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1100 Cottman Avenue 1st Floor,

Philadelphia, Pennsylvania 19111

267-686-4084

**PARENT HANDBOOK**

Dear Parent:

We are pleased that you have chosen Prolific Young Treasures Child Care Learning Center for your child. Prolific Young Treasures 2 (PYT 2) provides quality early childhood services for children from the ages of 8 weeks to 12 years of age. We provide exciting developmentally appropriate learning activities for your child while in our care. Our staff receives a minimum of 6 training hours per year as well as CPR and First Aid certification.

Parents are a vital part of our program. We encourage you to visit and participate in activities at PYT 2. Our Parent Committee is all parents of Prolific Young Treasures Child Care Learning Center 2. Your input in your child’s care is extremely important to all of us at Prolific Young Treasures Child Care Learning Center 2.

We welcome you to Prolific Young Treasures Child Care Learning Center 2!

Sincerely,

Shamaya Mincer, Owner

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**Program Philosophy/ Mission**

Prolific Young Treasures 2 is a childcare learning center and is licensed by the state of Pennsylvania. PYT 2 meet and exceed the standards set by the Department of Child Protective and Regulatory Services. PYT 2 provides quality early childhood services for children from the ages of 6 weeks to 12 years of age. It is our intent to serve the Philadelphia county community through the delivery of innovative, quality childcare services at competitive costs.

The commitment of the center is to provide an appropriate atmosphere where children of all races and creeds experience joy, love, kindness, peace, and wonderment at the world around them. We respect the children as unique individuals with the right to learn in an environment of positive reinforcement. We believe that children thrive in an environment which values their own uniqueness, while providing support and opportunities to grow emotionally, socially, and creatively. By building on each child’s strengths, interests, and curiosities, we guide each child to explore the world around them as well as develop new abilities and form close relationships.

**The major goals of PYT 2**

1. To create a secure atmosphere that provides stimulating learning experiences.

2. To nurture the growth and self-esteem of children by respecting them as human beings

and encouraging them to value the individuality of others.

3. To provide opportunities for creative expression.

4. To aid in the development of active curiosity and enthusiasm for learning.

5. To provide personal interaction in which character and integrity are seen and

developed.

**PYT 2 is Dedicated to**

• **Providing a stimulating child-oriented environment.**

Discovery or interest centers and learning styles in our classrooms are arranged to offer challenging play, exploration, and success at a range of development levels.

**• Supporting our teachers with specific and appropriate training experiences.** The opportunity to create unique learning experiences for our children is provided along with opportunities for staff to share ideas and grow professionally through continuing education.

• **Positive methods of redirecting.** Our teachers are dedicated to creating a caring, nurturing atmosphere. Teachers foster each child’s creativity, encouraging development of a sense of responsibility, independence, and positive self-worth.

**• Developing and maintaining an atmosphere of mutual respect and trust between parents and teachers**.

For the benefit of the child this partnership requires open daily communication between parents and staff. The Center Supervisor and teachers are readily available to parents for conferences regarding any aspect of Center operations

**Enrollment**

Enrollment is determined by the date entered on the waiting list and availability of spaces by age groups. The PYT 2 reserves the right to refuse to enroll any child regardless of eligibility.

Admission and enrollment of a child or children takes place through a personal interview with the Owner and or Director. At that time, PYT 2 program, philosophy and policies will be explained. To meet the requirements of the law and the individual needs of your child(ren), it is necessary that we keep health, emergency contact, attendance, and developmental records of your child(ren). These forms/records will be provided at the time of the interview and must be completed and on file in the Manager’s office prior to enrollment. These forms/records are kept in strict confidence. If any information should need to be shared with any other personnel or agency, we will obtain a parent’s written permission before releasing the information unless state requested.

**The required forms of admission**

1. Day Care Contract/Agreement

2. Emergency Contact and Parent Release

3. Certificate of Immunizations

4. \* If necessary, legal documents regarding the child(ren)’s custody.

It is the parent’s responsibility to notify the Manager in writing of any changes of employment, address, phone number(s), hours of work, care and/or custody and other pertinent information regarding the family. For the safety of the child(ren), all records must be kept up to date.

Enrollment in PYT 2 is made without regard to race, sex, creed, religion or national origin, and our programs, facilities, services and methods of communication are accessible to individuals with disabilities in so far as this can be accomplished without fundamentally altering the nature of the program or resulting in any undue financial and/or administrative burden. Please notify us of any special needs your child might have.

**Waiting List**

A waiting list, according to priority, will be maintained by PYT 2. Consideration will be given to the date of application. When a space becomes available, the parents will be responsible for payment as described by the Center Manager or Billing Clerk. If the family does not accept a position when the space becomes available, the next available child on the waiting list will be called and the first child will be placed at the end of the list.

**Hours of Operation/Attendance**

Operating Hours and Attendance: The Center is licensed by the state of Pennsylvania Office of Child Development Early Learning and operate from 6:30 a.m. to 6:00 p.m. Monday - Friday. Any child remaining at PYT after closing hours will be brought to the office area where staff members will do the following:

* If child is not picked up within first (1st) fifteen (15) minutes after closing the parent/guardian will be notified.
* If child is not picked up within first (1st) half hour of closing emergency contact will be notified.
* If child is not picked up by one (1) hour after closing 911 will be notified.

We are closed on New Year’s Day, Martin Luther King Jr Birthday, President’s Day, Memorial Day observed, Independence Day, Labor Day, Columbus Day, Thanksgiving Day, the day after Thanksgiving Christmas Day

**Admission Policies /Procedures**

**Use of the Center**

Subject to space availability, parents may bring their children to the center extra days beyond what has been contracted. However, the parent must call the center in advance for permission to attend prior to bringing a child on these days due to census constraints. Please help us serve you better by being considerate and understanding when it comes to attendance concerns.

Parents will not leave their child at PYT 2 past their working hours unless they have called and verified the time with the PYT 2 Staff. A late fee of Twenty dollars ($20.00) for up to the first (1st) fifteen (15) minutes. Ten dollars ($10.00) for each additional five (5) minutes thereafter will be assessed.

**Logging In and Out**

It is important that parents log their children in and out each day. When you leave your child at PYT 2 you are entrusting us with the guardianship of your child for that time.

**Parent Communication**

Parents are an important part of PYT 2. We encourage parents to talk with their child’s teacher, the Supervisor or the Manager at any time concerning his/her child.

PYT 2 staff take the responsibility of caring for your children very seriously. We realize that you have given us guardianship of your child(ren) for the entire time they are at the Center. Daily reports will be given verbally for the infant-toddler ages so parents can know what the child has experienced all day at the center. Please consult with the Manager or the child’s teacher should a problem occur at home or at the center.

**Parent Obligations**

**Medical Exams and Immunization Records** The parent is responsible for assuring that the child has a medical examination by a licensed physician prior to enrollment. Immunizations recommended by the local health authorities and/or Minimum Standards and Guidelines for Day Care Centers, are required before enrollment may take place. This information will be provided on a form supplied by the center. For continuing enrollment, immunizations must be kept current.

**Current Forms and Telephone Numbers** Enrollment forms must be updated as necessary regarding all information contained on the form. Any changes in address, emergency information, work telephone numbers, immunization records and authorized adults to whom the child may be released must be kept current. Updating of the information is the responsibility of the parent.

The center must be informed of special problems or needs of a child including, but not limited to, allergies and sunburn sensitivities. The parents will be informed of any serious communicable diseases in the center. The Center reserves the right to limit activities of or exclude a child from the center at its sole discretion if the health, safety or welfare of anyone is an issue.

**Health and Safety Policies**

**Illness/Medication**

PYT 2 **CANNOT** accept any child if the child has the following:

1. An oral temperature more than 101 degrees unless the fever is immunization related. In which case, you need to let the teachers know. (The child must be free of elevated temperature for 24 hours without fever reducing medication before returning to the center.)
2. Any signs or symptoms of possible severe illness such as lethargy, difficulty breathing, uncontrolled diarrhea, vomiting (two or more episodes in 24 hours), rash with fever, mouth sores with drooling, wheezing, behavior changes, or other unusual signs until medical evaluation indicates that the child can be included in the Center’s activities. Three consecutive episodes of loose, watery stools occurring within one hour constitutes diarrhea. Children with diarrhea may return to the center when diarrhea has subsided for 24 hours.
3. The illness prevents the child from participating comfortably in Center activities.
4. The illness results in greater need for care than the staff can provide.
5. The child has been diagnosed with a communicable disease, until medical evaluation determines that the child is no longer communicable and is able to participate in the Center’s activities.
6. Any generalized rash, including those covering multiple parts of the body, must be evaluated by a physician. The child may return with a note from a physician stating the child is not contagious.

If any of the above occurs while at the center, the parent will be called, and the parent must pick-up their child within one hour.

A child may return to the Center after 24 hours without fever (without fever reducing medications), or in the event of communicable illness with a physician’s written consent stating that the child is no longer contagious), or when symptoms no longer persist (for noncommunicable illness).

The parents should notify our staff when a child has been exposed to a contagious disease.

**Coronavirus – Covid-19**

Students two (2) years old or older must wear a mask at all times while in the center unless napping and/or eating.

Students that have been exposed to Covid-19 must immediately test and notify the director.

* If the Covid test is negative the student must wear a mask covering their mouth and nose at all times while in the center. After five (5) days the student will retest.
* If the Covid-19 test is positive the student should isolate for 5 days and if they are asymptomatic or their symptoms are resolving (without fever for 24 hours), follow that by 5 days of wearing a mask when around others to minimize the risk of infecting people they encounter.

**Accidents or Emergencies**

In case of a medical emergency, parents will be notified. Center staff is trained in Basic First Aid including infant and child choking and CPR for Infants and Children.

**Incident Reporting**

An Incident/Accident report will be filled out on incidents/accidents that happen at the center. The parents or other person authorized by the parents will be notified as quickly as possible if the child has an injury that places him/her at risk.

**Medication**

A designated center staff member may give medications if the following occurs:

1. Medicine must be in the original container, have child’s name, prescribing doctor, current date, frequency to be given, and amount to be given.
2. These requirements also apply to age appropriate over-the-counter medications such as Tylenol or cough medicine.
3. A Medication Authorization form must be on file for each medication to be administered whether prescription or non-prescription. A new form must be filled out daily unless otherwise stated on prescription.
4. Non-prescription medications without specific dosage instructions for young children must be accompanied by a physician’s written statement of authorization.

**Guidelines for parents and staff to follow when a child becomes ill**

**Fever -** Anytime a child runs a temperature of 101° or greater, the child must be picked up. No other symptoms need to be present. For fevers of an unknown origin, the staff will not give any fever reducers. The child shall be fever free for a period of 24 hours before returning to school without the aid of a fever reducer.

**Diarrhea -** Any child with diarrhea accompanied by either (1) running a fever of 100° or higher or (2) vomiting or (3) three or more episodes of uncontainable diarrhea, should not be in the Center. Parents will be called to pick up their child should this occur. Diarrhea must have subsided for a period of 24 hours before the child can return to the Center.

**Vomiting -** One occasion of vomiting may indicate the need for the child to leave the Center. In the event of two or more incidents, or accompanied with a fever of 101° or higher, the parent will be notified to pick up the child. Vomiting must have subsided for a period of 24 hours before child may return.

**Impetigo -** Any indication of Impetigo, the parent will be notified to pick up the child. The child may return 24 hours after treatment is started and there is no discharge.

**Hand, Foot & Mouth -** Any indication of Hand, Foot & Mouth the parent will be notified to pick up the child. Normally the child will be able to return to the Center after 3 days.

**Conjunctivitis (Pink Eye)** - Any recognition of Conjunctivitis, the parent will be notified to pick up the child. The child may return 24-hours after treatment is started and there is no discharge. A physician’s note will be required to retain the child in PYT 2 if Conjunctivitis is not determined.

**Chicken Pox -** A child may return to PYT 2 after all lesions have crusted, but no sooner than seven days after the onset of the rash.

**Thrush -** Any signs of thrush, the child must be picked up and seen by a physician before returning to the center.

**Rash -** Any signs of a rash of unknown origin, the child must be picked up and a determination must be made by the child’s physician to retain the child at the center.

**Teething -** Teething medication provided by the parent will be given to the child with written permission that details amount and specific time to be given.

**Safety Polices**

1. A staff member in charge of a child or a group of children will be responsible for their safety.
2. No child will ever be left alone or unattended.
3. Staff is aware of fire and weather emergency procedures.
4. Fire drills are held each month.
5. Infants are placed in evacuation cribs for removal to designated areas.
6. Anyone suspected of abusing or neglecting a child will be reported as required by law to the Department of Family Services.

**Safe Arrival and Departure**

Children may arrive after 6:30 a.m. An authorized adult, at least 18 years of age, MUST accompany the child into and out of the building. The adult will take the child to the proper area and make sure the teacher is aware of the child’s arrival. Children will not be released to leave the building without a parent or authorized adult coming into the building. Children are not allowed to leave on their own or with a sibling under the age of 18 or with unauthorized adults. Adults must be prepared to show a picture I.D. (Driver’s License) if requested.

Any restrictions on the right of a parent or legal guardian to visit at the center or pick up a child at the center must be provided in advance to the Supervisor with the proper supporting documentation.

If an adult arrives to pick up a child and appears to be intoxicated or is exhibiting questionable behavior, such behavior may result in notification of the Philadelphia Police Department. All entering and exiting of the building must be through the front door on Cottman Avenue.

**Emergency Procedures**

In the event of an accident or emergency, every effort will be made to notify the parents. The Emergency Contact and Parental Consent Form enables PYT 2 to seek immediate care for a child should parent is not able to be reached. It is for the child’s benefit that the parent keeps all phone numbers up-do-date.

Children in need of emergency treatment by a physician will be taken by the Manager, or designated staff member, to the Emergency Room at Jeans Hospital. If the situation warrants, 911 will be called. PYT 2 will not be held responsible for any medical bills received due to an accident that occurs while at PYT 2.

**Curriculum Information**

The children at the Center participate in a program designed to meet the needs of every child. We combine developmental readiness activities utilizing learning centers with a mix of cognitive and critical concepts and some traditional educational methods. Teachers plan for specific age groups as well as individual children. Lesson plans are completed by PYT 2 staff.

**Child-staff ratios within group size:** PYT 2 Child Care Center child/staff ratios will always be in compliance with state minimum standards.

**Group Size Age of Children:** Child to staff ratio

6 weeks to 11 months Ratio **4:1**

12 months to 23 Ratio **5:1**

24 months to 35 Ratio **6:1**

36 months to 47 Ratio **10:1**

48 months to 4th grade Ratio **12:1**

4th grade to 15 years old Ratio **15:1**

**Infants:**

**Schedule**

The infant program follows a “demand” schedule in which children eat, sleep, and play according to their individual patterns. Simple activities are scheduled according to developmental age to encourage attachment, vocalization, eye-hand coordination, etc. The activities assist caregivers as they monitor each child’s developmental progress.

**Feeding**

The parent will provide iron fortified formula for babies. Breast milk must be in bags made specifically for breast milk clearly marked with the child’s name and date. Parents of infants must provide baby food until the child can eat table food.

**Diapers**

Parents of infants must provide diapers, diaper wipes and any medications including diaper ointments used. If a child wears cloth diapers, it will be necessary to provide a sanitary diaper container with a lid and plastic bags for proper storage of soiled diapers. All items must be marked with child’s name.

**Sleeping**The U. S. Public Health Service and the American Academy of Pediatrics recommend that infants sleep on their backs until they are able to turn over on their own unless there is a health condition that might require them to sleep on their tummy. A doctor’s note stating a medical condition exists is required for a baby to sleep on its tummy.

**Clothing**

Once the infant is mobile, outside time is encouraged. Parents must provide shoes, socks, and weather appropriate attire for outside play.

**Personal Belongings**

With the exception of blanket/security objects for nap time, crib items for infants, we ask that parents do not send personal toys and belongings from home with a child. PYT 2 is not responsible for loss or damage to personal belongings.

**Nap Time**

An adequately supervised rest period on cots, or in cribs is required by PYT 2 for all children remaining in the center after the noon meal.

**Outdoor Play**

Outdoor play is necessary for the healthy development of children. Weather permitting, outside playtime is scheduled for each group daily. Parents are asked to not request children “stay inside” due to illness. To provide adequate supervision of children on the playground, all staff members must be able to oversee their activities. Please be prepared for sudden weather changes by having a jacket or sweater available in the fall and spring.

Outside play is an important part of a child developmental program. Children will not go outside when the temperature/weather does not pose safe conditions.

**Nutrition Guidelines**

1. Each child will be served breakfast, lunch, and an afternoon snack.
2. Breakfast will be provided between 6:30 a.m. - 9:00 a.m. - Lunch at 11:30 a.m. – 12:30pm p.m. - PM Snack at 3:30 p.m. – 4:30 p.m.
3. Lunch is planned and prepared by Mason Meals.
4. Menus are posted at each Parent Info Board and copies are available for parents.

Children are encouraged to taste all foods and feed themselves. Special snacks will only be allowed if previously arranged with the teacher. If a child is in a room with another child with a food allergy, that child may not bring any foods for which the child is allergic.

**Class Assignments**

When enrolled, a child will be placed in a classroom on the basis of age and developmental need of the child. Transitions to the next classroom will take place according to age and developmental needs of the child, as well as available openings in the next classroom.

**Daily Schedules**

Daily schedules, planned according to the developmental needs of children, are displayed in each classroom. Lesson plans that incorporate activities in all areas of development are available from the teacher.

**Toys, Candy. Gum. Toy Weapons**

Please do not allow your child to bring toys, candy, gum, money, and or toy guns to the center. “Security” items are O.K. if they are “must have” items.

**Communication**

Please communicate with the office or your child’s teachers by a note or phone call. When dropping off and picking up children, the teachers cannot take time to visit, as their attention must be on the children in the classroom. Please do not engage them in lengthy discussions that can be handled with a phone call during naptime or a scheduled conference.

The front office phone number is 267-686-4084. We will transfer your calls to the classroom or take a message. Conferences may be scheduled whenever necessary.

**Birthdays**

All preschoolers love having a birthday party. If you wish to have your child celebrate his or her birthday at the center, you are welcome to provide cupcakes or cookies. Please notify the office and your child’s teacher ahead of time.

**Walking Field Trips**

1. Notices will be posted on the classroom door or a message left at the office when children will be away from the center on a walk.

2. Parents are welcome to accompany us as chaperones on walking trips.

**General Financial Policies**

Payment choices are cash, debit card or credit card. Payments must be made on the first (1st) day of the week (Monday). If a payment has not been made by the end of the second (2nd) day of the week (Tuesday) suspension of services may result.

Payments may be paid at front office desk. Receipt of payment will be given to person making the payment.

1. If a child is left in attendance after the normal operating hours, a late fee of Twenty dollars ($20.00) for up to the first (1st) fifteen (15) minutes. Ten dollars ($10.00) for each additional five (5) minutes thereafter will be applied during that billing period.
2. Increases in tuition or changes in policy will be announced at least 30 days before going into effect.
3. Parents will be charged for scheduled days regardless of attendance if contracted.
4. Children’s records will not be released with outstanding balances on account.
5. Children are automatically dismissed when tuition is more than two weeks past due unless prior arrangements have been made with the supervisor.

**Termination of Child Care Services**

1. The Center reserves the right to proceed with termination of a child if the childcare fees are not paid by the next billing period of 1 week or prior arrangements have been made with the Supervisor.
2. The Center reserves the right to termination of a child if that child becomes a danger to other children and the supervisor deems other children at the center unsafe in the presence of that child, or if the staff is unable to meet the needs of the child in group settings.

**Parent Responsibilities**

In accepting the privilege of using PYT 2, parents must also accept the responsibility in following the policies stated in this handbook. Failure to responsibly handle health, emergency /parent consent form requirements, or failure to follow standards listed below, may result in the suspension to use PYT 2. The Center has the responsibility for the safety and care of all the children in attendance and cannot compromise that responsibility to accommodate those who do not follow their obligations.

**It is the parents’ responsibility to**

1. Keep the teacher informed of any important changes in the home situation.
2. Support the policies and objectives of PYT 2 program by:
3. Helping your child to get sufficient sleep and feel rested and ready to participate.
4. Safeguarding your child’s health in order to ensure regular attendance and to protect the other children.
5. Do not discuss observations or information acquired through your child(ren) or other parents. Any information about a child/family is treated in strict confidence. Any concerns should be discussed with the teacher and then the Manager.
6. Inform the teacher of any type of virus or illness contracted by your child Which might be contagious.
7. Discuss concerns and/or observations regarding your child(ren) with appropriate staff in a timely manner.
8. Treat PYT 2 staff with respect and dignity.
9. Do not display hostile behavior in front of staff members, parents, or children. Parents and the appropriate staff should remove themselves from the classroom and take the issue to the Manager’s office.

**Infection Control**

PYT 2 follows these guidelines for proper cleaning of the Center, as well as, proper infection control techniques. If a child contracts a contagious illness, the Manager will contact Infection Control at the hospital.

**Basic Guidelines:**

1. Hands are washed upon arrival and after each diaper change or toileting.
2. Staff and children wash hands before and after mealtimes.
3. Staff are encouraged to wash hands after wiping noses.
4. Toys are washed on a regular basis in all rooms.
5. PYT staff cleans the center daily.

**Clothing**

1. All personal belongings must be marked with the child’s name,
2. An extra set of season appropriate clothing, including underwear, socks, pants, and a shirt should be at the center in case of an accident. This should be kept at the Center from the first day of attendance,
3. Please dress your child in comfortable, washable clothing that can be easily removed by the child. Please dress your children appropriately for the weather.

**Toilet Training**

Toilet training is an important part of your child’s physical development and can only begin when there are definite signs, and the child has the ability to communicate this to the parent and staff. This training should be a cooperative and consistent effort between the home and the Center. At least six pairs of training pants must be at the Center at all times during this stage.

**Arrival and Departure**

All children, parents and staff will enter and exit the facility on Cottman Avenue. Parking will be available on Cottman Avenue and on Bingham Street. We provide before and after school childcare. If in the event that children are transported by school bus, they will be dropped off on Cottman Avenue and Bingham Street and one of PYT 2 staff members will meet children at the bus and escort the children into the facility.

**Grievance Procedure**

**All grievances are to be directed through the following channels**

1. Discuss the matter with the appropriate teacher within one week. Usually the concern can be met through an informal conference.
2. If resolution cannot be obtained, the parent and teacher are to schedule a conference time with the Manager.
3. If the grievance is pursued, a written grievance is to be directed through appropriate administrative lines. Ultimate decisions will be the responsibility of the Owner of PYT 2.

**Inclusion Policy**

Here at Prolific Young Treasures 2 we are committed to inclusive practices that meet the needs of all our children, families, and staff. All children are welcome to attend our program regardless of ability, need, background, culture, religion, gender, or socio-economic circumstances.  Through inclusive practices, we aim to reflect the wider community and promote positive attitudes and recognize and celebrate both similarities and differences in each other.  Our curriculum, activities, books, materials, and environment are used to reflect the diversity of all children, families, and the wider community.

At Prolific Young Treasures 2 we understand the importance of providing developmentally appropriate early learning and development experiences that support the full access and participation of each and every child from infants to school-age. We are fully committed to working work with students who have an IEP (Individualized Education Plan) Individualized Family Service Plan (IFSP) and can assist parents with securing additional help and resources when there are concerns about a child's development.  welcomes the partnership and support of development and educational professionals to assure all children’s success.

**INDIVIVIDUALIZED EDUCATION PLANS (IEP) & INDIVIDUALIZED FAMILY SERVICE PLANS (ISFP) INFORMATION SHEET**

Child’s Name:

Policy

In order to ensure that the needs of children with an Individualized Education Plan (IEP) or an Individualized Family Service Plan (IFSP) are met, the following procedures will be implemented.

We will:

• Ask all families to complete a request form for a copy of a child’s IEP/IFSP.

• File all copies of IEP/IFSPs in child’s file in order to be readily available to share with inspectors.

• Provide copies of IEP/IFSP goals to inspectors and discuss strategies for meeting the goals.

• Become trained on how to implement an IEP/IFSP.

• Contact early intervention staff/consultants to schedule periodic meetings with child’s family and teacher(s) to discuss the child’s progress and to increase strategies in adapting IEP/IFSP goals in classroom activities and routines.

• Monitor teachers’ work towards supporting the child in meeting IEP/IFSP goals.

Request additional help from early intervention team if needed. Ensure teachers conduct family conferences to report on progress. Request permission from families to attend any meetings with the early intervention team related to

changes to the IEP/IFSP. Each child’s growth and development is measured with developmental assessments. Because of the diverse set of needs of each child, it is important to gather as much information about the best ways to educate each child. IEP’s and ISFP’s are created by service providers working with children with special needs and include this information. The Keystone STARS Performance Standards therefore require each early learning provider to request copies of the IEP’s and ISFP’s for the children in their care. This request should be made as early as possible.

The information found on an IEP/ISFP is protected by privacy laws including the Health Insurance Portability and Accountability Act (HIPPA). Request of information may also be required to speak to members of a child’s treatment team. Professional development regarding privacy issues, and HIPPA in particular, is highly recommended.

PARENTAL CONSENT

If your child currently has an IEP/ISFP, it would be beneficial to share a copy of this plan with us so we

can work together to ensure that the guidelines are put into practice. You do not have to provide this

information if you do not wish to do so.

o I am providing a copy of my child’s IEP or ISFP

o I am not providing a copy of my child’s IEP or ISFP

o This is not applicable to my child

Signature: Date:

Printed Name:

Reviewed by: Date:

**Suspension & Expulsion Policy**

If after the remedial actions above have not worked, the child’s parent/guardian will be advised verbally and in writing about the child’s or parent’s behavior warranting an expulsion and/or suspension. A suspension action is meant to be a period time so that the parent/guardian may work on child’s behavior. In the event that the suspensions do not work, the child will be expelled permanently from the childcare center.

* + The parent/guardian will be informed regarding the length of the suspension.
  + If suspended, the parent/guardian will be informed about the expected behavioral changes required in order for the child or parent to return to the school.

Immediate Causes for Expulsion/Suspension

* The child is at risk of causing serious injury to other children or him/herself.
* Parent threatens physical or intimidating actions towards staff members .
* Parents exhibits verbal abuse to staff in front of enrolled children.

Parental Actions for Child’s Expulsion/Suspension

* Failure to pay/habitual lateness n payment.
* Failure to complete required forms including the child’s immunization records.
* Verbal abuse to staff.
* Parent threatens physical or intimidating actions toward staff members

Child’s Actions for Expulsion/Suspension

* Failure of child to adjust after a reasonable amount of time.
* Uncontrollable tantrums/angry outbursts.
* Ongoing physical abuse to staff or other children.
* Unable to toilet train in our three-year-old program.

Prior to expulsion/suspension, a parent will be called, and correspondence will be sent home indicating what the problem is, and every effort will be made by both the center and the parent to correct the problem. If, after one or two weeks, depending on the risk to other children’s welfare or safety, behavior does not improve, and the center finds that they can no longer accommodate the child, the parent will be asked to remove him/her. The parent will be given a minimum of one week’s notice to find another center to provide care for this child.

**Transition Plan**

**Transitions**

Your child’s transition in childcare should be a positive and exciting learning adventure. We will work with you and your child to ensure the smoothest possible transition occurs as new routines and new people are introduced.

**Transition from home to center**

Prior to your child’s first day, you will have an opportunity to tour the center, meet with your child’s peers and teachers, and communicate any anticipated concerns. At this time please share the best communication methods that the teacher may use to reach you.

**Transition between learning programs**

Children are transitioned to the next program based on age, developmental readiness, state licensing requirements, and space availability. During the transition, current and future teachers will meet with you to propose a plan to introduce your child into the new program.

**Transition to elementary school**

Transition activities such as a field trip to a local elementary school, creating a mural of special friends and special times at our center will be part of your child’s education at our center. We will provide you with information on local schools, what to expect, and ideas on how to talk to your child about going to elementary

school.

**Transition for before/after school care**

Children who are of school age may continue with before/after school care at our center. The center will provide staff to ensure that your child arrives at the bus stop for pick up (before school) and drop off (after school) in a timely manner. The Supplemental Enrollment Form must be completed and on file with the center

in order to be eligible for this service.

**Family Conference Policy**

An intentional goal of family/ child conferences is to not only plan for the child, but to also build partnerships with families. By connecting parents and teachers, we are forming a shared responsibility to work together, actively supporting the child’s overall learning and healthy development. Both teacher and assistant teacher will be present at the parent teacher conference.

Prolific Young Treasures 2 will conduct conferences consist of:

* An “intake” conference or before school begins, followed by additional conferences later in the year.
* A formal conference midyear, and one at year’s end
* An informal exchange of information throughout the year, ending with a formal conference in May or June.

We encourage our teachers to make a general outline of each child areas of functioning, enriched by examples, to share with parents. Throughout the school year we observe and take notes to discuss activities and materials that engage the child and enhance the child’s social relationships.

**Supervision of Children (Indoor and Outdoor) Policy**

To ensure that children are supervised throughout the day, in accordance with the PA Office of Child Development and Early Learning (OCDEL) and the Department of Human Services (DHS), the following policies and procedures are implemented in our program.

Staff should be aware of how many children are in their care and where all children are, at all times. Children of any age are not allowed out of the classroom without adult supervision.

Infants, toddlers and twos, and preschool children are supervised by sight and sound at all times, including while in the bathroom. “By sight” means the child is being actively observed. “By sound” means the child can be heard from where the caregiver is positioned. While supervising children in these age groups, staff should position themselves so that they can see and hear all of the children and re-

position themselves as children move about the room.

When children are sleeping or resting, staff should position themselves so that all children are continuously supervised by sight and sound. The room should not be completely dark and should be bright enough for:

* + 1. everyone to see clearly
    2. children to move around the room safely without assistance
    3. for staff to maintain full sight supervision for all age groups.

Cots/mats should be fully visible to staff during naptime. However, if the environment prevents full visibility, then teachers need to circulate to provide full supervision.

When infants are sleeping, staff should position themselves so that all children are continuously supervised by sight and sound. Sleeping infants should be checked individually and in close proximity at least 3 times each hour (every 20 minutes). These checks should be more frequent as needed to meet individual children’s needs.

At least two staff members (or administrators) must be in the building at all times when children are present. If children remain after closing, two staff members (or administrators) must remain until the last child is picked up.

The playground is considered an extension of the classroom with the same supervision standards and ratios unless stricter standards are required by state licensing. Staff members should know how many children are in their care at all times and consider other supervision challenges which the outdoor environment presents. Staff should position themselves so that at least 2 areas of the playground can be viewed and are easily accessible. Staff should move about the playground, depending on where the children are at any given point in time, while continuing to interact with the children. Staff should consider individual children’s needs, including high risk behavior. If there are areas that cannot be supervised by sight, they should be blocked off and inaccessible.

Staff use Transition Tracking to track the children throughout the day, including during transitions (i.e., moving from the classroom to the playground, while transitioning to a different space within the center, etc.). Through this practice, teachers are required to:

* Know the names and the number of children in their care at all times.
* Use Transition Tracking to account for the children in their care.
* Conduct and record transitions with Face to Name Roll Call.
* Conduct a Head Count whenever a transition through a door or gate occurs.
* Conduct periodic Head Counts throughout the day, in addition to those required during transitions.
* Log in and out whenever they join or leave a group.

If you have any questions regarding the supervision of children, please contact your center director.

**SUBJECT:** Nondiscrimination in Service

**TO:** Parents/Guardians

**FROM:** Shamaya Mincer

Admissions, the provisions of services and referrals of clients shall be made without regard to race, color, religious creed, disability, ancestry, national origin (including limited English proficiency), age or sex.

Program Services shall be made accessible to eligible persons with disabilities through the most practical and economically feasible methods available. These methods include, but are not limited to, equipment redesign, the provision of aides and the use of alternative service delivery locations. Structural modifications shall be considered only as a last resort among available methods.

Any parent/guardian who believes they have been discriminated against may file a complaint of discrimination .

**REPORTING AN INCIDENT OF HARASSMENT, DISCRIMINATION OR RETALIATION**

Prolific Young Treasures Child Care Learning Center 2 encourages reporting of all perceived incidents of discrimination, harassment, or retaliation, regardless of the offender’s identity or position. Individuals who believe that they have been the victim of such conduct should discuss their concerns with the immediate supervisor, any member of the personnel practices committee, human resources, or any ombudsman. See the complaint procedure described below.

In addition, PYT 2 encourages individuals who believe they are being subjected to such conduct to promptly advise the offender that his or her behavior is unwelcome and to request that it be discontinued. Often this action alone will resolve the problem. PYT 2 recognizes, however, that an individual may prefer to pursue the matter through complaint procedures.

**COMPLAINT PROCEDURE**

Individuals who believe they have been the victims of conduct prohibited by this policy or believe they have witnessed such conduct should discuss their concerns with the immediate supervisor, human resources, any member of the personnel practices committee or any ombudsman.

PYT 2 encourages the prompt reporting of complaints or concerns so that rapid and constructive action can be taken before relationships become irreparably strained. Therefore, while no fixed reporting period has been established, early reporting and intervention have proven to be the most effective method of resolving actual or perceived incidents of harassment.

Any reported allegations of harassment, discrimination or retaliation will be investigated promptly. The investigation may include individual interviews with the parties involved and, where necessary, with individuals who may have observed the alleged conduct or may have other relevant knowledge.

PYT 2 will maintain confidentiality throughout the investigatory process to the extent consistent with adequate investigation and appropriate corrective action.

Retaliation against an individual for reporting harassment or discrimination or for participating in an investigation of a claim of harassment or discrimination is a serious violation of this policy and, like harassment or discrimination itself. Acts of retaliation should be reported immediately and will be promptly investigated and addressed.

Misconduct constituting harassment, discrimination or retaliation will be dealt with appropriately.

False and malicious complaints of harassment, discrimination, or retaliation (as opposed to complaints that, even if erroneous, are made in good faith) may be the subject of appropriate action by the appropriate department.

Any person(s) who believes they have been discriminated against may file a complaint of discrimination with any of the following:

Prolific Young Treasures 2 U.S. Equal Employment Opportunity

1016 Cottman Avenue Unit B Commission

Philadelphia, PA 19111 801 Market Street, Suite 1000

Philadelphia, PA 19107-3126

Commonwealth of Pennsylvania Inquiries: (800) 669-4000

Department of Human Services <https://www.eeoc.gov/federal-sector/overview->

BEO/Office of Civil Rights Compliance federal-sector-eeo-complaint-process

Room 225, Health & Welfare Building Email: [PDOContact@eeoc.gov](mailto:PDOContact@eeoc.gov)

P.O. Box 2675 Harrisburg, PA 17120

Inquiries: (717) 787-1127 Office for Civil Rights

Email: RA-PWDHSCivilRights@pa.gov U.S. Department of Health and Human Services Centralized Case Management Operations

Pennsylvania Human Relations Commission 200 Independence Avenue, S.W.

333 Market Street, 8th Floor Room 509F HHH Bldg

Harrisburg, PA 17101 Washington, D.C. 20201

https://www.phrc.pa.gov/File-a-complaint Customer Response Center: (800) 368-1019 Inquiries: (717) 787-4410 TDD: (800) 537-7697 TTY users only: (717) 787-7279 <https://www.hhs.gov/ocr/complaints>

Email: [ocrcomplaint@hhs.gov](mailto:ocrcomplaint@hhs.gov)