

# PARENT HANDBOOK



SGRPRC

Before and After School Care Program

**2020-2021**

Updated July 2020

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***This handbook is provided to give parents/guardians information about policies and procedures of the Before and After School Care Programs at Spring Grove Regional Parks and Recreation Center.***

***Please become familiar with its contents. If you have additional questions concerning the content of this handbook, please contact the Childcare Director.***

## **Vision**

Through encouragement and support, SGRPRC is committed to creating growth in all development areas for each unique child.

## **Mission**

The mission of the SGRPRC Before and After School program is:

- To create a safe, nurturing environment that encourages self-direction, self-expression, and fosters the growth of well-rounded individuals.
- To create an inclusive program that focuses on the whole child and individual abilities.
- To promote friendship and understanding between normally developing children and children with developmental challenges.
- To provide intellectually stimulating and developmentally appropriate activities.
- To provide flexible care arrangements for children that meet the varied needs of families in the Spring Grove community.
- To work with social service agencies, schools, and families to coordinate all facets of care and education for the children and families.
- Our program is committed to forging a strong partnership between family and the SGRPRC in order to provide the highest quality of care for each individual child enrolled in the program as well as preparing the children for the social rigors of each concurrent grade by allowing them increased freedoms and responsibilities.

## Procedure for Signing up a Child in our Program

1. Paperwork **MUST** be filled out before your child can begin our program.

Forms include:

**Registration Form**

**Emergency Contact**

**Child Information Sheet**

**Policy Acknowledgement & Permission Verification Form**

**Getting to Know You - *Parent Form***

**Getting to Know You - *Student Form***

**504 Plan/IEP/GIEP/IFSP Information Sheet**

**Behavior Policy Agreement**

**Signature Page of Parent Handbook**

**Opt-In/Out Agreement**

- *This form will be completed WITH the Director or Office Assistant.*

**Payment Agreement**

- *This form will be completed WITH the Director or Office Assistant.*

**Health Assessment**

- *This form must be signed by a doctor and include a copy of immunization records.*

- *Must be updated yearly. If the physical is not submitted within 30 days, you risk suspension from the program until it is received.*

- *If your child is exempt from ANY immunization, a form **MUST** be completed noting the reason.*

2. A non-refundable registration fee of \$35.00 plus the first week's payment is due at the time of registration. (\$25 fee for residents of Paradise TWP, Jackson TWP, & SG Borough AND for multi-child enrollments.) Registration fee is Non-Refundable AND Non-Transferable.

3. If registering throughout the school year, the parent must communicate to the Director about a start date after the Registration Form & Registration Fee is received. A **MINIMUM of one week's** notice is required before child's first day in the program.

*If you have any questions about the required forms,  
contact the Director at 717-225-9733 ext. 4 or e-mail [megan\\_slothour@sgrprc.com](mailto:megan_slothour@sgrprc.com).*

### Child Care Hours

The before and after school care program is open from 6:30 AM to 8:00 AM and from the end of the school day until 5:30 PM. We also operate on in-service days and some holidays.

#### **Days Closed 2020-21 School Year**

Labor Day

Thanksgiving Day

Black Friday

Thursday, December 24 – Thursday, December 31

New Year's Day

President's Day – Monday, February 15

Good Friday – April 2

Last Day of School – AM Care ONLY

Memorial Day

## Child Care Plans & Rates

**\*\*RATES ARE SUBJECT TO CHANGE WITHOUT PRIOR NOTICE.\*\***

Multiple children enrolled from one family receive a \$5.00 discount per child per week with one full paying child tuition.

### **REGISTRATION FEE**

A \$35 registration fee is collected each year, usually at the beginning of the new school year. For more than one child in a family the rate is \$25 PER CHILD. The registration fee for residents of Paradise TWP, Jackson TWP, and SG Borough is discounted at \$25 per child.

### **BEFORE CARE**

**6:30 AM –8:00 AM**

**COST: \$50.00 per week**

The before care program for ALL students is held at the Recreation Center. Breakfast will not be provided. Parents are welcome to send something along with their child if they arrive before 7AM.

School Breakfast: Students will be able to get off the bus upon arrival at their school to partake in the school's breakfast. The cost will be deducted from your child's regular lunch account with SGASD.

### **AFTER CARE**

**End of School Day – 5:30 PM**

**COST: \$55.00 per week**

After Care for SGI & SGE students is held at the Recreation Center. After Care for New Salem & Paradise is held at the school.

A snack is provided each afternoon at all sites. *Please advise staff of any diagnosed food allergies.*

### **B/A CARE COMBINED**

**6:30 - 8:00 AM**

**COST: \$95.00 per week**

**AND End of School Day – 5:30 PM**

### **PART-TIME RATE**

\$20 / session (1 session AM or PM)

\$35 / Full Day of Service Drop-In

Part-time rates are only available if there are spots open at a site. Part-time rates are offered if attending 1 or 2 days a week. *\*If you start as a day rate but the site fills, you will be contacted to choose to either pay for a full time spot or find alternative care.*

**These fees WILL be applied regardless of you child's attendance. Fees will be assessed to your account based on days/services registered on your Payment Agreement.**

## Late Pick-Up Policy

After School Care ends promptly at 5:30 PM. This is the agreement we have with Spring Grove School District. As of 5:35 PM, your account will be charged for every minute late after 5:30.

- 1<sup>st</sup> / 2<sup>nd</sup> Offense - \$1 per minute
- 3<sup>rd</sup> Offense - \$5 per minute

This charge is considered a penalty, not an option. If lateness occurs frequently, you risk suspension from the program.

## Change of Status / Withdraw Procedures

You must complete a Change of Status Form if you need to change any of the following services:

### 1. **Withdraw from the Program** (*Withdraw because of moving, work situation changed, etc.*)

\* A MINIMUM of 2 week's notice is required to withdraw from the program.

\*\* A **Change of Status Form** must be completed and submitted to the Childcare Director to relieve your party from financial obligation. **\*Parents will be responsible for any tuition and fees accrued on your account if you do not notify us of your child's change of attendance or enrollment.\***

### 2. **Change of Service** (Change before care > after care, after care > before care, or add second service)

\* A MINIMUM of 2 week's notice is required to change services.

\*\* A **Change of Status Form** must be completed and submitted to the Childcare Director.

\*\*\* Childcare Director will request a new Payment Agreement to be completed.

### 3. **Temporary Leave** (*This **LEAVE** is available to parents for extenuating circumstances: illness, surgeries, employment situations, etc. **This is available for an absence of 3 weeks or more.***)

\* Please provide a minimum of 2 weeks' notice to Childcare Director in order to return to the program.

\*\* A registration fee is not required to re-enroll; however, re-enrollment is NOT guaranteed. It depends on availability.

\*\*\*Please note that the use of this temporarily withdraw is a privilege and is at the discretion of the Director.

## Payments

*Regular tuition payment is required if services are provided whether your child attends or not.*

- **All weekly payments are required by using our ACH service.** (This is a free service.) ACH payments process on Fridays before the week of service.
- **If ACH is not possible, you must contact Sandy Kreiner, Financial Officer, at** sandy\_kreiner@sgrprc.com or call 717-225-9733 ext. 2.
- **Initial registration payments may be made by cash, check, or an online credit card transaction<sup>1</sup>.**
  - Please make checks payable to SGRPRC. Checks may be mailed or dropped off at the office ONLY.
  - <sup>1</sup> ENET PAY System is a secure system that will allow parents to make their childcare payments online quickly and easily. The ENET PAY system can be accessed through our website homepage www.sgrprc.com. When using the online payments system, you will choose: Payments-Childcare from the drop down menu. Then you will be asked to fill in your contact information and a member ID# which is your last name and your child's school site. Ex: King, NS. There is a convenience fee of \$3.50 per every \$ 100.00 when using this service. If you should have any issues while using the service, please contact us immediately at 717-225-9733 Ext 3, and we will address the issue as quickly as possible.
- A \$10 fee will be assessed to ALL outstanding accounts each week until current.
- Delinquent accounts will be filed with collection services. All collection fees will be the responsibility of the parents or responsible adult.
- If checks or ACH payments are returned, you will be assessed a **\$40 fee** in addition to the \$10 late fee.

## Payment Agreements (Example/Explanation)

Please review and understand the agreement between SGRPRC and childcare families as listed on the Payment Agreement. (See Below)

### **Agreements:**

We see quality daycare as a partnership between me and you (Parents/Guardian). We will provide personal and professional care for your child to the best of our ability. However, this is only possible if we work together as a team.

I/we Parent/Guardian of (Child's name \_\_\_\_\_) has fully read and understand this agreement, and in faith, agreed to abide by all the items listed in the event. If I/We, the Parent/Guardian default in the payment of any amount due to SGRPRC Child Care, and if the child care account is placed in the hands of an attorney for correction or legal action, we agree to pay additional charges equal to the cost of collection including agency and reasonable court cost incurred and permitted by laws governing this agreement. This Parent/Guardian/Caregiver agreement is in effect from \_\_\_\_\_ to \_\_\_\_\_ at which time this agreement will be reviewed and updated by all those party. This newly signed agreement renders null and void all other agreement signed by the party before this date.

The following agreement is made between:

\_\_\_\_\_  
Parent (Signature)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Operator (Signature)

\_\_\_\_\_  
Date

## **Missed Payment Procedures**

It is our policy to pursue outstanding balances until they have been paid.

- A \$10.00 fee **WILL BE** assessed on Mondays at 9:00 AM to ALL outstanding accounts each week until account and balance is paid in full.
- If payment is missed, an e-mail or phone call will be made notifying the parent that they have until the end of that week to make payment.
- If by the following week (*5 Business Days*) payment is still not made, an additional \$10 fee will be assessed. A notification letter will also be mailed stating that payment must be made otherwise they risk suspension from the program and additional penalty fees.
- If no contact is made after the letter is sent, your child will be suspended from the program until balance is paid in full.
- When a parent withdraws a child from the program and has an outstanding balance, this balance and any fees will need to be paid in full. If not paid, there is no consideration for reinstatement into the program. Account will also be turned over to our Financial Office at this time.
- If an account is delinquent more than once, or payments continually are returned for NSF, the parent(s) WILL have to agree to use the ACH payment method to avoid suspension. Final decisions will be at the discretion of the Director.
- If suspended but reinstated into the program, a non-refundable \$35 registration fee will be required again.
- If checks or ACH payments are returned, you will be assessed a \$40 fee in addition to the \$10 late fee.

**No services, for in-service or holidays, will be offered to anyone with an outstanding balance, CCIS participants included.**

## **Financial Assistance**

Financial Assistance is available from Early Learning Resource Center (Formerly CCIS). Financial packets and brochures are available at the SGRPRC office or you can call 717-854-2273 or 800-864-4925. \*CCIS participants will receive an additional handout with specific information in regards to additional charges and attendance.\*



## **Tuition Record for Taxes**

A Tuition Record is distributed to each parent in your registration packet upon enrolling in the program. Parents are asked to use this record for tracking their payments and this form may also be used for income tax return filing. If you misplaced your copy see your site staff to obtain another copy.

\*NOTE: Parents pay for every contracted day. The ONLY days you are not responsible for payment are days when SGRPRC does NOT provide services.

## **Tax Statements**

Payment statements will be available *upon request* from the Child Care Assistant in late January. Please call the office at 717-225-9733 ext. 5 to request a statement. A formal statement is not needed by the IRS to complete your taxes. If you know how much you paid for childcare services, you just need our tax ID number.

TAX ID #: 20-2235968

## **Monthly Account Statements**

Parents needing copies of statements for Flex Spending accounts or any other reasons must request the form from the Childcare Director. You will then receive a form to be completed, so all the information to process the statement is on file.

## **Payment Schedule for Additional Service Fees**

*Regular tuition payment is required if services are provided whether your child attends or not. The only time payment is deducted is when services are not offered and SGRPRC is closed.*

### **Scheduled Closings and Early Dismissals:**

The agreed contracted amount is due weekly regardless of attendance. If parents choose to use care on scheduled in-service days or holidays when we provide care, there is an additional fee required as listed on the sign-up sheets.

### **Scheduled Holidays Without Care:**

Holidays when we do not provide care, the cost of those days will be deducted in the total amount owed. To figure the deducted amount you divide the total tuition paid from each child by the numbers of contracted days each week. Subtract the daily tuition amount from the total for the total balance that is owed.

### **Non-paying holidays are:**

Labor Day  
Thanksgiving Day  
Black Friday  
Thursday, December 24 – Thursday, December 31  
New Year's Day  
President's Day – Monday, February 15  
Good Friday – April 2  
Last Day of School – AM Care ONLY  
Memorial Day

## Scheduled In-Service Days

*\*Days off are subject to change if SGASD's school calendar is modified, SGASD initiates remote learning for all students, and/or SGRPRC building usage changes. \**

### **Requesting Childcare Services on Scheduled Days Off:**

For scheduled days off, enrolled families will receive notification from the Childcare Director to sign up for services via **SignUpGenius (about 2 weeks prior to the scheduled day)**. IF you are in NEED of services, you MUST sign up on the website. Additional costs will be listed on the website.

**NO sign-ups after the posted date.**

*NOTE: We must have a minimum of 8 students enrolled to provide the care.*

**\*Payment for these additional services will be charged on your ACH the week PRIOR to the scheduled day off or scheduled early dismissal.\***

**\*\*You WILL NOT be refunded if you make changes AFTER the posted deadline nor if your child does NOT show up on the day of service.**

### **Half Day (School SCHEDULES an early dismissal for In-Service)**

Children signed up will be bused to the Recreation Center and care is provided until 6:00 PM. Every child MUST have a packed lunch and drink OR choose to sign up for the provided LUNCH OPTION for an **additional fee**. Lunch sign-ups MUST BE IN ADVANCE, NOT LAST MINUTE.

#### **Payment fees:**

Before Care	- \$15.00 ADDITIONAL fee
After Care	- \$10.00 ADDITIONAL fee
Before/After Care	- \$10.00 ADDITIONAL fee

### **Full Day (School SCHEDULES a FULL day off for a holiday OR In-Service)**

Care will be offered at the Recreation Center from 6:30 AM – 5:30 PM. Reminder parents MUST have signed up and paid prior to attending and regular tuition payments are expected. Fees for attending are in addition to the regular payments. **Every child must have a packed lunch and drink. We do not offer a lunch on full days off. If forgotten and lunch is provided by SGRPRC, your account will be charged \$5. Additional charges will be applied if forgotten frequently.**

#### **Payment fees:**

Before Care	- \$20.00 ADDITIONAL fee
After Care	- \$20.00 ADDITIONAL fee
Before/After Care	- \$15.00 ADDITIONAL fee

## **Non-Scheduled Closings, Delays and Early Dismissals**

Non-scheduled closing, delays, and early dismissals are due to emergencies or weather related situations.

### **Non-Scheduled Closings**

In the event that the SGASD closes school due to severe weather, the Recreation Center WILL ALSO CLOSE.

The ONLY time the Recreation Center will not follow suit in closing is due to non-weather related closings (ex. extreme cold/sub zero temperatures OR gas leaks, pipe breakage, etc). At that time, childcare services will be available at the center for all registered students. Operating hours will be 6:15 AM – 6:00 PM.

As long as care is provided, the regular week's tuition is due. Participants of a closed day will pay an additional \$15 for services.

### **Modified Snow Schedule**

If SGASD announces a 2 HOUR DELAY, the Recreation Center may also issue a **MODIFIED SNOW SCHEDULE.**

**If a MODIFIED SNOW SCHEDULE is issued, the building and childcare services will DELAY opening until 7:45 AM.** The purpose of this delay is to allow more time for staff and students to safely get to the center, PLUS provide additional time should SGASD announce a full day closure.

If we feel conditions do not warrant a delay on our part, you will receive a message stating so. (The center will open at 6:30 AM.) You will also receive notification if we decide to follow the MODIFIED SNOW SCHEDULE.

## **OPT-IN / OUT POLICY**

### **OPT-IN**

If you choose to OPT-IN for the following service(s), you are choosing to have these extended care services available for your child/children. These charges are in addition to your regular tuition. YOU ARE CHARGED WHETHER YOUR CHILD ATTENDS OR NOT. Credits are not available in this policy.

#### **Delayed Opening** - (2 Hour Delay)

Before Care	- NO additional fee
After Care	- \$10 ADDITIONAL fee
Before/After Care	- NO additional fee

#### **Early Closing** - (Emergency Early Dismissal / Care provided at the Recreation Center **until 4:30 PM.**)

Before Care	- \$10 ADDITIONAL fee
After Care	- NO additional fee
Before/After Care	- NO additional fee

## **OPT-OUT**

If you choose the OPT-OUT option for any of the following service(s), you are choosing to refuse the extended care option and understand that your child WILL NOT BE ABLE TO ATTEND that service.

### **Delayed Opening** - (2 Hour Delay)

Before Care	- \$10 credit
After Care	- NO credit
Before/ After Care	- \$10 credit

### **Early Closing** - (Early dismissal from school due to weather or emergency)

Before Care	- NO credit
After Care	- \$10 credit
Before/After Care	- \$10 credit

Parents must contact the Childcare Office at 717-225-9733 x 4 AT LEAST 2 HOURS prior to early dismissals to make any change to the transportation arrangements; otherwise the child will be bused to the planned location. **NOTE: IF you chose to OPT-IN for the service, even IF you change the arrangements, your child's account will still be charged the additional fee.**

## **Communication for Emergency Closings or Delays**

Closings, delayed openings, or early closings due to snow or hazardous driving conditions, will be announce the following ways:

1. Announcement on the television - WGAL- TV8.
2. SGRPRC website [www.sgrprc.com](http://www.sgrprc.com) or the [SGRPRC Facebook](#) page.
3. E-mails/messages sent by the Director via REMIND.
4. Call the Childcare Director at 717-225-9733 x 4 to check voicemail.

\* If school calls a delay, we will make every effort to provide care from 6:15 AM until the start of school at the Recreation Center. Depending on weather conditions, **SGRPRC may also issue a MODIFIED SNOW SCHEDULE meaning services will start at 7:30 AM.** The school district will then transport the children to school.

\*\* If there is an early dismissal due to weather related conditions, the school will bus the children signed up to the Recreation Center. **The Recreation Center will only be open until 4:30 PM when school dismisses early.**

\*\*\*If school closes entirely, the Recreation Center WILL ALSO CLOSE unless it is non-weather related.

**\* In the case of questionable weather, please continue to watch for updated postings and changes to services as the morning continues. Delayed openings may change to closings if inclement weather persists or emergency situations arise. \***

## Contact Information

- BEFORE CARE & SG AFTER CARE @ Center 717-825-5121 sgelem@icloud.com
- NEW SALEM AFTER CARE 717-825-5117 newsalem5117@icloud.com
- PARADISE AFTER CARE 717-825-5118 ParadiseElem@icloud.com
- DROP-OFF & PICK-UP STATION @ Center 717-825-5119

### **OFFICE STAFF**

- Childcare Director 717-225-9733 x 4 megan\_slothour@sgrprc.com
- Accounting/Financial Officer 717-225-9733 x 2 sandy\_kreiner@sgrprc.com
- SGRPRC Executive Director 717-225-9733 x 3 kate\_king@sgrprc.com

## Other Useful Phone Numbers

- Recreation Center Fax 225-9792
- Explorers (2 – 3 Years) 225-9733 ext. 108 / 717-965-7738
- Adventurers (4 – 5 Years) 225-9733 ext. 106 / 717-825-5434

### ADDITIONAL NUMBERS

- Spring Grove School District 225-4731
- Windy Hill Senior Center 225-0733
- Glatfelter Memorial Library 225-3220
- Boy Scouts 225-6408
- Spring Grove Soccer Association 225-4205
- Spring Grove Youth Athletic Assoc. 301-787-2315
- S.G. Area Historical & Preservation Society 225-3411

## **Reporting Absences/Attendance Changes**

Please contact staff if your child will not attend the program for that day. This also helps, so we are not looking for your child at the end of the school day. Also if your child is sick enough to miss the entire week please notify us.

Please contact staff immediately if you are running late to pick up your child.

For other important messages for staff, please write them down in the communication log book. Each site has a log book at the sign in/out desk. Please ask for the book if you need to leave a message and do not see it available. This helps if regular staff is not there, then the substitute will know that there is a change that they need to know about at that site.

We request that parents call the site to inform the staff if your child will not be staying after school or that your child will be absent. Even if the parent contacts the school office, it is STILL NECESSARY to call the site phone and leave a message of any attendance changes. If your child is attending an after school reading program, please inform the staff by writing it in the log book by the sign in area.

*\* **It is important to call the site phone number not the SGRPRC office for urgent messages to ensure the site staff receives the message. Site numbers are listed in the handbook. \****

## **Arrival Procedures**

The before school care program is held at the Recreation Center. Upon arriving at the Recreation Center, door #5 will be unlocked. In the childcare classroom, a sign-in sheet is present for the adult to record their **time of arrival** and **sign with initials**. This is to be done each day that you drop off your child. Also, we ask for safety that you do not leave cars running or leave small children in the car when dropping off students.

\* Parent(s) or guardian(s) MUST walk their child into the building, UNLESS other arrangements are made with the site staff.

**\*\* Before Care- Parents and students WILL NOT be permitted into the buildings prior to 6:30 am. NO EXCEPTIONS!**

Students should be dropped off by the following times to ensure transportation services by the district. If you are running late, call the **site phone** to inform staff.

New Salem AND Paradise Students – Arrive @ the center by 7:15 AM

Spring Grove Intermediate AND Elementary Students – Arrive @ the center by 7:35 AM

## Departure Procedures

\*NOTE: EVEN IF a name is on the Emergency Contact form giving permission for release; THE SITE STILL MUST BE INFORMED by a phone call to the site or a note in the Communication Log letting us know to expect someone other than the usual pick up person.

### Paradise and New Salem Elementary Parents:

Upon arriving to pick up your child at the sites, please knock on the window/door and be certain to show your face, so staff can see who is attempting entry. Please be patient and do not kick the door. Also we ask, for safety, that you do not leave cars running or leave small children in the car when picking up students. Also as a reminder, you will be asked for photo ID until staff recognizes you.

All parents are asked to sign the student out on the sign-in/out sheet by recording the time and signing initials. You will be asked for photo ID until staff recognizes you.

If an adult other than those listed on the child's Emergency Contact sheet is to pick up your child from a site, you must notify us in advance in writing. We do realize that unforeseen situations may require a parent to make a last minute phone call to inform facilitators of a pick-up by a person not authorized on the child's enrollment forms. If this happens, paperwork will be filled out on the person picking up the child and we will ask for a picture ID before we will release your child into their custody. We will also require a phone number that the parents can be reached for verification. If the parent cannot be reached at this number, the child cannot be released to the other individual. These guidelines are set by the state and we are required to follow.

Please review and understand the agreement between SGRPRC and childcare families as listed on the Emergency Contact Form. (See Below)

### **Child Pick-Up Authorization** (Example/Explanation) **DO NOT COMPLETE**

I, \_\_\_\_\_, authorize SGRPRC Child Care to release my child (ren) to the person(s) designated.

**Student's Name(s):** \_\_\_\_\_

**Mother's Name/Legal Guardian:** \_\_\_\_\_

**Father's Name/Legal Guardian:** \_\_\_\_\_

**Additional Contacts/ People To Whom They Can Be Released:** Include their name, a daytime phone number where they may be reached, and relationship to the child.

- 1) \_\_\_\_\_ Phone \_\_\_\_\_  
2) \_\_\_\_\_ Phone \_\_\_\_\_  
3) \_\_\_\_\_ Phone \_\_\_\_\_

GUARDIAN SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

## Health and Safety Policies

### **Mandated Reporting Policy**

We are required by law to report all observations of child abuse or neglect cases to the appropriate state authorities if we have reasonable cause to believe or suspect a child is suffering from abuse or neglect, or is in danger of abuse or neglect, no matter where the abuse might have occurred. The child protective service agency will determine appropriate action and may conduct an investigation. It then becomes the role of the agency to determine if the report is substantiated and to work with the family to ensure the child's needs are met. Our center will cooperate fully with any investigation and will maintain confidentiality concerning any report of child abuse or neglect.

### **Dangerous Weapons**

A dangerous weapon is a gun, knife, razor, or any other object, which by the manner it is used or intended to be used, is capable of inflicting bodily harm. Families, children or guests (other than law enforcement officers) possessing a dangerous weapon will not be permitted onto the premises.

In cases that clearly involve a gun, or any other weapon on our premises, the police will be called and the individual(s) involved will be immediately removed from the premises. This policy applies to visible or concealed weapons.

### **Emergency Preparedness**

For secure entry into the programs:

**Paradise Elementary** – A/C program is held in the cafeteria. Pick-up by entering the rear of the building, 1<sup>st</sup> set of doors to the cafeteria. When picking up, please make yourself visible to staff by peering through the windows and knocking. When students are playing on the blacktop, the gate to the parking lot will be closed. Parents should PARK OUTSIDE of the playground area and WALK to sign-out your child.

**New Salem Elementary** – A/C Program is held in the cafeteria. Pick-up by entering the rear of the building. Walk up the ramp and knock at the 1<sup>st</sup> set of doors to the cafeteria. Please make yourself visible to staff by peering through the window. When students are playing on the playground, please park below in the round-about.

**Recreation Center** – Access the B/A Care Program through door #5 6:15-8:15 AM and 3:00-6:00 PM. Door #5 is locked mid-day. You will need to report to the office at door #1 to be buzzed in the building. Interior classroom doors are locked, so please knock for entry from the staff.

When exiting the buildings, please DO NOT hold the door for another parent to come into the building. Additionally, we are NOT authorized to allow our parents to enter into any other part of the school from our program. NO EXCEPTIONS!

A First Aid kit is kept at all times on site and will be taken on trips (walks and to the playground).

The Emergency Telephone Numbers like Fire Department, Police, Hospital Poison Control and Emergency Contact Information of each child is posted by the phone. Emergency Contact information for each child is readily kept in a binder and is taken along in the backpack any time children leave the site including during walks. Fire Drills are practiced monthly to be in compliance with regulations set by the Department of Public Welfare.



An emergency evacuation preparedness kit is kept in case of disasters. A copy of an emergency evacuation plan with details is kept on file. A copy has also been provided to York county emergency management agencies. Please refer to the letter explaining our Emergency Plan listed below.

## Emergency Plan

Parents and guardians need to be informed of provisions in the Emergency Plan. A copy of this letter is given to parents of newly enrolled children, and at least once per year to all parents.

SGRPRC Before and After Care Programs  
Dear Parents,

Our child care program's philosophy is to keep your child(ren) safe at all times when he/she is in our care. With past world and local events, we have developed an emergency plan that will be put into place in the event that special circumstances require a different type of care. Plans for these special types of care are reviewed annually. Staff is trained in the appropriate response and the local emergency management is aware of these plans. The specific type of emergency will guide where and what special care will be provided.

**Shelter at the site-** This plan would be put into place in the event of weather emergency or unsafe outside conditions or threats. In this plan, children will be cared for indoors at the center and the center will be secured and students MAY be relocated to an immediate shelter location on site. On-site shelter locations: SGRPRC (hallway outside classrooms or basement), New Salem (hallway ramp between back and front hallways), Paradise (Staff Faculty Room). For a quicker dismissal if necessary. Immediate Evacuation shelter locations: SGRPRC (Gymnasium), New Salem (Library), Paradise (Library). Parents will be notified if they need to pick their child(ren) up before their regular time.

**Evacuation to another location** – This plan would be put into place in the event that it is not safe for the children to remain at the site. In this situation, staff has predetermined alternate site locations for care. In most cases, staff and children will be bused to the Spring Grove Rec Center, located at 50 N. East Street, Spring Grove, PA 17362. If SGRPRC is the site your child attends, the Spring Grove Elementary School is the evacuation location.

**Method to contact parents** – In the event of an emergency, parents will be called, a note will be placed on the site entrance door, and TV station (WGAL) will be alerted to provide more specific information. Postings will also be sent out to the emails recorded on REMIND. You can also check our website at [www.sgrprc.com](http://www.sgrprc.com) or call our main office at 717-225-9733.

**Emergency ends/reuniting with children** – When the emergency ends or once children have arrived at the relocation site, parents will be informed and reunited with their children as soon as possible. If someone OTHER than the parent(s) will need to pick up the child, the staff will need to be informed AND the person will need to have identification WITH THEM.

The purpose for sharing this information with you is not to cause you worry, but to reassure you that we are prepared to handle all types of emergencies in a way that will ensure the safety of your child(ren). In the event of an actual emergency, please DO NOT try to call the site phone- it will be important to keep the lines open. If you have questions regarding this information, talk with the center director.

Sincerely,

Megan Slothour  
SGRPRC Child Care Director

\*Should you have additional questions regarding our emergency operating procedures contact the Childcare Director.

## Health and Emergency Forms

To comply with regulations from the Department of Welfare we are required to keep completed health forms, emergency forms, and payment forms on file for each child. All forms must be completed and in your child's folder before they may begin our program. If you come to a site without the proper forms filled out, you will be turned away until the forms are completed. If your child has any health issues, please let the facilitators know when you bring your child/children.

## Allergy Prevention

Families are expected to notify the Childcare Director regarding children's food and environmental allergies. Families of children with diagnosed allergies are required to provide me a letter detailing your child's symptoms, reactions, treatments and care.

Health Assessment

## Health Assessments

Each child is required by state regulation to have on file, a health assessment which includes a record of up-to-date immunizations and the signature of the child's source of medical care. A child has thirty (30) days after enrollment to have their health assessment completed. An age-appropriate health assessment will need to be conducted according to the recommended schedule of the American Academy of Pediatrics (AAP).

## Health Policy

We follow the **National Health and Safety Performance Standards**. If we are uncertain about whether the child's illness poses an increased risk to others, the child will be excluded until a physician notifies that the child may attend.

**Exclusion:** Children will be excluded if:

- a) The child's illness prevents the child from participating comfortably in routine care and activities. (i.e. open wound)
- b) The illness results in a need for care that is greater than the staff can provide without compromising the health and safety of other children;
- c) An acute change in behavior - this could include lethargy/lack of responsiveness, irritability, persistent crying, difficult breathing, or having a quickly spreading rash;
- d) Fever (temperature above 101°F [38.3°C] orally, above 102°F [38.9°C] rectally, or 100°F [37.8°C] or higher taken axillary [armpit] or measured by an equivalent method) and behavior change or other signs and symptoms (e.g., sore throat, rash, vomiting, diarrhea). An unexplained temperature above 100°F (37.8°C) axillary (armpit) or 101°F (38.3°C) rectally in a child younger than six months should be medically evaluated. Any infant younger than two months of age with any fever should get urgent medical attention.
- e) Uncontrolled diarrhea (stools runs out of the diaper or the child can't get to the toilet in time).
- f) Vomiting more than two times in the previous twenty-four hours, unless the vomiting is determined to be caused by a non-infectious condition and the child remains adequately hydrated;
- g) Mouth sores with drooling, unless a health professional determines the child's illness is not from communicable illness.
- h) Rash with fever or behavioral changes, until the primary care provider has determined that the illness is not an infectious disease;
- i) Pink eye with white or yellow eye discharge until 24 hours after treatment is started and a physician's note for reentering is required.
- j) Head lice until after the first treatment (note: exclusion is not necessary before the end of the program day);
- k) Scabies, until after treatment has been given;

- l) Any contagious diseases, such as: Tuberculosis, Impetigo, Strep throat or other Streptococcal infections, Chicken pox, pertussis (Whooping cough), Mumps, Measles, Hepatitis A, Rubella, Shingles, Herpetic Gingivostomatitis.
- m) Any child determined by the local health department to be contributing to the transmission of illness during an outbreak.

Inclusion or exclusion of children with non-contagious conditions such as disabling injury or illness, asthma, or failure to thrive must be determined by our program's capacity to provide proper care for the child's special needs. Each case is considered individually.

*These recommendations are from National Health and Safety Performance Standards. See Caring For Our Children, <http://cfoc.nrckids.org/>, for more detail. These are standards recommended by Keystone Stars for quality child care. Keystone Stars is the current program run by Department of Human Services to improve the quality of child care in Pennsylvania.*

All children must have updated health appraisals. If any of the above symptoms appear, you will be requested to pick up your child or to not bring him/her to the Day Care, for everyone's best interest. If the child is too ill to stay in child care, the child will be provided a place to rest until the parent, guardian or designated person arrives. We will try to make them as comfortable and happy as possible.

Children who have been ill **may return when:**

- They are free of fever, vomiting and diarrhea for 24 hours.
- They have been treated with an antibiotic for 24 hours.
- They are able to participate comfortably in all usual activities.
- They are free of open, oozing skin conditions and drooling (not related to teething) unless:
  - The child's physician signs a note stating that the child's condition is not contagious, and;
  - The involved areas can be covered by a bandage without seepage or drainage through the bandage.
- If a child had a reportable communicable disease, a physician's note stating that the child is no longer contagious and may return to my care is required.

It is up to YOU to find a back-up provider. It is best to find someone BEFORE the need arises. A back-up caregiver must be on record in case of emergency the center would have to close.

If your child has been sick with a communicable disease other than a cold or flu, please check with your physician before sending the child back to childcare. If there is an outbreak of strep throat, head lice, etc., we will notify parents at the time of pick-up. If your child has any limitations, please provide us with a note from the doctor at the time of drop off or call us if your child has a note for us in his/her backpack.

## Reporting Requirements

Some communicable diseases must be reported to Public Health Authorities so that control measures can be used. Parents should notify me within 24 hours after the child has developed a known or suspected communicable disease and to inform me if any member of their immediate household has a reportable communicable disease. Parents of the other children in the child care who may have been exposed to a child with a communicable or reportable disease / condition will be informed about the exposure according to the recommendations of the local health department. Confidentiality will be maintained.

## Smoking

No one SMOKES in the facility. Smoking is NOT permitted on school property or Recreation Center grounds. The poisons in secondhand smoke are especially harmful to children.

## Prohibited Substances

Any adult who appears to be inebriated, intoxicated, or otherwise under the influence is required to leave the premises immediately. **A child WILL NOT be released to a parent exhibiting any of these signs.** For the safety of the child, an alternative person listed on the Emergency Form will be contacted.

## Administration of Prescription Medicines

A teacher will administer physician prescribed-medicine to your child when necessary. Our licensing agency, the Department of Human Services enforces the following strict regulations that we must adhere to for the safety of both the staff and children.

### ***Prescription Medications***

Medications must arrive at the site in an original container, labeled with the child's name, the name of the medication, and exact time medication is to be give, and the exact dosage. It must have a current date on the bottle. *If you ask your pharmacist, they will give you a second labeled container for the medication.* Medications for asthmas such as inhalers or nebulizers will sometimes be prescribed on an "as needed" basis. We can keep them on hand for that occurrence but the same rules must be followed. If pills need to be cut, the parent must send them cut and ready to be given to the student.

### ***Over-the-counter Medicines***

**We cannot administer over-the-counter medications without a physician's prescription stating a dosage and exact time of administration.**

We cannot store over-the-counter medications at the site past the date prescribed by the physician.

### ***Medication Log***

If a medication is to be given for a short period of time, a parent or home caregiver must sign the medication log at the site daily that a medication is to be given to a student. If a medication is given each day and needs continued administering during the year, a medication log will be in your child's folder to be signed weekly. Staff may not administer medication unless we have your signature.

*All medications MUST be in their original prescription bottle or labeled with the current prescription label.*

### ***All Medications***

**Make sure to hand all medications *directly* to the facilitator. Do not leave medications in your child's backpack.** When medications are brought to school the facilitator will count the pills and note this information on the medication log.

Please keep in mind the following suggestions:

- Many antibiotics can be administered at home in the morning and in the evenings, eliminating the need to send medicines to school. It is always safest to give medications at home.
- If your child is taking medications at home, please let the facilitator know. Also check the time medicine was administered at the site to adjust the time of the next home dose to prevent "over dosage".
- SGRPRC follows the rules stated in the School District's handbook.

## Behavior Policy

### **General Procedure**

SGRPRC is committed to providing a caring and safe environment for each student. Staff uses multiple strategies to encourage and support appropriate behavior. Examples of support include creating site rules collaboratively, creating a classroom management system, giving positive verbal praise, modeling good behavior, and rewards may be used.

In our program, we expect students to:

1. Be RESPECTFUL of staff and other students
2. Have a POSITIVE ATTITUDE/ TRY
3. Follow DIRECTIONS
4. Keep hands and feet to SELF

### **Action Plan**

When students do not demonstrate these expected behaviors and become verbally or physically aggressive or disrespectful, staff will intervene. If verbal redirection does not cease the inappropriate behavior, other disciplinary actions will be utilized.

1. Removal from Activity
2. Removal from Activity & a Write-Up (Note Communicating with Parents)

### **Challenging Behavior**

While it is the staff's goal to provide an environment for each child to become self-disciplined, extenuating circumstances may occur.

- After 2 Write-Ups are written for the same behavior, a **Discipline Report** will be completed.
- A Discipline Report may also be warranted on a FIRST offense for harmful physical contact.
- **After 2 Discipline Reports**, the Director will schedule a meeting with parents to discuss a plan of action. The Director may advise family to request a referral for Intervention Services.
  - **The Director may also contact the Rapid Response Team at ANY time if deemed necessary.**
- If inappropriate behaviors do not cease and the safety & well-being of the other children in the program or staff are a concern, suspension and/or termination from the program may result.

**\*Staff has the right to issue a write-up or discipline report at any point if deemed necessary.\***

## Individualized Family Plan

### **IEP (Individualized Education Program) Or IFSP (Individual Family Service Plan)**

If your child has an IEP or an IFSP please provide us with a copy of your paperwork, for your child's file, before he/she is enrolled in our program. If one is written at any point during the school year, then a copy for our files would be appreciated.

These files are kept confidential and only the Director has access to them. The more information that we have, the better we can plan and take care of your child.

### **Policy for Children with Special Needs**

When the parent or legal guardian of a child identifies that a child has special needs, the program accepts children as long as a safe, supportive environment can be provided for the child. To help us better understand the child's needs I will ask the parent or legal guardian to complete a "Special Care Plan" in conjunction with the child's health care provider(s). The program will attempt to accommodate children 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(s) or the Individual Family Service Plan/Individual Education Plan without posing an undue burden as defined by federal law we will request the parent/legal guardian to find a suitable environment for your child.

# Communication and Family Involvement

## **Student Evaluations**

Because we are a licensed Keystone STARS Facility, staff is required to complete a screening of each student in our program. The screening we use is an age appropriate observational/developmental checklist. This will be completed within the first 45 days of enrollment in our program. (For students enrolled at the beginning of the school year, these will typically be completed in October.) After completion, parents are asked to review and sign the observation. Parents will also have the opportunity to schedule a meeting with staff.

A second observation will be conducted in January/February. This observation portrays students' strengths, shares developmental milestones we will continue to work on in our program, and provide suggestions as to how you can help your child grow at home. \* *Student evaluations are confidential.* \*

## **Conferences**

Throughout the school year, you have the opportunity to schedule conferences with site staff and/or the childcare director. You may request a conference at the beginning of the school year upon completion of the registration paperwork. This is found on the ***Getting to Know You Parent Form***.

A second opportunity to request a conference is upon completion of your child's initial screening/observation. You will be asked to sign the observation form. Please note the section that asks if you would like to schedule a conference and circle YES or NO.

If you circle YES, the Director will contact you to set up a conference time.

## **Monthly Newsletters**

Each month a brief newsletter is published to inform the parents of activities, changes, and reminders. Newsletter will be sent via email. Parents who do not have email may pick up a printed copy at the site. Please read the entire newsletter so you will be up to date on all the happenings at your site. SGRPRC never sells or shares their mailing list with anyone else.

## **Parent Participation**

Communication with you is important to us. Please keep in mind that there may be times when staff cannot answer the phone. If the phone goes unanswered, please do not become alarmed, simply leave me a message and staff will call you back as soon as they are able. You may also communicate with us via e-mail and text messages. You may also contact the Childcare Director via phone or e-mail.

Parents are encouraged to visit whenever they wish. You may stop by for an informal visit, or schedule a visit to help with a particular group project. If you have a special talent or interest you would like to share with the children, please let our Childcare Director know.

## **Community Resources**

The York County Resource Guide is available to families. You can view the guide online at <http://pa211.communityos.org/cms/> It is an online "Free Information and Referral System Teleline."

## **Procedures for Transitioning into the After School SACC Program**

### **New Salem Elementary/Paradise Elementary**

Children must enter the cafeteria through the doors closest to the exit doors and place their belongings in their basket. The children should walk to a rug area or an assigned seat at a table and wait until all children arrive. Staff will take attendance and share plans and activities for the afternoon program.

*\* The rug area should be used for transitioning to and from activities. If a rug is not available, a designated area or table should be established for the students to use.*

### **Spring Grove Elementary/Spring Grove Intermediate (Youth) @ Recreation Center**

Children must enter the building from the doors located at the top of the building and entrance facing the East Street entrance. The students will enter the classroom through the doors closest to the hallway entrance and place their belongings in their designated shelf. Staff takes attendance. Children should walk to the Kindergarten door and line up to be excused to use the restrooms and wash hands. Students return to the room and wait in the seating area. Staff informs the students what the planned activities are for the afternoon.

## **Transitioning your child to Another Center or Home Care**

All sites have information available to parents to help transition your child from our center to another center or to home care. This can be a tough time but the information that we have will help you to make a smooth transition. If you need information on other child care sites or if you need copies of your child's file, please call the office. We will make copies of any information that you need. Please inform the staff at your child's site to complete a release of information form.

## **Separation**

Beginnings, endings or goodbyes continue to arouse strong emotions in most of us throughout our lives. As adults, we have learned to cope with our emotions. We may say, "New situations always make me nervous," with the understanding that new situations eventually become familiar. Children have not yet mastered the intellectual tools to understand their emotions.

Some tips:

- Let the facilitator know if you think your child will need help feeling comfortable after you leave.
- If you are worried about your child's adjustment, call us from work or leave a note in the site logbook asking us to call you.
- Tell us if you think there is something more we could do to help you and your child feel comfortable at our site.

## Additional Program Policies

### **Confidentiality of Records**

Children's records are confidential. Information regarding a child/family may not be exposed other than to an authorized employee of the licensing agency (DHS) or the child's parent or legal guardian.

### **Child Custody**

Without a court document, both parents/guardians have equal rights to custody. We are legally bound to respect the wishes of the parent/guardian with legal custody based on a certified copy of the most recent court order, active restraining order, or court-ordered visitation schedule. We will not accept the responsibility of deciding which parent/guardian has legal custody where there is no court documentation.

### **Appropriate Dress**

Children should wear simple, washable clothes to the sites. Some activities can be messy even with a smock to cover their clothing. Shoes should be rubber-soled with the toes and heels covered. Sandals or Crocs are not appropriate for gym or outdoor play. If the weather is good, we will go outside to play.

**Please have clothing and shoes that your child can wear in the gym and/or outside on the playground, or your child may be refused to participate in activities.**

### **Outdoor Play**

Studies have shown that outdoor activity and fresh air help keep children healthy. Weather permitting (this includes a temperature range of between 25° and 90° F) children will be taken outdoors daily. PA POSITION STATEMENT: Children are expected to go outside when the forecast temperature / wind chill above 25 degrees, the forecast temperature/ heat index is less than 90 degrees and there is no current air quality alert.

**Therefore, children must participate in outdoor play unless otherwise specified in writing by a physician.** Parents are responsible for seeing that their child is dressed appropriately. Please make sure that you provide your child(ren) with protection from any possible types of weather (hats, gloves, boots, sunscreen, etc).

### **Staff Transportation**

In the case when a staff member who is an acquaintance of a parent, and the staff member is asked to transport their child to or from childcare, there **MUST** be written verification submitted and signed **BY THE** parent stating that they give the staff person permission to do so and it **MUST** be dated. This note **MUST** be placed in the student's file. This agreement is between the parent and staff member. The school district and SGRPRC **MAY NOT** be held liable for the safety of the child.



## **Outside Staff Childcare Policy**

If parents choose to use staff to watch their children, parents and staff **MUST** comply with the policy. Staff is **NOT** permitted to discuss or make any arrangements at the sites or during our program hours of 6:15 am - 8:15 am or 3:00 pm– 6:00 pm. Staff **MAY NOT** watch children during our service hours or days (such as In-service days or closed school days, etc, when we offer care).

## **Toys/Personal Items brought to the sites.**

The before and after school program has a wide variety of toys, games, puzzles, cards, crafts, blocks and gym equipment for the children to use while they are at our site. **Please do not allow your child to bring personal items from home.** During a busy day these toys can be lost, stolen or misplaced. We cannot replace these items. If a student has permission to take one of these items to school, then it must remain in the child's backpack during their time with us. **SGRPRC is not responsible for any lost or stolen items that are not permitted at the sites.**

## **Theft**

Any student found guilty of theft (theft from another child, staff member, or SGRPRC Property) may be suspended or terminated from the program. Suspension or termination is at the discretion of the Childcare Director and Executive Director based on the details of the situation.

## **Vending Machines**

Students are not allowed to purchase items from the vending machines unless a parent is along.

## **Communication with Parents**

This booklet has been supplied in an effort to answer many of your questions. Please feel free to contact the director if you have questions.

## Spring Grove Regional Parks and Recreation Center

**SUBJECT:** Nondiscrimination in Services  
**TO:** Parents  
**FROM:** SGRPRC Childcare Director

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

Program services shall be made accessible to eligible persons with disabilities through the most practical and economically feasible methods available. These methods include, but are not limited to, equipment redesign, the provision of aides, and the use of alternative service delivery locations. Structural modifications shall be considered only as a last resort among available methods.

Any individual/client/patient/student (and /or their guardian) who believes they have been discriminated against, may file a complaint of discrimination with:

<b>Spring Grove Elementary</b> 1450 Roth's Church Rd. Spring Grove, PA 17362	<b>New Salem Elementary</b> 3745 Salem Rd. York, PA 17408	<b>Paradise Elementary</b> 6923 Lincoln Highway Thomasville, PA 17364	<b>Spring Grove Area Community Center</b> 50 North East St. Spring Grove, PA 17362
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**Department of Human Services**  
Bureau of Equal Opportunity  
Room 223, Health & Welfare Building  
PO Box 2675  
Harrisburg, PA 17105

**PA Human Relations Commission**  
Harrisburg Regional Office  
333 Market Street – 8<sup>th</sup> Fl  
Harrisburg, PA 17101

**U.S. Dept. of Health & Human Services**  
**Office for Civil Rights**  
Suite 372, Public Ledger Bldg.  
150 South Independence Mall West  
Philadelphia, PA 19106-9111

The SGRPRC Child Care program is licensed by the Commonwealth of Pennsylvania.

Financial assistance is available through CCIS.

The SGRPRC shall not discriminate based on race, color, sex, age, veteran status, marital status, sexual preference, national origin, religion, disability or any other characteristic protected by law.

The SGRPRC is an equal opportunity employer.



Spring Grove Regional Parks and Recreation Center

50 North East Street, Suite 1

Spring Grove, Pa 17362

Phone Number: 717-225-9733

Fax: 717-225-9792



My signature below acknowledges that I have received my copy of the 2020-2021 Parent Handbook for the SGRPRC Before and After School Care Program. I understand and agree that it is my responsibility to read and familiarize myself with the policies and procedures contained in this handbook. I also recognize that should I have any questions regarding the items in this handbook, I may contact the Childcare Director.

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*Student Name*

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*Parent / Guardian **Signature***

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*Date*