

ORGANIZATION OF THE CENTER:

The Cap Childcare center serves children ages 6 weeks to 5 years of age. The infant/toddler section offers care for children 6 weeks to age 3 and the preschool section offers care for ages 3-5 years of age. An educational program is provided for **ALL children** in the center, as well as nutritious breakfast, lunch and snack, physical recreation, literacy activities and "learn through play" interest areas.

TRANSITIONS:

As children become age appropriate and/or developmentally ready, they are transitioned from one age group to the next. Notice of the transition is given and done to meet the needs of the child.

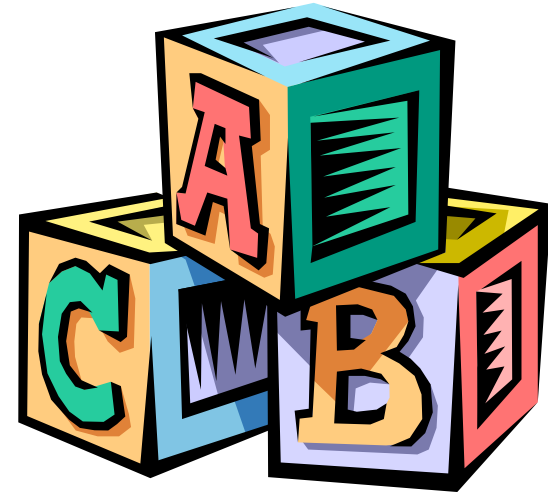
The Center Director reserves the right to effectively place children according to the needs of the child and space availability in each classroom. As children are ready to transition to another educational setting, parents will be notified asked to review it before the child transitions. A meeting between parents and the new teacher is offered.

ADMISSION/NON-DISCRIMINATION POLICY:

The CAP Childcare Center serves children regardless of age, race, color, creed, religion, national origin, sex, ancestry, or disabling condition. The program accepts children with special needs as long as a safe, supportive environment can be provided for the child, other children in the classroom and the staff.

Any child identified as having special needs will have a case review involving parent/legal guardian, Center Director, Family Advocate and representatives from any professional organization that helped or will help in assessing/providing services to meet the needs of the child. The program will attempt to accommodate children with special needs consistent with the requirements of the Americans with Disabilities Act. If the program is unable to accommodate the child's needs as defined by the child's health care provider or the Individual Family Service Plan/Individual Education Plan, Behavior Plan without posing an undue burden as defined by federal Law, the Center Director will work with the parent or legal guardian to find a suitable environment for the child.

PARENT HANDBOOK FOR CAP CHILDCARE CENTER



601 S. Queen Street, Lancaster
Hours of operation 6:30 AM – 5:00 PM

Phone: (717) 299-7388

COMMUNITY ACTION PROGRAM
OF LANCASTER COUNTY

- Emergency Procedure Plan
- Supervision of Children
- Family/Staff Communications

I. ABOUT THE CENTER:

- Mission statement
- Program Philosophy/Goals
- Basic information
- Organization of the center, Transitions
- Admission/Non-Discrimination Policy
- Staff Qualifications per DPW

II. ENROLLMENT:

- Health Assessment
- Emergency Form
- Fee Agreement
- Special Care Plan
- Eligibility
- Legal Documentation
- Release of Information

(These must be completed prior to child's first day of attendance.)

III. POLICIES AND PROCEDURES:

- Parent Participation
- Payment Policies
- Attendance
- Confidentiality
- Drop off/pick up
- Snow Days
- Field Trips
- Withdraw/Termination
- Illness Policy/Exclusion
- Medication Policy
- Child Abuse Policy

IV. CLASSROOM POLICIES/EDUCATION PROGRAM:

- Curriculum
- Daily Schedule
- Children's clothing
- Toys/Personal Belongings
- Nutrition Policy – no outside food brought to center

I. ABOUT THE CENTER

MISSION STATEMENT:

To help others help themselves.

PROGRAM PHILOSOPHY/GOALS:

Our goal is to create a center where the children come first by providing a nurturing learning environment, which encourages children to take developmentally appropriate risk through child center activities.

To create a home away from home environment in the center where parents are secure in the relationship with administrators and staff and where the staff and administrators honor family values. In turn, we will encourage family involvement, open communication, and trust.

To construct a center where staff is encouraged to develop and to grow professionally and to work together as a team to create strong bonds with children, families and other staff members.

BASIC INFORMATION:

*CAP Childcare Center is open Monday – Friday, 6:30 AM 5:00 PM.

*The Center will be closed for holidays and staff training days. A list of these dates is distributed annually and posted in each classroom.

*We reserve the right to close in case of severe weather.

Information regarding severe weather closings is distributed annually.

*We will be closed if a "state emergency" is declared.

WITHDRAW/TERMINATIONS:

We reserve the right to terminate services provided for a child based on:

- Lack of cooperation by child and/or parents with established rules and policies.
- Tuition payment falls in arrears for more than 1 week with no payment arrangements made.
- Habitual late pick-up of child/children.

ILLNESS POLICY/EXCLUSION:

See Illness Policy given at the time of enrollment.

MEDICATION POLICY:

See Medication Policy given at the time of enrollment.

CHILD ABUSE POLICY:

All childcare staff is mandated to report any signs or suspicions of child abuse that may happen. Parents are guardians are asked to do the same. Staff is asked to report all suspicions to the Center/Assistant Director.

Call Child Line for all reporting at 1-800-932-0313

EMERGENCY PROCEDURE PLAN:

1. First Aid kits are located in each classroom and are taken along when children go away from the facility. These are kept in accessible to children and are restocked to maintain the items required by the Department of Public Welfare.
2. Emergency Numbers – a copy of each child's emergency sheet is also kept in his/her classroom and is taken along when the children go away from the facility.

All staff is required to have annual training in fire safety and emergency procedures. Our emergency plan is also distributed to parents on an annual basis.

Any individual, who believes they have been discriminated against, may file a complaint of discrimination with:

Department of Public Welfare

Bureau of Equal Opportunity
PO Box 2675
Harrisburg, PA 17105

PA Human Relations Commission

Harrisburg Regional Office
1101 S. Front Street, 5th floor
Harrisburg, PA 17104

U.S. Department of Health & Human Services

Office for Civil Rights
Suite 372, Public Ledger Building
Philadelphia, PA 19106-9111

Bureau of Equal Opportunity

Room 223, Health and Welfare
PO Box 2675
Harrisburg, PA 17105

STAFF QUALIFICATIONS PER DPW:

All staff in the CAP Childcare Center meet the requirements established by the Department of Public Welfare, our licensing agency. We also meet the KEYSTONE STARS standards.

II. ENROLLMENT

The following forms must be completed and submitted prior to the child's first day of attendance.

1. Proof of CCIS if needed.
2. Child Health Assessment – completed and signed by child's health care provider (submit within 30 days of child's first day of care). Updates are required according to state mandates. Children can be excluded for failure to update physicals.
3. Emergency form – completed and signed by parent/legal guardian. Must be updated every six months and whenever information changes.
4. Fee agreement – completed by parent/legal guardian

5. Special Care Plan – if applicable (IEP, IFSP, Behavior Plan)
6. Legal documentation:
 - a. We must have documentation of any custody arrangements for children in divorce/separation arrangements in order to adhere to them.
 - b. We must have documentation of any protection from abuse orders in order to adhere to them.
 - c. All open children and youth cases must be reported at enrollment.
7. Release of Information Form – completed by parent/legal guardian.

Throughout the year some paperwork will need updated/reviewed according to state mandates. These updates must be completed in a timely manner or the child will be considered for exclusion from the program.

III. POLICES AND PROCEDURES

PARENT PARTICIPATION:

We invite and encourage parents to participate in the program in whatever way is possible. If you would like to share something special or your time with the children, please let us know so we can plan for it. We have at least 2 parent conferences per year to keep you informed of your child's progress. We have parent meetings, where we discuss the education program and special activities.

PAYMENT POLICIES:

Parents are responsible for paying a weekly fee due on Friday for the upcoming week of childcare services. Fees are paid 52 weeks a year and include holidays. Fees are charged for all days, regardless of whether or not your child attends. Anyone who falls in arrears more than 2 weeks will be discharged and will need to fulfill their financial obligations before they can re-enroll. A non-refundable one-time registration fee of \$25 per family is charged at enrollment. There is a \$10 deposit required at enrollment for a security card to allow each family entrance to the center. Additional cards also require a \$10 deposit. The \$10 is returned upon discharge from the center when the key is returned.

ATTENDANCE:

You have contracted with the program for specific drop off and pick up times. We plan our staffing to accommodate these hours. If you need to change these times for any reason, please fill out a new emergency form.

It is essential to have your child to the center by 9:00 AM. This allows for a maximum educational experience and accommodates field trips and walks for all the rooms.

Please call your child's classroom if your child will be absent or if you have any other concerns about your child.

COMMUNITY ACTION PROGRAM PHONE #: 299-7388

Room 1 Ext: 3118	Room 4 Ext: 3053
Room 2 Ext: 3049	Room 5 Ext: 3120
Room 3 Ext: 3055	Room 6 Ext: 3115

CONFIDENTIALITY:

Children's records are confidential and they are stored in a locked cabinet. All other information concerning the children and family are accessible only to parents, legal guardians, childcare staff and licensing representatives. Expressed written consent from parent or legal guardian is necessary for any information concerning the child to be made available to anyone. Furthermore, staff will not discuss issues with you concerning children, other than your own.

DROP OFF/PICK UP:

Our center opens at 6:30 AM and closes at 5:00 PM. PLEASE DO NOT BRING YOUR CHILD TO THE CENTER BEFORE 6:30 am AND DO NOT PICK UP AFTER 5:00 PM.

If any child is not picked up on time, we will issue one written warning. After this one warning, parents will pay \$1.00 per minute per child that they are late picking up. On the third charged offense, termination from the center will be considered.

You MUST bring your child into the classroom and sign him/her into the program. When your child is picked up, you must also sign him/her out. Your child/children is your responsibility until signed in and left with CAP Child Care staff. Once your child is signed out he/she becomes your responsibility. Please do not leave any children unattended on the premises.

**Drop off/Pick up are great times to share information with the teacher and help connect different parts of your children's lives.

FIELD TRIPS:

Field trips are offered to Preschool classrooms only and are mostly offered at no cost! You will receive information on field trips from your classroom teacher and the newsletter. You will be informed of where the class is going and departure and return time. Your consent for your child to attend these activities is given at the time of enrollment. Please make sure your child arrives at the center on time in order to participate. Should behavior issues occur while the children are on a field trip, we have the right to ask your child not to participate.

SUPERVISION OF CHILDREN:

No child will be left unsupervised while attending the program.

Caregivers will regularly count children and display this accurate count in the classroom.

Names of staff on duty are displayed on each classroom door. Each classroom meets or exceeds the staff-child ratio set forth by the Department of Public Welfare.

FAMILY/STAFF COMMUNICATIONS:

Our center has an "open door" policy. This means parents/guardians are welcome at any time. We welcome parents and encourage communication. Our center communications are as follows:

1. Daily reports (infant & toddler)
2. Daily message – boards in all rooms
3. Parent conferences – offered 2x per year – all rooms
4. Staff will complete initial observation within 45 days of enrollment/classroom change and conference with parents.

and upon request

We encourage parents to talk openly with the staff. Director and Assistant Director are available when needed. A suggestion box is located in the lobby of the playground entrance to the center.

IV. CLASSROOM POLICIES/EDUCATION PROGRAM

CURRICULUM:

CAP Childcare follows the philosophy and standards of the Creative Curriculum, NAEYC, and Keystone Starts. Developmental records on each child are kept and activities are planned to extend the social, emotional, physical, and intellectual growth of each child.

DAILY SCHEDULE:

Each classroom develops a daily schedule to best serve the children in their group and the activities they need to accomplish. We ask that all children arrive to the center by 9:00. This ensures your child's participation in walks, field trips and the education program. Daily schedules are posted in each classroom.

NUTRITION POLICY:

Our program provides breakfast, lunch, and mid-afternoon snack each day. Copies of the menu are distributed to the parents monthly. We serve the meals family style and encourage children to taste new foods. Individual toothbrushes are provided for the children to brush their teeth.

We ask that NO FOOD be brought into the center, unless your child's teacher is aware of your donation. All treats must be store bought. We allow NO CANDY in the center.

CHILDREN'S CLOTHING:

The children play hard and do lots of messy and entertaining activities. We suggest comfortable, casual, wash and wear clothes that are appropriate for the weather. We go outside each day, weather permitting, so that children can run, jump, climb, play, and take walks around the neighborhood.

Sneakers or tie shoes are the safest protection for your child's feet during outdoor activities. **Sandals, flip-flops, and open toe shoes are unsafe!** Please provide a complete change of clothing in a marked bag for your child in case of a spill or accident. Children are embarrassed and uncomfortable in wet clothing.

TOYS/PERSONAL BELONGINGS:

Our daily schedule includes a quiet time after lunch. We provide a cot/mat and ask you to provide a blanket for your child. Parents are responsible for washing their child's blanket on a weekly basis. Staff sanitizes cots/mats on a weekly basis.

Your child will be assigned a "cubby," where he/she can store outer clothes, extra clothing, and personal treasures. Please check here daily for those special things your child wants to take home and share with you. We put memos, notices about program activities, the center newsletter, and monthly menu in your child's cubby.

Parents should keep children's toys, money, and jewelry at home. The program is not responsible for lost, broken, or stolen personal belongings. Staff can request to take home any of these things, if they are brought in to the classroom.

CAP CHILDCARE CENTER IS LICENSED BY
THE DEPARTMENT OF PUBLIC WELFARE
AND A PARTICIPANT IN THE KEYSTONE
STARS PROGRAM.

PHONE: (717) 299-7388

Extensions 3038 or 3015

Families are served regardless of race, color, religion, national origin, sex or disabling condition. We are an equal opportunity employer.