

Today's Learning Childcare & Education Academy

Building Blocks for Extraordinary Possibilities

TLC

Parent Handbook
Revised 2/22/2021

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Greensburg, Pa 15601
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www.todayslearningchildcare.com

MISSION STATEMENT

Today's Learning Childcare and Education Academy is dedicated to providing your child with a safe and healthy environment, which will promote positive growth and learning. Your child will also be exposed to many new and exciting experiences and learn to interact with other children, which will aid in their intellectual development and prepare them for any challenges ahead.

GENERAL INFORMATION

Our facility is licensed by the Department of Human Services (DHS) and currently is a STAR 4 facility. Today's Learning childcare is open Monday through Friday from 6:00am to 6:00pm. We have 2 -5 days per week registration. Our staff is experienced, well qualified, and trained in First Aid, CPR, and Fire Safety techniques. In addition, all staff participates in various areas of developmental training each year.

AGE GROUPS

INFANTS- ages 6 weeks to 10 months
YOUNG TODDLER- ages 8 months to 18 months
TODDLERS- ages 16 months – 28 months
OLDER TODDLER- ages 24 months- 36 months
YOUNG PRESCHOOL- 30 months- 42 months
PRESCHOOL- 37 months through 4 years
PRE-K- 4 years and 5 years
SCHOOL AGE- Kindergarten- Middle School

NON-DISCRIMINATION

In compliance with the TITLE VI of the Federal Civil Rights Ave and the Pennsylvania Human Relations Act, let it be known that it is the policy of Today's Learning Childcare to enroll all children and provide its services to the people of the surrounding communities without regard to race, creed, color, religion, sex, age, national origin, or those who may be handicap.

INCLUSION

Today's Learning Childcare believes that children of all ability levels are entitled to the same opportunities for participation, acceptance, and belonging in child are. We will make every reasonable accommodation to encourage full and active participation of all children in our program based on their individual capabilities and needs. Today's Learning Childcare reserves the right to ask for further evaluations and support and a plan created between the center family to provide the best environment for the child. If support is not provided and the plan followed, services will be suspended or terminated pending Director decision.

If your child has an IEP (Individualized Education Plan) or IFSP (Individualizes Family Service Plan) please share the most updated file with us. This will help us be sure we are meeting the specific needs of your child. You will be asked to sign and IEP/IFSP implentation plan once the IEP is received.

ENGLISH LANGUAGE LEARNERS

Children and families learning the English Language will be given materials, assessments, and paperwork in their native language to the best of the center's ability. Children will be taught English through lessons and activities while using their native language to help understand lessons better.

CURRICULUM, ASSESSMENTS, AND OBSERVATIONS

Age-appropriate curriculum and activities are designed by our well-qualified staff to suit the needs and skills of the children in each age group. Religious themes may be emphasized without bias particularly around the holidays (i.e. Christmas, Hanukkah, Easter, Chinese New Year etc). Monthly notices/calendars are distributed providing academic information and events for the upcoming month. TLC may also have parties for certain holidays throughout the year. This includes but is not limited to a Halloween Party, Thanksgiving Feast, Christmas party, etc. "Fun Days" are scheduled throughout the year such as Teddy Bear Day, Pajama Day, etc. During the year TLC may have voluntary fund-raisers to raise money for special events and various items.

Curriculum and Assessments- All classrooms implement the Creative Curriculum and the Teaching Strategies Gold Assessment tool. All classrooms will complete checkpoints based upon pre-determined dates set by the director in October, February, and May. These checkpoints will replace the Child Service Logs required by DHS. Checkpoints will be distributed to the parents once completed to sign and return. Copies are always provided upon request.

All classrooms use the PA Early Learning Standards into lessons planned for the day. All children are assessed on these activities based on the standards being used. All families are offered two formal conferences per year as a time to discuss development. All conferences are optional and will be scheduled based on availability of all parties. You are welcome to request a conference at any time if desired.

Observations- all staff will complete an observation on your child within 45 days of enrollment using an age-appropriate observation tool. Information gathered will be reviewed with parents and kept in your child's file. Child service reports will no longer be done and replaced with the checkpoints through Teaching Strategies GOLD.

Teachers will communicate daily with parents about their child's day via verbal communication and/or the Procure app. This communication will include temperament, diapering/potty, meals, activities, etc. Families are encouraged to communicate questions/concerns/praises through app as well.

FIELD TRIPS

The Preschool and Pre-K aged children may have special field trips planned throughout the year. Parents will be notified of such events. Signed permission slips are required and children are required to be fully potty trained to attend the trip. Parents will be asked to chaperone children on trips. If your child's class attends a field trip and you choose not to send your child, you may be responsible for finding childcare for that portion of

the day. This is because all available staff attend these field trips as chaperones to ensure the children's safety.

School age summer camp will also take several trips throughout the summer. These trips will be around the community, into the city, and may include swimming. Summer camp families will fill out a special field trip agreement each summer along with each individual permission slip form.

REGISTRATION AND ENROLLMENT FEES

TLC only enrolls children for 2-5 days per week. Children's schedules are noted at the time of enrollment and may not change from week to week. The days of the week must remain the same each week. Drop off and pick-up times may not exceed 10 hours any day. During the enrollment process, TLC Director or manager will review paperwork and receive feedback from parents. We will make sure that this is an appropriate setting for your child. School Age families will be charged no less than 2 sessions per week minimum regardless of attendance.

During registration, the following paperwork will be completed: Fee Agreement, Emergency Contact Form, Health Assessments, and other necessary forms per your child's classroom. A non-refundable registration fee (stated on the current tuition rate sheet) is required. Registration fees occur annually, but will not be paid more than once in a calendar year. Annual registrations are assessed in July. All enrollment paperwork will be updated at least every six months.

If you are enrolling your child, but not starting right away, a holding fee will be required. This will hold your child's space until your designated start date. This fee will guarantee your space up to six months. After that time, another fee will be assessed if still interested in the space. All holding fees are in addition to regular tuition and will not be applied towards tuition.

ENROLLMENT INFORMATION

The following information will be completed during enrollment, prior to your child's first day: Emergency Contact Form, Fee Agreement, Getting to Know You Form, Medication Information, Child Health Assessment, and other necessary paperwork. Parents will be given information on relevant public, social, and community services. TLC will also share written information on topics including health and human services, wellness, nutrition, and fitness, and/or child development with families at least yearly.

Parents will be offered a Getting to Know You meeting within 60 days of enrollment. During the meeting, parents will be able to address any issues or concerns that you may have. Staff will use this as an opportunity to share information about your child using our observation tools.

TRANSITIONS

TLC will make every attempt to move your child to the next age group by the first of the month following their birthday. This is not always possible due to the availability of

space. As the time approaches in which your child will transition to the next age group, information will be shared with families about the next classroom and things we can all do to make the transition as smooth as possible for the child. When a child is ready to transition to Kindergarten or any other education setting, information regarding your child's progress within the day care can be shared with the appropriate school/day care with a signed Release of Information Form. Parent will also be given information regarding transitioning to Kindergarten or other educational settings at graduation or any time by parent request.

Transition meetings between classroom staff will also take place for to a child transitioning classrooms. This gives the staff the opportunity to discuss developmental strengths and goals of the child.

When your child transitions to stay at home care, lessons and information will also be shared with the children and families.

PAYMENT PLANS

ALL PAYMENTS ARE DUE IN ADVANCE OF SERVICE. All fee agreements are in effect for six months. You may make a payment in the following ways:

Monthly: Payment due by the third of the month prior to service. There is a discount for paying the month in advance. All monthly payments are based on a four week month.

Semi-monthly: You may pay for two weeks at a time. Payment for the 1st to the 15th is due by the third of the month. Payment for the remainder of the month is due by the 18th.

LATE FEES- Any late payment not received by the due date is indicated on the Fee Agreement will be subject to a \$5.00 per day late fee. Accounts that are more than 14 days (2 weeks) past due are subject to termination of childcare services. Accounts that are more than 30 days past due are subject to collections.

DISCOUNTS- Families that have siblings enrolled with us 5 days and is private pay; receive a 10% discount off the total tuition. A family who has siblings enrolled in a 2-4 day program will receive a 5% discount off the total tuition.

LATE PICK-UP FEES- If you are late picking up your child, you will be charged \$1.00 per minute per child. If any parent is more than 1 hour late, without notifying the center, staff will begin calling people on the emergency contact form.

If your child does not attend all days in a week for which they are registered, you are still responsible for payment of their full tuition amount. If a holiday or closing falls on your child's scheduled day of the week, you are still responsible for full tuition payment.

ELRC (CCIS)

All CCIS/ELRC recipients are required by ELRC regulations to have their co-payments paid on the first day in attendance each week. If weekly payments are not received, the ELRC will be notified. The same policies listed under Late Fees apply to ELRC payments.

FEES NOT INCLUDED WITH ELRC PAYMENTS

Initial Registration fees

Yearly registration fees

Field Trip fees
Enrichment Programs
Any added days not covered by ELRC
Any child receiving part time payment, and needing full day care an additional \$20 will
be added to your invoice
Late payment fees
Early drop off/Late pick-up fees

Vacation Policy- all families enrolled a year or more will be pro-rata the month of December for their one week vacation. Vacations taken throughout the year are still required to pay full tuition.

LATE TUITION PAYMENTS- As of July 1, 2013 TLC will charge a fee of \$5.00 per day for outstanding balances past 30 days due. This will be enforced immediately per direction of the owner.

REFERRAL BONUSES

If a current TLC family refers a new family, we would like to thank you. When you refer a family, whom attends TLC for 6 months or longer, we will credit your account. Credit is as follows: a part time family (enrolled 2-4 days) referral will receive a \$100 credit on their tuition for one month, while a full time family referral will receive a \$200 credit on their tuition for one month.

PAYMENTS

Payments can be made to TLC by cash, check, and through the Procure App. All payments are due NO LATER than the 18th of every month if paying once a month. Our business cannot support outstanding balances when services have already been given.

PAYMENT CHANGES MADE 1/1/2020:

All monthly co-pays are due by the 16th of every month if paying in a lump sum. If you make weekly co-pays, payments are due no later than 6pm Friday of that week. If you do bi-weekly payments (every two weeks) payments are due by 6pm every other Friday. Failure to make payments on time will result in a delinquency call to ELRC. Monthly payments for private pay students are due no later than the 16th of each month.

EARLY PAYMENT DISCOUNTS

If you make a payment by the first Friday of the FIRST FULL WEEK of the month, or as directed by the Director, you will receive a 10% early payment discount for the following month. Payments being made after that date will not be honored at the discounted rate.

MULTIPLE CHILDREN DISCOUNT

Families who have come to TLC 0-5 years, as stated will receive 10% off of total tuition for families who come 5 days a week, and 5% off for 2-4 days of care.

As of August 1, 2016, if your family has been with TLC 5 years or longer, the multiple child discount for 5 days a week is 15% and 10% for 2-4 days per week. If you have 3 or more children 5 days a week the discount is 20%. As a family of 5 years and beyond, we thank you.

CLOTHING

Please send your child to day care in comfortable play clothes. During the day, they may participate in some messy activities and play outside. In addition, we use a variety of art materials that could potentially stain clothes. Please keep this in mind when helping your child dress for the day. Flip Flops are not permitted unless they have a secured back to them. Open toed shoes are at parent's own risk.

A full set of extra clothing for the appropriate season is to be provided from home and to be kept at the facility. Be sure to include socks, underwear, shirt, and pants/shorts. Soiled clothing will be sent home in a plastic bag to be laundered at home.

We strongly encourage all children to bring a pair of slippers/inside shoes to be kept in the facility especially during the winter months. This will decrease the amount of dirt and virus causing bacteria in the carpets.

Shoes should be comfortable and appropriate for the day. Any open toed shoes/flip flops are worn at the risk of the family.

OUTSIDE

We have a fenced-in area for the children to enjoy outdoor play. Children will be given the opportunity to play outdoors according to their classroom schedule. Please make sure your child has seasonally appropriate clothes. During the summer months, we ask that parents apply sun screen before arrival to the center. Parents may authorize staff to apply sun screen, but we do ask that parents provide NO RUB SUN SCREEN and FACE STICK. This helps greatly to reduce the amount of time it takes to apply sun screen to all children. Per DHS regulations and STARS Standards, we will be taking the children outside in any temperatures between 25 degrees and 90 degrees.

Throughout the summer months, classrooms will participate in water days. On these days please provide a swimsuit, towel, water shoes, and hat if needed. Please send the items in a separate labeled bag. Children will be playing in water tables and sprinklers.

MEALS

Breakfast:

Breakfast will be served from 6am to 8:30 am. If you would like your child to eat breakfast at the center, parents are to provide the breakfast food. We will supply the milk for cereals and drink, and utensils. You are welcome to bring in a box of cereal, oatmeal, frozen breakfasts etc. to leave here. Please clearly label all items. If your child arrives after 8:30am and still needs breakfast a parent will have to stay with the child until they have finished.

Lunch:

Lunch is served from 11:00am to 1:00pm. Lunch is also provided from home. The facility will provide utensils, napkins, bowls, or plates if needed. Upon arrival, parents should place their child's entire lunchbox on the appropriate shelf in the refrigerator. Microwavable food must be placed in microwavable dishes. Please do not send in cans of soup, SpaghettiOs, Easy Mac etc. We provide milk to drink. If you do provide Easy Mac, please have it pre-made. If you have forgotten your child's lunch, TLC will provide lunch and a fee of \$5 is to be paid at pick up time the same day. Parents must communicate by 11am if a lunch is needed for the day.

Snack:

A nutritional snack, consisting of two food groups, and drink are provided by the center in the morning and afternoon. Water is served with snack time. If you would like to donate a snack, please refer to the posted allergy alert in each room. Choose a healthy snack portioned for your child's classroom.

Birthday Treats:

We encourage children to celebrate their special day with their friends. Families are welcome to send in a birthday treat as long as ALL of the ingredients are listed (even for homemade items) for allergy purposes. If you are having a party and would like to invite children from the classroom, please invite all children, or all of the girls, or all of the boys. If you are selecting only a few, please send out the invitations privately.

NAP TIME

Most children lay down between 11:30am and 3:00pm. Younger age groups may have a quiet time scheduled for the morning as well. A fitted crib sheet and small blanket are to be brought to the center. Clearly label all items. Sheets and blankets will be sent home weekly to be laundered. Due to storage issues, we ask that you do not send large items such as sleeping bags and pillows. We do understand that children outgrow naps at different times, especially in the preschool years. We do feel it is necessary for all children to have a quiet time or rest time in the afternoon. We encourage all children to lie down quietly for at least 20 minutes or until other children have fallen asleep. If your child does not fall sleep, they will be given quiet activities for the remainder of rest time, but are asked to stay on their mats/cots.

ACCESS CONTROL SYSTEM

In order to provide security, the TLC entrance door is locked and open only by coded access. Parents and designated others who frequently pick up children are the ONLY people to be given the access control system code. Children are not to be given the code and are NEVER to use the keypad. Codes are changed at least every 6 months and if we feel security has been breached.

DROP OFF AND PICK-UP PROCEDURES

The lower level parking spaces are reserved for dropping off and picking up children. All cars must be turned off with the keys out of the ignition before entering the building.

NO CHILDREN MAY BE LEFT IN A VEHICLE UNATTENDED. THIS IS A STATE LAW

Be sure to sign your child in and out of the Procure App in your child's classroom. Please SO NOT allow your child to run the hallways at any time during drop off or pick-up times. This could be dangerous to the other children and adults in the building. ALL CHILDREN ARE TO BE ACCOMPANIED BY AN ADULT DURING DROP OFF AND PICK-UP TIMES. Please do not send in older siblings to escort younger children. We need to know with whom each child is leaving to make sure it is an authorized adult on the Emergency Contact Form. A child will not be dismissed if an unauthorized adult comes to pick up a child and we have not received proper notification.

If you contact us by phone to give notification that an adult who is not on the Emergency Contact Form will be picking up your child, the following will occur:

- We will verify your phone number with you and then call you back
- We will request picture ID from the adult whom is picking up the child.

Picture ID will also be required from someone picking up, even if they are listed on the Emergency Contact Form.

The carport is for quick and easy drop off and pick up. Parents are welcome to park under the carport during pick up and drop off. If you are parked in the car port, please pick up your child quickly so that you do not block other cars. DO NOT LEAVE YOUR CAR RUNNING! DO NOT LEAVE CHILDREN UNATTENDED AT DROP OFF OR PICK UP! This is a state law.

It is the responsibility of the parents to inform the Director of any special custodial issues or concerns so that we can provide a safe environment for your child. We will request a copy of court orders, PFAs, and/or custody orders if there are issues for the safety of your children and staff.

EMERGENCY PLAN

TLC has planned for the safety of your children during an emergency situation such as fire, severe storm, utility disruption, etc. Depending on the type of emergency, the Director will determine whether to evacuate or shelter in place with the children. If evacuation is needed, the following will occur:

1. The children will walk to Westmoreland Gymnastics located directly across Huff Avenue from our driveway.
2. Parents and guardians will be kept informed by the Director via the app regarding the situation, relocation information, and/or pick-up arrangements.
3. If evacuation of the area is necessary and an immediate area location is not feasible, relocate to a second site TBA

A copy of TLC's Emergency Plan is located on our information board, located in the main building across from the office.

EMERGENCY INFORMATION

Please notify us immediately if there has been a change of address, employment, telephone number, or authorized people to whom your child may be released. You will

be asked to complete a new Emergency Contact Form This form will be updated every 6 months to ensure all information is up to date. This is a DHS regulation.

MEDICATION

All medications to be administered to your child while at the center **MUST** be supplied in the ORIGINAL CONTAINER and labeled with your child's name. If it is an over-the-counter medication, it must also be in the original container and you must label it with your child's name. Please do not send in a medicine spoon/syringe filled with medication.

We will NOT administer cough syrups or cold/flu over the counter medications. If your child is taking these medications, you may administer them at home, but please inform staff members because these medications may affect your child's comfort and behavior. Parents of children who may have allergic reactions may keep Benedryl or other antihistamines here; however, we will not administer these medications without a doctor's note stating exact dosing information clearly written for your child.

Also, we will not administer daily multi-vitamins at the day care. If your child is taking a daily prescription medication, we ask that you make every attempt to time these medications so they are administered at home.

If we are to administer a daily prescription medication or any form including asthma maintenance medications, we may ask for a doctor's note indicating exact times and dosing.

All medications to be administered must also be signed in on the medication log in your child's classroom. You must supply a dispenser with clear dosing information. If the form is not completely filled out with exact dosing instructions, we will not administer it to your child. If your child's medication is not signed in, we are not permitted to administer it to your child.

HEALTH/MEDICAL CONDITIONS

If your child has special medical condition or severe allergy, please notify the Director in writing regarding the extent of the condition and proper medical procedures to be followed. This will help us protect your child's health.

You will be required to provide age-appropriate health appraisals and immunizations from your doctor for your child. They typical schedule is as follows: 2, 4, 6, 9, 12, 15, 18, and 24 months. Then once per year after the age of two. The Director will notify you when a new Health Assessment is to be completed. **If the Health Assessment is not completed as requested, the Director may suspend day care services until such an assessment is completed by your pediatrician.** Payment for your child's spot will be due if your child's day care service is suspended for not completing a Health Assessment.

ILLNESS

If your child has a rash, sore throat, excessive cough, fever, or has experienced vomiting, diarrhea, or discharge from the eyes within the last 24 hours, please keep them home. If these symptoms occur after you drop your child off, we will call you to come for your child within the hour.

We strictly adhere to this policy so that your child may receive prompt medical treatment and to protect the other children from infection. If we feel that we cannot adequately care for your child when they are ill, and we are compromising the care of the other children we will ask that you pick up your child within one hour.

Please keep the following information in mind:

FEVER- If your child develops a fever of 101.5 degrees or above, you will be contacted and need to make arrangements to pick up your child within 1 hour.

STREP THROAT- He or she may not return to the center until antibiotics have been administered for a full 24 hours

CHICKEN POX- Your child may not return to the center for at least 6 days from diagnosis OR until Pustules become dry and scabbed. A doctor's note is required to return to daycare.

IMPETIGO- Your child may not return to the center until drainage from the sore is no longer present AND is not considered infectious by your physician.

CONJUNCTIVITIS (Pink eye)- Your child may not return to the center until antibiotics have been administered for at least a full 24 hours (this typically turns into a 48 hour dismissal).

LICE- Your child may not return to child care until treated and cleared by physician.

SCABIES- Your child may not return to childcare until after treatment recommended by physician is completed and a doctor has released your child.

For a complete list of all illnesses and when a child may be excluded from child care, please refer to our reference guide titled "Managing Infectious Diseases in Child Care and Schools." This reference guide is kept in the director's office.

Anytime your child is sent home with an illness, we ask that they be picked up within one hour. This helps decrease the amount of germs spread throughout the center. You will be asked to sign a Sending Home Agreement. This will be filled out by your child's staff and will indicate when your child may return to the center. If a child returns prior to the time indicated on the Sending Home Agreement, you may be asked to come and pick them up. If your child is ill and needs to go home, we will call both parents first. If we cannot get in touch with parents within one hour (or earlier, depending on severity of illness) we will begin calling persons listed on the Emergency Contact form and make arrangements for the child to be picked up. A request for doctors a note for your child to return to daycare is at the discretion for the Director. If your child becomes ill and does not attend daycare, please call and let us know, especially if it is considered contagious. We will take extra steps to sanitize. Also, we may need to post information for other

concerned families. When we post information on illnesses, information on specific children will remain confidential.

If your child is home due to illness, full payment is still required for those days your child is absent. For extended periods of absences (1 week or longer) other arrangements may be considered by the Director. It is also extremely important that you notify the center as soon as possible if your child will be absent and for approximately how long. In addition, we would like to know if your child is experiencing symptoms that may pose a health risk to other children so that proper preventative measures can be taken with the center.

Sick Day Benefit- Each year your child is enrolled, you can earn 1 sick day that can be used or saved for future illness. This is a \$40 value that can be used at any time in the year when your child is absent due to illness.

SCHEDULE CHANGES

We are required to adhere to strict staff/child ratios set forth by the Department of Human Services. Your child's scheduled days are designated at the time of enrollment. If parents would like to make a change in schedule or request an extra day, you must fill out the Parent Request to Change Schedule Form located in your child's classroom. The Director will make every attempt to accommodate your request, but this is not always possible. Changing days and adding extra days will result in a fee being charged as well. The fee will be indicated on the request form. If the day care is closed for a holiday, and the holiday falls on your child's scheduled day, tuition in full is still required.

VACATION

After one year of registration, a family is eligible for ONE WEEK vacation in which you do not have to pay that week tuition. This vacation is applied in December. If you have planned your vacation, please inform the Director to adjust this schedule in the classroom. Families enrolled for summer only care are not eligible for this free vacation week.

DISMISSAL FROM THE PROGRAM

Our staff has experience and understanding in working with unruly children, however TLC reserves the right to dismiss any child for continued uncontrollable or harmful behavior. The following steps will be taken for children displaying such behaviors:

STEP 1: Director or child's teacher will make a verbal statement regarding the behaviors to the parent.

STEP 2: A written letter from the Director will be issued listing the behaviors and suggestions for improvements and outlining what needs to occur to prevent further action.

STEP 3: A meeting will be held with the Director, parents, and child's teacher. A corrective action plan will be implemented for a two-week time period. If no improvements are seen in two weeks, the center will terminate childcare services.

A Suspension and Expulsion policy will be signed by all parents at time of enrollment. The Director may terminate childcare services at any time if parents are unwilling to participate in a corrective action plan or if the child's behavior is harmful to other children, staff, or themselves in the day care.

ANTI-BULLYING

TLC enforces a NO BULLYING POLICY, TLC staff members encourage anti-bullying rules

- We will not bully others
- We will try to help students who are bullied
- We will try to include students who are left out
- We will not label a child as "BAD" or "Problem" as the teachers and Parent.

WITHDRAWAL FROM SERVICES

If you will be terminating childcare services from TLC, we require a written 2 week notice to be given to a Director. Your payment for the last two weeks must accompany this notice. If notice and 2 week payment is not received, we will not consider services terminated and you will still be responsible for full tuition amounts. Our Late Fee policy will apply and you may be subject to collections.

Dismissal from day care services is at the Director's discretion and can occur for the following reasons:

- Failure to pay tuition
- Unwilling to participate in behavioral corrective action plan
- Failure to complete Child Health Assessment or other required paperwork
- Not following sick child policy
- Any other reason determined by Director

FAMILY ENGAGEMENT

TLC welcomes all parent/family involvement both in the classroom and in the community. If you are interested in volunteering in the classroom, please see the Director for details.

TLC participates in many activities in the community throughout the year. We encourage families to join us in the community as much as possible.

Surveys will be given to families periodically to assess satisfaction and provide an anonymous way to provide ideas for improvement.

HOLIDAYS

The center will be closed for a maximum of 15 scheduled days per year (July to June), A list of scheduled closing is distributed annually. Typical closings include but are not limited to: New Year's Eve, New Year's Day, Good Friday, Memorial Day, Fourth of July, Thanksgiving Day, Labor Day, Christmas Eve, and Christmas Day. We are also closed for two staff In-Service days, typically in February and end of August. Holidays are factored into overall cost of your tuition and will not be credited.

CENTER DELAYS AND CLOSINGS

The center may have to close or have delayed opening due to inclement weather or other reason including power failure. Our delayed opening and/or closing will be listed on WTAE and through the PROCARE app. TLC will be listed as Today's Learning Childcare- Greensburg Pa

If the center would close early, we will notify parents via PROCARE app. This will include the updated closing time and you must make arrangements to have your child picked up by closing time.

If you arrive at the center on a day where there is inclement weather, but no delay or closing has been issued and no staff have arrived, please be patient as staff try to make their way to work.

Closing and delays have also been figured into the overall tuition cost. If they are used, you are still responsible for your full tuition payment.

DISCIPLINE/SUSPENSION and EXPULSION

Today's Learning Childcare uses discipline intended to teach children appropriate behaviors and a sense of responsibility for their actions. Positive reinforcement, redirection, and quiet reflection time are techniques utilized for discipline methods at the center. A Suspension and Expulsion Policy will be signed at the time of enrollment.

Challenging behaviors will occur throughout the day. Our staff is trained to use the best possible methods to redirect behaviors. If the challenging behaviors persist, we will ask for a conference to create a plan for both the teachers and parents to follow. If challenging behaviors continue, we may ask for more help, as stated in the suspension policy.

REFERRALS TO SERVICES

If Director and/or teachers request a conference regarding changes in behavior or concerns with any area of development, we will help refer families to different stakeholders in the community. This service is an option for families and not forced in any way. But if behavior continues and we do not receive help from an outside service, we have the right to terminate services.

MISCELLANEOUS

It is our intent to provide a wholesome and safe environment at TLC. For these reasons, the following will be enforced:

- No profanity
- No gum
- Not real or toy weapons
- Toys from home unless requested by staff

TLC will not be responsible for lost or damaged property. This includes: money, toys, videos, lunch boxes, containers, eyeglasses, blankets, or other items from home.

PLEASE LABEL ALL BELONGINGS CLEARLY

CHANGES TO THE PARENT HANDBOOK

The Director will review the Parent Handbook at least annually and make any necessary changes. Parents will be informed in writing whenever there is a change.

FIRE DRILLS/EVACUATIONS/DISASTER TRAINING

FIRE DRILLS - Fire Drills will be conducted every 60 days in accordance with DHS regulations. All staff will be required to conduct head counts and be responsible for children during fire drills. Fire Drill Procedures are available in the Directors office and in emergency plan posted at all entry ways. All staff will be trained in Fire Safety Procedures annually. Once annually Director will conduct a disaster drill that all staff and children participate in, examples of drills are natural disasters, Intruder, Utility interruptions, any other lockdown reasons for safety of the children and staff.

EVACUATION PROCEDURES - All staff will be trained on Emergency Evacuation Procedures. Staff may be asked to transport children in their own vehicles if we would have to evacuate the premises. A copy of the Emergency Evacuation Procedure is available in the office and at each entry way. Staff will be trained at time of hire, and it will be reviewed annually.

Policy added as of 4/1/22

All staff at Today's Learning Childcare & Education Academy will upon being left unsupervised with any children, be trained in the prevention of Shaken Baby syndrome, Abusive head trauma, and any kind of child maltreatment. Staff will be trained in and discuss strategies for coping with a crying, fussing or distraught child. We will address all the ways we can prevent and identify any sort of maltreatment. Staff will have recognition of potential signs and or symptoms of shaken baby and abusive head trauma. Staff working with infants and young toddlers will be aware of best sleep practices and ways to reduce the risk of SIDS. All staff will understand they can take a break, switch a teacher, call for extra help or be put in a different environment to cope with these stressors.

All Staffing will be trained in Health and Safety practices regulated through the Department of Human Services, Including Pediatric First Aid and CPR, and Child abuse Mandated reporting before being unsupervised in a classroom.

Stakeholders List of Westmoreland County

Westmoreland Children and Youth Services
724-830-3300

Child Information Services of Westmoreland County
724-836-4580

WIC (Women, Infants, and Children)
724-832-7723

ParentWise
724-837-1555

Westmoreland Community Action (Head Start)
724-834-1260

Westmoreland County Intermediate Unit
724-836-2460

Excella Health Behavioral Services of Westmoreland County
72-832-4450

Blackburn Center
724-836-1122

Access Abilities Inc
724-832-8272

WCSI
(Westmoreland Case Management and Support Inc)
Early Intervention Department
724-837-1808

Salvation Army- Greensburg Corp
724-834-3335

Moms Club of Greensburg
724-838-7109

Private Industry Council
724-836-2600

Big Brothers/Big Sisters of Westmoreland County
724-837-6198

Please sign and return to Today's Learning Childcare office within 60 days of enrollment

_____ Yes I would like a conference with my child's teachers

_____ No I would not like a conference with my child's teachers at this time

_____ I have read and understand the Parent Handbook and agree to all policies set forth in this handbook.

Parent Signature

Date