**Mechanic Grove**

**Christian Child Care**

**1392 Robert Fulton Highway**

**Quarryville, PA 17566**

**717-786-9089**



**Parent Handbook**

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Foreward

Welcome to Mechanic Grove Christian Child Care (MGCCC). This child care facility opened in 1984 as a non-profit community outreach program of Mechanic Grove Church of the Brethren. MGCCC continues to be operated by Mechanic Grove Church of the Brethren under the direction of the Children’s Outreach Ministries (COM) Board which also oversees Wee Friends Preschool (WFPS) and Christian Love Around School Program (CLASP).

This Parent Handbook is intended to inform you of policies, procedures, and guidelines that have been put in place in order to run an effective child care facility. Please keep this reference handy. You are responsible to know this information. As we continue to improve the quality of care and education inherent to our program, information contained in this handbook may change. You will receive a written copy of any changes, corrections, additions, or deletions to this Parent Handbook.

**Contact Information:**

Mechanic Grove Christian Child Care

1392 Robert Fulton Highway

Quarryville, PA 17566

717-786-9089

If you have any questions or concerns about items contained in this Parent Handbook, you may contact:

Joan Cutler Director of MGCCC 717-806-2160

Aliza Kraynak Admin. of Children’s Outreach Ministries 717-806-2163

As a parent/guardian of a child who attends Mechanic Grove Christian Child Care, I have received a copy of the MGCCC Parent Handbook and I acknowledge that I am responsible for knowing about the information contained in this Parent Handbook.

 Parent/Guardian Signature Date

**CHILDREN’S OUTREACH MINISTRIES’ MISSION STATEMENT**

Children’s Outreach Ministries, with Mechanic Grove Church of the Brethren as its partner, seeks to be

* an environment where the love of Jesus is experienced as well as taught,
* an environment which is safe and nurturing, and
* a ministry which reaches into the community.

**OBJECTIVES**

* To encourage honesty and kindness
* To foster creativity and imagination
* To increase the child’s respect for self and others
* To teach Christian values that form a foundation for Christian growth in the lives of children and their families
* To provide age-appropriate material and equipment to stimulate the child’s physical, emotional, and intellectual growth
* To encourage open communication between Mechanic Grove Christian Child Care and parent/guardian
* To meet or exceed the standards set forth by the Pennsylvania Department of Human Services (DHS), as we are licensed by the State of Pennsylvania.

**EDUCATIONAL PHILOSOPHY** Early childhood should be a time of fun, warmth, security, exploration, and discovery. An early childhood experience in a Christian setting provides the child with added richness, as it encourages social, emotional, physical, intellectual, and spiritual development. We are dedicated to providing the care and attention, love and learning, fun and safety that you expect from your childcare provider.

Early childhood development is a process that is continually changing and expanding, therefore both structured and unstructured activities are offered for our children. However, our basic philosophy is one of freedom to learn, grow, and make choices. We believe that children learn through play, and we have structured an environment which reflects that belief. Staff members are encouraged to be flexible and allow children freedom to learn at their own pace. All activities are steps to growing and developing physically, socially, emotionally, and cognitively. Children learn in different ways, with all of their senses. Varied experiences and materials will be provided for multi-sensory and whole brain learning including large and small motors skills as well as eye-hand coordination. Formal instruction time is not extensive, but rather children are given ample opportunity to participate in age-appropriate activities which expose them to concepts such as numbers, letters, art, music and group & personal interaction.

The best atmosphere for learning is one of acceptance and encouragement. A predictable, organized environment, with caring adults, clear expectations, and appropriate consequences supports the whole child.

**LICENSING** MGCCC is licensed by the Pennsylvania Department of Human Services (DHS). This Certificate of Compliance is renewed on a yearly basis through an on-site inspection by a licensing representative.

We are an equal opportunity provider and accept applications for admission without regard to race, religion, disability, ancestry, national origin (including limited English proficiency), age, gender or any other protected status.

All of our caregivers complete a minimum of six (6) hours of DHS training each year. In addition, they attend fire safety training every year, and First Aid & CPR training every two years. All caregivers have completed a Pennsylvania criminal check and child abuse clearance. All caregivers hired after June 2008 have also satisfied an FBI fingerprinting.

**AGES ENROLLED** We are dedicated to providing a loving, high quality, non-profit child care program for children 6 weeks to 6 years of age.

Enrollment

**HOURS FACILITY OPEN** Hours are from 6:30 AM to 6:00 PM Monday through Friday.

**ENROLLMENT POLICY** We are licensed by the DHS as a “Center,” and are limited to 27 children on site at a time. A child must be enrolled at least two (2) days a week. COM may make a rare exception based on hours needed and staff ratios.

**STAFF/CHILD RATIO** The staff/child ratio is mandated by the DHS and is defined as follows:

 Infant (6 weeks – 12 months) 1 to 4 staff/child ratio

 Young Toddler (13 - 24 months) 1 to 5 staff/child ratio

 Older Toddler (25 – 36 months) 1 to 5 staff/child ratio

 Preschooler (37 months – 5 years) 1 to 10 staff/child ratio

**WAITING LIST** MGCCC is classified as a Center and is limited in the number of children that can be served. If no openings are available, a family may be placed on a waiting list. When an opening occurs, we will call those on the waiting list in the order the calls were received. However, for appropriate staffing purposes, we need to have a mix of ages in the children we serve. Consequently, we may enroll children “out of order.” If an opening is available for your child, an enrollment form must be completed. We cannot “hold” a place open for your child.

**PAPERWORK** All necessary paperwork must be completed by a specified time in order to meet licensing and/or center requirements and to ensure your child’s attendance/enrollment status. At date of enrollment, the following paperwork must be completed:

* An agreement will be signed by the parent/guardian stating the reserved days per week, total number of hours per week, and tuition cost. The agreement will be reviewed every six (6) months as mandated by DHS regulations. Once the parent has signed a contract, whether it is upon enrollment or for a six (6) month review, they will be held financially responsible for the stated tuition cost on the contract until the next six (6) month review. If a new contract is requested prior to the six (6) month renewal process, the Director will use her discretion with the primary criteria considered being staffing levels and our need to keep our center as full as possible in order to contain costs.
* An emergency contact form must be completed and reviewed every six (6) months or whenever information changes, as mandated by the DHS.
* A child health assessment, including record of vaccinations, must be completed at enrollment and specified intervals thereafter (see page 18).

**VACATIONS** MGCCC families may take one week of vacation annually without paying for childcare during that time. This week must be taken on consecutively scheduled (contracted) days. The number of days per week your child is contracted for equals the number of days considered one week’s vacation. Please communicate your vacation plans with the Director one month in advance, so staffing levels may be adjusted accordingly. **All additional days off will be charged at the regular contracted rate.**

**EXTENDED ABSENSES** For an extended absence that is the result of illness, hospitalization, etc., MGCCC will hold the child’s place for one month. Adequate communication must be maintained with the Director of MGCCC. If a child will be absent for more than one month, MGCCC reserves the right to give that slot to another child.

Tuition and Fees

**ENROLLMENT FEES** At date of enrollment, the following fees must be paid:

* A non-refundable registration fee of $50.00 must accompany the enrollment form.
* A security deposit will be required. The deposit is equal to $200.00 per child or a maximum of $300.00 per family. A two-week notice is required when terminating services. If your child leaves with at least a two-week notice, we will return the security deposit less any tuition owed. If less than two weeks’ notice is given, the security deposit is forfeited.

**SCHOLARSHIPS** Mechanic Grove Christian Child Care is a participating provider with ELRC (Early Learning Resources Center) of Lancaster County. If you think you may qualify for a scholarship, please contact ELRC (717-393-4004) or your caseworker directly. ELRC requires a co-payment that must be paid on time in order to continue receiving subsidized childcare. Tuition not covered by your ELRC scholarship must be paid in accordance with Attachment A.

Mechanic Grove Church of the Brethren has limited scholarships available for families in need of further financial assistance. These scholarships are made possible by the members of Mechanic Grove Church of the Brethren who value and love your children and want to make it possible for you to have affordable child care. Financial aid scholarships are provided to working parent(s). Scholarship amounts are based upon availability, family income and necessary household expenses. Financial Aid Applications are reviewed in confidence by the Administrator of the Children’s Outreach Ministries. They may also be reviewed in confidence by the Children’s Outreach Ministries Board at the discretion of the Administrator. The scholarships are re-evaluated every six months (or more often if there are changes to your circumstances). In order to be considered for these scholarships, you must first apply for financial assistance through ELRC. If you do not qualify through ELRC, you may bring verification from ELRC of this fact and contact the Administrator.

**FINANCIAL RESPONSIBILITIES** You will be held financially responsible for the time you have reserved as stated in your contract, regardless of illness or other circumstances. For example, if your child is scheduled to be at MGCCC, and MGCCC is open and your child does not come, you must pay for that day.

**TUITION PAYMENTS** Tuition is due by Friday for the upcoming week. Checks are to be made payable to Children’s Outreach Ministries. Please write MGCCC on the memo line on your checks. See **Attachment A** for the current tuition rates and any recent tuition notes.

**UNPAID TUITION** A $25 late fee will be charged if tuition is not paid by the due date. Services may be terminated if tuition is not paid. A child may be reinstated (if the space has not been filled) by paying another registration fee and any outstanding charges.

**RETURNED CHECKS** When a check is returned for non-sufficient funds, we require a new check with an additional $15.00 to cover our fee from the bank. If this is a recurring issue for any family, cash payments may be required as deemed necessary by the Administrator.

**LATE PICK UP CHARGE** It is important that you pick up your child on time. Our license with the State of Pennsylvania mandates our staff/child ratios, and those can be affected if you are late picking up your child. For the first 15 minutes you are late, there will be a $20.00 charge. For each additional 15 minutes (or part thereof), an additional $10.00 will be charged. The MGCCC Director will advise you of these charges which will be due with the next scheduled tuition payment.

**TAX INFORMATION** You will receive a year-end statement for federal income tax purposes.

Policies & Guidelines

**INCLEMENT WEATHER POLICY** In the event of inclement weather, please contact us at 717-806-2157 to hear a recorded message about delays and closings. Please note that if road and weather conditions deteriorate rapidly, a previous delay may result in a closing. You may want to call again to verify the status before leaving for MGCCC. Parents must pick up their child within one hour of being notified of MGCCC’s closing.

**On inclement weather days, a parent must notify the center prior to 7:00 a.m.** if their child willnot be attending Child Care. This data helps us to decide whether to close. When the center is closed all day for inclement weather, a credit will be applied to the next week’s tuition (see Attachment A) **only if we have been notified on time.** Our goal is to be open whenever possible, but we do need to balance staff safety with parent needs and we will err on the side of safety.

**MEALS AND SNACKS** We are a peanut-free facility. Please do not provide any food products containing peanuts even for your own child. Breakfast must be provided by the parents. You must have your child at MGCCC by 7:15 am in order for staff to serve them the breakfast you have provided. A nutritious lunch is provided by MGCCC. Our menus satisfy all applicable Federal and State guidelines. Monthly menus will be distributed to parents. Please notify the staff if your child has any dietary restrictions or food allergies. Snacks will be provided by MGCCC in the morning and afternoon. The staff reserves the right to not feed a child a specific food item if they determine that it is not age-appropriate.

**BIRTHDAYS** We’d love to help celebrate your child’s birthday. We welcome treats that you would like to provide, but please make sure that you contact MGCCC’s Director and seek prior approval. We want to make sure there are enough treats for every child, that allergens are not introduced in the case of a child with allergies, and that each child has their own special day to celebrate. Invitations to celebrations outside of our center may be distributed within our center only if every child on our roll receives an invitation. No exceptions will be made to this policy.

**PERSONAL ITEMS** Upon enrollment, each child is assigned a space for personal possessions. Children using diapers will be assigned a box where their parent-supplied diapers, wipes, ointments, etc. will be kept. Parents are asked to keep at least two complete (season-appropriate) changes of clothing at MGCCC. The child’s name should appear in permanent marker on all items. Your child will be using fun, educational toys at MGCCC every day. Therefore, to avoid loss or breakage, we ask you to keep your child’s own toys or special items at home. This does not relate to items used for naptime. Please note that, per DHS regulations, infants who nap in cribs are no longer allowed to have stuffed animals, bumper pads, or pillows with them in the crib.

**CLOTHING** Because a day at MGCCC can include activities such as singing, dancing, playing, riding toys and more (both indoors and outdoors), your child should wear comfortable, washable clothes, as well as rubber-soled, closed-toe shoes (preferably sneakers). We ask you to label all clothing. We are not responsible for lost or damaged clothing.

**REST PERIODS** After hours of exciting, educational and fun activities, your child needs rest. Each child is expected to rest from approximately 12:30 to 2:45 pm. It is expected that the older toddlers, preschool children, and those children in kindergarten will lie down and have quiet time, even if they do not sleep.

**DISCIPLINE POLICY** Learning self-control is a normal part of growing up and our policy is never to embarrass or ridicule a child when he or she misbehaves. Corporal/physical punishment is never allowed at MGCCC. Instead, we use positive strategies that strengthen the self-esteem of children. Most situations can be handled by re-directing a child to another, more appropriate activity. This approach is called “positive re-direction.” When necessary, we will use “time out.” It gives children time to think about their actions before returning to a group activity. It is a positive form of discipline that teaches appropriate behavior while allowing the child to make the decision to improve his or her behavior. “Time out” periods may last no more than one minute for each year of the child’s age. Please keep in mind that repeated “time outs” may be deemed necessary if the child’s misbehavior continues.

**BEHAVIOR ISSUES** We are attentive to the safety of our children and staff. When a particular child’s or parent’s behavior threatens the safety of or becomes abusive toward other children and/or staff, we reserve the right to terminate the child’s contract immediately.

**ARRIVAL AND DEPARTURE** All children must be personally accompanied by a parent or guardian to and from MGCCC. Parents must us the sign-in/out book that is kept in the dining room. Please note the time give your full signature. The time listed must be according to the clock in the dining room. As a safety measure, please sign your child out before removing him or her from the play area. Notify the staff if your arrival or departure time will be slightly different than the contracted time so that we can plan accordingly. Children will only be released to persons who have been authorized by the parents in writing. Photo identification will be required if someone other than the parent or guardian is picking up the child so that the staff can confirm the information listed on the release forms. **Due to staff responsibilities, please limit drop-off and pick-up time to a maximum of 10 minutes each.**

**SCHEDULES** Children are contracted for specific days and hours per week. Those contracts are reviewed every six (6) months. Parents may not substitute different hours or days once an agreement has been established and signed. Each family is responsible to pay for the contracted hours in the agreement. If, on occasion, you need to request extra hours, and if staffing levels are appropriate, your request may be approved by the Director at $5.00/hour for any hours over your contracted hours. Please do not rely on this service.

**STAFF** The staff at MGCCC is comprised of caring adults who wish to take an active part in providing quality childcare and early childhood development with Christian values as the core structure of learning for all children.

The administrative staff is comprised of a Director who reports to the Administrator of Children’s Outreach Ministries (which includes MGCCC, Wee Friends Preschool, Christian Love Around School Program, Christian Love Around Summer Program and Mechanic Grove Christian Primary Program). The Administrator reports to the Children’s Outreach Ministries Board of Directors. The Administrator is given oversight by the Board which sets the policies and procedures for operating MGCCC and the other Children’s Outreach Ministries.

MGCCC caregivers are responsible for the daily management of the childcare program under the guidance of the Director. Each member of the staff has been employed as a qualified and competent person to care for the individual needs of each child. No staff member will be under the influence of any substance that impairs the staff member’s ability to supervise children and/or to perform assigned duties. Staff qualifications and staff/child ratios always meet and often exceed local and DHS requirements. Each staff member is required to obtain the necessary training annually to meet the DHS guidelines as required by law. This may include training in areas such as child development, health and safety, communicable disease recognition and management, and child abuse/neglect recognition.

As mandated, all staff must complete a criminal background check and a child abuse clearance. All of our caregivers complete a minimum of six (6) hours of DHS training each year. In addition, they attend fire safety training every year First Aid & CPR training every two years. All caregivers have completed a Pennsylvania Criminal Check and Child Abuse clearance. All caregivers have also satisfied an FBI Fingerprinting Background Check and the National Sex Offender Registry check. Mechanic Grove Church of the Brethren requires all employees to complete Child Protection Policy training. To see a copy of the Child Protection Policy, please contact the Administrator.

**SUPERVISION** The children may be split up in age-appropriate groups to give continuity of care and supervision to the children on a day-to-day basis. As required by the DHS, children will be assigned to a specific staff person who will be responsible for their care and supervision. No child will ever be left alone or unsupervised. Children will be within sight or hearing (or both) of child care staff members at all times.

A capable child may use the restroom alone without adult supervision as long as the child is within hearing distance of a child care staff member and the child care staff member checks on the child until he/she returns to the group. The child may not leave the group until he/she has obtained permission from the child care staff member in charge of the group.

A record of each child’s daily attendance will be maintained with information stating food eaten, potty times, naptimes, child’s mood, outdoor play time, supplies needed, etc.

The excursion file (emergency information) will be with the children and staff at all times throughout the day including during outdoor play, during emergency evacuations and drills and field trips to the church building.

**CHILD SERVICE REPORT** Every six (6) months, per DHS regulations, parents will receive a Child Service Report. The purpose of this report is to facilitate discussion between child care providers and parents about the child’s progress in growth and development, to summarize the observations of staff regarding your child, and to provide the parent/guardian with information about home activities to help the child grow and develop.

**REPORTING SUSPECTED CHILD ABUSE OR NEGLECT** It is our intent to build a partnership with parents to provide the most suitable environment possible for their children. Toward this goal, we have many resources and referrals available upon request. It is also important for parents to be aware that under section 3280.18 of the Pennsylvania Code, the administration and each employee of MGCCC are required to immediately report any suspicion of child abuse or neglect to Childline (1-800-932-0313). It is the responsibility of this agency to investigate each report.

Emergency Procedures

**EMERGENCY PLAN** MGCCC, in conjunction with the other ministries associated with the Children’s Outreach Programs at Mechanic Grove Church of the Brethren, has a detailed emergency plan outlining the protocol for responding to various emergencies that could occur at or around MGCCC. A copy of the emergency plan is available for your review. Please contact the MGCCC Director.

**FIRE DRILLS / EMERGENCY DRILLS** Each month the staff at MGCCC conducts either a fire drill or another type of emergency drill so the staff and children become accustomed to the procedures they would need to follow in an emergency. You may review our log of emergency drills, located on the board in the dining room.

**SECURITY** We take the safety and security of the children in our care very seriously. At the time of enrollment, parents are given the key code to access the building via the front door. If for any reason, the code is changed, parents will be notified of the new key code. Please do not allow anyone to enter with you whether or not you know them. They should use the keypad after you enter. When children are playing outside, access through the back door may be granted to parents by the supervising staff members.

The MGCCC outdoor play area is completely enclosed by a fence so that the staff can more easily monitor the children and keep them safe.

**RELOCATION CENTER** Because MGCCC is within close proximity to Peach Bottom Nuclear Power Plant, we have made arrangements with Lancaster County Career and Technology School, in Willow Street, PA, to serve as a relocation center if we should need to evacuate MGCCC due to a nuclear incident.

Should there be a hazardous materials incident on the highway or in the vicinity of MGCCC, we will evacuate the facility, relocating to Chestnut Level Presbyterian Church in Quarryville, PA.

If an evacuation of the facility is necessary, a notice will be posted on the front door of MGCCC. Although we pray that this is never necessary, we are prepared for an emergency.

Parent Responsibilites

**INFANTS** Parents of infants will supply a written feeding schedule and all of their child’s food and formula. Bottles must be plastic and for sanitary reasons, used bottles and nipples must be taken home daily to be washed thoroughly and returned the next day. Nursing mothers may nurse their babies at MGCCC if they so choose. When first introducing baby food to your baby, please keep them on a new food for 3 to 4 days at home in order to determine if the baby is allergic to the food. Trying new foods away from home only to find there is an allergy may be a disturbing situation for parents and children. Label all items such as spoons, bibs, jars, and bottles with a permanent marker.

**SUPPLIES** Parents will supply the following, if applicable:

* **Diapered Children** – A weekly supply of disposable diapers and a nursery-size container of baby wipes, lotions, powders, etc. that you wish to be used on your child.
* **Potty-Training Children** – A good supply of “pull-ups” and wipes for naptime (or while still potty training) or 2 changes of underwear for children who are almost completely potty-trained.
* **All Children** – At least 2 seasonally-appropriate changes of clothes for their cubby and sneakers for play.
* **Nap Time** – Each child who sleeps in a crib is required to bring a clean, form-fitting crib sheet and a blanket or cover, if desired. All other children will be provided with a covered mat. They are required to bring a blanket and a small pillow, if desired. These will be sent home at the end of your child’s week to be laundered and returned the following week. Please label all items.

**PARENT AND STAFF PARTNERSHIP** Families are an integral part of our program. Daily communication and collaboration between families and staff members is encouraged. We welcome you to call or visit. Weekly office hours are posted at MGCCC or you may call the MGCCC Director to schedule an appointment. If you have any concerns that the Director cannot address, please contact the Administrator of Children’s Outreach Ministries at 717-806-2163.

**CHILD’S DAILY ACTIVITY PAPER** Please check this area every day as there may be messages or papers that need your attention.

**CHILD’S CUBBY** Check this area daily for items that need to be taken home such as papers, soiled clothing, etc. We are not responsible for lost items.

Health Policies

**ILLNESS** To prevent the spread of sickness, children with vomiting, diarrhea, fever or other obvious signs of illness may not be brought to MGCCC. When you keep your child home, please notify MGCCC by a direct phone call (786-9089) or message on voice mail. Please include your child’s name, symptoms, and/or physician’s diagnosis. If a child becomes ill while in our care, the parent or guardian will be required to pick up the child within **30 minutes** of the phone call. ***We must have a number where you can be reached in case of an urgent or emergent situation. Voice mail is not acceptable in these situations except as a very brief stopgap for reaching you (2-3 minutes.)*** If a parent is unable to pick up a sick child, alternative arrangements must be made to have the child picked up within the 30 minute time frame. Our staff may deny care to any child who is too ill to attend MGCCC. **Your child must be symptom-free for at least 24 hours without the aid of symptom-reducing medications before returning to MGCCC**. Some illnesses necessitate a doctor’s permission to return to the facility (see Contagious Diseases).

The following are examples of symptoms suggesting that a child may be in need of medical attention and/or should not be among other children in group care:

* A fever
* Vomiting and/or diarrhea
* Rash, hives, or welts that appear quickly
* Open sores unable to be covered
* Head lice
* Unusually tired, emotional or irritable
* Difficulty breathing, wheezing
* Severe stomach pain
* Severe sore throat
* Heavy nasal discharge that is discolored, etc.
* Unable to comfortably participate in center activities

**OUTSIDE PLAY** If a child is too ill to go outside, he or she is too ill to attend MGCCC. Children are taken outdoors daily, weather permitting. Please apply sunscreen before bringing your child to the center.

**CONTAGIOUS DISEASES** An infectious disease is one that is transmitted from one person to another. Depending on the type of infection, it may be due to a bacterium, virus, fungus or protozoan. All of these organisms are microscopic and are spread by various means including airborne droplets, throat and nose discharges, facial-oral contact, skin contact and contact with body fluids (including blood, saliva and urine).

While respecting confidentiality of medical information of the child and family, some communicable diseases must be reported to public health authorities so that control measures may be used.

In child care settings, preventing the spread of all infectious diseases is not possible

due to:

* young children’s lack of personal hygiene
* children being situated in the same physical area experiencing frequent, close contact
* the high mobility of young children
* young children’s susceptibility to infections as they build immunity.

However, it is important that staff and caregivers maintain appropriate and effective procedures to protect the children in their care and themselves from infectious diseases. Effective infection control is achieved by adopting the best standards of hygiene possible in the working environment. These include:

* thorough hand washing
* thorough and regular cleaning and disinfecting of equipment and surfaces
* safe procedures for cleaning up and disposal of body fluids
* safe procedures for food storage and handling
* safe diaper changing and toileting procedures
* exclusion of contagious people from the child care facility
* appropriate immunizations for both children and adults.

If a child is absent because of a contagious disease, he or she may not return to MGCCC without a physician’s written statement indicating that the child is no longer contagious and is able to participate in activities. The following list specifies some (but not all) conditions which require care and a doctor’s note documenting that the child is no longer contagious and/or is well enough to return to child care:

* Pink eye (conjunctivitis)
* Hand, foot and mouth disease
* Hepatitis A, B
* Measles
* Meningitis
* Mumps
* Whooping cough
* Ringworm
* Impetigo
* Chicken pox
* Scabies
* Streptococcus
* Croup

In an effort to create and maintain a healthy environment, information regarding the presence of a communicable illness or disease in a child or staff member will be communicated to families without identifying anyone.

**ALLERGIES** Please inform the MGCCC Director about any allergy your child may have so that we can take the necessary precautions.

**HAND WASHING** We want to help you to teach your child valuable personal hygiene skills. We require hand washing before eating, after bathroom visits and at any other appropriate time.

**UNIVERSAL PRECAUTIONS** Universal precautions are taken when working with children to minimize the spread of infection and contagious diseases. Any bodily secretions from children are treated as potentially infectious.

**POTTY TRAINING** Teamwork is the key to mastering this often challenging phase in child development. We will not start any potty training until you decide the time is right. Once you start at home, we will make every effort to coordinate our efforts with your efforts. If your child has just started potty training, he or she may still need to wear a diaper or “pull-up” at nap time to prevent accidents.

**MEDICATIONS** Due to liability and recommendation from the DHS, we will not administer oral medications at MGCCC. We will apply topical ointments and teething gel, as requested by the parent or guardian as long as there is a signed first aid release form in the child’s folder. If your child requires an epi-pen or inhaler, please contact the Director to make us aware of the situation and to fill out the appropriate paperwork.

**MEDICAL RECORDS** The DHS requires that you submit your child’s current medical and immunization records prior to enrollment. These medical records must be updated in accordance with Pennsylvania State law.

**CHILD HEALTH ASSESSMENTS AND VACCINATIONS** The Center for Disease Control (CDC) has released recommended guidelines for vaccinating children. The American Academy of Pediatrics strongly supports that and we urge you to follow the recommended guidelines. MGCCC follows Pennsylvania State immunization regulations that require forms to be completed at intervals of: 2 months, 4 months, 6 months, 9 months, 12 months, 15 months, 18 months, 24 months, 3 years, 4 years, 5 years, and 6 years. You will receive notice when these updates are required. We appreciate your promptness in returning the form as soon as possible. Without a current health assessment **we cannot care for your child** (see Vaccination Schedule – Attachment C). For more detailed information, please visit the Center for Disease Control website: www.cdc.gov

**IMMUNIZATION EXEMPTION POLICY** We believe parents who do not immunize their children are risking not only their child’s health but the health of other children in our care. The Center for Disease Control (CDC) has released recommended guidelines for vaccinating children. The American Academy of Pediatrics strongly supports that, and again, we urge you to follow the recommended guidelines. Since the law requires us, against our better judgement, to allow for exemption on the grounds of “religious objection,” we must comply. As a faith-based childcare center, we cannot imagine a religion that does not allow its children to be protected by every means available including those measures that have come through God’s guidance of the scientific community, but as compliance is mandatory, comply we must. WE REQUIRE A DETAILED LETTER DESCRIBING THE REASONS FOR EXEMPTION FROM VACCINATION ON RELIGIOUS GROUNDS SIGNED BY BOTH PARENTS AND ANOTHER LETTER SIGNED BY A RELIGIOUS PROFESSIONAL (which includes his/her credentials) in order to comply with this legal mandate. With acceptable letters in hand and our satisfied review of them (and all other necessary forms and deposits including but not limited to a completed Child Health Assessment), we may make an exception to the above policy even though we would find such an exception to be objectionable at best.

While determining whether you want to bring your child to us knowing where we stand on your belief about vaccinations, you may also want to note that we teach and care for children based on Church of the Brethren principles and practices. Since you may find these beliefs as contrary to yours as you do our vaccination policy, please note that we will not make changes to our care and teaching practices and are not required by law to do so.

Attachment A

 **2022 TUITION RATES**

|  |  |  |
| --- | --- | --- |
| **Type of Care** | **Age of Child** | **2022 Rates** |
| Greater than 50 hours/week |   | $15.00/hour for each hour over 50 hours/week |
| Full Time (26-50 hours week) | 6 weeks - 12 months | $240.00 |
| 12 months - 24 months | $219.00  |
| 24 months - 36 months | $214.00 |
| 36 months - 5 years | $205.00  |
| Part Time (15-25 hours week) | 6 weeks - 12 months | $185.00  |
| 12 months - 24 months | $175.00  |
| 24 months - 36 months | $170.00 |
| 36 months - 6 years | $165.00  |
| K-garten half-day 4-5 days |  |  $175.00 |
|  | K-garten additionalhalf-day as needed | additional $30.00 a day |

**An appropriate hourly rate will be determined for 14 hrs. or less if there is an opening.**

**REGISTRATION FEE: $50**

**SECURITY DEPOSIT: $200 (for first child, $100 for additional children)**

**Any week containing a holiday (see attachment B) will be charged at the normal weekly rate since we incur costs whether we are closed or open on holidays.**

**However, if we are closed due to inclement weather, $35 FT/ $20 PT will be deducted from your account for that day. This universal figure simplifies our accounting and your ability to determine how much you owe the following week. We will no longer advise you of your total due for the coming week since this has been simplified. Please note this deduction applies only to those who were scheduled to be here on an “inclement weather day” and are not receiving scholarship aid from the church.**

***From page 8 of Parent Handbook:***

**On inclement weather days, a parent must notify the center prior to 7:00 a.m.** if their child will not be attending Child Care. This data helps us to decide whether to close. When the center is closed all day for inclement weather, a credit will be applied to the next week’s tuition (see Attachment A) **only if we have been notified on time.** Our goal is to be open whenever possible, but we do need to balance staff safety with parent needs and we will err on the side of safety as necessary.

Attachment B

**2022 CALENDAR**

MGCCC is open weekdays, all year, except for the following dates:

New Year’s Day (observed for staff) – Friday, December 31, 2021

Good Friday – Friday, April 15, 2022

Memorial Day – Monday, May 30, 2022

Independence Day – Monday, July 4, 2022

Labor Day – Monday, September 5, 2022

Thanksgiving Day – Thursday, November 24, 2022

Day after Thanksgiving – Friday, November 25, 2022

Christmas (observed for staff) – Monday, December 26, 2022

Attachment C

|  |  |  |
| --- | --- | --- |
| **CHILD’S AGE** | **VACCINE AND DOSE** | **PROTECTS AGAINST** |
| Birth to 2 months | Hepatitis B (dose 1 of 3) | Hepatitis B virus |
| 1 to 4 months | Hepatitis B (dose 2 of 3) | Hepatitis B virus |
| 2 months | DTaP (dose 1 of 5) | Diphtheria, tetanus, and whooping cough |
| Hib (dose 1 of 4) | Infections of the blood, brain, joints, or lungs |
| Polio (IPV) (dose 1 of 4) | Polio |
| Pneumococcal conjugate (PCV7) (dose 1 of 4) | Infections of the blood, brain, joints, or inner ears |
| Rotavirus (dose 1 of 3) | Rotavirus |
| 4 months | DTaP (dose 2 of 5) | Diphtheria, tetanus, and whooping cough |
| Hib (dose 2 of 4) | Infections of the blood, brain, joints, or lungs |
| Polio (IPV) (dose 2 of 4) | Polio |
| Pneumococcal conjugate (PCV7) (dose 2 of 4) | Infections of the blood, brain, joints, or inner ears |
| Rotavirus (dose 2 of 3) | Rotavirus |
| 6 months | DTaP (dose 3 of 5) | Diphtheria, tetanus, and whooping cough |
| Hib (dose 3 of 4) | Infections of the blood, brain, joints, or lungs |
| Pneumococcal Conjugate (PCV7) (dose 3 of 4) | Infections of the blood, brain, joints, or inner ears |
| Rotavirus (dose 3 of 3) | Rotavirus |
| 6 to 18 months | Hepatitis B (dose 3 of 3) | Hepatitis B virus |
| Polio (IPV) (dose 3 of 4) | Polio |
| 6 to 59 months | Influenza (1 dose every year) | Flu and complications |
| 12 to 15 months | Hib (dose 4 of 4) | Infections of the blood, brain, joints, or lungs |
| Pneumococcal conjugate (PCV7) (dose 4 of 4) | Infections of the blood, brain, joints, or inner ears |
| MMR (dose 1 of 2) | Measles, mumps, and rubella (German measles) |
| Hepatitis A (dose 1 of 2) | Hepatitis A virus |
| 12 to 18 months | Varicella (dose 1 of 2) | Chickenpox |
| 15 to 18 months | DTaP (dose 4 of 5) | Diphtheria, tetanus, and whooping cough |
| Hepatitis A (dose 2 of 2) | Hepatitis A virus |
| 4 to 6 years | DTaP (dose 5 of 5) | Diphtheria, tetanus, and whooping cough |
| Polio (IPV) (dose 4 of 4) | Polio |
| MMR (dose 2 of 2) | Measles, mumps, and rubella (German measles) |
| Varicella (dose 1 of 2) | Chickenpox |
| Additional Vaccines | Consult your child’s physician or healthcare professional. |

Attachment D

 **DAILY SCHEDULE OF ACTIVITIES**

6:30 **Center Opens** Transitioning from home to school is sometimes difficult. Children are encouraged to wave to their parents at the window.

6:30-7:15 **Breakfast**  Children who have had breakfast at home are encouraged to come to the table with their friends while they eat breakfast. We stop serving at 7:15.

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7:15-8:00 **Table Activities**  The children may be using the following: fine motor activities, quiet games, puzzles, coloring pages. These activities will give us one on one time with each child.

8:00-8:45 **Group Time** This is the time for all age groups to play together. Often there will be a 10-minute music and movement time. Also during this time, we may play a large group game such as Hot Potato or Duck, Duck, Goose.

8:45-9:00 **Story time** The story will usually pertain to the day’s lesson. The children will have an opportunity to listen, participate and respond.

 9:00-9:15 **Snack** The children will be served snack at this time.

9:15-10:00 **Circle Time** Each child has time to share a story about the night before. Circle continues with learning about the calendar. A weather report will follow. There is also time for prayer, Bible story and a lesson-based activity.

10:00-10:45 **Centers** Children will be playing with other children who are around their age rotating from center to center.

10:45-11:30 **Outside Play** Weather permitting, children will usually have free play.

11:30-12:15 **Lunch** Children willprepare for and eat lunch.

12:15-12:45 **Bathroom/Books** Each child is encouraged to use the bathroom. While they are taking turns for the bathroom, the children may quietly sit on their nap mats looking at books.

12:45-2:45 **Naptime** After a busy morning of activities and play, children will rest for 2 hours. If a child does not fall asleep after 45 minutes, he/she is usually given books to look at.

2:45-3:00 **Rise and Shine** At 2:45, children are gently awakened, and then they put on their shoes.

 3:00- 3:15 **Snack** Children will be served a snack.

3:15-4:15 **Outside Play** Weather permitting, children will usually have free play.

4:15-5:00 **Group Time** This is the time for all age groups to play together.

5:00-6:00 **Table Activities** The children may be using the following: fine motor activities, quiet games, puzzles, coloring pages. These activities will give us one-on-one time with each child.

 6:00 **Center Closed**

**PA Child Care Code (3270)**

**To access guidelines, search for PA Code 3270**

**Contact Information:**

**Jennifer Morgan**

**Certification Representative**

**Office of Child Development and Early Learning**

**Bureau of Certification Services**

**Central Region**

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