

# UP with Kids



## Parent Handbook

"Lots of love and learning for little ones"

Canonsburg UP Church Learning Center

112 West Pike Street

Canonsburg, PA 15317

724-745-0820

8/1/2009

Director:

## **Welcome**

"UP with Kids" provides childcare services to children four weeks to six years of age. The learning center operates Monday through Friday between the hours of 6 AM and 6:30 PM. The learning center will be closed the following days: New Years Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day, the Friday after Thanksgiving, and up to two days at Christmas. These days are subject to change and there is no charge for the closed holidays.

## **Mission Statement**

"UP with Kids" as our motto states, "lots of love and learning for little ones" is our primary goal for God's children. Every child will receive loving care, special attention, and will have a quality learning environment. Each day the children will be kept busy with activities that encourage self-worth, interacting with others, and promoting cognitive and intellectual development. At UP with Kids we want to help the little ones when their big ones are unavailable.

## **Enrollment**

Each child must have an Emergency Contact form, Tuition Agreement, Tuition Express Authorization form and a Getting Acquainted with Your Child form on file before he/she begins attending. Your child's growth and development are very important to us. Therefore, if your child currently has an IEP/IFSP, it would be beneficial to share a copy of this plan with us so that we may work together to help your child reach his/her potential.

## **Program**

UP with Kids is committed to the educational, spiritual, emotional, social, and physical well being of children. Daily programming is designed using the Creative Curriculum format and utilizes the PA Early Learning Standards. We place an emphasis on Christian beliefs and values in our daily program.

- A) Continuum quality improvement for learning
  - "Keystone Stars"—a voluntary quality initiative program
- B) PA learning standards for early childhood
  - Infants & toddlers, Prekindergarten, Kindergarten, School age
- C) "The Creative Curriculum"—recognized by the State of Pennsylvania
- D) Reading time with favorite Bible stories

## **Withdrawals**

Parents may withdraw a child from the program at any time. A **two-week written** notice to the Director is required. Parents wishing to withdraw their child, but who fail to provide a two week written notice, will still be liable for the last weeks of tuition. Subsequent re-enrollment, provided that there is still a space available for the child/children, will require an additional registration fee.

## **Daily Departure Procedures**

Before leaving the center for the day, children should be dressed by their parents to go home. Please check your child's cubbie daily. A child can be released to a person other than the parent only if that person has been designated in writing. Photo identification will be required.

Any designated adult, including parents, will not have a child released to him/her if presumed intoxicated. Staff shall use their best judgment to make this determination and will offer to call other contacts. UP with Kids reserves the right to contact local authorities under these circumstances.

## **Picking Up Children on Time**

The learning center is staffed according to children's given schedules. We ask parents to cooperate in picking up their children and dropping them off at their scheduled pick up/drop off time. If a parent should experience an emergency, they should call the learning center and inform the staff in charge that they will be late picking-up or are requesting an early drop off. We understand from time-to-time things come up. However, for parents who are habitually (once or twice weekly) late picking their children up or early dropping them off, we will assess a fee of \$1.00 per minute, per child.

## **Rest Time**

At UP with Kids we believe that all children through kindergarten age need rest time. Parents shall provide blankets for their children. Blankets are to be taken home at least weekly for washing.

## **Daily Communication**

Parents of infants and toddlers will receive a Parent Information sheet daily. It is used to let parents know what kind of day their child has had; for example how he/she has eaten, napped, used the potty, etc. It can be found in your child's cubbie each day. All of our other classrooms utilize the Look What I Did Today Boards.

### **Accident Reports**

In the event of a minor accident at UP with Kids, the teacher who witnessed the event will write up an Accident Report containing all of the pertinent details. Parents will be asked to read the report before they sign it. A copy is then placed into the child's permanent file. The parent will receive the original.

### **Medical Emergencies**

In the event of a medical emergency or an accident, we will contact you or another emergency contact person from the child's file. If it is impossible to reach either and emergency treatment is required, your child will be taken to the Canonsburg or Washington Hospital. Your authorization for the learning center to take whatever emergency medical procedures are deemed necessary is part of this agreement.

### **Tuition**

We offer the convenience of automatic tuition payments through Tuition Express. Tuition Express is part of our ProCare Software management system that we utilize at the learning center. The account of your choice, checking, savings or credit card, will be safely and securely debited the agreed tuition amount every Tuesday. You must return your authorization form prior to your child attending. There will be a \$35.00 fee for any non-sufficient funds or over limit items returned back to us from your checking, savings or credit card on file with Tuition Express.

At the time of enrollment a non-refundable registration fee of \$50.00 is due. Also payable at registration is a tuition deposit in the amount of \$75.00. This tuition deposit will be applied to your child's last week(s) at the center ***IF*** a written two-week notice is given. If no notice is given, the parent will be charged for two additional weeks.

Our program and licensing requirements require us to employ staff based on the number of children enrolled; we cannot give a reduction in tuition for sick days or vacations.

### **Daily Arrival Procedures**

Your child should be checked in for the day on the electronic time clock located by the Director's desk. Cubbies are provided for your child to keep his/her belongings in. Please take a moment to walk your child to his/her room. This is an important time to exchange information or concerns with your child's teacher. Examples would be: changes in behavior or health, medications needed or if someone else will be picking up your child.

## **Absence**

Parents should notify the learning center as soon as they know that their child will not be present on a normally scheduled day. We also appreciate a call if the child's time of arrival or departure will be other than normal.

## **Clothing**

Because of the wide range of activities our children participate in, it is recommended that they be dressed in washable, comfortable clothing. Parents can send in an oversized shirt for use during art and water activities. For the children's safety, we do not allow open-toe shoes.

## **Diapers**

Parents need to provide their own disposable diapers and wipes. If you do not supply your child with enough disposable diapers, a fee of \$0.50 per diaper will be charged.

If you do not provide wipes, you will be charged for a box of ours.

***Borrowing of diapers or diaper wipes is not allowed!***

## **Bottles for Infants**

Parents must supply enough bottles, nipples, nipple covers, and liners (if applicable) for the entire day. Please be sure to mark them with your child's name. Bottles must be taken home daily to be cleaned and sanitized. We are not permitted to rinse and reuse bottles.

## **Discipline Policies and Procedures**

The staff at UP with Kids use only positive guidance and teaching techniques. We believe the best method for achieving appropriate behavior in children is through role modeling and positive reinforcement. The staff never use methods that shame, humiliate, or frighten the children. We utilize approaches that include redirection, offering alternative choices, and "cooling off" periods. We also help children develop alternative responses to physical aggressiveness.

## **Continual Behavioral Difficulties**

Parent conferences will be scheduled if the above described discipline methods become ineffective for your child. A Behavior Modification Plan will be developed between the parent and the center. We ask for your support and cooperation with our discipline methods. It may become necessary to request that a child be removed from UP with Kids if this Behavioral Plan is ineffective.

### **Criteria for Dismissal**

- 1) A child who is causing harm to another person
- 2) A parent's consistent failure to pay fees on time
- 3) A parent who habitually violates rules and regulations
- 4) A child who bites and breaks the skin three times
- 5) A child whose behavior is not corrected by the Behavior Modification Plan

### **Extra Clothing**

Water activities, sand play, illness, and the occasional bathroom accidents necessitate that an extra set of clothing for all children be kept at the learning center. All extra clothing should be marked with your child's name. If wet or dry clothes are sent home, it is important that you return an extra set of clean clothes the next day.

***All clothing must be labeled with child's name.***

### **Outside & Indoor Play**

Children are taken outdoors daily, unless it is raining, should be dressed accordingly. We are unable to let any children stay inside while his/her class goes outside. In the fall and spring please send a light jacket, hat, and rain boots for damp days. In winter, please send a heavy winter coat, mittens, scarf, and snow boots. Given bad weather conditions all children will have access to the gross motor room area located in the learning center.

### **Toys and Candy**

Please do not allow your child to bring in candy, money, or toys from home. The only time that children are permitted to bring in toys from home are for show and tell or rest time. The learning center is not responsible for any lost, stolen or broken personal items.

### **Blankies and Binkies**

Soft toys, "blankies" and "binkies" are permitted for naptime and on a limited as need basis only.

### **Potty Training Practices**

We believe that potty training should be a positive experience for children. It is a process that should not be forced upon a child before he/she is ready. We will discuss potty training when the parent and teacher feel the child is ready so that we may use the same methods at home and at the learning center.

### **Meals and Snacks**

UP with Kids will meet the children's nutritional needs for the part of the day that they spend at the learning center. If your child has any food allergies or dietary restrictions due to medical issues we will need a written note which includes prohibited foods and allowable substitutes from your child's health care provider. If there are religious dietary restrictions please inform the Director.

Breakfast will be provided until 8:15 AM. A well-balanced lunch and nutritious snacks are provided throughout the day. Dinner is available to children who are in attendance after 7:00 PM.

If a child is under the age of one, parents will be required to provide their own food and formula.

### **Birthdays and Special Occasions**

In order to celebrate every child's birthday in a similar fashion, we ask that parents limit what they bring to cookies, cupcakes or a cake for their child to share with his/her friends. Please let your child's teacher know in advance that you will be bringing in a treat. Our participation will be limited to activities on site.

### **Special Yearly Events**

There are numerous special events in which we participate. Parents are invited to all of these events. More information will be forthcoming in calendars, newsletters, etc. These events include: School Pictures, Open House, Guest Speakers, Thanksgiving Feast, Christmas Program, Valentine's Party, Easter Party, Mother's Day Luncheon, Parent Conferences, Doughnuts for Dad, Family Field Trip Day, Graduation, Family Night at the Wild Things, Carnival and Parent Education Night.

### **Field Trips**

Field trips and nature walks are considered to be an important part of our educational program and will be taken periodically to nearby places. Parents are responsible for trip cost if they decide to send their child. The learning center will provide the same adequate responsible adult supervision for these excursions

as is provided for children while in attendance at the learning center.

### **Emergency Closings**

In the event of an emergency closing, you will be notified by television (WPXI News, WTAE News) or radio (WJPA 95.3 FM, KDKA 1020 AM).

### **Emergency Evacuation**

In order to be prepared for any and all types of emergencies, all childcare centers are required by law to have an Emergency Operations Plan. This plan lists what to do and who to call if there is an emergency that affects the learning center or the surrounding areas. At enrollment you will receive an Emergency Evacuation letter that explains our Emergency Operations Plan.

### **Non-permitted Attendance**

According to PA Code 3270.241, a childcare center may not admit children for care during hours when the child is required by law to attend public or private school. Therefore, if your child is not able to attend school for any reason he/she will not be permitted to be at the childcare center.

### **Transitions**

UP with Kids believes in making transitions for your child as smooth as possible. This could be as simple as changing classrooms within the learning center, beginning to attend a public school or eventually staying home by him/her self. When these transitions need to occur we offer individual Transition Conferences and an annual Group Transition Meeting for the parents. The children will be engaged in age-appropriate transitional activities to help them adjust easily to their new environment.

We are actively involved in fostering relationships with community and school stakeholders to ensure that we have common transitioning goals in place. You may obtain the list of stakeholders from the Director. Your suggestions for any additions to our list of stakeholders are greatly appreciated.

### **Transfer Records**

At your request we will transfer your child's records when he/she transitions to another educational setting. Please see the Director for the appropriate paperwork when this occurs.

### **Staffing**

UP with Kids employs only those candidates who meet or exceed state requirements. Staff members are carefully screened and trained to ensure they will be a positive asset to our program. We employ candidates with degrees in education or related fields and those with childcare experience.

## **Parent Involvement**

We welcome parents and guardians on field trips and as special guests during class time when you may wish to share your talents with us. From time to time we could use your help with various projects to benefit the children's classrooms.

## **Child Custody**

We respect legal decisions regarding issues of child custody. By law we must release a child to either parent at any time unless we have a signed court order stating otherwise on file at the center. At the time of enrollment, please make the Director aware of any custody matters.

In regards to a PFA, we require a court copy to be given to the Director before we can enforce it. Once in place we cannot disregard the order until we have new paperwork stating that it has been changed or dismissed.

## **Photographs and Publicity**

Photographs of the children participating in our program may be taken from time to time. They may appear on our website, in newspapers, magazines, brochures or other publicity materials. Your permission for photographs of your child to be used without compensation is part of this agreement.

## **Religion**

At Up with Kids, religion is an important part of our commitment to the little ones and to the community. As a part of the children's learning process, all will be introduced to Bible stories, hearing a blessing at meal times, and experiencing the splendor of Christmas and Easter.

## **Assessments**

Because each child grows and develops differently, it is important that we do several assessments a year. These assessments will help us to individualize your child's learning process. An initial observation is completed within thirty days of your child's enrollment at the learning center. After that, assessments will be done in September, January and May of each year.

## **Conferences**

Within the first sixty days of your child's enrollment we offer a "Getting to Know You and Your Child Meeting". Parent/Teacher conferences are scheduled twice a year, in the winter and in the spring.

## **Referring Parents to Outside Services**

If during normal assessments or observations a teacher feels a child is lacking in any area, the teacher will request a meeting with the child's parent and

the Director. At this time, UP with Kids will refer the parent to the appropriate outside health and well-being services.

### **Medical Records and Illness**

State regulations require us to maintain a medical record on each child. Parents must provide the learning center with a current physical assessment within thirty days of your child's enrollment. The medical record needs to be updated periodically according to state requirements. Children will be excluded from care if these regulations are not followed.

For the protection of all children, we cannot accept any child for care if he/she shows any of the following signs:

- a temperature of 101° F or higher
- diarrhea or vomiting
- presence of head lice or nits
- green or yellow nasal or eye discharge

If your child has been exposed to a contagious disease, he/she should be kept at home and you should make the learning center aware of his/her condition.

If your child becomes ill during the day, you or one of your child's Emergency Contacts will be notified to take your child home.

### **Medicine**

Parents should hand medications directly to staff in charge when arriving for the day. The parent must then fill out the necessary information on the child's individual medication log which is located in the child's classroom. All medications must be placed in our locked medicine boxes, never in a child's diaper bag, backpack or cubbie.

Prescription and non-prescription medicines must be in their original containers with the child's name on them. The prescription medicine bottle must show: name of child, prescription number, name of doctor, dosage and times of day the medicine is to be given. Non-prescription medicines must be administered according to package directions unless accompanied by written instructions from a physician. If the package dosage states, "Consult a physician", we must have a physician's written instructions.

We are not required by law to administer medicine. We do this as a convenience to the parents. Medicines are given at lunchtime and after nap at approximately 4:00 P.M.

**Medicines must be taken home at the end of each day.**

### **Mandated Reporters**

The state of Pennsylvania mandates that all staff members of childcare centers be on the lookout for and report any cases of suspected abuse to a child. UP with Kids is therefore obligated to report to the state any suspected cases of child abuse or neglect.

### **Nondiscrimination in Services**

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

Any client and/or their guardian who believes they have been discriminated against may file a complaint of discrimination with any of the following:

Bureau of Civil Rights Compliance  
Department of Public Welfare  
Western Field Office  
702 State Office Building  
300 Liberty Avenue  
Pittsburgh, PA 15222

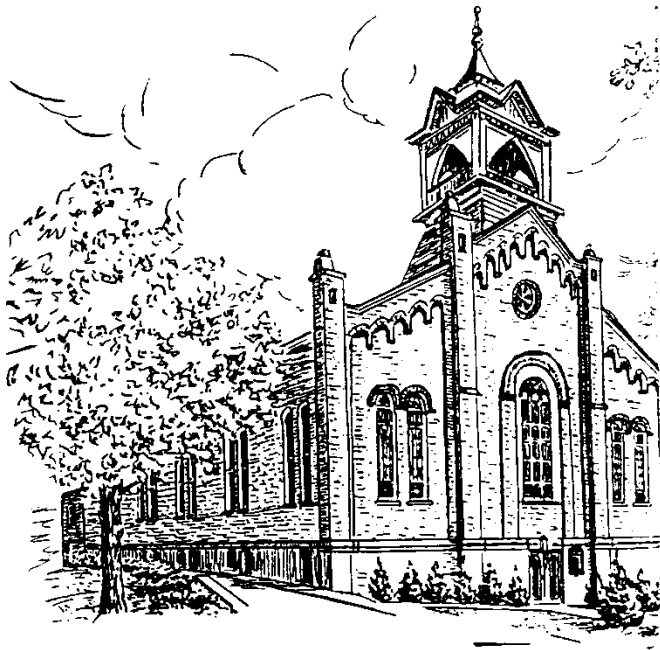
UP with Kids  
c/o Canonsburg UP Church  
112 West Pike Street  
Canonsburg, PA 15317

Office of Civil Rights  
US Dept. of Health & Human Services  
PO Box 13176  
Philadelphia, PA 19102

Bureau of Civil Rights  
Compliance Region III  
Dept. of Public Welfare  
Room 521  
Harrisburg, PA 17105

Health and Welfare Building  
PA Human Relations Commission  
101 S. Second Street  
Suite 300  
Harrisburg, PA 17105

These addresses are also posted on the parent information board.



Canonsburg United Presbyterian Church  
112 West Pike Street  
Canonsburg PA 15317  
Pastor Thomas D. Hamilton  
[www.canonsburgup.org](http://www.canonsburgup.org)  
724-745-0800

Mission Statement: "To spread the good news of Jesus Christ to our members, our community, and the World over with care, compassion, and Christian love to all we meet."

*Canonsburg UP Church-celebrating 233 years of God's love.*

*In the beginning were the wilderness and a small but doughty group of pioneers who had come to be known as the Chartiers Settlement. The year was 1775. Washington County, Pennsylvania would not come into existence for six more years. The settlers "on the waters of Chartiers" were subjects of His Majesty, King George the Third, Ruler of the British Empire. With few exceptions, they considered themselves to be inhabitants of Augusta County, Virginia.*

*Over the years there have been many changes. In the early years of settlement, there was an Associate Presbyterian Church that had an open log tent at Oak Spring. The primitive shelter was replaced by a log building, and then a brick church, then other churches of the Presbyterian family came into being.*

*Given all these changes throughout the years, one thing has remained constant, "Our Lord's Love Is Everlasting".*