



**Daycare  
Parent Handbook  
2023-2024**

**Tyrone Area Elementary School  
Daycare Parent Handbook  
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## Tyrone Area School District School Directory

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### **Elementary Office Telephone Numbers**

**814-684-1342**

<b>Main Office</b>	<b>Ext. 2701</b>
<b>Health Suite</b>	<b>Ext. 2708</b>

### **Accident Reports**

Injuries will be documented on the Tyrone Daycare Ouch Report. The Ouch Report will be available for the parent to review and sign when they pick up their child. The report will include what first aid measures were used to treat the injury. Parents will receive a copy of the signed report.

For serious injuries, the school nurse will be consulted if available, parents will be contacted, your child may be driven to the emergency room in a school vehicle, or 911 will be called.

The TAES Daycare does not carry accident insurance on the children attending daycare or staff members. All expenses incurred in the treatment of injuries due to accidents will be the responsibility of the participant or his/her insurance carrier.

### **Ages and Stages Questionnaire**

Within 45 days of enrollment, a developmental screening will occur on your child using the Ages and Stages Questionnaire (Birth-Preschool). This questionnaire is a screening tool to determine if your child is on target developmentally. If your child is identified as a child that may need an evaluation through Early Intervention, a parent meeting will be held to discuss. The Ages and Stages Screener will be updated at minimum every year, and may be used at additional times if staff or the family has a concern.

### **Allergies**

Families must inform the Tyrone Daycare of allergies on the Emergency Contact form updated at minimum every 6 months. An Allergy Action Plan will be posted in a visible location in the classroom. All staff working in the classroom must review these plans. Tyrone Daycare staff may consult the family, child's doctor, and school nurse in the development of the Allergy Action Plan. Any medication necessary to treat an allergic reaction must be provided in accordance with the Medication Policy in this handbook.

### **Appropriate Dress**

Young children are active! Please dress your child in comfortable clothing appropriate for the weather. Children will go outside if temperatures are between 25 degrees and 90 degrees F. Children will also have access to art materials such as paints daily. Ensure your child has a change of clothes in their locker for messes!

## **Arrival and Departure Procedures**

### **Arrival:**

- From 6:00am-8:15 am utilize the preschool playground door. A staff member will be at the door to greet parents, or parents will utilize the phone to call their daycare room extension.
- Parents may park in the parent parking in the lot adjacent to the playground, or the lot between the Elementary and High School.
- Children will either be taken from the parent at the door by daycare staff, or the parent will walk the child to the daycare classroom.
- Please note this procedure may be adjusted as needed throughout the year.

### **Departure:**

- From 2:45pm-6:00pm parents will utilize the preschool playground door. A staff person will be at the door to greet parents, or parents will utilize the phone to call their daycare room extension.
- Children will either be taken to the door by a daycare staff member or the parent will sign into the building to come to the daycare classroom to pick up their child.
- Please note this procedure may be adjusted as needed throughout the year.

### **During the School Day:**

- From 8:15am-2:45pm if you must drop off or pick up your child, please use the Elementary Main Office.
- Children will either be taken by a staff member to their daycare room, or the parent will sign in and walk their child to the daycare classroom.
- Please note this procedure may be adjusted as needed throughout the year.

## **Attendance**

Tuition is based on a per week charge regardless of whether your child attends. Sick days, vacations, etc. will not change your weekly charge.

## **Babysitting Policy**

The Tyrone Daycare does not prevent a daycare staff person from babysitting program children outside of the center; however, it is not endorsed. In the event that a staff person agrees to babysit a program child, a babysitting liability release form must be obtained from the child care director and signed by both the parent and the staff person **before** care occurs.

## **Biting**

The Tyrone Daycare staff recognize that while biting is an unpleasant situation, it is a developmentally appropriate behavior of young children. Parents with children in the toddler classrooms should realize that their children may be bitten or will bite another child. The staff understands that parents are concerned and

upset when their child is involved in a biting incident. We ask that you remember that the staff will work to identify situations which provoke or elicit this behavior, so it can be prevented in the future. When a biting incident occurs, the staff will redirect the children to different activities in separate areas of the classroom. Parents of children who bite are expected to work with the staff to identify methods and strategies to decrease this behavior.

Parents will be notified by anouch report that a biting incident occurred during the course of the day. The staff may not discuss with either parent the identity of the other child involved in the incident. This information is considered confidential and cannot be disclosed.

### **Bullying**

Bullying happens when a person with greater power takes unfair advantage of a less powerful person and these negative actions are repeated in a pattern behavior. The Tyrone Daycare will not tolerate bullying by children or by adults. In either case, once a concern has been brought to the daycare supervisor's attention, it will be investigated, and appropriate action taken.

### **Cell Phone Use**

In accordance with the district cell phone policy, students may possess cellular telephones on school district property and events. Cell phones shall be turned off and be out of sight while children are in childcare.

### **Child Abuse Reporting**

Under the Child Protective Services Act, child care workers are considered mandated reporters and are required to report any suspicion of abuse or neglect to the appropriate authorities. Mandated Reporters are not 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 making a report.

Under the Act, mandated reporters can be held criminally responsible if they fail to report suspected abuse or neglect. We take this responsibility very seriously and will make all warranted reports to the appropriate authorities. The Child Protective Service Act is designed to protect the welfare and best interest of all children.

As mandated reporters, the staff 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".

### **Community Resources**

Below is a list of common community services that can support families with various needs. The Tyrone Area School district employees a Family Resource Coordinator. When aware of family needs, the daycare supervisor will put the family in contact with the Family Resource Coordinator. The role of the

coordinator is to share information about community resources with families, support the family in contacting the agency if appropriate, provide transportation to appointments if needed, and follow up with families to ensure they have any support they need in accessing these resources.

<b>Subsidized Childcare Funding Services</b>	
CCIS Blair/Huntingdon County.....	814 515-1223
CCIS of Centre County .....	814-231-1352

<b>Education</b>	
TAES Preschool .....	814-684-1342
Blair County Head Start .....	814-946-5247
Family Resource Center .....	814-941-7711
El Birth-3 .....	814-946-3657
El Preschool .....	814-684-1342

<b>Community</b>	
WIC .....	814- 942-9467
Tyrone Library .....	814- 684-1133
United Way .....	814-944-0884
ELM .....	814-650-7899
CHIP .....	800-986-5437
Blair County CYS.....	814-693-3130 1-800-932-0310
Blair Co. Assistance.....	814-946-7111
Blair County Community Action Agency.....	814-946-3651

### **Confidentiality**

Information relating to your child is confidential and will not be released unless a parent or legal guardian provides written authorization.

### **Continuity of Care**

Programming and policies that ensure children and families are consistently engaged in high-quality early learning experiences through stable relationships with daycare staff who are sensitive and responsive to a young child's signals and needs is vital. Young children need stable, warm, trusting relationships to grow and thrive. A variety of strategies are implemented in the daycare to ensure children benefit from their childcare experiences. First, group size and ratios are always followed in the daycare. Ensuring that group sizes meet ratio requirements allow for daycare staff to develop positive relationships with children and provide for their needs. Also, thought is put into the transition process from one daycare room to another. Most children will make this move together in August as a new school year begins. This allows for the children to move with most of their peers that they have already established relationships with. In addition, the daycare is always exploring ways to ensure we retain high quality staff for long periods of employment. Having consistent staff is essential to ensuring continuity of care.

### **Custody of Children**

Parents are permitted free access without prior notice, throughout the center whenever a child is in child care, unless the court has limited the parental right of access to the child and a copy of the order is on file at the center.

The orders of the court will be strictly followed. If the custody agreement allows for flexibility in the parents changing their scheduled times, parents must work



out an arrangement and let daycare know of this arrangement. At no time, should daycare staff be put in a situation where the parents are not in agreeance to who is picking up the child.

If a situation presents itself where one parent does not want the other parent to have access to their child, it is suggested that the parent keep the child with him or her until a court order is issued, since our right to retain your child is secondary to the other parent's right to immediate access. Local and school police will be contacted should a conflict arise.

### **Daily Schedules**

Our curriculum is designed to meet the needs, interests, and developmental readiness of the children. Each classroom will follow lesson plans aligned to the PA Core and PA Early Learning Standards and incorporate themes that are implemented in a caring, nurturing, and fun environment. Daily schedules will be posted in each Children's Center Classroom.

### **Diapering**

Parents are responsible for supplying diapers, ointments, wipes, etc.... for diapering their child if their child is not toilet trained. Children's diapers will be checked at the times on the daily schedule and whenever the child indicates discomfort or exhibits behavior that suggests a soiled diaper.

If parents supply cloth diapers, soiled diapers will be placed in an individual, securely tied plastic bag and returned to the parent at the end of the day.

Children will not be permitted to be dropped off if basic supplies such as formula, food, diapers, and wipes are not stocked for the child.

### **Discipline**

The daycare staff is committed to establishing a safe and secure environment. To facilitate this goal School-Wide Rules have been established. The rules are modeled, taught and posted in each classroom.

The School Wide Rules are Safety, Organization, Achievement, and Responsibility. Posters are in each classroom and expectations are explicitly taught.

Staff will encourage positive behavior by praising students and having students earn rewards to reinforce appropriate behaviors.

Inappropriate behaviors will be handled based on the situation. Consequences may include: teacher gives warning and reminds student of appropriate behavior, time out, missing part of an activity, suspension from the program, etc.

Time out will not be solely used as a consequence. It may also be used as a means of encouraging self-control to give a child the opportunity to calm themselves.

If inappropriate behavior is being seen consistently, a behavior plan may be put in place. Examples of behavior plans include sticker charts, a parent communication log, earning rewards, etc.

Daycare staff will work with parents to implement a behavior plan that helps a child be successful. Parents are expected to meet to discuss their child's behavior and work with daycare staff to help create a behavior plan that helps their child's behaviors improve.

Behavior logs will be completed by staff as written documentation, so parents are aware of behavior concerns.

### **Dual Language Learners**

Children develop language much the same way they acquire other skills. Children learn native and second languages at individual rates. Today's early childhood staff must be prepared to enhance experiences for a growing number of young children who are learning their home languages and English. We can promote positive experiences for these children by holding high expectations and emphasizing their strengths while being aware of their cultural and linguistic needs. When dual language learners are enrolled in our program, our staff will ensure instructional models that support home language development are implemented. Examples of such strategies are: using the home language within the classroom, families are supported in their home language when possible, staff work with outside agencies to learn how to use communication devices/sign language, visuals and picture cues to help with comprehension, assessments are in the native language, staff are trained on cultural diversity and awareness when appropriate and accessible). Mixing languages and/or a silent period are a natural part of language development. Our childcare program is committed to understanding and supporting the development of dual language learners that attend our childcare program.

### **Emergency Preparedness Plan**

An Emergency Procedures Binder has been developed to address emergency or crisis situations which affect the entire building or the school district as a whole. This plan provides personnel with a standardized set of procedures to follow in emergencies. A copy is kept in every classroom/office by the phone. Our staff is provided with ongoing staff training relating to emergencies and revisions of this plan.

### **Fieldtrips**

Daycare fieldtrips occur in the summer for preschool and school age children. Transportation is arranged through the district transportation company and includes the use of buses and district vans. Preschool and school age children must attend the fieldtrips if they are signed up for the day, as no staff are available for them to stay back from the fieldtrip.

### **Financial Assistance**

If you may be in need of some financial assistance for child care costs, parents can contact the following agencies to apply.

- Child Care Information Services (CCIS) for Blair & Huntingdon County: (814)-515-1223
- County Assistance Office (CAO): 1100 Green Ave. Altoona, PA 16601 (814)-946-7111
- Child Care Information Services (CCIS) of Centre County: (814)-231-1352

When calling these resources, you may be placed on a waiting list. Parents are responsible for paying all daycare tuition and fees until financial assistance is in place.

### **Fire Drills**

Fire and emergency/evacuation drills occur at least every sixty (60) days. Parents, staff and children will not be made aware of drill dates or times, as this is the most effective way to assess the effectiveness of the fire and emergency/evacuation drill plans. Parents in the building during a fire drill, must participate in the drill.

### **Health Assessment**

Each child enrolled must have an age-appropriate health form on record with the TAES Children's Center within 60 days from date of registration. Each child must have a thorough examination by a licensed physician. Reminders will be sent but it's the parents' responsibility to provide the required form within 60 days. An immunization record must be provided by the first day of care.

Health Assessments must be updated in accordance with regulations. Infants require an update every three months, toddlers every 6 months, preschool 1 time a year and school age must provide at minimum their health assessment from Kindergarten.

### **Hours and Days of Operation**

The Tyrone Daycare operates Monday through Friday 6:00 am to 6:00 pm, which scheduled holidays and breaks off. A calendar for the school year is sent home every August. A summer calendar is sent home in April. This schedule is tentative and subject to change.

### **IEP/IFSP Plans**

If your child currently has an IEP/IFSP, we request a copy. This enables us to work together to ensure that your child's goals are put into practice. Since TASD is the service provider of Preschool Early Intervention in the district, efforts will be made to invite the daycare teacher to all Preschool IEPs. When Birth to Three Early Intervention or another Preschool Intervention Program invites staff to an IEP meeting, every effort will be made to ensure the daycare staff member will

attend. Our program welcomes and encourages these providers to service children within our inclusive environment.

### **Illness Guidelines**

Due to the COVID-19 pandemic and the need to minimize the spread of disease, the guidelines set forth by the Department of Health and Center for Disease Control (CDC) will be followed when determining if a child can or cannot be in childcare. The guidelines below for other illnesses will be followed and may require longer exclusion from childcare if symptoms are similar to COVID 19.

The parent or emergency contact(s) listed will be notified when a child has any sign or symptom that requires exclusion from daycare. If your child is not feeling well, you will need to find alternate care. If called, you must make arrangements to pick up your child within an hour.

With the exception of head lice for which exclusion at the end of the day is appropriate, your child will be sent home as soon as possible if one or more of the following conditions exists:

- The illness prevents the child from participating comfortably in the scheduled activities.
- The illness results in a greater need for care than the childcare staff can provide without compromising the health and safety of the other children.
- The child has any of the following conditions
  - Fever of 100.4 or higher- May return 24 after being fever free for 24 hours without medication
  - Symptoms or signs of illness that include but are not limited to: lethargy, uncontrolled coughing, irritability, persistent crying, and difficulty breathing/wheezing.
  - Diarrhea, defined as loose or watery stools that cannot be contained within a child's diaper or is not contained by the child's ability to use the toilet.
  - Vomiting
  - Any undiagnosed rash- the student needs to see a physician before returning to school
  - Pink Eye symptoms- May return after antibiotic treatment
  - Head Lice- May return after the first treatment
  - Illnesses such as strep throat, ear infection, scarlet fever, impetigo- May return 24 hours after antibiotic treatment
  - Chicken Pox- May return 5 days after the last vesicles (spots) appeared
  - Ring worm-may attend if completely covered
  - Mononucleosis- Must have a physician's note to return to daycare
- Medication must be prescribed by a physician, staff are not permitted to give any medication without doctor's prescription.

Children are not permitted to attend any daycare program if they did not attend school or are sent home ill during the day.

If you will be keeping your child home, we request that you notify your child's daycare teacher of the absence, as well as the nature of the illness. This enables the staff to keep track of any illnesses that may occur at our center. This information will be shared with others on a "need to know" basis.

We reserve the right to request written permission from a physician for a child to return to the Tyrone Daycare after the child has been ill, with a communicable disease or infection. The School Nurse and/or Daycare Supervisor will make the final decision regarding whether a child can or cannot attend.

### **Inclement Weather Policies**

**School Closing:** When the Tyrone Area School District closes due to inclement weather, daycare will also be closed. No care will be offered to children.

**2 Hour Delay:** In the event of a 2 hour school delay, daycare will open at 8:30 am. Should school be canceled after you've dropped your child off at daycare, you'll be contacted by daycare staff and will need to make arrangements for pick up.

**Weather Related Early Dismissals:** On days of unscheduled early dismissals (due to emergency or weather) all children enrolled in the After School Program will report directly to their designated childcare classroom. The daycare will remain open until 6:00 pm unless severe weather conditions force us to close early. Daycare staff will contact parents and/or emergency contacts to let them know if we are closing early.

**Early Dismissals:** On days when school dismisses early (example: last day of school) children enrolled in the After School Program will report directly to their designated daycare classroom at the time of dismissal, unless parents notify their child's homeroom teacher. Please also notify the child's daycare teacher.

### **Inclusion Statement**

The Tyrone Area School District's daycare program wants all children to have the best possible learning opportunities and experiences. In addition, research supports the benefits of inclusion, demonstrating that including children with disabilities in the same activities and educational settings as their typically-developing peers benefits all children.

We welcome and actively promote inclusive practices and diversity within our setting. Our priority is to make our center accessible to all families who wish to use it. We work in partnership with parents and other agencies, where appropriate, to support children and families. These partnerships with the family

are vital, as families have many insights, perspectives, resources, and experiences to share with those who will care for their child in our center.

Community partnerships also play a strong role in providing students an inclusive setting. Through our Family Resource Coordinator, we are able to refer and support families in accessing resources that could support their family. This collaboration benefits the center and the family.

Our goal is to ensure that students with special needs and/or disabilities are able to fully and actively participate in our program. Support, accommodations, or modifications when needed, are provided appropriately to ensure full, active participation for all children. Written plans may be created, with family input, to ensure collaboration in support a child's individualized needs.

### **Individual Daily Reports**

Daily reports are sent home each day in the Infant & Toddler rooms, and upon parent's request or as needed, in the Preschool and School-Age rooms. On this sheet staff will record things like how well the child ate, diaper changes, toileting information, naps, a checklist for anything needed, and a section for staff comments or reminders.

### **Infant Safe Sleep Policy**

About one in five sudden infant death syndrome (SIDS) deaths occur while an infant is being cared for by someone other than a parent. SIDS is the leading cause of death of infants between 1 month and 12 months of age. SIDS is most common among infants that are 2-4 months old. Because it is unknown what causes SIDS, safe sleep practices must be put in place to reduce the risk of SIDS in every infant under the age of 1 year.

In order to reduce the risk of SIDS the following guidelines are in place to protect the infants in our care:

- All infants under the age of 1 year will be placed on their back to sleep for every sleep by every caregiver.
- If parents agree, a pacifier will be offered at naptimes. The pacifier will not have any cords or attaching mechanisms that could be a strangulation risk.
- All infants will be placed on a firm sleep surface, covered by a fitted sheet that meets current safety standards.
- No soft objects such as loose bedding, bumper pads, stuffed animals etc. will be placed in the baby's sleep area.
- No sheets or blankets will be used to cover a child under 1. Sleep clothing, such as sleepers, sleep sacks, and wearable blankets are permitted. They must be provided by the family.
- No wedges or infant positioners will be used as there is no evidence they reduce the risk of SIDS, and they may increase the risk of suffocation.
- Supervised tummy time will occur at daycare and is encouraged to occur at home as well. This will help babies strengthen their muscles and develop normally.

- All staff in the infant room will be taught about safe sleep practices and will be required to follow them at all times.

No exceptions will be made to this policy without a written letter from a pediatrician stating a medical need for an alternative plan.

### **Intoxication/Under the Influence**

Tyrone daycare staff will contact local police and/or the other custodial parent should a parent appear to be under the influence of drugs and/or alcohol. The parent's right to immediate access does not permit the staff to deny a child's custodial parent access to the 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, local police and Child Protective Services.

Any other authorized person who attempts to pick up a child and appears 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.

### **Keystone Stars Program**

The Tyrone Daycare is committed to high-quality programming and is currently designated as a Star program. The Keystone Stars Program is a quality improvement program that recognizes childcare providers who exceed state health and safety licensing requirements.

### **Licensing**

The Tyrone Daycare programs follow all of the regulations set forth by the PA Department of Health Services. Our center receives annual inspections by a representative of the Office of Child Development and is subject to unannounced visits.

### **Meals/Nutrition**

Parents who have children in child care during lunch may choose to pack or buy their child's lunch from the school cafeteria (excludes infants).

**Packing:** Please write your child's name on their lunch. A microwave and refrigerator is available in the infant and toddler rooms only.

**Buying Lunch:** All children have access to purchase lunch from the cafeteria using the student ID number. Parents deposit money into the account. Money is deducted each day your child purchases their lunch. A lunch calendar will be sent home each month, is available on the district website, and the NutriSlice App.

The Tyrone Area School District is a participant in the Child and Adult Care Food Program (CACFP). Free and reduced-priced lunches are available for those who qualify. Applications are available by contacting the main office.

**Snacks:** Parents are responsible for providing snacks for their child. Suggestions for snacks include veggies and dip, fresh fruit, cheese sticks, yogurt, and raisins. No food with nuts is permitted in any classroom.

**Breakfast:** Breakfast is not provided to children in the Preschool or Toddler daycare programs. Breakfast items may be brought from home and eaten in the childcare classrooms before school.

**Food Allergies/Restrictions:** Parents are required to provide written notification of any food/dietary restrictions (i.e. lactose intolerance, etc.). If a child requires a special diet for any reason, a detailed note from a physician or parent must be on file. Please be sure to discuss your child's eating habits with his/her teacher.

For the safety of your child, parents are required to provide notification, in the form of a physician's note, of any allergies (food or otherwise), with instruction for treatment should a child have an allergic reaction.

Food will not be utilized in the curriculum to ensure safety of students and To promote healthy choices.

### **Medical Needs of Students**

If a parent reports a serious medical concern on the enrollment papers, an action plan must be developed. This action plan will be developed in consultation with any of the following: parent/guardian, school nurse, daycare staff, and/or the child's doctor. The daycare utilizes the book, "Caring for our Children," to help establish these action plans whenever necessary.

### **Medication Policy**

All children must follow the district medication policy. Students may NOT be in possession of any medication at school. This includes Tylenol, Advil, cough and cold medication, cough drops, antacids, and any other "over the counter" or prescription medications. Students needing to carry inhalers for asthma should consult the school nurse.

During daycare hours, the school nurse or daycare staff will administer medication as a service if all of the following requirements are met.

- Bring the original labeled container to the school nurse at the beginning of the school day. The bottle needs the original pharmacy label to be substituted for the written order. The original label must identify the name of the drug, purpose, dosage, and administration time.

- The parent must provide written permission requesting that the school nurse follow the physician's written order. This must be completed in the daycare medication log form.

Before and after school, and during the summer daycare staff will administer medication if all requirements below are met.



### **Modification of a Child's Records**

If a change occurs that should be noted on your child's record, please inform the lead teacher in your child's daycare room as soon as possible. You will be asked to review and update your child's "Emergency Contact Form" every six (6) months.

### **Newsletter**

A monthly classroom newsletter is distributed to our families; it provides helpful and general information, along with some activities the children enjoyed and will be doing in the upcoming month.

### **Open House**

An Open House will be scheduled each August when most new enrollments occur. Families may request a tour prior to enrollment if enrolling at another time of the year.

### **PA Early Learning Standards**

The state of Pennsylvania has issued learning standards for children infants through second grade. These standards are used as a resource to support planning. Assessments that are completed on your child are aligned to these standards. If you'd like a copy of the standards, please request them in the main office.

### **Parent Involvement**

Parents are encouraged to participate in any parent involvement activities that occur in each daycare classroom. Parent conferences are held 2 times a year. Parents must adhere to the district's volunteer policy if they would like to volunteer within the classroom. Parents are encouraged to communicate with their child's lead teacher when they have a question or concern.

### **Parent-Teacher Conferences**

Parent-Teacher conferences will be held two times a year (November & May). Information will be shared with parents about their child's development and social progress. For preschool age children we will attempt to schedule a collaborative conference with parents, preschool teacher, and daycare teacher. Parents are encouraged to take this opportunity to touch base with their child's daycare teacher to discuss their progress, goals, and any concerns.

### **Parking**

At all times, parents must park in parent/visitor parking when dropping off and picking up. Parents should never park in spots marked reserved or in the fire lane in the front of the elementary school. This is monitored by School District Police. Failure to follow the district parking policies may result in a parking ticket.

### **Pennsylvania Promise for Children**

Pennsylvania's Promise for Children is a campaign to raise awareness about the importance of providing Pennsylvania's young children with access to quality early learning opportunities. It is sponsored by the PA Build Initiative,

Pennsylvania Early Learning Keys to Quality, The Grable Foundation, The Heinz Endowments, and William Penn Foundation, in partnership with the Pennsylvania Office of Child Development and Early Learning (OCDEL). Please visit their website at [www.papromiseforchildren.com](http://www.papromiseforchildren.com)

### **Phone Extensions**

During the school day, parents can call the Main Office at 684-1342 ext. 2701 to forward a message to their child's daycare teacher. Direct classroom extensions are below.

<b>To contact daycare staff during before and after school hours please call 814-684-1342 and dial the following extensions:</b>	
2104 Infant Room	2115 Preschool Room (4yr old)
2106 Older Toddler Room	2108 After School Preschool age
2107 Younger Toddler Room	2129 After School K-6 Room
2108 Preschool Room (3yr old)	2129 Before School K-6 Room

### **Positive Behavior Support**

Our Positive Behavior Support Team is implementing a School-Wide System for Rewarding appropriate behavior.

Student Assemblies will be held to discuss why we need positive behavior and review school wide rules.

Students and whole classes will earn SOAR Tickets for showing positive behavior. All adult members of our school community may give out the tickets: teachers, paraprofessionals, secretaries, custodians, cafeteria workers, etc. Teachers can give to their own class. Once tickets are earned, they cannot be taken away.

### **Guidelines for giving tickets**

- Hallway – walking quietly in hallway
- Cafeteria – wait quietly in seats, following rules
- Classroom – working hard, following rules, paying attention

Possible Reward ideas for earning a SOAR Tickets: (Approximately 20 minutes spent on activity)

- Art Activity
- Activity with another classroom
- Computer time
- Show and Tell
- Movie
- Extra recess
- Game Time
- Activity in Small gym

## **Potty Training**

Toddler Room: Children attending daycare in the toddler room are not expected to be potty trained. Daycare staff will work with families when children are showing an interest in using the restroom. Please be sure supply extra clothing in case of accidents.

Preschool Room: Children attending daycare in the preschool room are expected to be working on being potty trained. Children must wear underwear or pull ups (no diapers). Parents must be working on encouraging potty training at home. At school, your child will be encouraged to use the restroom.

## **Program Options**

### **Infant Program**

**For Children ages 6+ weeks, but not 1 year by September 1<sup>st</sup>.**

This program is offered 9 months during the school year, Monday-Friday, 6:00 am to 6:00 pm excluding some holidays and closed days. Summer options may be available if enough families are interested. Please see payment agreement for tuition fees.

The first year of a child's life is when the most development occurs. Sleep, emotional and physical nourishment, and sensory stimulation are vital in infancy than any other time. The most essential need for infants is warm, nurturing care from the adults they depend on. Our program provides your infant with attentive adults, secure surroundings with equipment and toys that meet and support their individual development.

We know that every moment with an infant is precious in their development. Through simple games like peekaboo and reading stories throughout the day, our staff will begin the foundational work for later learning and help infants grow in areas such as language, cognitive, sensory, and motor skill development.

District milestone assessment checklists and assessments designed around the PA Early Learning Standards will be completed and shared with parents at parent teacher conferences.

### **Toddler Program –**

**For Children ages 12+ months, but not 3 by September 1<sup>st</sup>.**

This program is offered year round, Monday –Friday, 6:00 am to 6:00 pm excluding some holidays and closed days. Please see payment agreement for tuition fees.

Toddlers need to be able to safely explore their area. They need many ways to express their growing independence under the watchful eye of a caregiver.

Your toddler will learn language, by listening to adults and repeating what they say. Our caregivers will help language growth by pointing out names of common objects and encouraging your child to respond. Language skills will be

enhanced at snack and mealtime as well as when playing. Toddlers will enjoy looking at short picture books and having stories read to them.

Toddlers are just beginning to learn about sharing. Our toys are sturdy, clean and free of rough surfaces or sharp points. We will make sure there are no pieces small enough to go into the child's mouth. If necessary, potty training will begin in this program. At this age, children may begin to express interest in using the bathroom themselves. To ensure consistency for toilet training success, please discuss your child's bathroom habits his/her caregiver.

District milestone assessment checklists and assessments designed around the PA Early Learning Standards will be completed and shared with parents at parent teacher conferences.

### **Preschool Age Programs – Children Preschool Age 3-4 years**

This program compliments the K3 and K4 preschool programs that are offered through the school district. The day is broken into before school, AM Daycare, PM Daycare, and After School Care. This allows parents to pay for only the portions of the day they need to utilize. Please see the payment agreement for tuition fees.

This age group learns best by being active through fun, hands-on experiences. Preschool children enjoy taking care of many of their own basic needs. Most can wash their hands, brush their teeth, undress and feed themselves; although they still need adult help. Our caregivers will be there to guide children and give them the assistance and direction they need in all areas of development and skills.

Preschoolers are starting friendships. They use language skills to express their needs and relate to other children. Your preschool child will experience a balance between quiet play and active play. Our preschool setting will include lots of playthings and games to help children learn more about their world. Activities will include learning experiences that center on cognitive, physical and social/emotional development.

District assessment checklists designed around the PA Early Learning Standards will be completed and shared with parents at parent teacher conferences.

### **Before and After School Programs– Children Preschool – 6<sup>th</sup> Grade**

This supervised program is offered for those working parents who need before or after school child care during the school year for their children, preschool through 6th grade. Before School Care runs from 6:00 until school begins. After School Care runs from 3:00-6:00 PM. Students who attend school at the Middle School will be walked to and from the Middle School by daycare staff. Please see the payment agreement for tuition fees.

Each after school classroom will provide weekly themed-activities, which will include free play, educational enrichment, assistance with homework, arts and crafts, and recreational activities. This will be implemented in a structured, caring and nurturing environment.

## **Ratios**

When children are grouped by similar ages, the following ratios of staff to children are followed. These are determined by the Department of Health Services.

Age Group	# of Staff	# of Children	Maximum # of Children Per Class	# of Staff Needed For Maximum # of Children
Infants (6 weeks –12 months)	1	4	8	2
Young Toddler (12-24 months)	1	5	10	2
Older Toddler (24-36 months)	1	6	12	2
Preschool (3-4 years)	1	10	20	2
Young School Age	1	12	24	2
Older School Age	1	15	30	2

When swimming, we will double our ratio of staff to children. A lifeguard that is specifically for the daycare children will monitor all swimming.

When children are napping the following ratios apply.

Age Group	# of Staff	# of Children
Infant (6 weeks – 12 months)	1	4 (does not change)
Young Toddler (12 – 24 months)	1	10
Older Toddler (24-36 months)	1	12
Preschool	1	20

## **Registration**

### **School Year**

Current Daycare Children: will receive a payment agreement for the upcoming year in May. The agreement must be completed and returned by the deadline in order to secure a spot for fall.

Wait Lists: are kept for infants, toddlers, before school, and after school students. No preschool wait lists are kept as families will not know their child's daycare needs until they know what session of preschool their child received. Once the current daycare payment agreement deadline has past, families on the wait list will be contacted if a slot is available. All preschool families will receive daycare enrollment information with their preschool packet. Any slots available will be filled in the order that payment agreements are returned.

### **Summer Camp**

Current Daycare Children: Children who utilize the district daycare during the school year will have an opportunity in April to preregister for summer camp. Payment agreements will be sent home. Payment agreements must be returned by the deadline in order to secure a summer spot.

Families are responsible for completing and updating all required daycare forms including emergency contact forms and physicals in order to attend daycare. Summer Camp Registration will require a different registration form.

### **Release of Children**

Children will not be released to any family member or friend who is not authorized by the parent on the Emergency Contact Form.

If a daycare staff member does not recognize the person picking up a child, the person will be asked to show photo identification. Anyone picking up a child from daycare must be 18 years or older.

In case of an emergency, a parent can call and request a different person picking up their child. After the parent calls, daycare staff will document the call and call the parent back to confirm the change.

ID will be requested if the daycare staff does not know the person picking up the child.

### **Rest/Quiet Time**

Rest/quiet time are in the daily schedules of the toddler room and preschool rooms. Please speak to your child's daycare teacher about this routine as each teacher's routine may vary.

### **Staff**

The staff is comprised of both Group Supervisors and Assistant Group Supervisors. The Daycare Supervisor has a minimum of a bachelor or associate degree in education or a related field. All child care staff meet all state licensing requirements related to age, clearances, educational background, continuing education, and caregiver-child ratio. In addition to getting instruction in Fire Safety, Common Illnesses, CPR, First Aid, and Child Observation, staff also attend regular, ongoing training in child development and child care techniques.

### **Summer Camp**

Summer programs will be offered. Specific program information will be available in May.

### **Suspension and Expulsion**

Suspension and expulsion are actions adults take that greatly impact children. We can work together to ensure both children and teachers have the support

they need to build great relationships, and remain a part of their learning program. Below are the definitions of suspension and expulsion in relationship to this guideline:

**Suspension:** an action that is administered because of a child's developmentally inappropriate behavior and requires that a child not be present in the classroom or the program for a specified period.

**Expulsion:** the complete and permanent removal of a child from an early learning program because of challenging behavior or non-infectious health condition.

**Preventative Strategies-**these strategies have been implemented to support children and prevent suspension or expulsion for occurring:

1. Training of Staff- Teachers and center staff are provided with training each year to ensure we have a highly skilled work force
2. Strong Family Partnerships- Families and early learning programs are partners in supporting children. There are many opportunities to provide input regarding your child including orientation nights and parent-teacher conferences. Parents may reach out and request a meeting with our program staff if they feel their child is in need of additional support to be successful in our program.
3. Universal Screenings- Within 45 days of enrolling in our center children are screened using a developmental screener. Should the results of that screener show a delay or concern in any area, this information will be shared with the parents.
4. Documentation of Behavior/Positive Behavior Plan- By documenting behaviors, how often they happen, how long they last, and what occurs before/after the behavior we can better identify triggers and learn what strategies may be successful in decreasing these behaviors.
5. Referrals- Should any child be in danger of suspension or expulsion, referrals to appropriate agencies will be considered. Our Family Resource Coordinator is an excellent resource in identifying and providing support to families as they navigate through the referral process for agencies such as Early Intervention, Mental Health, etc. With the support of agencies such as these, additional supports and modifications may be available to support your child.

Prior to any child being considered for expulsion from our program, the strategies above, with family support, will be implemented.

### **Swimming**

During summer programming, children in the preschool and school age classrooms will be swimming at the Tyrone Community Pool. Students will walk to and from the pool. There may be students that we utilize district vans to transport as well.

A lifeguard specifically to supervise daycare children, will be provided anytime children are swimming.

### **Transitioning to Another Daycare Room**

Most transitions will occur in August when students move up to the next classroom. Children will not automatically be moved into the next age group or classroom when they become of age. This is to support consistency in classrooms and friendship building with peers the child will go to grade school with. Exceptions to this must be approved by the Daycare Supervisor. The Supervisor will consider parent input, teacher input, and space availability. Transition Informational forms are available to parents as we get closer to transition time between daycare classrooms. The daycare supervisor will make the final decision as to whether a child will move to another age group.

### **Transfer of Child's Records**

The following steps will be followed if a parent requests a child's records be transferred to another educational setting:

- i. Parent must request in writing to the director that we transfer records with specific information on whom to transfer the records to (Name, address, contact info of new center)
- ii. Daycare Supervisor will transfer records within two weeks.

### **Tuition**

**Procare:** The TAES Daycare Program uses a software management tool to track tuition and payments. Families will receive via email a statement every week. Information for taxes will be given to family by February 15<sup>th</sup> each year.

**Rates:** Please see the current payment agreement for tuition rates.

**Payments:** Payment is due at minimum on Friday for the upcoming week. Late fees may apply if you do not adhere to this payment schedule. You may pay by check (payable to TAES Daycare) using the deposit envelope and deposit box. Cash is accepted in the main office where you will receive a receipt, and credit card payments are accepted by visiting the district website.



## **School Year Tuition**

Registration Fee: A one time, \$50.00 registration fee is required for new enrollment.

Full Time/Part Time: All accounts will be billed weekly. These payments include the costs for paid holidays. See the daycare contract for more information.

Daycare Sign Up Days: Daycare sign up days (often in-service days or over holiday breaks) will continue to be an additional charge on your account if you sign up. We will use a google form as the method for parents to sign up for these days.

Late Payment Fees: It is expected that accounts be in good standing at the end of each month for your child to continue to attend the daycare program. A late payment fee of \$20.00 will be added to each account not paid up to date by the end of the month. If after a second notice about payment not being received, your child's spot in the program will be terminated. For your child to return to the program, tuition, all late fees, and a new registration fee must be paid.

Refunds: No refunds for payments will be issued.

Overtime Charges: The Tyrone Daycare will charge families if they are late picking up their child based on the time that the parent lists as pick up time on the registration contract.

The following fees will be applied to your account each time the family is late picking up their child.

**1-15 Minutes = \$10.00 fee      16-30 Minutes = Additional \$15.00 fee**  
**Each Additional 15 Minutes = Additional \$20.00 fee**

*\*Our staff have families and commitments outside of work. Extending their day is something we wish to avoid. Your cooperation will be appreciated.*

## **Summer Tuition**

Registration Fee: A registration fee of \$30.00 is required every summer to register for summer daycare services. This fee helps to cover the cost of camp t-shirts and fieldtrip expenses.

Summer Tuition: Summer tuition will appear on your weekly statement as the amount owed each week (not prorated and divided evenly across the weeks of summer).

Additional Fees: Additional fees may be requested. For example, in past years, a \$30.00 charge for charter busing was required from families for one of our fieldtrips.

Overtime Charges, Late Payments, and Refunds: The guidelines above in School Year tuition are also followed during summer programming.

### **Waiting List**

Families are placed on our waiting list on the day we receive the completed wait list form. The following guidelines are used when spots are available:

- Teen parents interested in continuing their high school education will receive first preference in the infant and toddler rooms.
- Families will be accepted on a first come first serve basis as long as the child is eligible for the room (by their birthday).
- Full time spots will be given priority over part time spots. Part time applicants will be given the opportunity to pay for the full time spot before losing the spot.
- Residents of Tyrone Area School District will receive preference for spots until July 15<sup>th</sup>. After July 15<sup>th</sup>, non-residents may fill empty spots.

Completed paperwork must be received in order for your child to officially be enrolled. Phone conversations with daycare staff do not officially enroll your child.

### **Withdrawal/Release of Records**

To withdrawal your child from the childcare program, notice must be given in writing stating the child's last day of attendance and signed by parent or guardian. If you are withdrawing your child due to dissatisfaction with the quality of care received, the Tyrone Daycare encourages parents to share these concerns with the Daycare Supervisor (either in person or in writing). Parents need to submit a written request in order to obtain copies of their child's record. Copies of children's records will be given to parents within 5 business days.