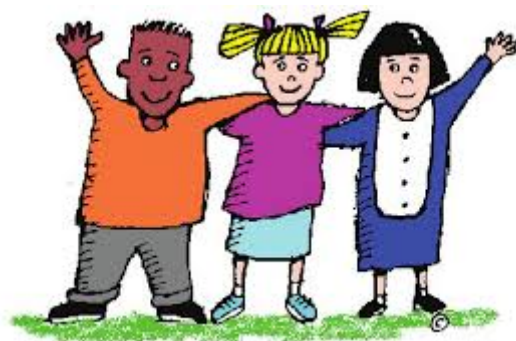


BARTOS Child & Family CENTER AT SHIPPENSBURG UNIVERSITY

A Project Managed by the Shippensburg University Foundation
www.sufoundation.org



FAMILY HANDBOOK

November 2018



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Welcome

Dear Families,

Welcome to the Bartos Child and Family Center (BCFC) at Shippensburg University. We are excited that you have chosen us to join you in caring for and educating your child. We strive to meet each child's social, emotional, physical and cognitive needs while they are in our care. The BCFC's staff is chosen very carefully to help in this endeavor.

This handbook will begin your journey through the BCFC by explaining who we are, what we believe, what you can expect from us, and what will be expected of you. We hope that it will be useful in understanding the BCFC. From time to time, it may be necessary to add or change information in the handbook. A written addendum will always be provided.

The importance of parental influence is great in a child's success during this venture. Family help and cooperation will assist the BCFC in providing each child with a positive and enriching childcare experience. The Child and Family Center is accredited by the National Association for the Education of Young Children (NAEYC) and holds a 4-Star designation through the Pennsylvania Keystone STARS program.

This center provides a learning environment for children, staff and families. The Bartos Child and Family Center openly welcomes all questions, concerns and suggestions. Please visit anytime to share with your child their "home away from home."

Contact Information

Phone Number: 717-477-1792

Email: cfc@sufoundation.org

Website: www.sufoundation.org

Sponsorship of the BCFC

The BCFC is a project of the *Shippensburg University Foundation* and provides support to the university by serving the families of staff, faculty, students and administrators of the university, as well as the surrounding community. The BCFC, also, works in cooperation with faculty and students for the purpose of early childhood education studies.

Mission Statement

The Bartos Child and Family Center at Shippensburg University, a project of the Shippensburg University Foundation, is a safe, enriching, and supportive educational program for young children and their families.

- We believe that children learn about their world through active involvement, playing, exploring, and interacting with others.
- We plan activities for and with children based on their developmental ages and individual needs.
- We embrace and welcome families into our program, knowing that the connection between school and home is critical to children's growth and love of learning.
- We believe that the goal of discipline is teaching inner control. We guide children to become self-controlled by modeling caring behaviors, consistently enforcing logical rules, and emphasizing peace and tolerance.
- We are part of a campus community that values research, teaching and service. We welcome students into our program, guiding them as they work to learn about children and families. We participate in research projects that advance our knowledge about children and families. We work with others in our community and region to support children and families.
- Children are able to grow and develop when they can make their own decisions about learning. Opportunities provided for children in a play-oriented environment foster freedom of expression, promote uniqueness, build well-being and build a healthy self-concept. The value of play encourages creativity, language development and social interaction. We guide children to become self-controlled by modeling caring behaviors, consistently enforcing logical rules, and emphasizing peace and tolerance.

State Licensing and Accreditations

The Bartos Child and Family Center is licensed by the Department of Human Services (DHS) and understands the importance of maintaining strict compliance with the state licensing regulations in accordance with their policies. Their regulations ensure a quality environment for children in public and private care. Policies include, but are not limited to the facility, staff qualifications, health and safety and staff to child ratios. The BCFC currently holds a 4-Star designation from PA Keystone STARS and is accredited by the National Association for the Education of Young Children (NAEYC).

Employee Classification

Employees of the Child and Family Center are classified as follows:

SU Foundation Full Time Employees: Employees that are employed by the Shippensburg University Foundation. Foundation staff members are permanent employees and mentors to all other center personnel. Foundation staff members are ultimately responsible for the daily operation of the Bartos Child and Family Center.

SU Foundation Part Time Employees: Employees that are employed by the Shippensburg University Foundation. Foundation staff members are ultimately responsible for the daily operation of the Bartos Child and Family Center.

Work-study Students: Students are hired by Shippensburg University and placed at the Bartos Child and Family Center for employment. Work-study students are temporary employees and are under the direction of Foundation employees.

Graduate Assistant Students: Graduate students are hired by Shippensburg University and placed at the Bartos Child and Family Center to fulfill their assistantship. Graduate students are temporary employees and perform designated responsibilities or help as directed by Foundation staff.

Affirmative Action Policy

In accordance with Federal and State legislation, the Bartos Child and Family Center at Shippensburg University operates with an open and equitable personnel system and service delivery system. The facility will not allow discrimination in any personnel matter (recruitment, hiring, and promotion) or service delivery on the basis of race, color, religion, creed, sexual orientation, disability, lifestyle, ancestry, age, sex or national origin. This facility shall make reasonable efforts to accommodate applicants, clients, and employees with physical or mental limitations. Any complaints regarding personnel matters or service delivery should be directed to:

Department of Public Welfare
Bureau of Equal Opportunity
Room 521, Health & Welfare Building
Harrisburg, PA 17105

PA Human Relations Commission
Harrisburg Regional Office
1101 South Front Street, 5th Floor
Harrisburg, PA 17104

U.S. Department of Health and
Human Services
Office for Civil Rights
Suite 372, Public Ledger Building
150 S. Independence Mall West
Philadelphia, PA 19106-9111

Bureau of Equal Opportunity
Health and Welfare Building
Room 223
P.O. Box 2675
Harrisburg, PA 17105

Racial and Cultural Diversity Statement

The Bartos Child and Family Center at Shippensburg University recognizes the need for and appreciates racial and cultural diversity. We will seek to encourage participation in the center by families from a variety of cultural backgrounds. The Shippensburg University policy on racism and cultural diversity, which is followed in accordance with the campus office of social equity, is as follows:

Racism and Cultural Diversity

As an institution of higher learning, Shippensburg University is committed without qualification to all aspects – moral, legal, and administrative – of racial and cultural diversity. It is the unequivocal position of Shippensburg University to prohibit racism/ethnic intimidation and harassment; and to affirm cultural diversity, social justice, and equality.

Racism shall be defined as the subordination of any person or group based upon race, color, creed, or national origin. It shall be a violation of this policy for any person or group to maliciously intend to engage in any activity (covert or overt that attempts to injure, harm, malign, or harass) that causes the subordination, intimidation, and/or harassment of a person or group based upon race, color, creed, national origin, sex, disability, or age.

Shippensburg University's commitment to racial tolerance, cultural diversity, and social justice will require every member of this community to ensure the principles of these ideals be mirrored in their attitudes and behaviors.

Admission Policy

The mission of the Bartos Child and Family Center is to serve the families of Shippensburg University's students, staff, faculty and administration.

Children are accepted without regard to race, gender, national origin, physical ability, or religious affiliation.

- 1 There is a \$45.00 non-refundable registration fee per family, due prior to the date of enrollment into the program.
- 2 A security deposit equal to the amount of one bi-weekly tuition payment is required.
- 3 All fees and forms must be completed and returned prior to the child's first day of attendance.

Security Deposit

A security deposit equal to one bi-weekly tuition payment must be paid upon admission. When the required two-week notice to withdraw is given to the program director, in accordance with paragraph eleven of the Child Care Agreement, the deposit will be credited towards the final bi-weekly payment or refunded. If appropriate two-week notice to withdraw is not provided, the security deposit will be forfeited.

Registration

The following forms must be filled out and returned before your child's first day of attendance:

1. Emergency contact/Parental consent form
2. Child care agreement
3. Statement of acknowledgement for receiving the parent handbook

The following forms will also be required:

1. Age Appropriate Child Health Assessment (due within 30 days of enrollment)
2. Early Learning Network Forms (due within 1 week of enrollment)

Enrollment Schedule

Upon enrollment at the center, families are required to determine an attendance schedule for each child. Families must adhere to these enrollment schedules. Changes necessary through the childcare agreement period can be made with a two-week notice and a schedule adjustment approved by the program director. The Bartos Child and Family Center will make every attempt to accommodate changes in schedule; however, changes in schedules and transition of children to older classrooms will be based on space availability. In the event a new schedule is determined for a child, a new agreement must be signed.

Trial Period

The Bartos Child and Family Center focuses on the individuality of each child's needs. It is not uncommon for children and/or families to experience difficulties adjusting to the philosophies or practices of a new child care environment. We encourage families to carefully consider what is best for their children during the one-month enrollment window. If, within a child's first month of attendance at the center, a family believes that the facility does not meet the needs of their child, there is no obligation to continue honoring the childcare agreement. An appointment to notify the program director of your decision will facilitate the refund of the given security deposit.

Withdrawal from the Center

The center requires a minimum of two weeks written notice for a child to be withdrawn from the program. In the absence of proper written notice, the security deposit will be forfeited.

The center holds the right to discontinue childcare services at any time as deemed necessary or appropriate. The following are examples of possible termination circumstances:

- 1 Families do not pay tuition in a timely fashion.
- 2 Families become abusive with teachers, children or other parents.
- 3 Families fail to provide Center with current or up-to-date child health assessment.
- 4 Differences between the Center and family that cannot be resolved.

Parking

It is our goal to make traffic flow safely and quickly during arrival and departure. Families are asked to use the spaces designated for the Child and Family Center. **NO PARKING IS PERMITTED IN THE BUS CIRCLE OF THE GRACE B. LUHRS UNIVERSITY ELEMENTARY SCHOOL.** In addition, state law requires that all vehicles be turned off when unattended. Parking passes are available from the program director, if you wish to have one. These passes allow you to park in areas designated for families dropping off and picking up children. Parking passes are not necessary if you have a university parking decal but are recommended if you do not have a parking decal.

Arrival/Departure

For maximum child safety, it is required that parents/guardians make contact with their child's teacher upon arrival and departure. When dropping off and picking up your child, please allow enough time to help to transition them into and out of their classroom. At drop-off and/or pick-up, please feel free to spend time with your child in their classroom and to talk with your child's teacher about the day's events.

Please remember the following:

- 1 Parents/guardians are required to sign children in and out daily.
- 2 Parents/guardians are required to escort their child into the center and to their assigned classroom. (Children must be escorted by and remain in the eye sight of the adult that is dropping off or picking up the child at all times.)
- 3 Parents/guardians are required to assist their child in hand washing upon entering the classroom.
- 4 Parents/guardians are required to pick children up directly from their classroom.
- 5 After a child has been released from their classroom, the child must remain with their parent/guardian until the parent/guardian leaves the center.
- 6 Any person unfamiliar to the childcare staff must show a picture ID, for the safe release of the child.
- 7 Other children in the care of the parent/guardian (e.g. siblings of the enrolled child) must remain with the parent/guardian at all times.

Authorization for Child Pick-up

Upon enrollment, families will be asked to provide a list of names of persons to whom your child may be released. Teachers will release your child only to authorized people over the age of 16. Anyone picking up a child may be asked for photo identification. This is a child safety measurement. Parents are required to keep all records up-to-date including child release forms.

Department of Human Services regulations state that "A child shall be released only to the child's parent or to an individual designated in writing by the enrolling parent. A child shall be released to either parent unless a court order on file at the facility states otherwise (DPW Code 3270.117).

For the safety of all children, staff, and families, please inform the program director if you or your child(ren) has any type of protection order. A copy will need to be kept on file at the BCFC and the campus security office.

Emergency Contact Form

The emergency contact/parental consent form must be completed prior to enrollment. This form will be updated by parents/guardians at least quarterly. In between these scheduled updates, it is the parents'/guardians' responsibility to inform our office of any changes to this information, as they occur.

Payment Policy

Tuition payments must be made in advance of the date of service. Bi-weekly or monthly payment schedules are available at the center. Checks or money orders are to be made out to the SU Foundation. Bi-weekly payments are due every other Friday. Monthly payments are due by the last day of the month. If payment is not received on the day it is due, a statement will be placed in your child's mailbox stating when payment must be paid to avoid a late fee being posted to your account. If paid after the due date, a \$25.00 late fee must be included with the payment.

Fees and Discounts

Upon enrollment, parents are required to sign an agreement for childcare services provided. Payments specified in the agreement cover the entire calendar year with eight holidays and two family personal days taken into consideration.

- 1 20% sibling discount on the oldest child/children
- 2 \$25.00 Late payment fee (Statement is sent day after payment is due, two days from receipt of statement to pay balance due before fee is charged)
- 3 \$25.00 Returned check fee
- 4 \$5.00 (per child) fee assessed 5 minutes after the center closes, with a \$1.00 (per child) per minute charge assessed after the first 5 minutes, for children who remain in the center after 5:30 P.M. closing.

Late Pick-up Fee Policy

All children attending the Bartos Child and Family Center must exit the center by 5:30 p.m. One warning will be given to a family who has never been late in picking up a child. After such warning, the following will occur:

First occurrence

\$5.00 charge (per child) if 5 minutes late plus \$1.00 per minute late (per child)

Second occurrence

\$10.00 charge (per child) if 5 minutes late plus \$2.00 per minute late (per child). Warning will be issued that upon a third occurrence, termination from the center will result.

Third occurrence

\$10.00 charge (per child) if 5 minutes late plus \$2.00 per minute late (per child), termination from the Center will result with a discussion of adequate time to find alternative child care.

Holiday Schedule

Though the center observes holidays with the university calendar, customs and cultures not included in this schedule are discussed, celebrated and learned about throughout the year. Families are encouraged to share and educate the center on their traditions and holidays to promote a culturally diverse program and environment.

Holiday Closure Schedule:

Labor Day
Thanksgiving Day and the Following Friday
Christmas Day and the Day Before *or* After
New Year's Day
Martin Luther King Day
Memorial Day
Independence Day

A schedule with exact dates will be provided.

Hours of Center Operation

The Center is open Monday through Friday 7:30 AM to 5:30 PM. Please see the previously outlined list of holiday closings observed by the Bartos Child and Family Center.

Staff Qualifications

The quality of our staff directly relates to the quality of the program. The center strives to maintain the highest quality staff. Staff at the center meets the following qualifications as a minimum requirement:

- 1 Criminal background check
- 2 Child Abuse History check
- 3 FBI Clearance
- 4 Physician's health assessment, including a negative TB test
- 5 First aid, CPR and fire safety training
- 6 Staff must meet or exceed PA licensing requirements in education and experience

Children's Absences

The center is staffed according to the children's contracted schedules provided by the parents. Please telephone the center as soon as possible when it is determined that a child will not be attending during their regularly scheduled time.

Toys and Items Brought from Home

The toys and materials at the center are chosen to be developmentally and culturally appropriate. With consideration given to all families at the center, it is requested that toys (including electronic devices) or other items be brought from home for the child's scheduled sharing day, only. It is asked that all toys/items be "friendly", no weapons. Items brought for sharing time are stored in cubbies for the remainder of the day. Toys and items not provided by the center also offer a risk of hurting or injuring children in the program or getting lost or broken. Staff cannot monitor toys at the expense of supervising children.

Clothing Policies

Children are encouraged to explore various materials. Spills and accidents are to be expected. Maintaining an extra set of seasonal clothing at the center is required. Each item must be labeled with the child's name.

No flip-flops and open heeled shoes are permitted. Sandals and clogs with straps on the back may be worn. Children should wear shoes that he/she can use for running and climbing. In the fall and spring, a jacket or sweatshirt should be brought with the child to accommodate cooler temperatures. Classroom teachers will use their best judgment to determine when jackets must be worn. In cold weather, children should have a winter coat, hat, gloves, and a scarf. If there is snow or rain on the ground, boots are very helpful. In cold weather, it is most beneficial for children to wear dry, layered clothing. Having appropriate clothing, suitable for play and for the changing seasons, allows your child to be more comfortable. It is our goal to include outdoor play in our schedule each day; however, the duration is dependent upon the weather conditions. Please send at least one set of extra, seasonally appropriate, clothes to be kept in your child's classroom in case of an accident requiring a change of clothing.

Our philosophy is to emphasize the importance of keeping "private areas" covered. Please keep this in mind when dressing your child for the day. Please check the length of shorts and dresses. We encourage shorts or "bloomers" to be worn under dresses to allow for free movement.

Inclement Weather Policy

We do take the children outdoors during the winter months. Please dress your child in seasonally appropriate clothing; layering is always a good strategy. The children are permitted to play in the snow if snow pants and snow boots are provided by the family. In cases of extreme weather and cold we may choose to stay indoors. We will not take the children outdoors if there are icy conditions and/or the walkways are not cleared.

We will not take the children outdoors during a thunderstorm. If we are outside and a storm is approaching, we bring the children inside at the first sight of lightning.

We do take the children outdoors during the summer months. We adjust our schedules to be outside when the temperatures are coolest, and for shorter periods of time. We give the children access to drinking water on hot days to promote proper hydration. In cases of extreme heat, we may choose to stay indoors.

Outside Play Policy

Children will play outside daily as long as:

- the temperature (w/wind chill) is above 25 degrees and below 90 degrees (w/heat index)
- there is not precipitation falling
- there is no air quality alert

Field Trips

Classes embark on field trips as often as possible. Most field trips involve walking around or visiting the campus. Notification will be given at least one week prior to any off-campus trips. General consent for on campus field trips is included on the child emergency contact form, completed during the enrollment process.

Emergency Closing Policy

During periods of severe weather, the Bartos Child and Family Center will follow Shippensburg University's closure and delay decisions. If the University is closed, we will be closed. If the University has a delayed opening, we will open 1-hour prior. If the University closes early, we will close 1 hour after. If University classes *only* are cancelled/delayed the Center is not affected.

- For information regarding the *University's* status during severe weather call the Shippensburg University hotline at 477-1200.
- The Bartos Child and Family Center's voicemail (477-1792) will also reflect the Center's status.

School Aged Child Care: If Shippensburg School District is operating on a delayed opening schedule, we will provide school aged child care, for children who are scheduled to attend that day, during the delay **ONLY**. Due to licensing restrictions regarding room capacities and teacher to child ratios, we are not able to provide full day or early dismissal care to school-age children on days when the school district is closed because of inclement weather. If a delay turns into a cancellation, school aged children must be picked up within 1 hour.

The center *does* provide school aged care during *scheduled* school closings, delays, and early dismissals. These prescheduled days are listed on the *school district calendar*.

Emergency Preparedness Plan

The emergency plan contains sensitive information,
please keep this information confidential.

Our Emergency Plan provides for response to all types of emergencies. Depending on the circumstance of the emergency, we will use one of the following protective actions:

- *Immediate evacuation:* Students are evacuated to a safe area on the grounds of the facility in the event of a fire, etc.
- *In-place sheltering:* Sudden occurrences, weather or hazardous materials related, may dictate that taking cover inside the building is the best immediate response.
- *Evacuation:* Total evacuation of the facility may become necessary if there is a danger in the area. In this case, children will be taken to relocation facility at Shippen Hall, Memorial Auditorium or the SU Foundation. In the event the Shippensburg Area is not safe, the children and staff will relocate to Dickinson Child Care Center, in Carlisle.
- *Modified Operation:* May include cancellation/postponement or rescheduling of normal activities. These actions are normally taken in case of a winter storm or building problems (such as utility disruption) that make it unsafe for children.

Please contact Shippensburg University's hotline number (717) 477-1200 or review the Shippensburg University Foundation's website – www.sufoundation.org.

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

Unless otherwise notified, we will be contacting those persons you have indicated on the Emergency Contact Form.

We specifically urge you **not** to attempt to make different arrangements during an emergency. This will only create additional confusion and divert staff from their assigned emergency duties.

Emergency Text Option

Shippensburg University has implemented an emergency text program which is available to all members of the campus community, including families who attend the BCFC. Emergency notifications will be sent to participants in the program via cell phone text and/or email messages if campus police feel that there is a potential life-threatening situation. Upon enrollment you will be given instructions regarding how to enroll in the program, if you wish to do so.

Security Provisions/Door Access Code/Safe Pathways

University Security mandates that all center traffic must enter and exit through the front door. Only authorized personnel may use the double doors that join the elementary school and the center. Exception is given to parents who are picking-up children enrolled in the center's school age program. The front door at the center is equipped with a key pad security system, with the code being distributed to parents/guardians after completing a release form. Parents/Guardians are **not** permitted to share this code with anyone else. This code will be periodically changed throughout the year. To enter the building, without the code, the call button must be pushed to contact a staff member who can authorize entry. Identification must be voiced to any staff member that answers the call button as their vision may be blocked from the front door.

Guidance Policy

The Bartos Child and Family Center believes that all children should be treated with respect and that developmentally appropriate guidance strategies should be implemented. The Child Care staff uses a variety of positive guidance techniques to encourage self-control. The staff strives to be consistent, positive and understanding of children's individual needs. We will use the following techniques:

- 1 Incident Reports will be completed as situations occur.
- 2 Teachers will observe the child and try to identify events, activities, interactions, and other contextual factors that may predict the child's challenging behavior.
- 3 The teachers will speak with parents about behaviors and possible solutions.
- 4 If after two weeks, the situation does not improve, the director will observe in the classroom.
- 5 The director and teachers will meet with parents to discuss behavior and decide upon a plan of action that will aid in the child's inclusion and success. The plan will be consistently followed both at the center and at home.

In three weeks, if the behavior has not improved, the director and staff will meet with the parents to discuss concerns and assist parents in seeking additional resources to assist the child. Recommendations may include but are not limited to, having the child receive a complete physical, having a developmental assessment or thorough evaluation with a psychologist or early childhood specialist. If the parent agrees to the assessment, the parent must inform the director of the child's appointment with the recommended specialist. If the parent does not agree, removal of the child from the program and alternate care options will be discussed.

* We are interested in helping your family. When we request additional support from other sources, it can only add to our understanding of your child.

* If the safety and well being of other children and staff are in danger action will be taken.

* Depending on the nature of the behavior, some steps may be omitted, or additional parent conferences may be held.

* Incident Reports will be completed for children who harm themselves, other children, staff or property.

Individualized Education Plans (IEP) & Individualized Family Service Plans (IFSP)

Because of the diverse set of needs of children, it is important to gather as much information about the best ways to educate each child. IEPs and IFSPs 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 IEPs and IFSPs for the children in their care. Information found on an IEP/IFSP is protected by privacy laws and is kept confidential among necessary CFC staff.

Your child's growth and development are measured with developmental assessments. If your child currently has an IEP/IFSP, 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. Please give IEP/IFSP paperwork to the Director/Assistant Director. If your child will be receiving services from an outside agency, please provide the IEP/IFSP documentation. Please have anyone who will be providing services contact the Director/Assistant Director, so we can discuss the required documentation they will need to bring with them.

Child Health Records

A child health assessment form must be completed, signed by a licensed physician, and returned within 30 days of enrollment. The initial and all subsequent child health assessments must follow the American Academy of Pediatrics schedule is listed below.

-12 months -15 months -18 months -24 months
- 3 years -4 years -5 years

Children enrolled in the after-school program are required to have health assessments in accordance with the Public-School Code. This code requires health assessments upon entry to Kindergarten, 6th grade, and 11th grade.

The health record must document the dates of services to show that the child is current for routine screening tests and immunizations according to the schedule recommended, published in print, and posted on the websites of the American Academy of Pediatrics, the Centers for Disease Control of the United States Public Health Services (CDC-USPHS) and the Academy of Family Practice. These schedules are available from our office by request. If a child has not received immunizations due to religious beliefs, a letter stating such must be submitted to our office upon enrollment. If your child is under-immunized due to a medical condition, this must be documented by a healthcare professional and submitted to our office upon enrollment.

When a child is overdue for any routine health services, parents or legal guardians must provide evidence of an appointment for those services prior to the child's entry into the program and as a condition of remaining enrolled in the program.

Child Health records are confidential. However, to provide the best possible care for each child, the program director, assistant director, supervising classroom staff and their supervisors have access to child health records and child files.

Special Care Plans

Prior to enrollment we request that parents give full disclosure of any medical/special needs that their child may have so that accommodations can be made to properly care for the child. If your child has medical/special needs, please request a special care plan from our office. This form is completed by the parent/legal guardian and child's doctor and is kept as part of the child's health records.

Illness Policy

Preventing the spread of infectious disease is an important and necessary component of quality childcare. Children need to be in good health to get the most out of their day. Please do not bring your child if they cannot participate fully in both our indoor and outdoor programs. Should your child have any of the following, please arrange to keep them home:

- 1 Vomiting and/or diarrhea: Children may return to the center 24 hours after symptoms are gone.
- 2 Fever above 101 degrees F: Children may return to school after being fever free for 24 hours, without the aid of Tylenol or other fever reducing medications.
- 3 Conjunctivitis or pink eye: Children may return to school 24 hours after they begin antibiotic treatment.
- 4 Symptoms associated with communicable or contagious diseases

Since the Child and Family Center is a proactive program, we ask that you take time to understand this policy and identify alternate care arrangements for times that your child is ill. This will prevent unnecessary stress on you and the center when the need arises.

In the event a vaccine-preventable disease occurs in the Center, any children who are not immunized or who are under-immunized will be isolated from the group and cared for by a qualified staff member in a separate area of the building. You will be asked to pick up your child from the Center immediately and they will be temporarily excluded from the Center until a health care professional and/or the department of health determines that it is appropriate for the non-vaccinated/under-vaccinated child(ren) to return to the Center.

The Child and Family Center follows the American Academy of Pediatric standard located in Stepping Stones to Using Caring for our Children National Health and Safety Performance Standards Guidelines for Out-Of-Home Child Care Programs Second Edition. The standard is as follows:

STANDARD 3.065

Inclusion/Exclusion/Dismissal of Children

The parent, legal guardian, or other person the parent authorizes shall be notified immediately when a child has any sign or symptom that requires exclusion from the facility. The facility shall ask the parents to consult with the child's health care provider. The childcare provider shall ask the parents to inform them of the advice received from the health care provider. The advice of the child's health care provider shall be followed by the childcare facility.

With the exception of head lice for which exclusion at the end of the day is appropriate, a facility shall temporarily exclude a child or send the child home as soon as possible if one or more of the following conditions exists:

- a) The illness prevents the child from participating comfortably in activities as determined by the childcare provider;
- b) The illness results in a greater need for care than the child care staff can provide without compromising the health and safety of the other children as determined by the childcare provider;
- c) The child has any of the following conditions:
 - 1) Fever, accompanied by behavior changes or other signs or symptoms of illness until medical professional evaluation finds the child able to be included at the facility;
 - 2) Symptoms and signs of possible severe illness until medical professional evaluation finds the child able to be included at the facility. Symptoms and signs of possible severe illness shall include
 - Lethargy that is more than expected tiredness,
 - Uncontrolled coughing,
 - Inexplicable irritability or persistent crying,
 - Difficult breathing,
 - Wheezing, or
 - Other unusual signs for the child;
 - 3) Diarrhea, defined by more watery stools, decreased form of stool that is not associated with changes of diet, and increased frequency of passing stool, that is not contained by the child's ability to use the toilet. Children with diarrheal illness of infectious origin generally may be allowed to return to childcare once the diarrhea resolves, except for children with diarrhea caused by *Salmonella typhi*, *Shigella* or *E. coli 0157:H7*. For *Salmonella typhi*, 3 negative stool cultures are required. For *Shigella* or *E. coli 0157:H7*, two negative stool cultures are required. Children whose stools remain loose but who, otherwise, seem well and whose stool cultures are negative, need not be excluded. See also Child-Specific Procedures for Enteric (Diarrheal) and Hepatitis A Virus (HAV) Infections, STANDARD 6.023, for additional separation and exclusion information for children with diarrhea; STANDARD 3.066, on separate care for these children; and STANDARD 3.084 and Standard 3.087 on notifying parents;
 - 4) Blood in stools not explainable by dietary change, medication, or hard stools;
 - 5) Vomiting illness (two or more episodes of vomiting in the previous 24 hours) until vomiting resolves or until a health care provider determines that the cause of the vomiting is not contagious and the child is not in danger of dehydration. See also STANDARD 3.066, on separate care for these children;
 - 6) Persistent abdominal pain (continues more than 2 hours) or intermittent pain associated with fever or other signs or symptoms;

- 7) Mouth sores with drooling, unless a health care provider or health department official determines that the child is noninfectious;
- 8) Rash with fever or behavior change, until a physician determines that these symptoms do not indicate a communicable disease;
- 9) Purulent conjunctivitis (defined as pink or red conjunctiva with white or yellow eye discharge), until after treatment has been initiated. In epidemics of nonpurulent pink eye, exclusion shall be required only if the health authority recommends it;
- 10) Pediculosis (head lice), from the end of the day until after the first treatment. See STANDARD 6.038;
- 11) Scabies, until after treatment has been complete. See STANDARD 6.037;
- 12) Tuberculosis, until a health care provider or health official states that the child is on appropriate therapy and can attend child care. See STANDARD 6.014 and STANDARD 6.015;
- 13) Impetigo, until 24 hours after treatment has been initiated;
- 14) Strep throat or other streptococcal infection, until 24 hours after initial antibiotic treatment and cessation of fever. See also Group A Streptococcal (GAS) Infection, STANDARD 6.012 and STANDARD 6.013;
- 15) Varicella-Zoster (Chickenpox), until all sores have dried and crusted (usually 6 days). See also STANDARD 6.019 and STANDARD 6.020;
- 16) Pertussis, until 5 days of appropriate antibiotic treatment (currently, erythromycin, which is given for 14 consecutive days) has been completed. See STANDARD 6.009 and STANDARD 6.010;
- 17) Mumps, until 9 days after onset of parotid gland swelling;
- 18) Hepatitis A virus, until 1 week after onset of illness, jaundice, or immunoprophylaxis (currently, immune serum globulin) has been administered to appropriate children and staff members. See STANDARD 6.023 through STANDARD 6.029;
- 19) Measles, until 4 days after onset of rash;
- 20) Rubella, until 6 days after onset of rash;
- 21) Unspecified respiratory tract illness, see STANDARD 6.017;
- 22) Shingles (herpes zoster). See STANDARD 6.020;
- 23) Herpes simplex, see STANDARD 6.018.

Some states have regulations governing isolation of persons with communicable diseases including some of those listed here. Providers shall contact their health consultant or health department for information regarding isolation of children with diseases such as chickenpox, pertussis, mumps, hepatitis A, measles, rubella, and tuberculosis. If different health care professionals give conflicting opinions about the need to exclude an ill child on the basis of the risk of transmission of infection to the other children, the health department shall make the determination.

The childcare provider shall make the decision about whether a child meets or does not meet the exclusion criteria for participation and the child's need for care relative to the staff's ability to provide care. If parents and the child care staff disagree, and the reason for exclusion relates to the child's ability to participate or the caregiver's ability to provide care for the other children, the child care provider shall not be required by a parent to accept responsibility for the care of the child during the period in which the child meets the provider's criteria for exclusion.

If your child shows any of these symptoms during the day, you will be contacted immediately and asked to make arrangements to pick up your child. If we are unable to contact you, an emergency contact person will be notified. Your child will be kept comfortable until you arrive. The staff expects your cooperation in picking up your child **within one hour**. We request notification as soon as possible if your child has or has been exposed to any infectious or contagious disease.

Medication Policy

According to Pennsylvania State law and DHS regulation 3270.133, facility persons are not required to administer any medication, which is requested by a parent/guardian or physician. The Bartos Child and Family Center chooses to follow this recommendation by not administering medications with the exceptions of medications outlined under the Americans with Disabilities Act (ADA). For children with conditions outlined in the ADA, the Bartos Child and Family Center will maintain medication logs and store the medication at the center. Parents are welcome to come to the center at any time to administer non-fever reducing medication to their children. Please inform your child's teacher if your child is presently taking any medications in the event of a medical emergency.

However, if your child has a chronic health condition (e.g. asthma, diabetes, etc.) or it is medically necessary to aid in the prevention of emergency medical care (e.g. administering an epi-pen) the parent/legal guardian may request that a staff member administer medication.

With the understanding that every attempt has been made to administer the medication at home, medication may be administered to a child by trained Center personnel only, if the following conditions have been met:

- Parent/Legal Guardian and Child's Physician complete a Special Care Plan to be kept on file at the Center
- The individual medication log, which is kept in the child's classroom, has been appropriately completed by a parent/legal guardian
- The licensed health care provider who has prescribed or recommended the medication has provided instructions to the staff for the use of the medication.
- The medication must be labeled with the child's first and last names, the date either the prescription was filled or the recommendation was obtained from the child's licensed health care provider, the expiration date of the medication or the period of use of the medication the manufacturer's instructions or the original prescription label that details the name and strength of the medication, and instruction on how to administer and store it.

Topical ointments such as lip balm, sunscreen, hand lotion, etc. will be kept in a locked cabinet in the classroom and a permission form must be signed by the parent/guardian before the Center will use such ointments.

Ouch/ Incident Reports

Although all precautions are taken to ensure the safety of our center, occasionally accidents occur. If an incident or injury does occur, we will administer first aid immediately. The staff person present will complete an Ouch report that will describe the incident and the follow-up that was provided. The parent will be asked to sign the Ouch Report and will receive a copy.

Meals and Snacks

There is a menu posted in the center each week. It includes nutritious morning and afternoon snacks. Please include your child's food allergies on his/her Emergency Contact Form.

If your child is at the center during lunch hours, please pack a nutritious lunch including the following:

- 1 A main course that does not need to be heated
- 2 Fruit or vegetable
- 3 Beverage
- 4 Necessary utensils
- 5 Please do not pack soda or candy

Upon arrival please, take the items that need to be refrigerated out of the lunch, label the item with the child's name and date and place in the child's classroom refrigerator.

According to DPW regulation, the following foods must be refrigerated:

- 1 Meat
 - all lunch meat
 - Seafood
 - hot dogs
 - lunchables
- 2 Dairy
 - Cheese
 - Yogurt
 - Pudding
 - Milk
 - Butter
- 3 Mayonnaise
 - All products that include mayo (salads & dressings)
- 4 Eggs & Egg products
- 5 Soups
- 6 Spaghetti with meat sauces
 - Spaghetti-O's
 - Pizza

Any of the above items will still need to be refrigerated, even if items were microwaved before being brought to school or are stored in a thermos

- The following food are considered choking hazards and will not be served to children under 4: hot dogs (whole or sliced into rounds); whole grapes; nuts; popcorn; raw peas; hard pretzels; spoonfuls of peanut butter; chunks of raw carrots or meat larger than can be swallowed whole.
- For children 12 months-24 months, staff will cut food into ½ inch squares, according to each child's chewing and swallowing ability.
- If your child is consuming formula or breast milk, please discuss this with the program director upon enrollment for additional guidelines.
- Children, who are using a bottle, must be held by a facility person, if the child is unable to sit independently. Bottles are not to be propped at any time. Children may not have bottles on their nap mats or cots.
- No food items, refrigerated or non-refrigerated will be heated in the microwave by Center staff. Parents, if they wish, may bring warm food to the Center for their child at lunch time.
- Children may not carry bottles, sippy cups, or regular cups with them while crawling or walking.
- The family and teaching staff will decide together when it is time to introduce a regular cup to the child.

Formula and Breast Milk Feedings

The Center supports breastfeeding by accepting, storing, and serving expressed human milk for feedings. If formula or breast milk is part of your child's diet, please discuss this with the program director. The Center staff will work with your family to accommodate both your child's feeding needs and our Center procedures for formula and breast milk feedings.

Nap/Rest Time

A quiet time will follow lunch daily. Children under three years of age will be provided with a nap mat and mat sheet. Children three years and older will be provided with a cot for rest time. Cots/mats will have at least 2 feet of free space on three sides, as required by the Department of Public Welfare. In classrooms where the number of children/space permit the arrangement, cots/mats will have three feet of space on three sides, as recommended by the National Association for the Education of Young Children standards.

The Child and Family Center feels that it is important for each child to have a quiet time for rest. During this rest time children will be asked to rest their body, for older children who may need less sleep, this may include reading books or quiet activities, depending on the child's needs. The CFC has the policy that the staff will not wake up any of the children prior to the end of rest time.

To make your child more comfortable at rest time, please feel free to bring a small blanket and/or stuffed toy from home. Comfort items must be small enough to fit securely in the child's individual cubby space. Families must take individual comfort items home at least weekly to be laundered.

Hand Washing

Staff members and children who are developmentally able to learn personal hygiene will be taught hand washing procedures and will be periodically monitored. Recommended hand washing procedures are posted by each sink at the Center. Staff will assist children with hand washing as needed to successfully complete the task. Parents are asked to assist their child with hand washing upon arrival each day.

Diapering

Only commercially available diapers or pull ups will be used, unless a child has a medical reason that does not permit their use (the parent/guardian must provide documentation from the child's health care provider of this medical condition/reason). If it is medically necessary, that cloth diapers be used the diapers must have an absorbent inner lining completely contained within an outer covering made of waterproof material that prevents the escape of feces and urine. Both the diaper and the outer covering must be able to be changed as a unit. Parents are required to provide all diapers, wipes, creams, and/or ointments to be used on their child. Signing and returning the attached acknowledgement serves as written permission to use the materials provided by parents.

Staff is not able to rinse or treat clothing and/or cloth diapers that are soiled by feces or urine. They will be placed in a plastic bag and sent home that day for laundering.

Toilet Training Philosophy

Our center believes that children will control their toilet habits when they are ready. Children can proceed developmentally from room to room despite their ability to control their bathroom needs. We also believe that toilet training is most easily accomplished when teachers, parents, and children work together. Children learn toileting skills through consistent, positive encouragement from adults at home and school. We are willing to follow parent recommendations as much as possible in aiding your child in a successful, stress free toilet

training experience. Please provide the center with several changes of clothes during the toilet training process. Due to the layout of the building and developmental age of young toddlers, the young toddler room is not equipped with a flush toilet. For sanitary reasons, the Department of Human Services will not allow us to use training chairs in the young toddler classroom.

Sunscreen

We ask that families apply sunscreen prior to arrival, so that children are prepared for morning outdoor play. Sunscreen will be re-applied by a BCFC staff member after rest time, prior to afternoon outdoor play. Sunscreen/Sun Block should have UVA and UVB protection with an SPF 15 or higher. Signing and returning the attached handbook acknowledgement form serves as written permission to use the materials provided by parents. Sunscreen may be given directly to a BCFC staff member for it to be labeled and stored in the locked classroom closet in accordance with DHS regulation.

Insect Repellent

In the event public health authorities recommend use of insect repellents due to a high risk of insect-borne disease, only repellents containing DEET will be used. Staff will apply insect repellent no more than once a day and only with written parental permission. Signing and returning the attached handbook acknowledgement form serves as written permission to use the materials provided by parents.

Holiday Philosophy

The Child and Family Center uses an anti-bias curriculum and welcomes diversity. We attempt to recognize and honor as many holidays and cultures as possible. Our teachers encourage each family to share their culture and traditions. This enables us to provide opportunities for each child to feel special while enriching all children's experiences.

Daily Schedule

Sample Toddler Schedule

7:30-8:15	Arrival and Free Choice Activities
8:15-9:00	Art Activity/Free Play/Diapers
9:00-9:45	Outside Play
9:45-11:00	Snack/Free Play/Diapers
11:00-11:30	Planned Activity
11:30-12:00	Outside Play
12:00-12:30	Lunch
12:30-1:00	Diapers/Quiet Activities
1:00-3:30	Nap/Quiet Activities (diapers upon waking)
3:30-4:15	Snack/Free Play
4:15-5:00	Free Play/Diapers
5:00-5:30	Water Play/Outside Play

Sample Preschool Schedule

7:30-8:15	Greetings/Free Play
8:15-8:30	Bathroom/Clean Up
8:30-9:45	Outside Play
9:45-10:00	Circle Time
10:00-12:00	Learning Centers (Children Choose)

12:00-12:30	Outside Play
12:30-1:15	Lunch
1:15-1:30	Story/Prepare for Nap
1:30-3:15	Nap/Quiet Activities
3:15-4:30	Snack/Learning Centers
4:30-5:30	Free Choice Activities

Sample School-Age Schedule

2:45-3:00	Check-In; Restroom; Etc.
3:00-3:30	Snack
3:30-4:45	Outside Play
4:45-5:30	Learning Centers/Homework

Change in Staff Members

While the Bartos Child and Family Center’s goal is to maintain continuity in staffing, we encourage staff members to reach their personal and professional goals. When opportunities arise outside our center for staff members, and their notice to leave is given, families will be notified. Shippensburg University Foundation’s standards for hiring new employees will be followed for hiring replacement staff. A search committee is formed, consisting of the center’s program director, a center employee, a parent and a foundation staff employee. The search committee conducts team interviews with applicants considered for the position available. Once a candidate has accepted a position, notice is given to all families. Appropriate transition plans will be implemented for the affected classrooms when possible

Child Transitions to New Classrooms

When children approach their second, third, and fourth birthdays, transition into the next classroom will be addressed. The program director will send out a letter outlining the transition dates/schedule and will meet, on request, with parents and teachers to discuss the best possible approach for a smooth transition. The Child and Family Center will make every attempt to accommodate changes in schedule; however, changes in schedules and transition of children to older classrooms will be based on space availability and developmental readiness of the child.

	Monday	Tuesday	Wednesday	Thursday	Friday
Transition to a new program (Toddlers to Preschool)	9:30-10:45	9:30-10:45	9:30-10:45	9:30-10:45 3:00-4:00	9:30-10:45 3:00-4:00
	9:30 through lunch	9:30 through lunch	8:00 through nap	8:00 through nap	Full day
Transition within programs (Toddler A to B or Preschool A to B)	9:30-10:45	9:30-10:45 3:00-4:00	9:30 through lunch	8:00 through nap	Full day

Parent Communication

The success of our program is based on the relationship between families and staff. Open communication will help your child to have a more positive learning experience. Please feel free to talk with your child's teacher or the director about your child.

Parent Involvement

We encourage parent participation at our center. Family involvement is an intricate part of the teamwork needed to provide a successful experience for your child. Activities are published in the monthly newsletter. If you have a special interest, talent or experience you can share with our children, please let the staff know. Feel free to stop in and visit your child at any time. Your ideas and comments are valued and always welcome. Parent meetings are scheduled as posted.

Parent Teacher Conferences

Teachers compile individual child work samples into portfolios. Parents may view their child's portfolios or request a conference with their child's teacher at any time throughout the year. This information may be compiled using observations, standardized testing, photographs and videotaping. The classroom teachers will then use this information in their lesson plans to meet the needs of the children. Families are asked to participate in several types of conferences. Prior to enrollment, a "Family Orientation Meeting" will be scheduled with the program director to collect completed paperwork, discuss procedures/policies, and answer any questions. It is our goal to meet with newly enrolled families within 45 days after enrollment (depending on the enrollment schedule) to review the child's initial screening and have the teacher and parents set developmental goals. After the two initial meetings, the teacher and parents will meet every six months. However, conferences may be requested by parent or teacher at any point.

Parent Input

Upon enrollment in the program, each family is asked to complete a family questionnaire. This information will help classroom teachers to learn about your family, cultural background, past experiences, and current circumstances. With this knowledge, we work to create a program that fits the children and families that we serve.

Throughout the year, surveys are sent home to gather additional information about program satisfaction and suggestions from parents. Information received from survey distribution is used to improve quality of service for our families at the center.

Daily Contact Sheets

Teachers of all age groups complete daily contact sheets to be sent home with children at the end of each day. If parents would like to have additional information about their child's time at the center, communication with the classroom teacher is encouraged.

Child Mailboxes

Each child will have a mailbox in his/her classroom. These mailboxes are used for a variety of purposes. Children use them to store art work to be taken home at the end of the day, CFC staff will use them to send correspondence home to families, and other CFC families may use them to distribute items, such as birthday party invitations. The CFC requests that families receive approval from the director/assistant director prior to distributing items into children's mailboxes. Please remember to take home mailbox items on a regular basis.

Quality Assurance

We are committed to ensuring your full satisfaction with our center. Communication among families and staff is a key factor in maintaining a successful program and relationship. We encourage parents to provide their input on how we can improve our center and the programs that we offer. If you have a question or concern:

- 1 Discuss the situation with your child's teachers. They can be very helpful in responding to concerns about your child or the classroom's operation.
- 2 Discuss the situation with the Program Director. The director can assist with any concerns that could not be resolved or answered by your child's teacher.

Bartos Child and Family Center Door Access Code

Upon enrollment in the Center, parents/guardians will be given the Door Access Code. This code will unlock the main door of the Center during regular operating hours. You must not share this code with anyone. You must not allow anyone you do not know to be authorized to enter the facility enter with you.

Observation and Evaluation

Observations, photographs, videos, and standardized testing may be used for academic and/or promotional purposes.

Participation Release

The Bartos Child and Family Center at Shippensburg University serves as a laboratory for the preparation of educational personnel. In addition, the children and families enrolled at the Child and Family Center may have the opportunity to participate in faculty coordinated research projects. Because of this commitment to teaching and research at Shippensburg University, children enrolled at the Bartos Child and Family Center will at times participate, as groups or individually, with SU students in experiences related to the students' class preparation and assignments. These experiences will be carried out under the direct supervision of Center staff. Children and families may also be asked to participate in research projects that have been approved by the Bartos Child and Family Center Advisory Committee. Researchers will be required to obtain permission from each family prior to implementing their projects.

Due Process

While families and staff work together to share information and concerns with each other there may be times when this process breaks down. To help promote continued communication between families and staff in times of disagreement please refer to the list below to seek out the proper channels where you may share your concerns.

Step 1: Speak directly to the staff member who is directly involved with the concern at hand

Step 2: If the concern is not resolved and further work is needed, speak to the staff member's direct supervisor.
CFC Staffing Chain

Work Study Students/Graduate Assistants/Practicum Students/Substitutes →
CFC Full time staff members → Assistant Director → Program Director →
SUF Direct Supervisor → SUF Director of Finance and Administration →
SUF President and CEO

Step 3: If the concern is not resolved and further work is needed, speak to the assistant director or the program director.

Step 4: Contact SUF Direct Supervisor to discuss the concern.

Step 5: Contact SUF Director of Finance and Administration to discuss the concern.

Step 6: Contact SUF President and CEO to discuss the concern.

Bartos Child and Family Center Parent Handbook Acknowledgement Statement

Child's Name: _____

This statement acknowledges that I have received a copy of the Family Handbook. I have both read and understood its contents and agree to comply with the policies. I have had the opportunity to ask questions and I further understand that the policies stated therein are guidelines that can be modified by the Center when deemed necessary.

Parent/Guardian Signature: _____

Date: _____

Parent/Guardian Signature: _____

Date: _____