

Wilson Child Care

2017-2018 School Year

School Age Program - Parent Guidelines Handbook

Program Eligibility:



The Wilson School District School Age Child Care Program offers a safe and friendly environment for your child before and after school. It is open to Wilson students, Kindergarten through 5th grade. Enrollment is limited to a certain capacity per center.

Admissions, the provisions of services and referral of clients, shall be made without regard to race, color, religious creed, disability, ancestry, national origin, age or sex.

Our school year program will run from August 28, 2017 through June 8, 2018 (Subject to Change).

Enrollment in a School Age Program requires:

- A non-refundable \$50.00 registration fee

Weekly Rates and Hours of Operation:



	3 Day	4 Day	5 Day
Before School (6:30am to start of school day)	\$60.00/week	\$80.00/week	\$90.00/week
After School (End of school day to 6:00pm)	\$60.00/week	\$80.00/week	\$90.00/week
Before and After School	\$72.00/week	\$96.00/week	\$110.00/week

- A three day per week minimum contract is required.
- A varying day and/or week schedule (where days of week change each week) is not offered.

Discounts Available:



- Multi-Child Discount:
 - A 10% Discount will be applied to the oldest child, when two children are enrolled in the program at the same time.
 - A 15% Discount will be applied to the oldest child, when three children are enrolled in the program at the same time, along with the second oldest child in that same family receiving a 10% Discount.
- Discounts cannot be combined with other discounts.

Program Location & Phone Numbers:



Our centers are located at all the Wilson Elementary Schools. The phone extensions and physical addresses are:

Cornwall Terrace: 3100 Iroquois Avenue, Sinking Spring, PA 19608 (ext. 1760)

Green Valley: 270 Green Valley Road, Sinking Spring, PA 19608 (ext. 4704)

Shiloh Hills: 301 Sage Drive, Sinking Spring, PA 19608 (ext. 3380)

Spring Ridge: 1211 Broadcasting Road, Wyomissing, PA 19610 (ext. 4986)

Whitfield: 2700 Van Reed Road, West Lawn, PA 19609 (ext. 1360)

Our normal hours of operation during the school year are:

AM = 6:30am until the start of school time.

PM = End of school time until 6:00pm.

Daily Schedule of Activities:



The School Age program is staffed with qualified individuals that always have the best interest of the child in mind. Our program provides a safe and fun environment for your child. The activities that are planned by our staff will enable your child to participate in a variety of experiences. A calendar with monthly activities will be posted at your child's center. Please ask your child's Supervisor, if at any time, you have a question about the activities.

Our staff of highly qualified professionals will provide a program that includes:

- *Outdoor play
- *Indoor games
- *Small and large group activities
- *Arts and Crafts
- *Homework Time
- *Special events
- *Community projects

Our School age program is designed to be a relaxed, positive and rewarding experience for you and your child.

If your child has an IEP or IFSP, written plans, and/or special needs assessments, we request that the documents be given to the Child Care Supervisor to meet your child's educational needs.

Parent Partnerships:



Communication is an essential part of the equation for student success. We will use bulletin boards, white boards, or written notices to communicate what is occurring. We offer parent conferences to discuss a child's progress and behavioral, social and physical needs. Parents are asked to complete a Getting to Know You questionnaire at the start of the program and the answers enable us to better support your child's learning needs.

Items from home:



It is advised that children do not bring items from home. Our staff cannot be responsible if your child's items are lost or stolen.

Snacks:



A snack is served in the afternoon.

****We are NOT a Peanut-Free facility****

Fire Drills:



Department of Human Services requires one fire drill within every 60 days. Children enrolled in the School Age program will participate in fire drills and will be instructed in fire safety procedures.

Field Trips:



Field trips may be planned to extend and enhance the child care experiences. Parental permission is required for participation in field trips. Payment of admission fees and transportation fees are the responsibility of the parent.

Absences:



In an event of an absence, please contact Child Care Main Office at 610-670-0180 ext. 4823 or notify your child's childcare supervisor by their extension listed below as soon as possible. An answering machine is provided for your convenience

- Cornwall Terrace – ext. 1760
- Green Valley – ext. 4704
- Shiloh Hills – ext. 3380
- Spring Ridge – ext. 4986
- Whitfield – ext. 1360

Your normal weekly contracted rate will be required, regardless of the number of "absent" days in attendance.

Vacation Day Incentive:



You will be entitled to three “vacation days” to use towards absences, family vacations, etc., if your child is enrolled and starts on the first day of the 2017-2018 School Year Program and is contracted for five full days of care per week.

To ensure proper credits are applied to your account, the requests for vacation days must be submitted to Main Office at ext. 4823 within 1 week after the day you would like credited as a Vacation Day.

These days cannot be carried over to the next school year or summer program.

Change of Contract Fee:



You are permitted to change your contract once for free (if space is available) and thereafter, a charge of \$20.00 will be charged to your account, per occurrence.

Illness:



In order to prevent the spread of germs, PLEASE keep your child at home a **minimum of 24 hours** if he/she shows any of the following symptoms: unusual skin eruptions, fever over 100 degrees, persistent cough or headache, chills, swollen glands, discharge or redness of eyes, sore throat, diarrhea or vomiting. Depending on the nature and severity of an illness, a child may be excluded from child care at the discretion of the Supervisor. This, of course, is for the health and well-being of **all** children in the program.

Due to concerns about choking and their lack of any noticeable effect, cough drops are not permitted in child care. **Cough drops will not be dispensed and they are not to be sent to school from home. They pose a choking hazard.**

Communicable Diseases:



A physician’s excuse must be presented in order to return to child care for the following communicable diseases: Measles, Whooping Cough, Respiratory Streptococcal Infections, Scarlet Fever, Mumps, Impetigo, Pinkeye, Ringworm, Scabies and Mononucleosis. Our regulations require that a pupil with chickenpox be excluded from child care. Students may return to childcare when their Physician has examined the students to make sure all of their chickenpox vesicles are dry and have scabs and to make sure they do not have a fever. Our regulations require that a pupil with head lice or nits be excluded from child care. The student must report to the child care supervisor to be cleared before readmitted to child care.

Immunizations:



The Department of Human Services states that the facility shall require the parent to provide updated written verification from a physician, physician's assistant, CRNP, the Department of Health or a local health department of ongoing vaccines administered to a child in accordance with the schedule recommended by the ACIP. (Advisory Committee on Immunization Practices)



Medical Examinations:

Child care regulations in Pennsylvania require all school age children to have medical examinations upon entering Kindergarten. If a child is newly enrolled after Kindergarten, an updated medical examination is required. A Child Health Assessment must be on file within 60 days after admission to the program to prevent termination of services. Please have your physician complete all age appropriate screenings. Incomplete assessments will be returned to you for completion.



Medications:

A physician's current written instructions and parental written consent are required in order for our staff to administer prescription medications. Instructions for administration contained on a prescription label are acceptable. A physician's written consent is required for the administration of nonprescription medications.

A prescription or nonprescription medications must be provided by the parent and will be accepted only in the original container. Parents will be required to sign a medication log when any prescription or nonprescription is dispensed.

The administration of Medicine during child care hours will be permitted only if the medications are absolutely necessary and failure to administer them would jeopardize the health of the child.

Use of Inhaler:



Children who carry inhalers and that may have permission from their physicians to carry and self-administer the inhaler during school hours, are NOT permitted to carry inhalers when in the Child Care program.

- Inhalers must be given to a Child Care Staff member upon arriving at the program.
- Children with permission to carry an inhaler during the school day are required to give the inhaler to a staff member when arriving at Child Care. The staff member will return the inhaler to the Parent/Guardian when the child leaves.
- A medical log must be completed by the parent before the inhaler can be administered. Inhalers being used on an “as needed” basis will need this stated on the medication log. An additional note will need to accompany the medication log with specific symptoms the child should be experiencing for the inhaler to be administered. The inhaler would be administered with a staff members help or supervision.



Use of EpiPen:

- A child who requires the use of an EpiPen, must provide an EpiPen to be kept at the child care center.
- A medication log must be completed and on file at the center.
- An emergency plan must accompany the medication log explaining the procedure if the EpiPen is used. (We will contact 911 if the EpiPen is administered).



Holidays:

Child Care will be closed and services will not be provided on the following days during the 2017/2018 school year and you are not required to pay for these closed days:

Labor Day:	Monday, September 4, 2017
Thanksgiving Day:	Thursday, November 23, 2017
Black Friday:	Friday, November 24, 2017
Christmas Day:	Monday, December 25, 2017
New Year's Day:	Monday, January 1, 2018
Good Friday:	Friday, March 30, 2018
Memorial Day:	Monday, May 28, 2018



Sign up for Care Days:

In-Service Days and Holiday's

Care on In-Service Days and Holiday's will be provided on the following days:

- Friday, September 1, 2017
- Monday, October 9, 2017
- Friday, November 10, 2017
- Wednesday, November 22, 2017
- Monday, November 27, 2017
- Tuesday, December 26, 2017
- Wednesday, December 27, 2017
- Thursday, December 28, 2017
- Friday, December 29, 2017
- Tuesday, January 2, 2018 (Possible Snow Make-Up Day)
- Monday, January 15, 2018
- Friday, February 16, 2018
- Monday, February 19, 2018
- Monday, March 26, 2018 (Possible Snow Make-Up Day)
- Tuesday, March 27, 2018 (Possible Snow Make-Up Day)
- Wednesday, March 28, 2018 (Possible Snow Make-Up Day)
- Thursday, March 29, 2018 (Possible Snow Make-Up Day)
- Monday, April 2, 2018

All contracted child care children are permitted to sign up on the above days, no matter if they are contracted for that specific day or not.

If you sign up for care on one of the days listed above, a set fee of \$35.00 will be added to your weekly invoice. This will be in place of your daily contracted rate.

Our hours of operation on the above days will be 6:30am-6:00pm and will be held at Cornwall Terrace Elementary School. (Subject to Change)

If you sign up for care on any day listed above, but you do not attend, you will be charged the set fee of \$35.00. Discounts do not apply on set rates for sign up for care days.

Early Dismissal Days

Care on Early Dismissal Days will be provided on the following days:

- Wednesday, September 20, 2017 (Early Dismissal)
- Tuesday, October 31, 2017 (Early Dismissal)
- Monday, November 20, 2017 (Early Dismissal)
- Tuesday, November 21, 2017 (Early Dismissal)
- Friday, December 22, 2017 (Early Dismissal)
- Wednesday, February 28, 2018 (Early Dismissal)
- Friday, March 23, 2018 (Early Dismissal)
- Friday, May 25, 2018 (Early Dismissal)

All contracted child care children are permitted to sign up on the above days, no matter if they are contracted for that specific day or not. (Subject to Change)

If you sign up for care on one of the early dismissal days listed above, the fee below that reflects your contract will be added to your weekly rate.

Early Dismissal Rates (starts from early dismissal time until 6:00pm):

Before School Only Contracts = \$25.00

After School Only Contracts = \$8.00

Before and After Contracts = \$8.00

Non Contracted Day = \$25.00

If you sign up for care on any early dismissal day listed above, but you do not attend, you will be charged the set fee listed above that corresponds to your contract. Discounts do not apply on set rates for sign up for care days.

Inclement Weather Days:



To reach our Inclement Weather Hotline for Wilson Child Care Only, please call 610-670-0180 ext. 4900

A formal plan will be distributed to each parent during the beginning of the school year and posted on the child care website.

Late Pick-Up Fee:



All Centers close at **6:00pm**. A late pick up fee of \$20.00, per child, will be charged should you arrive after 6:00 pm. An additional \$10.00 late fee, per child, will be charged for every 5 minutes beyond 6:15 pm. Please be considerate of our staff by picking up your child **before** 6:00 pm. Termination of services will occur should you be late arriving for your child on multiple occasions in one school year.

Sign In/Sign Out:



In order to ensure your child's safety, we require a parent or approved designated person whom is at least 18 years of age to sign your child in and/or out of the child care center each day.

Only the people listed on the child's Emergency Contact/Parental Consent Form will be allowed to sign your child out of Wilson Child Care. Please make sure all designated persons are listed on the form. Failure to follow this procedure may result in termination of services. Personal identification (driver's license) will be required.



Emergency Contact/Parental Release Information:

Children will be released from the center only to their parent(s) or the person(s) designated on the Emergency Contact Form. Person(s) listed as emergency contact(s) must be able to arrive at the center within a half hour of being called. Unless stated otherwise by court order, either parent always has the right of release of his or her child. By law, we may not refuse to release your child to either parent. A certified court order must be in the child's file should custodial rights be restricted to one parent. Without a certified court documented order, we will not get involved in enforcing custody orders. Domestic problems must be handled outside the learning center.

Staff must be notified should an emergency arise which requires someone other than the parent(s) or the person(s) designated in writing to pick up your child. For the safety of your child, personal identification (driver's license) will be required.

Change of information:



Parents are asked to report any change of address, telephone number, place of employment, or other pertinent changes occurring during the school year, to the Main Office at ext. 4823. It is important that our records are up-to-date so that we are able to contact you should an emergency arise. It is also important that the staff be made aware of any change in family structure or situations which may affect your child's behavior.

Behavioral Management Procedure:



- I. Behavior management means teaching. We attempt to teach acceptable behaviors, and to promote positive self-image in children by:
 - a. Preventing problems.
 - b. Offering positive suggestions.
 - c. Redirecting to a different behavior or activity.
 - d. Providing encouragement.
 - e. Discussing the situation and why the rule is needed.
 - f. Giving positive attention frequently.
 - g. Developing rules with the children.
 - h. Setting up a program that is suitable for the ages and needs of the children.
 - i. Providing appropriate consequences.
 - j. Offering choices and interesting activities
 - k. Using age appropriate "time out", to allow for a cool down and time to think of better ways to handle problems.
 - l. Removing privileges.
- II. Children and their parents must accept that the Berkshire Heights Early Learning Center and the Before and After School staff have definite expectations for behavior that must be met:
 - a. Children are to be respectful to other children and staff. Respect should be mutual.
 - b. Children are to listen to and follow directions given by the staff.
 - c. Children are to keep their hands and feet to themselves. (No physical contact)
- III. Should a child refuse to follow these rules:
 - a. The director or supervisor will communicate verbally with the parents.
 - b. The director or supervisor will document the behaviors on a behavior report and review with parents.
 - c. The director or supervisor will develop a plan for behavior management.
 - d. The director or supervisor will review the plan with the parents and request suggestions and support.
- IV. Should satisfactory progress not be made:
 - a. The child may be suspended from the program for 1 to 3 days.
 - b. A conference with the parents may be required before the child may return.
 - c. Parents will be advised that if the behavior in question occurs again, they must have someone pick up the child immediately.
- V. Should a child not be able to adapt to our program, he/she may be removed from the program, with up to a two-week period allowed for the parents to find alternate care.

VI. Major offenses may result in immediate suspension and or expulsion from the program. If a parent cannot be reached, we will call the emergency contacts. The Coordinator will be consulted and an Incident/Accident report will be filed. Someone will need to come immediately if the following behaviors occur.

- a. Physically harming another person.
- b. Threatening, harassing or otherwise verbally abusing another person.
- c. Endangering him/herself.
- d. Intentionally destroying property.
- e. Possessing or using any illegal substance.
- f. Possessing or using any weapon.

VII. Physical restraint of an out of control child may be required in extremely limited circumstances to protect the child, other children and staff. If physical restraint is used, the parent/guardian will be notified immediately. In addition, the incident will be documented on an official Incident/Accident form and reported to the Coordinator.

VIII. These procedures are intended as guidelines for behavioral or disciplinary concerns. Please discuss this Behavior Management Procedure and Agreement with your children.

- The Wilson School District has a zero tolerance policy for weapons, replicas of weapons and/or items used as weapons. Any violation will result in immediate suspension or termination of child care services.



Payment Procedure:

No business can run without funding, therefore the following procedure has been developed to promote high quality services, materials, supplies, and well-trained, educated caregivers common to Wilson Child Care.

Your contracted weekly rate is **Due every Monday**, which includes care for that week.

Prompt payment of tuition is necessary to ensure that the program can continue to function. Payments made in advance are permitted.

Cash payments for tuition are not permitted.

Payment is considered Past Due if not paid in full by Tuesday of each week; at which time a \$15 late fee will be charged weekly until tuition fees are paid.

Payments can be submitted in the following ways:

- Online through Skyward Fee Management/E-Funds. (If you have questions on how to use the online services, please contact the Child Care Main Office at ext. 4823).
- A check or money order, made payable to "Wilson Child Care".
 - o In the memo section, please include your child's full name.
 - o Your checks can be placed in the check box, which is located at your child's center.

- Payments can be mailed or personally delivered to:
 - o Wilson Child Care
Berkshire Heights Early Learning Center
711 North Wyomissing Boulevard
Wyomissing, PA 19610

It is always Wilson Child Care's aim to support families; however, if accounts are two weeks or more delinquent, the Coordinator has the right to discontinue services and not allow the child to return back to Child Care. If a payment arrangement needs to be made, please contact the Coordinator at ext. 1163.

Returned Check Fees: A fee of \$35.00 will be charged for any check returned due to non-sufficient funds (NSF). Also, a \$15.00 late fee will apply. When a non-sufficient check has been processed, your next payment for that amount due must be in the form of a money order. If three separate checks are returned due to NSF, all subsequent tuition payments must be made by money order.

Financial assistance is available for eligible parents through Child Care Information Services (CCIS). Information regarding financial eligibility may be obtained by calling the BCIU office at 610-987-2247.

Parents receiving financial assistance through Child Care Information Services (CCIS) must follow the payment procedure and guidelines. CCIS will be notified should you be more than one week late in making payment.

Unclaimed Funds Policy for Wilson Child Care

Funds remaining in a child's account at the end of the fiscal year (June 30th) are rolled over into his/her account for the following fiscal year. Negative balances likewise carry over from one year to the next; therefore, if you owe money at the end of the fiscal year, it will be deducted from any deposits made at the beginning of the following year. If you withdraw your child from the child care program due to a move, within sixty days of such move, Wilson Child Care must receive written notice of your forwarding address in order to process a refund of any remaining account funds. If within sixty days of such move, you do not provide a forwarding address to the Wilson Child Care Office, any unclaimed funds in the child's account shall be forfeited and shall become the property of the Wilson Child Care department.

Please monitor your child care account balance, as upon withdrawal from the program, credit balances in the amount of less than \$1.00 will not be refunded and will become the property of Wilson Child Care. Any refund of \$1.00 or greater will be sent in the form of a check during the month of June to the forwarding address the Child Care Office has on file.

Financial Statements:



Financial Statements are available to you online through Skyward Fee Management. If you require assistance obtaining these statements, please contact Main Office at ext. 4823.

Withdraw Procedure:



Should a parent wish to withdraw their child from the program, please notify your center supervisor at least 2 weeks prior to your child's last day. The center supervisor will ask you to complete a withdraw form. Re-admission is based upon availability of space and the registration fee would again be required.

If for any reason you have questions, please feel free to contact individuals below:

Claudia Schadler-Duong: Administrative Assistant
Ext. 4823; schcla@share.wilsonsdsd.org

Sue Wails: Preschool Lead Supervisor
Ext. 4823; waisus@share.wilsonsdsd.org

Steve Good: Coordinator of Child Care
Ext. 4823; gooste@share.wilsonsdsd.org

Thank you for choosing Wilson Child Care Before and After School Program. We want our program to be a positive part of your child's growth and a rewarding family experience. We look forward to having your child participate in our program!

Steve Good
Coordinator of Wilson Child Care

**RECEIPT AND ACKNOWLEDGEMENT OF WILSON CHILD CARE
SCHOOL AGE BEFORE/AFTER SCHOOL PROGRAM
2017-2018 SCHOOL YEAR
PARENT GUIDELINES HANDBOOK**

Please read the following statements and sign below to indicate your receipt and acknowledgment of the Wilson Child Care – School Age Before/After Parent Guidelines Handbook.

- I have read a copy of and I understand the Wilson Child Care - School Age Before/After Parent Guidelines Handbook. I understand that the procedures and rules described herein are subject to change at the sole discretion of Wilson Child Care - School Age Before/After at any time.
- I understand that the handbook is available to be read online at www.wilsonsd.org/childcare and if requested, one can be provided to you.
- I understand that, should the content of the Parent Guidelines Handbook be changed in any way, Wilson Child Care - School Age Before/After may require an additional signature from me to indicate that I am aware of and understand any new procedure.

Parent/Guardian Printed Name	Parent/Guardian Signature
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Parent/Guardian Printed Name	Parent/Guardian Signature
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Date
