

Table of Contents

Table of Contents

Handbook Purpose	3
Goals and Organization	3
History.....	3
Safe and Secure	3
Trusted Staff.....	4
Programs.....	4
General	4
Curriculum.....	4
Progress Reports/ Conferences.....	5
Diapering and Toilet Training.....	5
Infants (8 weeks to 12 months) and Wobblers (13 months to 24 months).....	5
Toddler Program (25 months to 36 months)	6
Preschool Program (37 months to 1 st day of Kindergarten)	6
School-age Program (Kindergarten to 5 th grade)	7
Policies of Operation	7
Parent information and involvement	7
Hours	7
Weather Related Closings.....	7
Admissions	8
Enrollment and Registration Fees	8
Tuition, Fees and Schedule Changes	9
Tuition Payment Schedule	9
Vacation Credits	10
Late Pick-up Fees	10
Withdrawal from the Center.....	10
Record Transfer	10
Permission to Pick Up	11
Daily Attendance	11
Arrival and Departure	11

Transitioning	11
Toys from Home/ Personal Items.....	11
Meals	12
Transportation/field Trips/ In-Center Shows	12
Discipline.....	12
Physical and Immunization Records	13
Health Procedures	13
Illness	13
Medication	15
Accidents (Incident Report form)	15
Emergency Response.....	15
Reporting Suspected Child Abuse	16
State Licensure	16
Your Child's Personal Items	17
Supplies.....	17
Clothing.....	17
Other Personal Items.....	17
Records	17

Y2Kids Child Care Center Family Handbook

Handbook Purpose

This handbook is to be used as a general guideline for informational purposes and is updated on a regular basis. We hope this will be a good reference for information about the center. The center does not update and redistribute the handbook with every dynamic change to the center and therefore may not reflect the most current policies and practices over time. We will strive to keep everyone informed of changes as they occur.

Goals and Organization

History

Y2Kids Child Care Center originated as a family owned and operated business that was established to provide local families with quality child care that offered affordable and competitive rates.

Mission

Y2kids Child Care Center is dedicated to providing meaningful learning experiences for children in a safe environment.

Philosophy

We believe each child is an individual and understand that each child has different needs, interests, and challenges. We will use these understandings to bring out the best in each child and to create positive self-esteem and self-images. Our goal is to assist you in preparing your child for future experiences and learning opportunities.

Safe and Secure

Y2kids Child Care Center comes equipped with a secure camera system that allows parents, and administration to monitor all the classrooms of the center. The center also offers fenced playgrounds, with resilient surfacing, for all age groups. The building is constructed of a non-combustible material and equipped with smoke detectors. Emergency exit routes are posted in each classroom. Fire and emergency evacuation drills are conducted every 60 days. Access to the building is strictly controlled, and upon enrollment, each family will be issued an access code to the center's main entrance. This code may be changed from time to time. Safety, security and cleanliness are maintained at all times.

Trusted Staff

Our teachers are professionally trained and qualified in early childhood education and experienced in working in the early childhood setting. Staff members are required to continue their professional development by annually attending educational training throughout the year. All staff is also required to have a current pediatric First Aid Certification. Each staff member has on file a criminal history record check conducted by the Pennsylvania State Police, a sworn disclosure statement, a Child Abuse Registry Clearance, FBI fingerprinting record and current tuberculosis screening and physical.

Programs

General

The main objective for each of the Y2Kids Child Care Center's programs are to provide a safe, loving, learning program for early childhood education, which includes teaching, storytelling, sharing, music, and playing in an informational, home-like environment. Y2Kids Child Care Center provides experiences and activities, which will meet your child's emotional, social, intellectual, and physical needs. Your child will be guided to start taking part in small and large group activities. This combination of experiences will broaden your child's aptitude for future schoolwork, while allowing free reign for imagination and creativity. Children are attended to at all times by trained and experienced teachers.

Your child will be guided:

- to become aware of and have an interest in the world around them
- to develop a sense of pride in himself/ herself, his/her, school, and nation
- to make a happy transition from home life to school life
- to work and play comfortably with other children
- to manifest self-discipline and self-control
- to grow in verbal, sensory-motor and conceptual skills
- to observe and use simple health and safety rules
- to help, think and act for themselves while growing in common courtesies

The program includes outdoor play with games, exploration and exercise. Field trips for age appropriate children are also included into the program throughout the year.

Curriculum

Curriculum in an early childhood classroom is what happens throughout the day that contributes to the growth and development of young children. Development is the core of our curriculum at Y2Kids Child Care Center. The academic curriculum is a theme-based curriculum. We teach numbers, letters, colors, and shapes in a variety of age-appropriate activities.

Progress Reports/ Conferences

The Center Director and/ or your child's teachers are available to discuss your child's progress at any time, and will regularly bring matters to your attention. We offer parent-teacher conferences twice a year. During this time you will have the opportunity to review your child's progress, and address any concerns you may have regarding your child's development. Information used to determine your child's progress is based off of criteria set by the following assessment tools that are used in each classroom: ASQ, OUNCE, and WSS.

Diapering and Toilet Training

Children are checked frequently throughout the day, and changed at the first sign of wetness or soiling. No Child is knowingly left in wet or soiled clothing. Parents will provide an ample supply of diapers and wipes. Extra charges may be assessed if we must supply these items.

The changing table is disinfected and sanitized after each use, and child's caregiver will follow with proper hand washing, after each change.

We will maintain your practices regarding potty training. When you think you and your child are ready to begin toilet training we will assist you in accomplishing this skill for your child.

Daily Record Sheet

The Infant, Wobbler, and Toddler classrooms will supply you with a daily, written daily record sheet summarizing your child's activities. The child's daily record sheet will include detailed information about foods your child has eaten; how long your child slept; your child's disposition and activity level; notes symptoms of illness or discomfort; special experiences during the day; and any extraordinary achievements such as a new word or a first step.

The form will be returned to you at the end of the day as a record of your child's activities during the hours when you were separated from him/ her. It is intended, by these reports, to include you in your child's progress, and to provide you with information on activities that you may wish to reinforce at home with additional discussions or activities.

Infants (8 weeks to 12 months) and Wobblers (13 months to 24 months)

An infant's capacity to learn is present from birth. Infants learn about their world primarily through social contact- the experiences they have with those who take care of them beginning at birth. Every infant is an individual with a unique temperament. All infants possess a set of skills and abilities, which change with development. Although the rate, pattern, and quality of development will vary from child to child, all infants progress through similar stages of development. Our Infant/ Wobbler program is based on the predictable sequences of normal infant development in the areas of motor skills, language and communication, cognition and socialization. Reinforcement of these basic stages of development

are provided by our caregivers who interact with the children, talk to them, make faces with them, and respond to them.

Consistency in response makes a child's environment more predictable and comfortable. Varied experiences such as textures, different foods, shapes, and sounds, going for strolls outdoors, watching birds and animals, are all offered to help stimulate your child to respond to his/ her environment.

No child is ever left unattended, even when asleep. Our staff is highly qualified, loving and patient. We do not allow a child to "cry it out", but rather try to comfort the child in every way possible. We encourage nursing mothers to continue as their individual schedules permit. Mothers may bring a day's supply of fresh breast milk or provide frozen bags with date and name.

Each child has his/ her own crib, cot or rest mat. When a child is not asleep or eating, he/she is free to move around the room and to explore and interact with others. The children are held, rocked, talked to, sung to, and as appropriate, taught basic concepts of language.

We will ask you to furnish a daily schedule for your infant with regard to eating, sleeping, and other routines. We will adhere to it as much as possible. Any special request can be made to our staff on a daily basis.

Toddler Program (25 months to 36 months)

The toddler room is designed to serve children that are 25 months old to 36 months. Social skills such as sharing toys and positive interactions are stressed throughout the day. The positive atmosphere in the toddler room enhances a child's self-esteem and those around him/ her. Communication, academic, and self-help skills are reinforced daily in this program. Self-help and social skills will focus on potty training, sitting in chairs and table manners. This program will work on the development of fine motor skills, and refining gross motor skills.

Preschool Program (37 months to 1st day of Kindergarten)

As children continue their experience at Y2Kids Child Care Center new considerations are given to their increased attention span, activity level and the need to satisfy their curiosity. A more structured environment is created in the classrooms and the opportunities for exploration are increased. The preschool program serves children that are three to five years old. Emphasis is placed on cognitive skills, and our curriculum includes pre-reading activities, pre-mathematics, science, creative art, and music. Planned activities are used to reinforce the natural learning and curiosity that is a part of every activity in a child's day. We encourage the children to learn by exploring and experiencing, in a safe and well-supervised environment. We use age-appropriate field trips and other special experiences to extend the children's knowledge of the world around them. Trained professionals present all these activities in a positive, caring atmosphere.

Consistency is given through routine. Variety is promoted through activities to stimulate all areas of development. Social interaction is encouraged; communication and cognitive skills are enhanced and social/ emotional development is carefully nurtured.

School-age Program (Kindergarten to 5th grade)

School Age children are provided with activities before and after school. Lesson plans are completed throughout the year, and continue to keep the children engaged with activities that are based on current events or pertaining to the current season. We also encourage and provide time for the children to do their homework.

During the summer months educational field types are planned weekly, as well as field trips just for fun. School age children are transported by a CDL licensed bus driver who also completes the same clearances as all childcare staff. We strive to provide a unique and memorable experience for our school age children while they spend time with our teachers over the summer.

Policies of Operation

Parent information and involvement

General parent information will be found in the entrance way of each classroom on the parent resource bulletin, and also in the front entrance of the center. We utilize email, and social media, like Facebook, to help communicate information to the parents.

We encourage parent involvement here at Y2Kids Child Care Center. Some ways parents can involve themselves are through secret reader, volunteering in the classroom, or field trip chaperone. Please contact your child's teacher or the office if you would like to make arrangements to be involved.

Hours

The center operates from 6:00am to 6:30pm, Monday through Friday, year round except for the following holidays: New Years Eve- only if New Years Day is on a Saturday, New Years Day, January 2- only if New Years Day is on a Sunday, Good Friday, Easter Monday, Memorial Day, Independence Day (July 4th), Labor Day, Thanksgiving Day and the Friday following, Christmas Eve –only if Christmas is on a Saturday, Christmas Day and the day following Christmas. In addition, if Independence Day is observed on either a Saturday or a Sunday then the previous Friday, or following Monday will be observed as the holiday. If Independence Day is during the week, the center will only be closed for that day. When the center is open on Christmas Eve and New Years Eve, we close at 2:00pm.

Y2kids Child Care Center reserves the right to make changes to the centers holiday closures at any time. Ample notice will be given for such instances.

Weather Related Closings

In the event that Y2Kids Child Care Center needs to close unexpectedly due to weather or on-site incidents (power outage, ect.), the information is broadcasted using WFMZ Storm Center. The closing can be found either at the website (www.wfmz.com) or broadcasted on channel 69 WFMZ. Information on closings can also be found on the Y2Kids social media site, Facebook, if accessible.

Admissions

Y2Kids Child Care Center enrollment is open to children of any race, color, or creed from the ages of 6 weeks through 12 years of age, provided the center can meet the needs of the child. Upon completion and submission of the required enrollment forms and fees, students are enrolled at Y2Kids Child Care Center when space is available. Enrollment priority is given to currently enrolled students, and/or their siblings.

If your child has an Individualized Education Plan, IEP or IFSP, we ask that you submit a copy upon registration. This information is kept confidential and will only be used to assist the child's teacher in meeting their specific needs.

Y2Kids Child Care Center reserves the right to dismiss a child for problematic behavior at the sole discretion of the Center Director. If it becomes necessary for the center to request your child to withdraw due to problematic behaviors, we will provide you with a minimum 2 weeks' notice. In assessing whether to dismiss a child, the Center Director shall consider the best interest of all stakeholders, including the center, the child, staff and other children. Dismissal is a last resort action to situations, such as; the Center Director and teachers should make a reasonable effort to work with the child and the parents to eliminate the problematic behaviors before dismissal is invoked. These problematic behaviors include, but are not limited to children that: endanger their safety or the safety of others, have an inability to adjust to the group, or have an inability to benefit from the programs offered. Once a problematic behavior is notified the following actions will occur: verbal notification to parents, conference with the parents, referral to an outside agency- if necessary, and request of dismissal from the center.

Enrollment and Registration Fees

All registration fees are non-refundable, no exceptions.

Each family is subject to a \$50.00 registration fee that is due upon enrollment into the center. On or before your child's start date, you will need to complete the following forms: an emergency contact form, signed financial agreement, health appraisal form or immunizations record, and a food program application and enrollment form. Failure to complete any of the above mentioned forms could result in dismissal from the center.

Tuition, Fees and Schedule Changes

Full tuition is due even if your child is not in attendance. In order to maintain proper staff ratios and correct operational costs, Y2Kids Child Care Center has based rates on our current enrollment. Therefore, no exceptions are made for illness, vacations, holidays, or inclement weather.

Checks should be made payable to Y2Kids. We also accept credit cards as a form of payment. A charge of \$35.00 will be applied for all returned checks. After a third returned check, tuition and other payments will be accepted only as cash, credit cards or certified funds.

Tuition not paid by the close of business on Wednesday will assess a \$5.00 late fee. This fee will be added to your account and will be expected with the next payment. Notices will be issued to families when their accounts are past due. We reserve the right to suspend care at any time when an account is past due.

Families who have more than one child enrolled are eligible for a 10% tuition discount, on the lesser of the tuition amounts, up to three children.

Tuition Payment Schedule

Tuition is due on the Monday of the week your child is attending. If payment is not made by the close of business on Wednesday it is considered late and late fees will be assessed.

If your child is enrolled with a fixed full time/part time schedule, (Example Monday, Wednesday, Friday), please be aware that switching or substituting days is not permissible. (i.e.: switch Monday for Tuesday). In the event of an emergency, additional days outside of your child's fixed part time schedule may be requested. If the additional day(s) are approved, your account will be charged for the additional day(s). Accounts with a \$50.00 or more balance will not be approved for any additional days of attendance.

If your child is enrolled with a modified part time schedule, (Example, child is enrolled for 3 days per week but the days of the week change) please be aware that your child's schedule must be submitted either in writing, or email, to the center by the close of business on Wednesday. If your schedule is not submitted by Wednesday, then your account will be charged for a full week of care. We will make every effort to accommodate the modified schedule.

If your child is enrolled with a variable schedule, (Example, week 1 – 3 days week 2 – 2 days week 3 – 4 days week 4 – 2 days) please be aware that your child's schedule must be submitted either in writing, or email, to the center by the close of business on Wednesday. If your schedule is not submitted by Wednesday, then your account will be charged for a full week of care. We will make every effort to accommodate the modified schedule.

When your child transitions into a new classroom the tuition rate changes 1 month after your child's birthday, and your account will be adjusted accordingly for the new rate. A new financial agreement will be signed for each transition.

Vacation Credits

Families enrolled with a modified part time schedule or variable schedule are not eligible for vacation credits. At the discretion of Y2Kids Child Care Center, each family enrolled with a fixed schedule, whose tuition account is current, and paid in full, receives a vacation credit (up to 5 consecutive days) at the time of enrollment, to be used for that calendar year. A written request for vacation credit must be submitted two weeks prior to the use of the credit, enabling Y2Kids to adjust staffing and food service. The child may not be in attendance during the days/ week of vacation; if in attendance the family request for vacation credit will be void and the family will be billed their contracted tuition amount. The vacation credit does not apply to any students who have any portion of their school year attendance interrupted. Vacation credits are reissued on January 1st and must be used during the calendar year and may not be carried from year to year.

Late Pick-up Fees

Children become anxious when it's time to go home and no one has come for them yet. It is not only unfair to your child, but to the teachers as they cannot perform their end-of-class duties. For these reasons, a \$15.00 late fee is assessed after 6:30, and an additional \$15.00 late fee will be added every 15 minutes thereafter. The fee will be charged to your account the following day and is expected to be paid no later than the next tuition week.

Please notify the center if you will be delayed in picking up your child. If your child is not picked up by 6:45pm and we have not received a notification phone call, we will begin calling the persons listed as emergency contacts. If after 45 minutes we are unable to reach either parent or an emergency contact person, we will contact the state police and have them pick up the child. The child will be taken to Children and Youth Services.

If late pick-up occurrences become frequent, you may be asked to make other pick-up arrangements for your child/ren.

Withdrawal from the Center

You are required to notify the center, in writing, two weeks prior to your child's last day. Any balance on your account must be paid in full during this period. If proper notice is not given, two weeks additional tuition will be assessed to your account.

Record Transfer

Copies of your child's records on file at Y2Kids Child Care Center will be made available to parents if a written request is submitted. Due to confidentiality, parents may pick up these documents at the center. At this time, we will not be transferring records.

Permission to Pick Up

No child is released to anyone without prior authorization. If someone other than a parent comes to pick a child up, they must show proper identification and have permission to pick up, located on the emergency contact form. If someone who is not listed on the emergency contact form attempts to pick up your child, we will attempt to contact either parent for a verbal verification. If we are unable to reach either parent, the child will not be released. We will accept written authorizations, or phone authorizations. Authorizations requested over the telephone will be accepted and verified with a return call.

Daily Attendance

We value the time your child may be able to spend at home with you or relatives. However, if your child is ill or absent for any reason, please call the center and let us know.

Arrival and Departure

Children must be accompanied into the building and into their classrooms by a parent/ guardian. A staff member needs to be informed of your child's arrival/ departure so they can be accurately accounted for on the sign in/out sheet, each day. Please remember to sign your child in and out each day your child is in attendance.

Transitioning

Y2Kids Child Care Center bases transitioning classrooms on your child's age. An assessment is completed after your child has been in their new classroom after 45 days has passed. The transition schedule for moving into a new classroom is as follows:

- Day 1- One hour
- Day 2- Three hours
- Day 3- Morning hours and lunch
- Day 4- Lunch, nap, and afternoon hours
- Day 5- The entire day in care, parent may drop off in the new classroom

This transition schedule may be adjusted based on the child's individual needs.

Toys from Home/ Personal Items

Y2Kids Child Care Center will not take responsibility for personal items and toys brought into the center. Generally, we discourage children bringing toys from home, except for specific program purposes such as "show and tell". The toys often cause conflict, and we cannot be responsible for their safekeeping.

We request that no weapons (play guns, knives, or sword, ect.) be sent with your child, for we do not consider them toys.

However bringing a “piece of home” is often important to children. It is possible to work out an arrangement with your child’s teacher to have a “special toy” that travels from home to Y2Kids Child Care Center. Please be sure to label your child’s toy as best as possible and place it in their cubby.

Any jewelry worn to the center will be placed in the child’s cubby if the child removes it during the day. Earrings will not be re-inserted if they come out during the day.

Meals

All meals and snacks are provided to children while they are in our care. Copies of the monthly menu are available in the lobby, and posted in your child’s classroom. Please send a packed lunch if your child does not like/ will not eat what is being provided. Substitutions can only be made for allergy issues or food restrictions documented by a physician.

Transportation/field Trips/ In-Center Shows

During times of transportation, field trips and in-center shows, the children are always accompanied by their teachers and the proper staff-to-child ratio will be maintained at all times. We send home permission slips prior to all field trips, off the Y2Kids Child Care Center property, to inform parents where we will be going and when.

Children Preschool age and up will ride on our center bus and are expected to use all of our safety rules, which include using quiet voices, following teacher directions, remaining in their seats while the vehicle is moving, and always keeping their seat belts fasten until the vehicle is stopped and parked, when applicable. We ask that parents talk to their children before all field trips and remind them of Y2Kids Child Care Center’s safety rules. If a child is continually disruptive on the vehicle during field trips, which causes a hazard to the safe operation of the vehicle by the driver, that child may not be allowed to participate on future trips.

Discipline

Children are not expected to immediately understand or fully comply with all the rules; rather they are to be gently taught, reminded, and when necessary, redirected. The staff is responsible for setting up an environment that encourages positive reinforcement, cooperation and sharing, rather than negative and aggressive behavior.

There may be times when children may actually endanger themselves or others by their actions. Due to these actions, specific behavior guidance steps have been set up. Logical consequences will be established for problematic behavior. For example, a child who throws or damages a toy may be prohibited from the use of that toy for the rest of play period in question. Verbal reminders, which are brief statements of the problem behavior, are used to explain to a child that his/her behavior is unacceptable and what the acceptable alternative behavior is. At times, a child may just require a little

time to themselves to calm down and redirect their thinking (“time away”). For children under the age of 2, redirection will be the only means used.

Y2Kids Child Care Center complies with all federal, state and other relevant laws that prohibit corporal or abusive punishment in a child care center. Additionally, staff is expressly prohibited from using unproductive, shaming methods of punishment.

Y2Kids Child Care Center believes that parents and teachers must work together to address persistent behavioral issues such as biting, unusual or dangerous aggression, or other issues. Parents will be contacted for a conference when a child appears to be stressed, anxious, or otherwise motivated to engage in negative behaviors. Children who do not adjust to the group environment, do not benefit from the programs offered, are a significant impediment to the success of the center, class or other children, or endanger the safety and well-being of others, may be withdrawn from Y2Kids Child Care Center at the sole discretion of the Center Director. The Center Director and teachers should make a reasonable effort to work with the child and the parents to eliminate the problematic behaviors.

Physical and Immunization Records

A certificate of immunization and current physical record for your child (signed and dated by a physician/ physician’s assistant/ registered nurse) is required upon enrollment. Updates are required each time your child has a well visit at the physician. Please be sure to provide the updated information to the center, immediately after the well visit appointments. Families who fail to provide required records in accordance with licensing standards may be un-enrolled at any time.

Health Procedures

We promote the health of your child by providing a clean, smoke free environment, with safe toys that are regularly disinfected, and supervised physical activities that are offered daily. Therefore, in order to protect the children, in our care, we must enforce the following rules regarding illness and the administering of medications.

Illness

Sick children should remain home. Please do not bring your child to the center if he/she is showing any signs or symptoms of illness. If your child arrives at the center and appears ill, we may ask you to take your child home. Some clearly unacceptable signs and symptoms are:

- Temperature of over 101 degrees within the last 24-hour period
- Unusual spots or rashes on the skin or in the mouth
- Continuous mucus from the nose accompanies by upper respiratory symptoms
- Diarrhea
- Vomiting
- Unusual behavior
- Child is lethargic
- More crying than normal
- General Discomfort

Children may attend Y2Kids Child Care Center with a slight cold, as long as their temperature is less than 101 degrees and none of the above mentioned symptoms are present. Any child with a fever of 101 degrees, or higher, is not permitted to remain at the center. We cannot allow Tylenol or any other pain relievers to be given to mask a fever if a child is ill. Y2Kids Child Care Center will not administer Tylenol or any other pain reliever to a child prior to their fever reaching 101 degrees, so the child may remain in care. The child must be fever free for 24 hours until they return to care.

If a child has two diarrhea stools, a staff member will notify the parents for the child to be picked up from the center. To eliminate the spread of infection, children who are sent home with diarrhea may not return to the center until at least 24 hours after the last soft stool, and without the use of medication. The child must be symptom free or have a physician's note stating that the child is not contagious.

If your child vomits twice a staff member will notify the parents for the child to be picked up from the center. Children may return to the center after 24 hours from the last vomit, and without the use of medication.

In the case of conjunctivitis ("Pink Eye"), any child with redness, swelling, or discharge of the eyes will be sent home. "Pink Eye" is highly contagious. Therefore, a child with "Pink Eye" may return to the center only after prescription eye drops have been administered for a period of 24 hours, or with a physician's note stating they are no longer contagious.

Exclusion from Y2Kids Child Care Center is required when the teachers or an administrator feel that a child is in a contagious phase of an illness which may require more care and observation that can be offered in the center, or if a child can no longer be comfortable in the center. Children who become ill on the premises will be isolated from the other children, and their parents will be contacted for early pick-up.

If we send your child home, he/she must remain out of the center for at least 24 hours. This means that a child may not return to Y2Kids Child Care Center the day after being sent home. A parent will be asked to sign a "health alert" form acknowledging their child's illness and minimum "return to" school date, unless you provide us with a dated physicians note stating the child is not contagious.

If your child had a doctor's visit for a contagious illness, and was instructed to remain out of care, then a physician's note is required for return to care. A physician note may also be required if your child has been prescribed any medications or antibiotics that will upset or create the child to have diarrhea.

When attempting to contact a parent of a sick child, we will try to reach each parent twice. We will leave messages when possible. If we are unable to reach either parent, we will attempt to contact persons listed as emergency contacts on your child's form. This policy is put in place for the safety and

well-being of all the children in our care. Please make sure if you are notified that your child is ill, that arrangements are made for pick up as quickly as possible.

Some communicable diseases may be reportable to the Public Health authorities so that control measures can be used. Parents and staff are asked to notify 2Kids Child Care Center within 24 hours after a child, a person in that child's immediate family and/ or staff member, have developed a known or suspected communicable disease or any other illness of any type.

Medication

If your child is to receive any prescription or over the counter medication while in care at Y2Kids Child Care Center, the center will administer any medication, as long as the following guidelines have been met. The following guidelines are:

- Medication is in the original container, with your child's name clearly written on it.
- Prescription medication is in the original container with dosage to be given or accompanied with a physician's note outlining the correct dosage to be given
- Medication is recorded into the Medication Log

Y2Kids Child Care Center cannot administer any medication of the dosage amount for your child's age/weight lists "consult a physician" unless it is accompanied by a physician's note stating the proper dosage. This information can be faxed to the center if necessary.

Y2Kids Child Care Center cannot administer a fever reducer/ pain reliever to any child care so they may remain in care. An exception to administering any pain relievers would be for a child who just received immunizations whose fever is below 101 degrees without medication, a child who is teething whose fever is below 101 degrees without medication, or a child with an ear infection whose fever is below 101 degrees without medication. A physician's note will be required for these exceptions before the pain reliever is administered.

All medications will be returned when emptied, at the expiration date, or upon completion of duration of dosage. Y2Kids Child Care Center will not keep expired medication, or medications not needed to be administered, all medications not needed will be returned to parents.

Accidents (Incident Report form)

In the event of an accident, appropriate procedures will be followed and parents will be notified. Incident reports are kept on all accidents and copies are available to the parents at the end of the day when they come to pick up their child. In the event a child needs emergency care and we cannot reach the parents, 911 will be contacted and the child will be taken to the nearest hospital or previously requested emergency facility.

Emergency Response

An emergency plan for Y2Kids Child Care Center is on file with the Lehigh County Emergency Management Agency. The plan sets forth the actions the center's teachers and staff will take in the event of an emergency to ensure the safety of your child. Due to the confidential nature of this information, a copy cannot be given to parents in its entirety. Important and pertinent information regarding emergencies can be released to parents. If you would like to review the emergency plan, please contact the Center Director.

In the event that Y2Kids Child Care Center was to relocate to our temporary location of Friedens Fire Hall, parents would be contacted by the Y2Kids Child Care staff, via means available. All pick-up procedures and policies would still apply and an authorized adult would need to sign out your child/ren. In order to contact Y2Kids Child Care Center during an evacuation you may call:

Christina Young, 610-762-6906 or Brooke Horwith, 484-635-0565

Reporting Suspected Child Abuse

The Commonwealth of Pennsylvania helps assure parents that child care centers that assume responsibility for the supervision, protection, and well-being of a child for any part of a 24-hour day, are safe. While there are some exceptions to licensure, child care centers, and family care centers are included in a program that must obtain licensure. The standards for licensed child care centers can address certain health precautions, adequate play space, and the ratio of children per staff, equipment, programs and record keeping. Criminal record checks and specific qualifications for staff and most volunteers working directly with children are also required. Standards require the center to be investigated if it violates a licensing standard. Based on state licensing laws, Y2Kids Child Care Center and all employees are required to be mandated reporters. Y2Kids Child Care Center and all employees will report any and all cases of suspected child abuse.

Compliance with the states standards is determined by unannounced visits to the center by licensing staff within the Department of Social Services. In addition, parents or other individuals may register a complaint about the center, which will be investigated if it violates a standard.

If you would like additional information about the licensing of a child care center, please contact our local Licensing Office.

State Licensure

Y2Kids Child Care Center is a Pennsylvania state licensed facility. We abide by the state standards that are set forth with our license to provide childcare service your family. If any issues or concerns ever arise, our local Department of Welfare office is located in Scranton, PA and can be contacted at 1-800-222-2108.

Our center also participates in the voluntary PA program KEYSTONE STARS. Keystone STARS is a program designed for child care programs to go above and beyond the state required regulations and implement additional standards to promote health, safety and education. More information regarding keystone STARS can be found at www.pakeys.org

Your Child's Personal Items

Supplies

The following is a list of supplies that parents need to supply for their children while in care:

- Diapers
- Wipes
- Bottles, nipples, pacifiers
- Formula (if any kind other than Similac or Isomil is used)
- Change of weather appropriate clothes
- Blanket, pillow, and pillow cover for rest time
- Seasonal items such as sunscreen, gloves, hat, ect.

All items brought into the center should be labeled with your child's name.

Clothing

Please have your child wear play clothes to school that are comfortable and easy for your child to manage as we encourage children to do as much for themselves as possible. Children that are toilet training should wear clothing that is easy for them to pull up and down. This is part of the learning process and helps to build self-esteem. It is important that your child be allowed to get dirty and to get wet. Therefore, we require that your child have a complete change of weather appropriate clothing (including underwear and socks) at the center at all times. Any soiled clothing from the day will be placed in your child's cubby. Each item of clothing should be clearly labeled with your child's name, including jackets and sweaters that are worn.

Other Personal Items

Children who have "rest time" each day are allowed to bring pillows (excluding infants), blankets and a stuffed animal from home, but these items may only be used during "rest time". Parents are responsible for ensuring the cleanliness of such items. Pillows, if used, are required to have a pillow cover. Blankets and pillows should be taken home every Friday to be washed. In the event that pillow covers and blankets are left in the center, Y2Kids Child Care Center will wash all bedding. We are not responsible for any bedding or items that might be damaged during the wash process. Crib sheets are provided by the center and are washed once a week, or when they become soiled.

Records

Your child's records are maintained in an accessible manner at Y2Kids Child Care Center. These records include the following and must be kept current and accurate:

- Your child's identifying information (Name, birthdate, ect.)
- Parent(s) name, address, home, cell and business phone numbers
- Name, address, and phone number of persons, including the child's physician, to contact in emergencies
- A signed statement by the parent regarding any allergies, and other known health conditions. (medical, mental, emotional, developmental) and any special procedures that should be used in caring for the child
- Parental agreements for obtaining emergency medical care for the child when the parent is not available
- Individualized Education Plan (IEP/IFSP)
- Center agreements and releases

Information pertaining to your child will not be disclosed to persons other than the center staff, or other authorized personnel, unless you have granted written permission to do so.

All records must be complete and up-to-date in order for your child to attend Y2Kids Child Care Center without disruption to their enrollment. Students with incomplete files will not be permitted to attend until the record is brought up-to-date.

