

T and K Childcare Parent Policy Handbook



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Agency Policy Parent Handbook Agreement

To: Parent (s)/Legal Guardian(s)

I/we, _____ the parent(s)/legal guardian of
_____ acknowledge that I/we have
received a copy of the Agency Policy Parent Handbook. I/we have been given the opportunity to read the
handbook and ask any questions. I/we understand the policies contained therein. Furthermore, I/we agree to
abide by the policies set forth in the handbook.

T and K Childcare reserves the right to alter, amend, or otherwise modify these guidelines without prior notice.

I/we understand that an Agency suspension/expulsion policy is in place and if policies are not followed that T
and K Childcare may disenroll my/our child(ren) from the program.

I/we agree to make tuition payments or co-pays in a timely manner directly to T and K Childcare. A locked
mailbox at the entrance is available for deposit of payments.

Signature _____ Date: _____

Print Name _____

Signature _____ Date: _____

Print Name _____

Dear Parents/Guardians

On behalf of the owners and staff at T and K Childcare, we would like to welcome you to our program. We hope you and your child(ren) have a wonderful experience here with us. We are extremely excited to have you become our extended family.

T and K Childcare is committed to providing an inclusive and welcoming environment for all our children, parents, support staff, and T and K staff. Complying with applicable Federal Civil rights laws we do not and shall not discriminate based on gender, race(color), national origin, religion, age, marital status, pregnancy, disability, sexual orientation, or any other protected class.

If you have any questions regarding our policies or on the care of your child(ren), please do not hesitate to ask either their teacher or the Directors. Please contact the center or text Marnie.

We are so excited to have your family as part of our childcare family!

Hugs,

Marnie Guy

Owner

Hours of Operation/Daycare Contact Information:

Monday through Sunday from 5:45 am until 8:00 pm.

Preschool children need to be **dropped off by 9:00 am**. All other children need to be in the center by **10:00 am** for the child to receive lunch for that day. If your child will be late due to an appointment, please let staff know so accommodations can be made. **Parents should notify the Director by 8:00 am if your child will not be attending for that day.** The center number is 724-686-3375 and the address is 1032 Route 30 Plaza Suite 428 (main building) or 423 (Pre-School Building, Latrobe, PA 15650

Emergency Closing and Inclement Weather Information:

In the event of an emergency closing and/or inclement weather, parents will be notified of the closing by WTAE, a Facebook posting, and a message in ProCare. If we would need to close in the middle of the day, the staff will attempt to reach the child's parents. The individuals listed on the staff emergency contact for the children will be called until pick-up arrangements can be made. Staff will notify the parents or emergency contact person at the time of the call where the pickup location is should we need to evacuate. A sign will also be posted on the door.

T and K Childcare will be closed on the following days (these are subject to change):

Holidays

New Year's Day	Good Friday
Easter	Memorial Day
Fourth of July	Labor Day
Thanksgiving	Day after Thanksgiving
Christmas Eve	Christmas Day

Twice a year T and K Childcare will close for deep cleaning, training, and maintenance of the building. One day will be in January to prepare for our annual inspection and in August to start a fresh school year. These closings will typically occur on Fridays; parents will be given adequate time to prepare for these closings.

On the following days, we will have **limited hours**.

- Saturday before Easter,
- Pre-School graduation,
- the night of the Christmas Party
- New Year's Eve

Statement of Confidentiality:

At T and K Childcare, confidential and sensitive information will only be shared with employees of T and K Childcare who have a “need to know” in order to care for your child appropriately and safely. Confidential and sensitive information about the facility, other parents/legal guardians, and or children will not be shared with other parents/legal guardians, because we strive to protect everyone’s privacy. Confidential information includes, and is not limited to names, addresses, phone numbers, disability information, and health-related information of anyone associated with T and K Childcare.

Outside of T and K Childcare, confidential and sensitive information about a child will only be shared when the parent/legal guardian of the child has given written consent, except whenever the information is requested by a law enforcement agency. Parents/legal guardians will be given a reason for sharing the information and informed of what information will be given to the agency.

Any parent/legal guardian who violates the confidentiality policy will not be permitted on T and K Property. You may observe children at our center who are disabled or who exhibit behavior that may appear inappropriate (biting, hitting, spitting, cursing, etc.). You may be curious or concerned about the other child, but our Confidentiality Policy protects **every** child’s privacy. Employees of T and K Childcare are strictly prohibited from discussing anything about another child with you. (See Attachment #1)

Tuition Payments:

Since T and K Childcare depends entirely on tuition fees to maintain the operating budget, the following policy is necessary and must be followed:

Monthly tuition payments are due on the 5th of every month. This monthly amount remains consistent regardless of absence.

Payments must be made in advance. **Tuition is due on the 1st day of the week that the child is attending.** A late charge of 10% will be added to payments received after 14 days of each bill.

Invoices will be sent out on a bi-weekly basis.

All tuition and paperwork need to be dropped off or sent to T and K Childcare billing office at 1032 Latrobe 30 Plaza Suite 428, Latrobe, PA 15650. Checks are made payable to T and K Childcare

Policy for Delinquent Tuition Payments:

If you are unsure of your tuition amount, please call us at 724-686-3375. A locked mailbox is available for the deposit of payments besides the black gate inside the gross motor room.

In order to meet numerous operating expenses, please make sure that tuition is paid in a timely manner by the due date of each month.

Delinquent Tuition Policy:

There will be a 10% late fee charge for payments received after the 14th of each billing cycle.

On the 15th day, written notices of tuition delinquency will be given or mailed.

If the tuition payment is still not received within 14 days of the 1st delinquent notice, a second written notice of delinquency will be mailed, within the week, followed by a phone call/text message. If the tuition payment is still not received within 14 days of the second delinquent notice (28 days late), a second phone call/text message will be made to the parents informing them that their child will be withdrawn from the center if the delinquency is not resolved immediately. At that point, withdrawal from the program will be immediate and the account will be turned over to the local magistrate. Re-enrollment can only occur if the balance is zero. This is effective September 1st, 2022.

ELRC-Early Learning Resource Center (CCIS formerly):

Subsidized childcare is available for income-eligible families. For more information contact the ELRC office at 724-836-4580 or 1-800-548-2741. ELRC funding has different tuition policies for late payments. T and K Childcare will follow all County policies regarding reporting late co-payments. Delinquency in late co-payments will result in the loss of subsidized funding and childcare space.

Expulsion and Suspension Policy:

Behavioral wellness is at the center of our expulsion and suspension policy. By implementing this policy, we are striving to work collaboratively with our families and the community to build healthy social/emotional skills in all children. This policy was created to provide all children, families, and staff with an environment that promotes safety and opportunities for high-quality learning.

Following the recommendations of OCDEL:

Create a positive climate and focus on prevention.

No staff will ever use physical punishment such as shaking or hitting and will not engage in psychological abuse or coercion

Withholding food will not be used as a form of punishment.

No staff will use threats or derogative remarks toward any child. Develop clear, appropriate, and consistent expectations and consequences to address disruptive and/or aggressive behaviors.

Disruptive behaviors- repeatedly displaying behaviors that hinder the ability of instructors to teach and students to learn.

Aggressive behaviors behavior that puts a person at physical or mental risk.

Ensure fairness, equity, and continuous improvement.

To reduce the occurrence of expulsion or suspension, T and K Childcare will participate in the implementation of appropriate and positive behavior support practices to:

Communicates successes and challenges to the child's family.

The family will share IEP with the appropriate staff.

Provide resources to the family to assist in behavioral and social challenges.

Implement and/or create a behavioral plan with the family, staff, and outside social services.

Re-evaluate the current classroom setting to try to find an appropriate setting for the child.

Steps required before suspension or expulsion will occur:

Behavioral Plan:

When a behavioral concern arises, the staff will notify the family or the situation on the day of the occurrence. Observations will be documented from the classroom staff that depicts the disruptive/aggressive behavior (a min of two-week observations required unless behavior presents imminent danger).

Families will be notified that a conference is required for the child's continued enrollment. The conference will take place within 5 days of the notice.

During the conference, the disruptive behaviors will be discussed, and a plan or action will be put into place, created by family and staff. This needs to be a joint endeavor to eliminate/decrease disruptive behaviors. The plan shall include:

Classroom and home interventions

Implemented immediately

In effect for at least 2 weeks with daily observations noted

A follow-up conference will be scheduled at the end of 2 weeks to determine progress.

For extremely harmful behaviors outside intervention services may be required.

These behaviors are not limited to:

Bolting from the group

Hitting, kicking, spitting, scratching, and biting (unless age-appropriate)

Throwing objects

Inappropriate language (cussing)

Bullying

The family will have 30 days from notice to secure outside intervention services (Early Intervention, Support Services, and Behavioral health services are just a few of the available resources) if it is deemed necessary.

A timeline of services must be shared with the facility.

If the child's behaviors have not diminished and/or the family has not secured outside intervention the child will be expelled or suspended at the discretion of the agency.

(This information is found in Guiding Principles: A Resource Guide for Improving School Climate and Discipline).

We will do everything possible to work with you to avoid a child's suspension or expulsion from our program. The following are some reasons why we would have to suspend or expel a child from T and K Childcare.

- If you see problematic behavior, understand that we are addressing the issue.
- If there is an issue with your child, understand that we are willing to work with you and that we are not singling you out. We want what is best for you and to address any issues that are a cause for concern.

CHILD'S ACTIONS:

The child is unable to adjust to the program after a reasonable amount of time

Ongoing physical or verbal abuse to staff or other children

Ongoing uncontrollable tantrums/angry outbursts

Excessive biting

PARENTAL ACTIONS:

A parent/guardian fails to abide by the Program's policies or requirements.

A parent/guardian demands special services that are not provided to other children and cannot be delivered by the program.

IMMEDIATE CAUSE FOR SUSPENSION OR EXPULSION:

A parent/guardian is physically or verbally abusive or intimidating to the Program staff, children, or anyone else at the program.

Potentially dangerous behavior by a parent or child

The family does not follow the plan created.

Working towards a positive solution:

When a child's teacher or an administrator has concerns about a child, documentation will be completed with concerns as soon as they arise and documented for a least 2 weeks. If the child's behaviors are problematic and repeatedly continue, input from other teachers and outside agencies will be obtained. The team needs to make sure that all avenues are examined to analyze the problem.

A variety of actions will be taken during the plan and options that could be considered are as follows:

- Changes to the physical environment

- Structure of daily activities

- Consistency

- Transition times

- Redirection

Along with changes for the child, teachers' expectations, management skills, and intervention techniques will be evaluated and changed to adapt to the circumstances. Lines of communication with the parents/guardians will be established and different means of communication will be achieved to make sure that all parties are on the same page. It is the program's goal to make sure the child is in the best learning environment and if it is deemed that T and K Childcare is not the appropriate environment, the goal is to provide the parents sufficient time to take the necessary corrective actions.

When appropriate, we may suggest an evaluation by a professional consultant to come in and observe the child in the environment. In some cases, it may be appropriate for the child to be assessed by the local school district or Intermediate Unit.

APPEAL PROCESS:

A parent/guardian may appeal the Program's decision to remove a child, even when the removal is immediate. The parent/guardian should submit the appeal in writing to the Director. The appeal must be submitted within 7 days of the program notice to the family of the decision to suspend or expel. Please describe the basis for the disagreement with the decision and provide any supporting documents in this written appeal so all parties' positions can be fully considered.

Upon receipt of the appeal, the Director will review the appeal and will provide a response to the family within 30 days.

Release List:

Parents/guardians will need to write down the names of all persons that are permitted to pick up their child(ren) on emergency contact forms. A release list of authorized people will be kept in each classroom. The staff should ask for proper I.D. if they do not visually recognize the person picking up. The individual must have a valid photo I.D. for staff to view. T and K Childcare reserves the right to make a photocopy of the valid photo I.D.

Drop Off/Pick Up Times:

Parents/guardians will be responsible to supervise their children in the parking lot to and from the entrance of the child's classroom. Caution shall be used in the parking lot since moving vehicles may be present. Parents/guardians shall not leave unattended children in a car parked in the parking lot. Cars should be turned off and keys need to be removed from the ignition.

There is a 10-minute drop-off provided in the front of the building. If you need additional time, please park in a parking spot or if you drop off between **8:00 am-8:45 am** (school pick-up time) and **2:45-4:15** (school drop-off time).

Upon arrival, the parent or adult dropping off the child must sign the child into the ProCare App on the daycare tablet or your personal device. Children are required to be escorted by their parent or the person dropping them off to their designated classroom.

If your child has medication, please remember to follow the medication policy. Please see a teacher to receive a medication log. This log must be filled out completely in order for the teacher to administer the medication.

Parents/guardians are required to notify, in writing, the child's teacher or the Director of any special instructions or needs for the day. These special instructions include but are not limited to Early Pick-Up, Alternative Pick-up Person, health issues that need observing, or any other instructions providers should be aware of to best meet the needs of your child throughout the day.

Pick-up Procedures:

Parents/guardians or other authorized adults are required to sign the child(ren) out of care on the ProCare at the podium. Once a parent signs the child out, that person is solely responsible for supervising the child while on agency premises. The children cannot wander through the hallways, bathrooms, other classrooms, or the gross motor room. Parents, please handle all business issues prior to signing out the child and are required to directly exit the building once they have signed the child out of care.

If someone other than the people on the emergency contact list is going to pick up your child(ren), please refer to attachment #3

Parents/guardians or the person designated to act "in loco parentis" are required to sign any incident reports for the day at pick-up. The classroom teacher will be able to briefly discuss the matter with you or an authorized pick-up person. However, should you feel it necessary to have an in-depth discussion or meeting, it is most appropriate to schedule the meeting for a later date because the teacher is responsible for supervising the remaining children in the classroom.

Staff and teachers will contact local police and/or the other custodial parents should a parent/guardian appear to the staff to be under the influence of drugs and/or alcohol. The parent's right to immediate access does not permit the agency from denying a custodial parent access to their child even if the parent is or appears to be impaired. However, staff will delay the impaired parent as long as possible while contacting the other parent, the local police, and Child Protective Services.

Any other authorized person who attempts to pick up a child and appears to the staff to be under the influence of drugs and/or alcohol will be denied access to the child. The staff will contact the child's parents, local police, and Child Protective Services to notify them of the situation.

Late Pick up:

Per stated in the DHS state regulations book, we have child-to-teacher ratios that we must follow. A \$10.00 late fee for picking up 15 minutes beyond the time listed on the Child Care Agreement. Once the child is here past 15 minutes, an additional \$15 will be charged for each additional 15 minutes late. If a child remains at the center longer than 1 hour after the time listed on the Child Care Agreement and the parents have not contacted the center, the staff has been instructed to contact the police and child protective services.

Notification of Absence:

Parents are required to notify the center by 8:00 am if a child will not be at the center on a scheduled day. This will enable the center to maintain appropriate ratios and help the classroom teacher effectively plan for the day more effectively.

If your child is ill, we request that you notify that center director not only of the absence but also of the nature of the illness. This enables our facility to keep any illnesses that might occur out of our school. This information will only be shared with staff on a “need-to-know” basis. If your child has a communicable disease, we ask that you share the diagnosis with the Center Director, so the parents of the children in the school may be notified that a communicable disease is present. Once again, only communicable disease information will be shared.

Excessive Absences:

If you do not communicate with Marnie that your child will not be attending for a while, we will begin to disenroll your child from daycare. The disenrollment process begins after the second week of absence. Your child cannot attend until you 1.) speak to Marnie to see if it is okay and 2.) ensure that your paperwork is up to date. There will be no exceptions.

Agency’s Right to Refuse Admission:

T and K Childcare reserves the right to refuse admission to any child at any time with or without cause. T and K Childcare strives to maintain an ample list of substitutes in anticipation of staff absences, however, there are times when substitutes are not available, and classrooms need to be closed to maintain compliance with licensing regulations. Refusal will be based on a “first come first served” basis when seeking to maintain appropriate staff-to-child ratios and/or when closing classrooms.

Possible reasons for the refusal of admission include but are not limited to:

1. Lack of staff to maintain appropriate Staff to Child Ratios as determined by State Licensing Regulations.
2. The need to maintain compliance with Licensing Regulations.
3. Staff deems the child is too ill to attend.
4. Domestic Situations that present a safety risk to the child, staff, or other children enrolled at T & K Childcare if the child were to be present at the center.
5. Parents’/guardians’ failure to maintain accurate, up-to-date records or complete and return required documentation in a timely fashion.

Child and Adult Care Food Program:

The agency participates in the Child and Adult Care Food Program (CACFP). A nutritious breakfast, lunch, and snack is provided daily by the school. Menus for each meal are distributed with the monthly newsletter. Whole milk is provided for the children up to age 2 with every meal, and 1% milk for children ages 3 and up.

Infants who are still using formula have the option to use Member’s Mark formula, which our school would provide if they choose.

If your child chooses to pack a lunch on any day, all food must be labeled with the child's name and placed in the appropriate refrigerator for their classroom. Lunchboxes must also be labeled and will be emptied and placed in cubbies after pm snack. Lunches may not be left in lunchboxes with ice packs.

Please place refrigerated items in your child's classroom refrigerator with their name.

All CACFP forms are completed at enrollment and updated annually.

Emergency Contact Forms:

At enrollment, parents/guardians will be presented with an Emergency Contact/Contract form (see attachment #2) Parents/guardians should include on this form all persons who may pick up their child from T and K Childcare. In any situation that may arise, the child's parents/guardians will be called first. If they cannot be reached, staff will call the individuals listed on this form until someone can be reached.

Should the staff contact a parent/guardian, and the parent/guardian is unable to pick up the child, it is then the responsibility of the parent/guardian to arrange for their child to be picked up by someone on the emergency list. Failure to make arrangements will result in dismissal from the program.

The individuals on the Emergency Contact will be required to provide a valid driver's license or some form of valid photo ID. The information listed on the form must match the photo ID. For your child's safety, please understand that there will be no exceptions to this rule.

All changes/additions to the Emergency Contact form must be made in writing and be dated and signed. Only custodial parents/guardians have the right to make changes or additions to this form. It is a DHS requirement to update these forms at least every 6 months. T and K Childcare will have you update these forms in December and June.

T and K Childcare reserves the right to refuse/ban any person listed on the Emergency Contact Form for any reason, including but not limited to violations of the policies contained herein. It is the responsibility of the enrolling parents/guardians to inform each person on the Emergency Contact of the policies contained.

Assessments/Evaluations/Observations:

The teaching staff will complete a daily checklist for the children to share highlights of the child's day with the parents. Within the first 45 days of enrollment, parents will receive a checklist to share how their child is adjusting to the center and at home. Assessments of the child will be completed 2 additional times during the school year (These dates will be in November and May; the specific days are TBD). These observations will help us track what we are teaching and what the children are learning to illustrate the growth and development of the child over time. Parents will receive the original of these assessments. Parents will be offered a parent/teacher conference after each assessment. Conferences are not limited to just these times; they can be requested at any time.

Individualized Education Program (IEP)/Individualized Family Service Plan (IFSP):

T and K Childcare works with the Westmoreland Intermediate Unit 7, which evaluates and works with our students in early intervention. Westmoreland Intermediate Unit 7 will collaborate with families and staff to create IEPs and/or IFSPs for children who need early intervention services. Early Intervention in Pennsylvania consists of services and supports designed to help families with children who have developmental delays or disabilities. Early Intervention builds upon the natural learning occurring in those first few years. It is a process that promotes collaboration between any services or caregivers involved with your child. If your family resists help and the willingness to help get support, services can be suspended or terminated if care becomes one-on-one and makes the classroom environment nonfunctioning. If your child has an IFSP or IEP, please share the most updated plan with us. This helps the staff meet the child's needs and support their goals. The IFSP or IEP is shared with the Director and the classroom teacher for assessment goals, as well as support that is welcomed into the classroom.

Conferences/Meetings:

All conferences and meetings with teachers and/or directors will be scheduled for no longer than a ½ hour. Two staff must be present at all times. Any parent who does not conduct themselves in a responsible manner or does not follow the Parent Code of Conduct will be asked to leave.

Inclusion:

We encourage all families to share their goals for their child(ren) with our staff. We want to work as a team to prepare your child for every learning opportunity. Every child will benefit from a different learning approach and suggestions and comments are always welcome.

Parent Involvement:

Parents are always welcome to visit the center or to be involved with any special programs for the children. We encourage parents to share with the children any special interests or occupations that they may have. Parent contributions create unique learning experiences for the children and sometimes the staff. We encourage our families to share with us their cultures, beliefs, and values.

Suggestions:

We feel that parent suggestions for the program are important. Parents should contact the Director concerning any ideas or concerns they may have. Your involvement is very important to us.

Communication:

Parents are encouraged to communicate with the teaching staff about anything unusual going on at home. This might include a severe illness, someone coming to visit or move away, an accident, a death, etc. Even though the child might seem unaffected, the teaching staff might notice a change in behavior. If they know what may have caused the change, the staff will be better equipped to help deal with it. Parents should communicate with teaching staff via ProCare, face-to-face, etc.

Health Regulations:

Children should be **kept home** with the following:

****Fever of 100.4 degrees**

****Diarrhea or vomiting**

****CONSTANT** cough, sneezing, runny nose (not allergy-related)

****Eye infections**

****Sore throat**

****Skin rash (unidentified)**

****For fever, vomiting, and diarrhea, symptoms must BE ABSENT FOR 24 HOURS** before the child can return to childcare. The child should be **Tylenol/Motrin-free for 24 hours**. A child with any communicable disease (not limited to the list below) may return only after meeting the following requirements:

Strep Throat: Note from a physician. The child may return after the child has received medication (antibiotic) for 24 hours

Ringworm: Note from a physician

Impetigo: Note from a physician

Hand, Foot, and Mouth: Note from a physician and cannot have blisters with a white head (red dots are okay)

Head Lice: After treatment and check by staff at the center. If any live bugs are found the child will be sent home immediately.

Chicken Pox: Whenever all areas are dried and a note from a physician.

COVID-19: Note from a doctor and quarantine for the recommended number of days.

Respiratory Syncytial Virus (RSV): Note from a physician and at daycare staff discretion. (This includes Bronchiolitis)

****IF a child becomes ill during the day, parents will be called and asked to pick their child up as soon as possible (within 1 hour). The child may be waiting in a supervised area away from others, so as not to infect new individuals until they are picked up. ***

Disease Alert:

Parents/guardians will be notified on the parent information board if there is an outbreak of any contagious disease at the center. Parents/guardians should contact the office if their child develops any contagious disease so that others can be notified. Our contagious disease paper will be hanging near the ProCare tablet in the gross motor room. The disease log will include the illness diagnosed, the date diagnosed and the classroom it was in. Please see the director if you would like an information sheet to know what symptoms to look for and when to contact a physician.

Medical Exams:

We are required by DHS to have on file a health form completed for each child. All vaccines appropriate to the child's age are required. Medical forms must be submitted within one month of enrollment. Health forms must be updated when the child is 1, 2, 4, 6, 9, 12, 15, 18, and 24 months. Also, they must be completed at ages 3-, 4-, and 5-year-old. The health assessment must be completed and signed by a physician.

Any family who will not be receiving the recommended immunizations by the ACIP due to religious or strong personal objections or medical reasons must complete the 3-, 4-, and 5-year-old exempt from vaccination form.

Medication:

According to DHS regulations, prescriptions or nonprescription medications may be accepted only in an original container. A staff person shall administer the prescription medication only if written instructions are provided by the individual who prescribed the medications. Instructions may be printed on the medication bottles. The label should contain the name of the medication, the name of the child whom the medication is intended for along with the dosage. Prescription medication will only be administered to the child whose name appears on the container. Medication should be stored in a locked area and out of reach from the children. A parent shall provide written consent for administration with specifications. The staff person will maintain a medication log if prescription or nonprescription medication is administered. (See attachment). The parent should not place the medication in lunch boxes, diaper bags, or bookbags. The above procedures also apply to any lotions, first aid cream, ointments, etc. for the child.

Incident Reports:

If a child falls or gets hurt while in childcare DHS regulations require that an incident report is completed on the child. The parent will need to sign and date the report and take the white copy. If the child receives emergency room care or is hospitalized due to the incident the parent/guardian must notify the center so the report can be filed with DHS within 72 hours.

Smoke-Free Center:

For the health of all staff, children, and associates, smoking is prohibited within 15 feet of T and K Childcare.

Mandated Reporting of Suspected Child Abuse and/or Neglect:

Under the Child Protective Services Act, mandated reporters are required to report any suspicion of abuse or neglect to the appropriate authorities. Under the Mandatory Reporting Laws, the employees and staff of T and K Childcare are considered mandated reporters. The employees of T and K Childcare are not required to discuss their suspicions with parents prior to reporting the matter to the appropriate authorities, nor are they required to investigate the cause of any suspicious marks, behavior, or condition prior to the report. Under the above-mentioned Act, mandated reporters can be held criminally responsible if they fail to report suspected abuse or neglect.

As mandated reporters, the staff at T and K Childcare cannot be held liable for reports made to Child Protective Services which are determined to be unfounded, provided the report was made in “good faith.”

Causes for reporting suspected child abuse or neglect include, but are not limited to:

Unusual bruising, marks, or cuts on the child’s body

Severe verbal reprimands

Transporting a child without appropriate child restraints

Dropping or picking up a child while under the influence of illegal drugs or alcohol

Failure to attend to the special needs of a child for any amount of time

Sending a sick child to school over-medicated to hide symptoms

Anti-Bullying Rules:

T and K Childcare is committed to each child’s success in a caring, responsive, and safe environment that is free of discrimination, violence, and bullying. Our daycare ensures that all children have the opportunity and support to develop to their fullest potential and share a personal and meaningful bond with people in the community.

Pennsylvania anti-bullying laws include the following definitions of bullying and cyberbullying:

“Bullying” shall mean an intentional electronic, written, verbal or physical act, or a series of acts:

- (1) directed at another child or children.
- (2) which occurs in a daycare setting.
- (3) that is severe, persistent, or pervasive; and
- (4) that has the effect of doing any of the following:
 - (i) substantially interfering with a child’s education.
 - (ii) creating a threatening environment; or
 - (iii) substantially disrupting the orderly operation of the daycare.

Consequences of bullying: Once it has been determined that a child is bullying another, staff will pull the child aside and confront the child for bullying. Whenever parents/guardians pick up, staff will inform parents/guardians that the child had been bullying another and inform parents/guardians that if it continues, the child will be suspended from the center for the amount of time that the staff member feels is appropriate for the infraction.

- This means that if your child is suspended from the center due to bullying and they ride the T & K Childcare school bus, they will be suspended from that as well.

Weapons Policy

Weapon- a thing designed or used for inflicting bodily harm or physical damage (Dictionary, n.d.).

No child shall possess or create a weapon while on daycare premises, if a child is found in possession of a weapon, the item will be removed from their possession (if safe to do so). If it is unsafe to remove the weapon, the child will remain with a staff member while everyone else clears the room. Another staff will call the parent/guardian to come to remove their child and appropriate disciplinary action will be taken.

- Suspension or expulsion from the program.

55 Pa. Code § 3270.79. Firearms.

Weapons, firearms, and ammunition are prohibited in a childcare center.

Parent Code of Conduct

Preschool/ Daycare educators make time to discuss children's development throughout the day, at pick-up and drop-off times. If a parent wishes to meet with an educator for an extended time, they can request a more suitable time. Parents should never contact an educator outside of preschool, daycare, or on social media. Parents can also request a meeting with the Daycare Director if they have any concerns. It is important that parents show respect for all staff, preschool/ Daycare families, and visitors and not publicly criticize them or undermine them in any way. The Preschool/ Daycare has a duty of care to protect all staff and for this reason, any intimidating, aggressive or abusive behavior will not be tolerated. Communication whether verbal or in writing should:

- Show respect, courtesy, and consideration.
- Do **Not** harass or bully others
- Do **Not** use intemperate language
- Do **Not** be confrontational
- Social media should **not** be used to criticize or denigrate others.

If a parent fails to observe this Code of Conduct after being warned about a breach the preschool/daycare may terminate the enrolment of the child.

Swearing/Cursing

As your child's social circle increases, so will his or her exposure to words and phrases that you find inappropriate. And remember that your child is in an intense learning stage of life – so when he or she discovers that certain words get other people to react, this is fascinating! What power he or she wields! Let's face it. YOU may know that swearing is inappropriate for your preschooler but, until you express it clearly, your preschooler may be confused – especially if a term is acceptable at the house of a friend. "John," you might say, "you may hear other people use this term, even other kids, but it's not okay for someone in our family to say."

At T & K Childcare we understand the slip of a word or the fascination of a new “bad” word catching the attention of staff, other children, and parents/guardians. However, if your child utilizes curses continuously without stopping, we will ask you to work with your child and create appropriate repercussions for the words they state.

Threatening of Employees, Children, Other Parents, or Adults within T and K Childcare

This is unacceptable and calls for immediate removal from the premises. The consequence will equal a suspension or expulsion depending on the threat.

Physical/Verbal Punishment of Your Child or Other Children at T and K Childcare

We understand that everyone parent’s their child differently and we request that you do not do it on T and K Childcare property. All the staff are mandated reporters and will not put up with degrading comments about your child from you. We also request that if you spank, you do so in your own home. If you attempt to reprimand another child physically or verbally, you will be asked to leave immediately and not return. If you physically punish another child, the police will also be notified.

Violations of the Safety Policy

Parents/guardians are required to always follow all safety procedures. These procedures are designed not as mere inconveniences, but to protect the welfare and best interest of the employees, children, and associates of T and K Childcare. We like to be polite, however, we need to be careful not to allow unauthorized individuals into the center. Holding the door open for the person following you may be polite; however, that person may not be authorized to enter the premises for numerous reasons.

Parent Right to Immediate Access:

Parents of a child in our center are entitled to immediate access, without prior notice, to their child whenever they are in care at T and K Childcare. This is the law.

In cases where the child is the subject of a court order, (custody, restraining, or PFA) T and K Childcare must be provided with a **Certified Copy** of the most recent order and all amendments thereto. The orders of the court will be strictly followed unless the custodial parent requests a more liberal variation of the order in writing. In the case where both parents are afforded shared/joint custody by order of the court, both parents must sign the request for a more liberal interpretation of the order.

IN THE ABSENCE OF A COURT ORDER on file at T and K Childcare **BOTH** parents shall be afforded equal access to their child as stipulated by law. T and K Childcare cannot without a court order, limit the access of a parent by request of the other parent, regardless of the reason. If a situation presents itself where one parent does not want the other parent to have access to their child, T and K Childcare suggests that the parent keep the child with them until a court order is issued, since our rights to retain your child are secondary to the other parent’s right to immediate access. Staff will contact the local police should a conflict arise.

T and K staff will accompany all visitors at all times throughout the center. This again is for the safety of all the children.

T and K will dismiss any child whose parent is prohibited from entering agency property. Due to the parents’ right to immediate access policy, as well as state and federal regulations, T and K Childcare cannot have a child at the agency when the child’s parent is prohibited access. T and K will not agree to any request to maintain a child’s enrollment even if the parent agrees to stay out of the center.

Weather, Walks, and Field Trips Permission:

Parents will complete the Walks and Field Trip Permission Form for their child to participate in local walks and field trips throughout the year. T and K Childcare will follow DHS regulations for the weather. Children can be outside when the

temperature/wind chill is above 25 degrees, and the temperature/heat index is less than 90 degrees. The students will remain inside if there is an air quality alert or severe storms in the area. If you want your child to wear sunscreen, you must provide sunscreen.

Reasonable Risk:

There are risks with outside play such as bee stings, ticks, bug bites, any possibility of encountering other outdoor animals, risky play, contact with poison ivy, etc. Prolonged exposure to sun, slippery or cold, or wet conditions is also included. Incident Reports will be filed if needed so that parents are notified. T and K staff will be careful if this situation arises.

Biting:

We recognize that biting is developmentally appropriate behavior for children in the infant through the 2-year-old classroom. Parents with children in these classrooms should understand that their children may be bit or will bite another child. The staff understands that parents are concerned and can be upset when their child is involved in a biting incident. We ask that you remember this is developmentally appropriate behavior, and that the staff is working on identifying situations that provoke or elicit this behavior so it can be prevented or stopped in the future. Parents are expected to work with staff to identify methods to curb this behavior.

T & K Childcare

Confidentiality Policy

It is the policy of T & K Childcare to uphold the individual dignity of children, families, and employees. They shall be respected and always protected in accordance with the law.

All staff, volunteers, and consultants involved in the delivery of services at the centers and all parents must uphold the confidentiality guidelines as stated below.

Confidential and sensitive information will only be shared with employees who have a “need to know” in order to most appropriately and safely care and provide services for your child.

 Confidential and sensitive information about children, families, and employees will not be shared with anyone other than those who have a need to know or are authorized to receive such information by the child’s parents/legal guardian, as T & K Childcare strives to protect everyone’s right to privacy.

 Confidential information includes, but is not limited to names, addresses, phone numbers, disability information, and HIV/AIDS status or other health-related information, or anyone associated with T & K Childcare.

 Outside of daycare, confidential and sensitive information about a child will only be shared when the parent or the child has given express written consent, except where otherwise provided for by law.

 The daycare Confidentiality Policy protects every child and families’ privacy, as employees are strictly prohibited from discussing anything about another child or family with you.

I have read the T & K Childcare Confidentiality and Adult Code of Conduct

Policy, as it pertains to the Daycare. I have knowledge and understanding and agree to abide by both policies.

Attachment 1

Application for Child Care Services T and K Childcare

Name of Child: _____ Birth Date: _____ Start Date: _____

A fee of _____ wk/month/day will be paid weekly for services. Transportation for school-age is not included in the tuition rate but is provided without charge to the Greater Latrobe School District and Derry School District. Breakfast, AM Snack, Lunch, and PM snack will be provided by the center. Child will arrive at _____ and depart at _____ usually accompanied by _____ T and K Childcare will provide Procure Pin.

Child Emergency Contact Information (To be updated every six months)

Child's Mother's Name: _____ Procure Pin _____

Email Address: _____

Home Address: _____ City: _____ Zip: _____

Home Phone Number: _____ Cell Phone: _____

Work Name: _____ Work Phone: _____

Work Address: _____ City: _____ Zip: _____

Child's Father's Name: _____ Procure Pin _____

Email Address: _____

Home Address: _____ City: _____ Zip: _____

Home Phone Number: _____ Cell Phone: _____

Work Name: _____ Work Phone: _____

Work Address: _____ City: _____ Zip: _____

Physician Information:

Name: _____

Address: _____ City: _____ Zip: _____

Physician's Office Phone Number: _____

Any allergies, disabilities, special needs, special medical, special dietary requirements ____yes ____no if yes please note on back.

Health Insurance Information:

Provider: _____

Policy Number: _____ Group Number: _____

****Individuals to whom the child and health information may be released other than parents and whom may be contacted in case of emergency when parents cannot be reached: (Two local individuals must be listed)**

Name: _____ Phone Number: _____

Address: _____ City: _____ Zip: _____

Name: _____ Phone Number: _____

Address: _____ City: _____ Zip: _____

Name: _____ Phone Number: _____

Address: _____ City: _____ Zip: _____

Written Consent is given for: (Please INITIAL items you give your consent to)

___Emergency Medical Care

___Minor First Aid

___Photos in Local Paper, social media, and center use

___Swimming (when applicable)

___Administration of Medication (Parents must follow all medical guidelines)

___Field Trips and Transportation To & From Field Trips. (A permission form will be sent home prior to all trips)

Signature of Director & Date

Signature of Parent/Guardian & Date

Attachment 2

Assessments and Screenings Consent

Child's Name _____

I, _____, give consent for my child to receive the screening tests indicated below. I understand that I will be informed of my child's results, and any concerns will be brought to my attention. I also understand that all of these results are kept confidential.

The following screenings may be conducted throughout the school year, as coordinated by the Center's Administration and Community Health Service Providers.

Hearing Screening

Vision Screening

Educational/Developmental Screening

Behavioral Screening

Dental Screening

Has your child received screenings in the past? YES NO

If yes, please list:

Parent/Guardian

Date

Immunizations

Child's Name: _____

Date of Birth: _____

Child's Address: _____

_____ My child received or will receive all immunizations, as recommended by the A.A.P.

Parent/Guardian Signature and Date

_____ My child has not and will not be receiving the immunizations that are recommended by the A.A.P. due to religious or strong personal objections.

Parent/Guardian Signature and Date

_____ My child has not and will not be receiving the immunizations that are recommended by the A.A.P., due to medical reasons. *Parent/Guardian signature AND child's physician signature required*

Parent/Guardian Signature and Date

Physician Signature and Date

Recommended Vaccines

I _____ am aware of the recommended vaccinations for my children including the Influenza vaccines according to the U.S. Department of Human Services Centers for Disease Control and Prevention and the American Academy of Pediatrics.

_____ My child has and will continue receiving the Influenza Vaccine yearly.

_____ My child has not and will not be receiving the immunizations that are recommended
By the CDC and the A.A.P., due to religious or strong personal objections.

Parent/Guardian Signature and Date

T and K Childcare
Health Services Communication Waiver

Child's Name: _____

Date of Birth: _____

Child's Address: _____

I, _____ authorize information to be released from the following
physicians

Physician Name

Physician Address

Physician Phone Number

For the purpose of: _____

Information Requested

Please initial requested items to be shared with T and K Childcare

_____ Immunization Records _____ Allergy Information

_____ Physical Exams _____ Developmental Evaluation

_____ Treatment Plans _____ Speech/Language Evaluations

I understand that these records are confidential and cannot be disclosed without my written consent. I also understand that I may revoke this consent at any time. Any information received or sent by the agency may not be re-released to a third party without additional written permission.

I hereby give my permission for the above information to be released.

Parent/Guardian Signature: _____ Date: _____

Sunscreen Permission Form

If you would like your child(ren) to wear sunscreen while outdoors, please complete the form below and return it to your child's teacher along with a bottle of your preferred sunscreen or sunblock. All bottles should be labeled with your child's name. Please sign below stating that you allow the staff of T and K Childcare to apply sunscreen to your child as needed.

Child's Name: _____

Parent's Signature: _____

Staff, please initial upon receipt, note the SPF that has been provided and the date received:

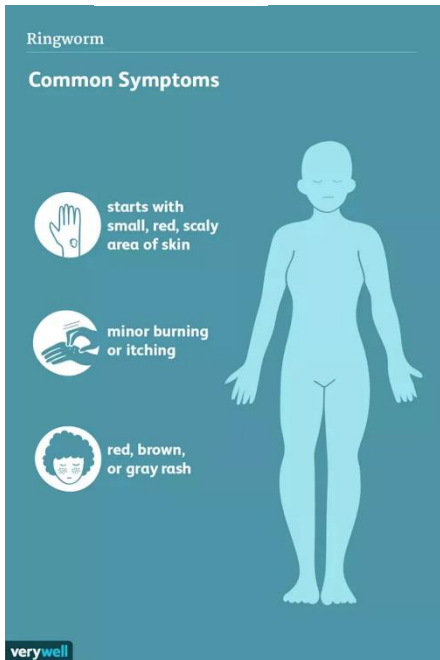
Staff Initials: _____ SPF: _____ Date: _____

If you **DO NOT** want your child to wear sunscreen, please indicate by signing below.

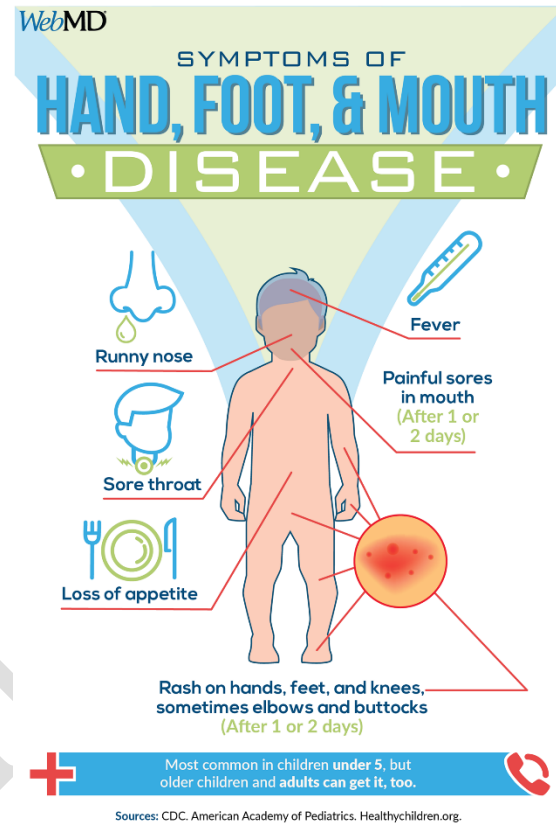
Parent's Signature: _____

Infectious Diseases

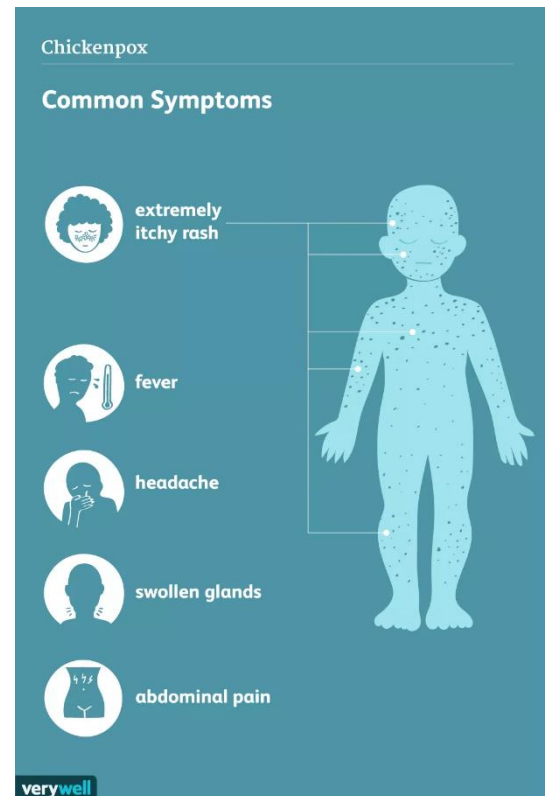
Ringworm



Hand, Foot, & Mouth Disease



Chickenpox



Impetigo



*This information is from Caring for our Children which guides us in creating policies and practices regarding care plans for children with special medical needs as well as administration of medications.

T & K Childcare Bus Conduct Warning

Student's Name _____ School Name _____

Grade _____ Phone Number _____

Student's Address _____

Student Misbehavior Resulting in the Following Action:

_____ Hitting, pushing, tripping other students (1 day suspension)

_____ Arguing/Harassing other students (3 warnings followed by 1 day suspension)

_____ Antagonizing other student(s) into a physical altercation (1 day suspension)

_____ Swearing/Abusive language/Obscene gestures (1 day suspension)

_____ Refuses to sit in the assigned seat (parent will need to come on and place the child in the seat, if a child refuses to sit in the assigned seat, they will be removed until they sit in the seat.) *This is done as a safety measure*

_____ Not seated properly (3 warnings followed by a 1-day suspension)

_____ Moves about the bus while bus is in motion (1 day suspension)

_____ Throwing objects at, on, or out of bus (1 day suspension)

_____ Vandalizing/damaging bus property such as writing on bus seats (3 warnings followed by 1-day suspension, the child must also clean whatever was written on).

_____ Tampering with bus equipment i.e., breaking windows, playing with emergency doors, ripping apart seats (Permanent Removal)

_____ Leaning out bus window or holding an object out the window (1 day suspension)

_____ Disrespectful to bus driver, i.e., verbal abuse, threats (Permanent Removal)

_____ Igniting matches, lighters, or other combustible objects (Permanent removal)

_____ Distracts the driver by throwing objects at or hitting the driver. (Permanent removal)

- These rules have been implemented to keep everyone safe during the bus ride

Parent/Guardian Signature

Staff Signature

Listed above is our bus conduct warning for any child that utilizes the bus to go to or from school. If you have any questions about the action or consequences for a specific action, please let Marnie, the Director, or School-Age Staff know.

Transition

Transition is the change a child encounters moving from one place to another. As the child develops, they experience the transition from one learning environment or setting to a new one. By the time a child reaches school age, they may have experienced several transitions that will have helped them to adapt their thoughts, feelings, and behavior to meet new expectations. Developmental assessments will be completed within the first 45 days of enrollment and then again in the months of May and November. The specific days will be announced closer to the months when the assessments will take place. Whenever a child is deemed eligible to transition to the next classroom, the parent will be given a letter to inform them that their child is now developmentally appropriate for the transition.

These transitions may have included:

- Transitioning a baby to the daycare center
- Transition between rooms
- Transition from one provider to another during the week
- Transition from a childcare provider to a school

Transitions need continuity to provide the child with confidence, thereby feeling secure and making the process exciting.

Babies (6 weeks to 1 year)

- Prior to bringing your infant to the center, please visit and tour the center with your child.
- Give yourself enough time for drop off, this will help settle yourself and your child
- Ease into it, start with a few days a week if you can until you are comfortable with a full week.
- Ensure that your child has enough supplies such as diapers, wipes, extra clothing, a blanket, formula, and a pacifier if they use one.
- If your child is on medication, be sure to fill out a medication form and verbally inform the teacher of the dosage and time that your child needs their medication
- Teachers in the infant room will interact with and play with the child (ren) by utilizing age-appropriate toys

Remember this is an adjustment and can take anywhere from a day up to four weeks to adjust to their environment.

Young Toddlers (1 year to 2 years)

- Children who are one year old will be slowly introduced to the one's room for a few hours at a time.
- Children in the process of transition will be in the one's room for crafts, snacks, and playtime.
- Children transitioning to the one's room should be able to sit at a table and eat solid foods.
- During this transitional period, the 1-year-olds will begin to transition to a sleeping bag/sleeping mat for naptime.
- Parents are to provide a sleeping bag/sleeping mat for their child now that they have outgrown the pack n' plays in the infant room.
- The one's room has a designated naptime from noon to 2:00 p.m.
- Parents are more than welcome to meet with their child's new teacher and share any concerns that they have about their child's transition.

Older Toddler (2 years to 3 years)

- Children who are now 2, already did most of their major transitions from the infant room to the one's room...woohoo.
- Now that the child is 2, they are transitioning to the 2's room, where they are expected to sit and do age-appropriate lessons and crafts with their teachers and peers.
- Some children at this age will begin potty training, the teachers will ensure that those children that are potty training are taken to the potty whenever time permits.
- Please ensure that the child(ren) has the supplies that they need such as a sleeping bag/sleeping mat, extra clothing, extra underwear (if potty training), pull-ups/diapers, and wipes.
- Parents are encouraged to meet with the two's teachers and discuss any concerns that they may have about their child(ren)'s transition.

Transitioning 3's

- Whenever your child(ren) outgrows the two's room but isn't exactly ready for preschool, they join the transitioning 3's room.
- In this classroom, children are offered a curriculum like the one in preschool 3's room but less demanding.

- Children will learn their colors, shapes, and numbers, and continue to play utilizing their imagination
- Children in this room still nap so parents will need to provide a sleeping bag/mat for naptime.
- Parents are also to provide sippy cups, please refrain from bringing bottles with soft nipples into this room.
- We ask that at this time, children who use binkies either keep them at home or put them away while they are here.

Preschool B

- Whenever the teacher deems a child eligible to transition to preschool, the child will be placed into preschool room B.
- Preschool B is where 3 to 4-year-olds begin a structured curriculum and imaginative play.
- Preschool room B still naps, parents must provide a sleeping bag/mat.
- Please do not bring bottles with soft nipples or binkies.
- Parents are welcome to tour the preschool building and meet the teachers before the transition takes place.

Preschool A

- Children who are to begin Kindergarten (4 to 5-year-olds) are in this preschool classroom.
- No binkies or soft nipple cups are allowed in this classroom.
- Children in this room do not nap, so parents do not need to provide
- This room consists of structured and educational activities.
- Parents are welcome to visit and speak to the teachers before the transition from Preschool B to A if needed.

Transition to school

Successful transitions to school are based on strong relationships and communication between the child, their family, early education and care services, the school, and the community. To support this partnership and work toward the common goal of providing a smooth transition to the school environment we will:

- Regularly talk about starting school in a positive manner that will reinforce a healthy attitude toward the transition.
- Educators will provide play-based learning opportunities which support children's preparation for the school transition

- Information on local schools will be made available to parents.
- Where possible, excursions to local schools will take place to familiarize children with their new environments.
- Parents with children who are of eligible age to commence school in the following year will be given a Transition Statement in October/November.
- Regular conversations and meetings (if required) will take place to discuss school readiness.

T and K Childcare

Attachment # 5

Communication with Parents/Guardians

Parents and guardians need to be informed of provisions in the Emergency Operations Plan. This letter will provide the information that they need. A copy of this letter should be given to parents of newly enrolled children, and at least once per year to all parents.

T AND K CHILDCARE EMERGENCY OPERATIONS PLAN

To Parents/Guardians:

This letter is to assure you of our concern for the safety and welfare of children attending T and K Childcare, Inc. Our Emergency Operations Plan provides for response to all types of emergencies. Depending on the circumstances of the emergency, we will use one of the following protective actions:

-Immediate Evacuation: Students are evacuated to a safe area (back parking lot near 5 Below) in the event of a fire, etc.

-In-Place Shelter: In cases of Sudden occurrences, weather, or hazardous materials related to children and staff, the shelter would be in the kitchen/bathrooms/staff office area.

-Evacuation: Total evacuation of the facility may become necessary if there is a danger in the area. In this case, children will be taken to a relocation facility at Kentucky Fried Chicken.

-Modified Operation: Cancellation or early pick-up may be required in case of a winter storm or building problems that make it unsafe for students. In this case, parents will be called.

- Accommodations for infants, toddlers, and children with special needs: Infants and non-mobile toddlers will be placed in an evacuation crib. Available staff members will assist children with special needs and seek assistance from employees from nearby businesses.

Please check WTAE, Facebook, or the Website for announcements relating to any of the emergency actions listed above.

We ask that you do not call during an emergency. This will keep the main telephone line free to make emergency calls and relay information. We will call you to let you know that we've taken one of the protective actions. We will also call you when we've resolved the situation, and it's safe for you to pick up your child.

We will use the Emergency Form you filled out to reach the people you designated to pick up your child. This makes it important to inform us of any changes or updates to these forms. I specifically urge you not to attempt to make different arrangements during an emergency. This will only create additional confusion and divert staff from their assigned emergency.

To assure the safety of your children and our staff, I ask for your understanding and cooperation. Should you have additional questions regarding our emergency operating procedures, contact the Director at (724) 686-3375.

Sincerely,

Center Director

Ending Services Notice

If you are no longer in need of our services, please remove all of your child(ren)'s belongings. If you do not remove your child(ren)'s belongings immediately, we will hold on to the belongings for 2 weeks (14 days).

If they are not picked up within that timeframe, they will become the property of T & K Childcare and be disposed of properly, if needed.

If you do not communicate that you are taking a leave and your child/children have not been here for a week, we will assume that you no longer need our services.

I, the parent/guardian;

Received complete written program information at the time of enrollment (§ 3270.121, 3280.121, 3290.121)

Agree to update the emergency contact/parental consent form information whenever changes occur or every 6 months at a minimum. (§ 3270.124, 3280.124, 3290.124)

Signature-Operator

Date

Signature-Parent

Date

T and K