

PARENT HANDBOOK



SGRPRC

Before and After School Care Program

Updated July 2017

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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

Payment Agreement

- *This form will be completed WITH the Director or Childcare Financial Coordinator.*

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 45 days, you risk suspension from the program until it is received.*

IEP/GIEP/IFSP Information Sheet

Child Information Sheet

Permission Verification Form

Getting to Know You Parent Form and Student Form

Opt-In/Out Agreement

Behavior Policy Agreement

Signature Page of Parent Handbook

2. A non-refundable registration fee of \$35.00 plus the first week's payment is due at the time of registration.

3. If registering throughout the school year, the parent must communicate to the Director about a start date after paperwork and payment is received.

*If you have any questions about the required forms,
contact the Director at 717-225-9733 ext. 4*

Child Care Hours

The before and after school care program is open from 6:15 AM to 8:15 AM and from the end of the school day until 6:00 PM. We also operate on in-service days and some holidays.

Days Closed 2017-18 School Year

Labor Day

Thanksgiving Day

Black Friday

Monday, December 25 – Friday, December 29

New Year's Day

Tuesday, January 2

Good Friday

Memorial Day

Last Day of School – AM Care ONLY

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 registration fee is collected each year, usually at the beginning of the new school year. If paid before the end of the current school year, it is discounted to \$25. If paid after school ends or thereafter, it is \$35. For more than one child in a family the rate is \$25 per child. Additionally, if entering our program through Camp Quest, no registration fee will be collected if you have paid the fee for Camp Quest.

BEFORE CARE

6:15 AM – 7:45/8:00 AM

= \$45.00 per week for SG Borough, Jackson & Paradise Township Residents

= \$50.00 per week for All other District Residents

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.

AFTER CARE

End of School Day - 6:00 PM

= \$50.00 per week for SG Borough, Jackson & Paradise Township Residents

= \$55.00 per week for all other District Residents

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 if your child has any diagnosed food allergies we should be aware of.*

B/A CARE COMBINED

6:15 - 8:15 AM **AND** End of School Day - 6:00 PM

= \$90.00 per week for SG Borough, Jackson & Paradise Township

= \$95.00 per week for all other District Residents

DAY RATE

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

Day rates are only available if there are spots open at a site. Day 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.*

Kindergarten CARE

- Students are bused to OR from their assigned school by the district.
- Parents are required to pack a lunch.

Kindergarten CARE

8:15 AM – 12:00 PM (Morning Kindergarten CARE) / 11:30 AM – 3:15 PM (Afternoon Kindergarten CARE)

= \$85.00 per week for SG Borough, Jackson, & Paradise Township

= \$90.00 per week for all other District Residents

Kindergarten Care + 1 Extended Service (Before OR After Care)

Morning Kindergarten CARE

6:15 AM – 12:00 PM

OR

8:15 AM – 12:00 PM **AND** 3:15 PM – 6:00 PM

Afternoon Kindergarten CARE

6:15 AM – 8:00 AM **AND** 11:30 – 3:15

OR

11:30 AM – 6:00 PM

= \$95.00 per week for SG Borough, Jackson, & Paradise Township

= \$100.00 per week for all other District Residents

Kindergarten Care + 2 Extended Services (Before AND After Care)

Morning Kindergarten CARE

6:15 AM – 12:00 PM **AND** 3:15 PM – 6:00 PM

Afternoon Kindergarten CARE

6:15-8:00 AM **AND** 11:30 AM – 6:00 PM

= \$115.00 per week for SG Borough, Jackson, & Paradise Township

= \$120.00 per week for all other District Residents

Kindergarten – DAY RATE

\$25 /day

Day rates are only available if there are spots open at a site. Day 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.*

Drop -In Care (For children not currently attending the program)

- \$35.00/ full day per child

- \$25.00/ half day per child

We MAY accept drop-in enrollments for previous enrolled students for In-Service Days, Holidays, and emergency delays and early dismissals. The child MUST have a complete and updated file. Parents MUST call prior to attending. **Admittance depends on availability due to the number of children attending. It is not guaranteed.** Payment must be made upon drop off.

Late Pick-Up Policy

After School Care ends promptly at 6:00 PM. This is the agreement we have with Spring Grove School District. We ask that you pick up prior to 6:00 PM to allow staff to clean up at the end of the evening. As of 6:05 PM, your account will be charged for every minute late after 6:00.

- 1st / 2nd Offense - \$1 per minute
- 3rd 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 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.*)
- 2. Change of Service** (Change before care > after care, after care > before care, or add second service)
- 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 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.

If you are planning to withdraw your child from our program, final payments **must** be made before the child's last day. A **Change of Status Form** must be completed and submitted to our child care office to prevent continued charges on your account. We prefer notification at least 2 weeks before a child needs to withdraw from our care to avoid unnecessary tuition fees. You will be charged your regular rate until the form is completed. ***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.***

Payments

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

- **All payments are made weekly and are due the Friday BEFORE services are rendered.** Payments may be made by check, cash, credit cards, or ACH (Automatic Clearing House). Payments made with a credit card are to use **ENET System¹** and must be posted online by midnight Sunday to avoid late fees. ACH forms are available at the office. This is a free service provided by the Recreation Center.
- **Please make checks payable to SGRPRC.** Checks may be mailed or dropped off at the office ONLY.
- **Cash or checks must be received by 9 AM on Mondays to avoid late fees of \$10 on your account.** Returned check fee: \$30.

¹ **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.

Payment Agreements

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 \$30 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 Child Care Consultants of York County (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 are days when absolutely NO SERVICE is provided as stated on your signed agreement.

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 child care services, you just need our tax ID number.

TAX ID #: 20-2235968

Every family is provided with a tuition tracking sheet. We suggest that parents use this form to record payments, which may be used along with bank statements for tax purposes.

Monthly Account Statements

Parents needing copies of statements for Flex Spending accounts or any other reasons, please contact the Financial Assistant to make arrangements. You will then receive a form to be completed, so all the information to process the statement is on file.

NOTE: Statements WILL ONLY be processed the beginning of each month for the prior month(s).

Payment Schedule for Additional Service Fees

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

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.

Example:

- Weekly tuition is \$95.00 and the child attends 5 days for Before and After Care.
- To deduct 2 holidays, take \$95 divided by 5 = \$19 (per day), so $\$19 \times 2 = \38 .
- Therefore, $\$95 - \$38 = \mathbf{\$57}$ due for the week's tuition.

Non-paying holidays are:

- Labor Day
- Thanksgiving Day
- Black Friday
- Monday, December 25 – Friday, December 29
- New Year’s Day
- Tuesday, January 2
- Good Friday
- Memorial Day
- Last Day of School – AM Care ONLY

Requesting Childcare Services on Scheduled Days Off:

For scheduled days off, a sign-up sheet is posted at each site about 2 weeks prior for parents requesting care. All parents are required to sign as to whether they will need service or not. The cost will be listed on that sheet. **NO Sign-ups after the posted date.** Payment **MUST** be submitted by the deadline date set by the Director prior to the service.

NOTE: We must have at least 8 paid enrolled children to provide the care.

Scheduled In-Service Days

Half Day In-Service-

Parents will need to sign up at their sites and pay the Friday before for days when the district is closing early for a half day in-service. Children signed up will be bused to the Recreation Center. 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 are completed when signing up for the ½ day of service, **NOT LAST MINUTE.**

Payment fees:

- Before Care - \$15.00 ADDITIONAL fee
- After Care - \$10.00 ADDITIONAL fee
- Before/After Care - \$10.00 ADDITIONAL fee
- Kindergarten (any service) - \$ 5.00 ADDITIONAL fee

Full Day In-Service- (School is closed for a full day in-service)

Care will be offered at the Recreation Center from 6: 15am-6:00pm. 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
- Kindergarten (any service) - \$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.

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
Kindergarten	- 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
Kindergarten	- NO additional fee

* Morning SGRPRC Kindergarteners – Stay @ the center.

* Afternoon SGRPRC Kindergarteners – Also bused to the center.

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
Kindergarten (any service)	- \$5 credit

* (If you OPT-OUT, **Morning SGRPRC Kindergarteners** can be dropped off at the Rec.

Center, BUT NOT until **10 AM or later**. Students are bused to SGASD Kindergarten at 1:00.)

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

Before Care - NO credit
After Care - \$10 credit
Before/After Care - \$10 credit
Kindergarten (any service) - \$ 5 credit

* Morning SGRPRC Kindergarteners – Picked up by 12:30 PM at the Recreation Center.

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 announced on the television station WGAL- TV8.

You may visit our website at www.sgrprc.com or the [SGRPRC Facebook](#) page.

E-mails may also be sent out to all the parents using our e-mail network/ REMIND.

Additionally, you may call the Childcare Director at ext. 4 for information on the latest changes. Voicemail is updated regularly when the offices are closed.

*** 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. ***

* 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. 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.

**We please ask that parents do not change arrangements for the children who are signed up to come to the Rec. Center.*

Contact Information

- BEFORE CARE @ Center 717-825-5119 sgelem@icloud.com
- NEW SALEM AFTER CARE 717-825-5117 newsalem5117@icloud.com
- PARADISE AFTER CARE 717-825-5118 ParadiseElem@icloud.com
- SPRING GROVE AFTER CARE 717-825-5119 sgelem@icloud.com
- YOUTH CENTER AFTER CARE 717-825-5121 KDGYouth@icloud.cm
- KINDERGARTEN 717-225-9733 ext. 7

- CHILDCARE FINANCIAL ASSISTANT 717-225-9733 ext. 5

- CHILDCARE DIRECTOR 717-225-9733 ext. 4

Other Useful Phone Numbers

Recreation Center	225-9733
Recreation Center Fax	225-9792
Little Tots (Infant -2 Year Old Classroom)	225-9733 ext. 108
Little Explorers (3 – 4 Year Old Classroom)	225-9733 ext. 106

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 6:15 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.

SGI Students – Arrive @ the center by 6:55 AM

New Salem AND Paradise Students – Arrive @ the center by 7:25 AM

Spring Grove Elementary Students – Arrive @ the center by 7:45 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

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

Emergency Preparedness

When exiting the buildings, please DO NOT hold the door for another parent to come into the building. It is important for the staff to acknowledge who is entering the building for security purposes. 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 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.

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.

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.

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.

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

In our program, we expect students to:

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

If your child does not follow these expectations, consequences will be rendered. The following actions will take place once verbal warnings have been given.

1. Removal from Activity
2. Removal from Activity & a Write-Up

While these steps will be followed, there may be times when a Write-Up is warranted immediately. Ex. Physical contact, disrespectful towards staff, bullying, etc.

- After 2 Write-Ups, a Discipline Report will be completed for the inappropriate behavior.
- After 2 Discipline Reports, the Director will schedule a meeting with parents.
- If a 3rd Discipline Report is written, your child may be suspended from the program.

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

Please note that a Behavior Policy Agreement is required at enrollment. This states that you are aware and agree to follow this policy.

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

Spring Grove Elementary/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.*

Youth Center (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.

Transitions for Kindergarten CARE

Prior to attending, children will have an opportunity to visit the classroom and meet the teacher. Parents will also receive information regarding transition suggestions and information on expectations.

Children are dropped off at the Recreation Center in the Kindergarten room. Parents sign them in, and then children place their belongings in their designated cubby. Children should then go to the bathroom and wash their hands. Children and parents can read the board to find out activities for the day.

At dismissal, the staff member escorts the students to the lobby outside of the gymnasium to wait for the bus provided by Spring Grove Area School District. The bus takes the children to their elementary school.

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 and Electronic 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 children to bring items from home.** This includes all toys, electronic equipment, cell phones, iPods and other treasured items. 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.**

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:

Spring Grove Elementary
1450 Roth's Church Rd.
Spring Grove, PA 17362

New Salem Elementary
3745 Salem Rd.
York, PA 17408

Paradise Elementary
6923 Lincoln Highway
Thomasville, PA 17364

Spring Grove Area Community Center
50 North East St.
Spring Grove, PA 17362

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 – 8th 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 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.

Student Name

*Parent / Guardian **Signature***

Date