounted on the Be You Learning Center website, Facebook page, newsletters or any other publication.

( ) No, I do not wish to have my child(ren)’s photographs published.

Name (please print) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**2020 – 2021** Calendar of Closures and Early Closures- **Be You Learning Center**

**HOLIDAY AND STAFF DAY CLOSURES OBSERVED \***

**Labor Day**

**Veteran’s Day**

**Thanksgiving Day**

**Day After Thanksgiving Day**

**Christmas Day**

**New Year's Day**

**Martin Luther King, Jr. Day**

**President’s Day**

**Good Friday**

**Memorial Day**

**Independence Day**

**EARLY CLOSURES OBSERVED**

Christmas Eve......................................................................... December 24th

New Year’s Eve………………................................................December 31st

**\* Tuition is charged for all Center closures, early closures and any vacation or sick time taken by families.**

**\* Days are subject to Change\***

**Child Care Medication Authorization Form**

Name of Child:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ D.O.B.:\_\_\_\_\_\_\_\_\_\_\_ Today’s Date:\_\_\_\_\_\_\_\_\_\_

Name of Medication: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Reason for Medication: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dose: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Time/Frequency: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Route: Oral Topical Inhaled Injection Other

Date to Start: Date to stop: Expiration: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Additional Instructions/Comments: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Known side effects: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |
| --- |
| **FOR PRESCRIPTION MEDICATION**Prescribing Health Care Provider:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

|  |
| --- |
| **FOR CONTROLLED SUBSTANCES**Amount of Medication Received: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Staff Member Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Staff Member Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

I authorize (childcare center) personnel to administer the medication named above to my child in the manner as stated. I release any liability in relation to the administration of this medication. I also acknowledge that I, the parent/guardian, have given the first dose of this medication without any allergic or unexpected reactions.

Parent/guardian (Print): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent/guardian signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_



**REGISTRATION FORM**

Registration Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Child’s Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Sex\_\_\_\_\_\_ Age\_\_\_\_\_\_\_ Date of birth\_\_\_\_\_\_\_\_

Home Address (Street)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ City State Zip\_\_\_\_\_\_\_\_\_\_\_

Phone Number\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Father’s Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Father’s Home Address (if different from child’s) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ State\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Zip\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Father’s Place of Employment\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Work Phone\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employer’s Street Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_State\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Zip\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mother’s Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Phone Number\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mother’s Home Address (if different from child’s) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ State\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Zip\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mother’s Place of Employment\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Work Phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employer’s Street Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_State\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Zip\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Child’s Living Arrangements: (check one) ( ) Both Parents ( ) Mother ( ) Father ( ) Other

Child’s Legal Guardian(s): (check one) ( ) Both Parents ( ) Mother ( ) Father ( ) Other

**The child may be released to the person(s) signing this agreement or to the following:**

Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ State\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Zip\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Telephone Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Relationship to child \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Other identifying information (if any) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ State\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Zip\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Telephone Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Relationship to child \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Other identifying information (if any) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Persons to contact in the case of emergency when parent or guardian cannot be reached:

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Telephone Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Telephone Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Telephone Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Public or Private School child attends, if any: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Child’s doctor or clinic name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Doctor/clinic phone #\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

My child has the following special needs: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The following special accommodation(s) may be required to most effectively meet my child’s needs while at the center: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

My child is currently on medication(s) prescribed for long-term continuous use and/or has the following preexisting illness, allergies, or health concerns: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_



**Tuition Structure/Rates**

**FULL-TIME**

INFANT $ 275/wk.

YOUNG TODDLER $ 260/wk.

OLDER TODDLER $ 245/wk.

PRESCHOOL $ 230/wk.

SCHOOL AGE $ 130/wk.

**PART TIME**

INFANT $ 165/wk.

YOUNG TODDLER $ 156/wk.

OLDER TODDLER $ 147/wk.

PRESCHOOL $ 138/wk.

SCHOOL AGE $ 78/wk.

PRINT NAME\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PROVIDER SIGNATURE\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_DATE\_\_\_\_\_\_\_\_\_



**EMERGENCY MEDICAL AUTHORIZATION**

Should (child’s name) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date of birth \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

suffer an injury or illness while in the care of Be You Learning Center and the facility is unable to contact me (us) immediately, it shall be authorized to secure such medical attention and care for the child as may be necessary. I (We) shall assume responsibility for payment for services.

Parent/Guardian: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Facility Administrator/Person-In-Charge: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_



**Parental Agreements with Child Care Facility**

Be You Learning Center agrees to provide childcare for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ beginning \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, Monday-Friday.

My child will participate in the following meals (circle applicable meals and snacks):

Breakfast

Morning Snack

Afternoon Snack

**I also understand my financial obligations of \_\_\_\_\_\_\_\_\_\_\_\_ weekly set forth by Be You Learning Center for care of my child**

I acknowledge it is my responsibility to keep my child's records current to reflect any significant changes as they occur, e.g., telephone numbers, work location, emergency contacts, child's physician, child's health status, infant feeding plans and immunization records, etc.

(Parent/Guardian) Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Director: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_



**Receipt of Handbook**

I have received an electronic copy of the Parent Handbook and agree to abide by the policies and procedures at Be You Learning Center.

I understand that the facility will advise me of my child’s progress and issues relating to my child’s care as well as any individual practices concerning my child’s special needs. I understand that my participation is encouraged in facility activities.

Child Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DOB \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent/Guardian: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Director: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_



**Daily Communication Agreement**

!, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ agree to receiving daily communication for my child, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ through the electronic application, Sandbox.

I understand and agree that I need to use the application to communicate daily with staff at Be You Learning Center. This will require me to download the application on a device such as a cellphone or tablet. I will use this application to record my child’s daily attendance.

Parent/Guardian: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Director: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Emergency Plan**

The facility director will gather and record information necessary to determine appropriate emergency actions.

In an emergency childcare staff will only focus on emergency management functions. All personnel and resources will be focused on providing for the safety and well-being of children and staff.

In the absence of the facility director, the following facility person(s) will take charge:

Director/Owner: Ms. Ebony Ferguson (Primary Staff)

**In case of absence**:

**Ms. Ferguson/Assist. Director will call appropriate emergency number(s)**

**Ms. Ferguson / Assist. Director will make staff provisions for supervision of children**

**Ms. Ferguson / Assist. Director will contact the child (ren) parent(s) or emergency contact person in the event of parent’s absence**

**Ms. Ferguson / Assist. Director will accompany the child to the source of medical care and remain until the parent arrives.**

**Ms. Ferguson /Assist. Director will take along the Emergency Contact/Parental consent forms.**

**Ms. Ferguson /Assist. Director will document the information on the Incident Report.**

Regular drills on emergency plans, procedures and duties will be conducted to:

* Provide training for staff, including substitutes.
* Orient children on emergency procedures and responsibilities; and
* Develop skills needed for a real emergency

**Accountability**

* Children will only be released to adult(s) designated by the parent.
* In case of an evacuation, attendance will be taken at the assembly area, upon arrival at **Mary Jane Home Enrichment Center.**

**Childcare director will:**

* Be familiar with emergency plans for Philadelphia.
* Ensure Agreement of Assistance are current with Relocation Facilities and transportation providers (if applicable)
* Determine a course of action to be taken during an emergency. Maintain this plan in a current and usable state.
* Notify parents to tune to designated local media for information during emergency.
* Ensure that parents are contacted as soon as reasonably possible when an emergency arises, so that they are aware of what is happening to their children.
* Keep the safe aware of the status of the emergency Determine the number and types of transportation needed if evacuation or relocation is required
* Take children’s emergency records to the evacuation/relocation site.

**Parents are requested to:**

* Be familiar with plans and procedures for ensuring safety of the children
* Provide the daycare facility with means to contact them in an emergency.
* Tune to designated local media for information and instructions during an emergency.

**Plan Development, Maintenance, and Distribution The legal entity/owner/operator of the childcare facility is responsible for:**

* The development, execution and maintenance of the emergency plan
* Annual Review and update of the plan

**Illness or Injury:**

* Staff should be aware of the locations of the first aid kits within the center (every room)
* The staff responsible for the child will employ first aid techniques as trained. This should only be done if the staff can do so safely. The childcare designee should also be notified of any major illness or injury and Emergency Medical Services should be activated by calling local emergency services number (911)
* If the staff member is not trained in first aid techniques, they should contact the childcare designated staff that has been trained in the proper first aid techniques.
* If medical attention is required immediately, the staff responsible for the child will have a fellow staff member contact local emergency medical service (911). If an
* Emergency Information Form is available for the child, copy the form and provide to EMS when they arrive.
* The director or designated staff will accompany the child during EMS transport to the hospital.
* The designee will notify the parent or guardian of the situation and what care has been provided
* The staff responsible for the child will document treatments and any action that took place due to the injury or illness.

**Short Term Safety Procedures:**

Depending on the nature of the emergency, there are three types of short-term safety procedures: shelter in place, lockdown, and evacuation.

**Shelter in Place Procedures:**

If it is unsafe for the occupants of the facility to go outside, and there is time to move to the best available shelter, provisions should be made to provide “protected spaces” inside the facility.

These spaces should:

* Be in the interior of the building, away from glass that may shatter.
* Have furniture and wall hangings secured so that they will not fall onto occupants.

Suggestions on where to find these “protected spaces” are: In multi-story facilities.

* Use identified shelters or basements
* Use rest rooms or other enclosed small areas away from large glassed-in areas or large open rooms

In one-story facilities:

* Used identified shelters or use basement and interior hallways
* Use rest rooms or other areas from large glassed-in areas or open rooms

If hallways are not suitable, use inside wall of room on the opposite side of the corridor from which the storm is approaching.

In either, one or multi-story facilities rest rooms are usually suitable, especially if the room is centrally located.

Have everyone sit facing the wall, protecting their hand and face with their arms against the wall.

When a threat creates hazardous conditions outside Be You Learning Center children, and staff may need to shelter in place. This may also occur if it’s not safe or there is insufficient time to move to a designated assembly area or secondary relocation site. Shelter in place involves keeping children and staff in place inside the building securing the home for the immediate emergency.

* Staff will gather students and relocate to the back office.
* Staff will close and lock all windows and doors
* Staff will gather all supplies and bring into the back office.
* Conduct a roll call to ensure that everyone is present and accounted for in the area
* Listen for announcements from local officials and continue to shelter in place until told it is safe.

**Evacuation:**

Evacuation of the center involves moving children and staff out of the building that is affected by the emergency and relocating them to a safer area.

* Offsite: Movement of the children and staff off the premises of Be You Learning Center:

**Relocation site:**

**Mary Jane Home Enrichment**

**1622 Ridge Ave. Philadelphia, Pa 19130**

* In the event of a fire, extreme weather, emergency, bomb threat, or any other situation that results in the childcare needing to be evacuated, all staff should adhere to the following:
* The primary staff will call local emergency services (911) and indicate the need for assistance.
* Evacuate all childcare attendees and staff members to the designated safe area away from the building as quickly as possible.
* Before leaving staff will confirm attendance by conducting a roll call to ensure all children and staff members are accounted for. Staff will bring attendance list along to the evacuation site. Staff will also bring emergency contact list for children.
* During the evacuation, childcare attendees and staff should adhere to predetermined evacuation routes as much as possible. However, staff should not hesitate to alter the designated route if determined to be unsafe.
* The staff will evacuate children as follows:

Infants: Place two infants in rescue packs carried over the shoulders of staff, or place infants in carriers to evacuate.

Toddlers and Preschool: Gather children in a group and supervise an orderly evacuation to the designed assembly area.

* Emergency disaster packs/backpacks are carried out by designated staff
* Once childcare attendees and staff report to the designated safe area, a second roll call should be conducted to ensure that everyone has exited the building safely
* No person should return into the facility until it is deemed safe by proper authorities
* If needed, childcare attendees and staff should relocate to the second off site location.
* The primary staff will carry the childcare emergency cellular phone or other communication device to notify parents of the situation and the pick- up point for the children

**EVACUATION ROUTES**

**Main Level**

Front Door: Exit through the front door, make a left and walk to the corner of Ridge and Parrish St., with staff assisting and blocking traffic, cross Ridge Ave., make a right and walk-up Ridge Ave. until you reach Parrish St.

**Side Door**

Exit through the side door, make a right to the corner and with staff assisting and blocking traffic, cross Ridge Ave., make a right and walk-up Ridge Ave. until you reach Parrish St.

**Rear Door**

Exit through the rear door into the backyard, make a left to exit out the gate, walk down the alley, make a left and walk on Ridge Ave. to the corner, with staff assisting and blocking traffic, cross Ridge Ave., make a right and walk-up Ridge Ave. until you reach Parrish St.

*If it is necessary to relocate*: **Using the front door**, make a left and walk to the corner of Ridge and Parrish St., with staff assisting and blocking traffic, cross Ridge Ave., make a right and walk-up Ridge Ave. until you reach Parrish St., and with staff assisting and blocking traffic, cross Parrish St. and walk-up Ridge Ave. until you reach Mary Jane Home Enrichment Center.

*If it is necessary to relocate*: **Using the side door**, make a right to the corner, and with staff assisting and blocking traffic, cross Ridge Ave., make a right and walk-up Ridge Ave. until you reach Parrish St., and with staff assisting and blocking traffic, cross Parrish St. and walk-up Ridge Ave. until you reach Mary Jane Home Enrichment Center.

*If it is necessary to relocate*: **Using the rear door**, enter the backyard, make a left to exit out the gate, walk down the alley, make a left and walk on Ridge Ave. to the corner, and with staff assisting and blocking traffic, cross Ridge Ave., make a right and walk up Ridge Ave. until you reach Parrish St., and with staff assisting and blocking traffic, cross Parrish St. and walk up Ridge Ave. until you reach Mary Jane Home Enrichment Center.

**Lower Level**

**Center Staircase**: Travel upstairs to main level, exit through the side door, make a right to the corner and with staff assisting and blocking traffic, cross Ridge Ave., make a right and walk-up Ridge Ave. until you reach Parrish St.

**Center Staircase**: Travel upstairs to main level, exit through the rear door into the backyard, make a left to exit out the gate, walk down the alley, make a left and walk on Ridge Ave. to the corner, with staff assisting and blocking traffic, cross Ridge Ave., make a right and walk-up Ridge Ave. until you reach Parrish St.

**Side Staircase**: Travel upstairs, exit through the front door, make a left and walk to the corner of Ridge and Parrish St., and with staff assisting and blocking traffic, cross Ridge Ave., make a right and walk-up Ridge Ave. until you reach Parrish St.

**Fire:**

R=rescue (Evacuate the area immediately)

A= alarm (Fire alarm should be pulled and local emergency service 911 should be notified of the fire location)

C= contain (close doors and windows to contain the fire)

E= extinguish (evaluate the situation to determine if staff should attempt to extinguish the fire)

**Evaluate the situation:**

* The location of the fire within the center
* The size of the fire
* The nature of the fire

If the fire is small and is not located in a room where childcare attendees are present, a fire extinguisher may be used to put out the fire. This should only be done if the staff responding to the fire has received proper training. In addition, staff should not attempt to fight the fire if there is an imminent threat to them

safety.

A roll call of all childcare attendees and staff should be

taken to ensure that everyone is out of the building. If there is any threat to the children and staff at the designated evacuation site, an immediate evacuation to the alternate evacuation location is necessary.

The designated person should go to a visible location to help direct the fire department to Be You Learning Center. Once the fire department arrives on scene, the designee should establish contact with the fire department official to discuss what information they need.

When possible, all windows and doors in the center should be shut, and all electrical switches should be in the off position. This should be done while keeping in mind

that both the children and staff need to be evacuated in the shortest time possible.

The designee should make sure no child or staff member attempts to re-enter the home until cleared by the fire department.

General Extreme Weather Planning Considerations: Childcare staff should follow these general guidelines during weather emergencies:

The childcare director/ designee will monitor radio, television or weather radio for weather updates

The childcare designee will advise all staff of the weather conditions that are approaching.

When weather is approaching, check the status of: Battery powered radios

Flashlights

Back-up lighting and power Heat

Cell phones

Consider pre-storm closing (night before) or early closing depending on conditions.

Staff should maintain voice contact at all times, staff members should have flashlights and emergency packs/ backpacks available.

Take a roll call before moving to the safe place, after arriving at the safe place, and finally after leaving the designated safe place.

Specific Weather Situations: Severe Thunderstorm Watch:

Outdoor activities should be modified to ensure that quick access to safe areas and shelter is available

Severe Thunderstorm Warning:

All outdoor activities should be terminated and shelter

should be taken.

The childcare Be You Learning Center designee will monitor sky conditions as best and safely as possible.

If a dark funnel shaped cloud is seen seek shelter

immediately. If possible, call local emergency services (911) to report it.

Tornado Watch:

Outdoor activities should be modified to ensure that quick access to shelter is available.

Upon the approach of the thunderstorm, cease all outdoor activities that may delay seeking shelter.

The childcare Be You Learning Center designee will

monitor sky conditions as best and safely as possible. If a dark funnel shaped cloud is seen seek shelter

immediately. If possible, call local emergency services (911) to report it.

Tornado Warning:

If time permits and can be done safely, the childcare

 designee will turn off all utilities. The designee will have all staff and childcare attendees move to their designated safe area bathroom.

Emergency Kits and Supplies

This list contains the minimum items you should have in the family childcare in case of an emergency.

Childcare Emergency Kit

(Should be packed in a backpack or other container that is mobile in the event of an evacuation and should be located in a central and easily accessible location)

Copies of all contact list

For families and staff, include the name, phone number,

and e-mail as well as information for someone preferably, out of state, at least out of the immediate area

Phone numbers and emails for your immediate Supervisor, flashlight with extra batteries

Long-life, emergency flashlights with extra batteries Battery-operated radio with extra batteries

First Aid Kit

Notepad and pens/pencils and scissors

Hand-sanitizer and cleansing agent/disinfectant Disposable wet wipes

Charged cell phone

One gallon of water for every four children and staff Disposable cups

Non-perishable food items like soft granola bars, cereal, cheese

and crackers, cans of fruit, and special infant items, etc.-should be nut free in case of allergies, extra supplies of critical

medication such as insulin, EPI-pen, etc. for children and staff

Each Child Should Have:

Change of seasonally appropriate clothing and blanket

Extra diapers (one day supply as space allows), extra formula (one-day supply as space allows)

Location of Emergency Kit: Each Room

Location of Additional Emergency Supplies:

Lower-Level storage closest.