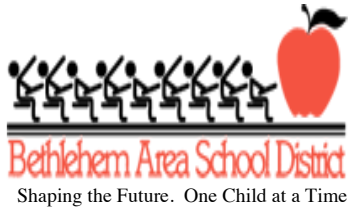


WELCOME TO



2017 - 2018 Child Care Program

1516 Sycamore Street, Bethlehem, PA 18017-6099
Phone: 610-868-8501 Fax: 610-807-3610

This Handbook is a guide for you as a parent. It is an introduction to the program and contains our policies. You are responsible for the contents of this Handbook.

We want you to get to know us better. We encourage parents to visit the centers and attend family events as scheduled. We will try to help you in any way we can.

CHILD CARE OFFICE

**1516 Sycamore Street
Bethlehem, PA 18017-6099**
Telephone: 610-868-8501 Fax: 610-807-3610
School closing hotline number: 610-849-9191

Dr. Jodi Frankelli
Supervisor, Early Learning,
Grants and Development

Cleo C. Millheim
Supervisor of Child Care Program

Kristen Ruth
Victoria Whitehead
Support Staff

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~LOCATION OF CENTERS~

ASA PACKER ELEMENTARY SCHOOL (AP) **610-849-1823**
1650 Kenwood Drive
Bethlehem, PA 18017-2297
Hours: 6:15am - 9:00am & 3:30pm - 6:15pm

CALYPSO ELEMENTARY SCHOOL (CA) **610-849-9313**
1021 Calypso Avenue
Bethlehem, PA 18018-5005
Hours: 6:15am - 9:00am & 3:30pm - 6:15pm

CLEARVIEW ELEMENTARY SCHOOL (CL) **610-849-9393**
2121 Abington Road
Bethlehem, PA 18018-1499
6:15am - 9:00am & 3:30pm - 6:15pm

DONEGAN ELEMENTARY SCHOOL (DO) **610-849-9153**
1210 East Fourth Street
Bethlehem, PA 18015-2098
6:15am - 9:00am & 3:30pm - 6:15pm

FARMERSVILLE ELEMENTARY SCHOOL (FA) **610-849-9323**
7036 William Penn Highway
Easton, PA 18045-2998
6:15am - 9:00am & 3:30pm - 6:15pm

FOUNTAIN HILL ELEMENTARY SCHOOL (FH) **610-849-9383**
1330 Church Street
Bethlehem, PA 18015-4499
6:15am - 9:00am & 3:30pm - 6:15pm

FREEMANSBURG ELEMENTARY SCHOOL (FR)
6:15am - 9:00am & 3:30pm - 6:15pm
*******CARE WILL BE OFFERED @ LINCOLN CC**

GOVERNOR WOLF ELEMENTARY SCHOOL (GW) **610-849-1813**
1920 Butztown Road
Bethlehem, PA 18017-3397
6:15am - 9:00am & 3:30pm - 6:15pm

~LOCATION OF CENTERS~

HANOVER ELEMENTARY SCHOOL (HA) **610-849-1833**
3890 Jacksonville Road
Bethlehem, PA 18017-9307
Hours: 6:15am - 9:00am & 3:30pm - 6:15pm

JAMES BUCHANAN ELEMENTARY SCHOOL (JB) **610-849-9113**
1621 Catasauqua Road
Bethlehem, PA 18017-7407
Hours: 6:15am - 9:00am & 3:30pm - 6:15pm

LINCOLN ELEMENTARY SCHOOL (LI) **610-849-9333**
1260 Gresham Street
Bethlehem, PA 18017-6199
Hours: 6:15am - 9:00am & 3:30pm - 6:15pm

MARVINE ELEMENTARY SCHOOL (MH)

*******CARE WILL BE OFFERED @ LINCOLN CC**

MILLER HEIGHTS ELEMENTARY SCHOOL (MH) **610-849-9183**
3605 Allen Street
Bethlehem, PA 18020-4457
Hours: 6:15am - 9:00am & 3:30pm - 6:15pm

SPRING GARDEN ELEMENTARY SCHOOL (SG) **610-849-1893**
901 North Boulevard
Bethlehem, PA 18017-3998
Hours: 6:15am - 9:00am & 3:30pm - 6:15pm

THOMAS JEFFERSON ELEMENTARY SCHOOL (TJ) **610-849-9173**
404 East North Street
Bethlehem, PA 18018-4305
Hours: 6:15am - 9:00am & 3:30pm - 6:15pm

WILLIAM PENN ELEMENTARY SCHOOL (WP)

Hours: 6:15am - 9:00am & 3:30pm - 6:15pm
*******CARE WILL BE OFFERED @ THOMAS JEFFERSON CC**

~PHILOSOPHY~

The Bethlehem Area School District's Child Care Centers serve as a home away from home where children can play and learn. The centers are a safe place for parents to leave children, knowing they will be well cared for and happy. The Child Care Centers are an extension of the home, not a substitute for the home. The Child Care staff view both parents and children as integral parts of the child care family.

As a program of the Bethlehem Area School District, the Child Care Program is expected to follow the guidelines as set forth in the "K-12 Student Code of Conduct." The focus is a framework for citizenship, which includes universal values, excellence, global understanding, and community service. Appropriate interpretation and application will be used for our Child Care Centers.

The Pennsylvania State Department of Public Welfare licenses each Center. The license confirms compliance with health and safety regulations among which include: staff/child ratio; size of age-appropriate groups; continuous supervision by qualified staff; size of indoor/outdoor space; individual center capacity; current medical information for children and staff, etc.

The School District's Child Care Program is not a baby-sitting service, but is planned by staff educated/trained on how children grow and develop. The staff members are people who are interested in, and feel responsible for, seeing that the day-to-day experiences of the children take place in an environment, which promotes growth and learning. The child care centers are staffed by people with special training. All staff is required to have an FBI clearance, criminal history check and child abuse clearance prior to employment. A copy of the regulations is available in every center.

The Center Supervisor is responsible for the schedule and the daily management of the center. There are **differences** among the centers according to the type of program offered and the facilities utilized.

The Child Care staff, like the staff of any organization dealing with children, recognizes that they are an educational force. Our staff receives technology training to assist children with computer activities. Each person on the staff serves as an example to the children, since children learn by observing as much as by being "taught." Parents in the home teach in this same way.

~STATEMENT OF NONDISCRIMINATION~

As an equal rights and opportunities agency, the Bethlehem Area School District will not discriminate in its educational programs, activities, or employment practices, based on race, color, national origin, sex, disability, age, religion, ancestry, or any other legally protected classification. Announcement of this policy is in accordance with state and federal laws, including Title IX of the Education Amendments of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990.

District employees and participants who have an inquiry or complaint or who need information about accommodations for persons with disabilities should contact Dr. J. Frankelli, Supervisor of Grants, Governmental Programs, and Grants, 1516 Sycamore Street Bethlehem, PA 18017 (Phone 610-861-0500, ext. 60228).

~PROGRAM GOALS~

1. **To provide a** relaxed, welcoming, calm, and safe atmosphere where self-concept is enhanced, independence and choices are encouraged, and self-discipline is gained in an environment where the child knows limits and expectations.
2. **To provide an** atmosphere in which children have respect for others and self.
3. **To establish respect** for equipment and materials.
4. **To provide a** wide variety of activities within a routine, where cooperative play is encouraged. These activities are drawn from the areas of: art, science, cooking, music and movement, social studies, practical life, dramatic play, language arts, manipulative activities and field trips. The activities are designed to meet the interest, abilities, and needs of the children.
5. **To develop in** each child an active curiosity about the world in which the child lives and an enthusiasm for learning which stimulates exploratory behavior and creativity.
6. **To develop in** each child an appreciation for beauty and nature.
7. **To provide ample** opportunity to develop large motor skills and coordination through physically active play in either indoor or outdoor activities.
8. **To provide an** opportunity for the child to become independent and responsible through self directed and individualized activities.
9. **To provide the** child with appropriate alternatives to angry and aggressive behavior.
10. **To help each** child learn to participate and function well in a group.
11. **To be supportive** of parents and to encourage involvement, in an atmosphere which promotes open communication. An appointment to discuss a child's experience in child care may be scheduled during the dates of Parent/Teacher conferences.
12. **To ensure the safety** of our children, a Child Care Emergency Plan is in place for all of the district's child care centers.
13. **To support the school district developed curriculum** through activities.

~ADMISSION POLICIES~

Enrollment is open to all children Kindergarten through 5 grade provided the program can meet the needs of the child and space is available. Children must meet the same age requirements for grade levels in the Child Care Program as in the District. In the spring of the fifth grade year, parents and students will be contacted and invited to an orientation hosted by the middle school. During this orientation at the middle school, academics and after school activities are explained.

~ADMISSION PROCEDURES~

The philosophy, goals and policies of the Bethlehem Area School District Child Care Program and general information concerning the child shall be shared between parent/guardian and staff prior to child's entry into the program.

Completed forms including an Emergency Information Form shall be submitted to the Center Supervisor accompanied by an annual one-week advanced payment. This amount will be credited against the tuition charge for the final week that the child is enrolled in the program if the Center Supervisor is given ample advanced notice. Completion of these forms and payment of fee constitutes registration.

Health appraisal is required at time of admission for all students as mandated by the State Department of Human Services. In addition, an age-appropriate health assessment shall be conducted and reported to the Centers according to the recommended schedule for routine health supervision by the American Academy of Pediatrics. The schedule requires a health assessment at the age of 5, 6, 8, 10, 11, and 12.

~RE-ENROLLMENT PROCEDURES~

All paperwork in each child's file must be complete and updated at the beginning of each school year. Incomplete files may require withdrawal from the program.

All children, including those being re-enrolled, are required to submit a one week advanced payment which will be credited towards the charge for the **last full week of school year care**. This advanced payment may be given to the Center Supervisor as early as January 1 of the current school year, but no later than May 1 in order to **guarantee** a space for the following school year. **Any advanced payments received after May 31 will be offered a child care space if and only space is available, and on a first-come, first-served basis.**

~WITHDRAWAL PROCEDURES~

When withdrawing your child from the program, it is **mandatory to inform** the Center Supervisor **in writing, at least two (2) weeks in advance**. This is especially important when an advanced fee payment has been made. Two weeks notice insures the advanced payment will be properly credited to your current school year account and will avoid past due charges.

~STAFF QUALIFICATIONS~

All staff meets the requirements in their individual positions of the Department of Public Welfare, which licenses our Centers. Each Center Supervisor has a degree in early childhood education, elementary education or the human services field. Assistant Center Supervisors and Aides have had extensive experience working with children. All staff is required to participate annually in a minimum of six classroom hours of training in addition to Basic First Aid training, and Fire Safety. Basic Water Safety is required for summer employees.

~ACTIVITIES~

Children may participate in a variety of activities offered at the child care centers. Both indoor and outdoor learning experiences are provided. There is time for active play as well as time to relax. School age children have time for homework. Children have opportunities to learn and grow through:

- **Creative Experiences: clay and play dough, finger, tempera and watercolor paints and other art media**
- **Quiet Times: Books, stories, songs, records, creative rhythms, puzzles and manipulatives**
- **Organized Games and Sports**
- **Social interaction with their peers and adults**
- **Science experiments, mathematics and language games**
- **Role-playing**
- **Field trips, selected film viewing, and special celebrations**

~SIGN-IN/SIGN-OUT PROCEDURE~

Parents/guardian are required to sign his or her child in/out each day in a log provided at each center or off-site location.

~ARRIVAL AND DEPARTURE~

At the beginning of the day it is imperative that the child be escorted into the child care and parent signs the logbook. No child should arrive earlier than 6:15am (7:00am on school closing or delayed opening). A staff member must be aware of the child's arrival. No child is to be dropped off outside and allowed to enter the child care room without an escort. A child must be picked up at the end of the day from a staff member and the logbook signed. All children must be picked up by 6:15pm or there will be a late fee charged. Child must be released to a person authorized to pick up the child. We must have written authorization for changes in this respect, and identification is required.

Reminder: Staff, especially at Combined Center sites, may request identification at pick-up time. **All adults, including parents, should always be prepared with photo identification.**

If your child comes to child care after school, it is the parent's responsibility to notify the classroom teacher in writing that the child will be attending child care.

In addition, if your child is scheduled to attend child care but you have made alternate arrangements on a particular day, it is important that you notify the classroom teacher and the child care staff in writing. **This is especially important after school.** If a child is scheduled to attend after school and does not come to the Child Care room, a staff person is required to locate the child. If the child cannot be located immediately, a series of telephone calls must be made to: parents, emergency contacts, supervisor, principal, classroom teacher, district Central office administration and local police, as needed.

Repeated failure to inform staff of change in your child's schedule may result in withdrawal from the program.

All changes in a child care schedule must be given in writing.

~LATE PICK-UP POLICY~

Our Child Care Centers close at 6:15pm. Parents shall plan to pick up their children by that time. If parents/guardians cannot be at the center by 6:15pm they shall arrange for a local emergency person to pick up their child. A late fee of **\$15.00 per fifteen minutes per child** or any part thereof shall be assessed for late pick up.

Repeated late pick-ups may require withdrawal from the program until additional local and available emergency persons are designated or situation is corrected.

~DAY-TO-DAY CARE~

Parents who know they will need care for their child only from time to time are urged to register their child for "day-to-day" care **not exceeding three days of care per month**. You must call at least one day ahead to request care for a particular day. Care will be offered for your child based upon available space as determined by adequate staff/child ratio. Please note that care may not always be available on a day-to-day basis.

All children enrolled for day-to-day care are required to have current applications, agreements, parental consents, emergency cards and health appraisals in their files.

Parents of day-to-day children are responsible for picking up current information (ex: Summer registration etc.) on a regular basis.

Advanced fees are required for day-to-day care in the amount of one full day and fees **must be paid** on morning of care.

Day-to day advance payment and contract ensures care for current school year only. **The advance payment only applies to current year services and must be used prior to last day of school**.

~DISCIPLINE~

It is our belief that discipline is used only to redirect adverse behavior and to help children take responsibility for their actions so no harm will come to the child, other people or property. A safe environment is our #1 program goal.

To the extent possible, the Child Care Program will implement the Bethlehem Area School District Code of Conduct as a means to provide a consistently safe and respectful environment for all children and staff.

We ask that you support the staff in their decisions and if you have any concerns you are encouraged to contact the Center Supervisor. Likewise, be assured that the Child Care staff will work with you to create a plan if they have concerns about your child.

If behavioral plan fails, and the program is not meeting the needs of the child, the parent will be asked to withdraw the child from the child care program as a last resort.

No person employed or engaged by the Bethlehem Area School District is authorized to inflict or cause to be inflicted corporal punishment upon a child.

~ABSENCES~

Please call the center by 7:30am when your child will not be at child care for any reason.

A child who is taking antibiotics should remain home for the first 48 hours. In addition, in order to insure a safe and healthy environment **please keep your child home** if she/he:

- has a fever of 100 degrees or higher
- has diarrhea
- is vomiting
- has symptoms of a possible communicable disease
- has a persistent cough
- has a constant running nose and infectious mucous due to a cold
- is too ill to go outside for a daily walk or exercise

The school district policy is if a child, who has a fever, diarrhea, or vomiting **may not return** until these symptoms have stopped for 24 hours without use of medicine.

A doctor's note is required for return to the program if your child has had any contagious illness (*impetigo, scabies, etc.*) indicating that the child is no longer contagious.

If the child care staff decides that a child is too ill to remain in the facility for the remaining period of the day, the staff shall inform the parents that the child must be picked up as soon as possible.

When emergency medical care is needed for the child, the parent(s) or the emergency contact person shall be informed as soon as possible. If necessary, a staff person will accompany the child to the hospital and stay with the child until child is released to the parent or the designated emergency person.

~MEDICATIONS~

Prescription medication is administered to a child only in its original container, with current orders from a physician, and parent's signature on medication log. The label on prescription medication is accepted as a physician's order.

Non-prescription medication, such as vitamins, cough drops, non-aspirin products, or cough syrup, ***will not be given*** without a physician's instructions and a parent's written consent on medication log.

If medication is to be given over a long period of time, an update is required from the physician every three (3) months.

~BLUE CHIP HEALTH INSURANCE FOR CHILDREN~

To obtain information please call AETNA at 1-800-822-2447 or Caring Foundation at 1-800-KIDS-101.

~FEES~

Kindergarten & School-Age Grades 1-5 (All Year)

NO DEDUCTIONS IN TUITION FOR ABSENCES, ILLNESSES, OR HOLIDAYS.

NO EXCPTIONS.

Effective – July 1, 2017

Hours Per Day (0 to 2.5 hours)	Weekly
1 session/day Monday through Friday (am or pm)	\$92.50
2 sessions/day Monday through Friday (am & pm combined 3 hours or less)	\$100.00
Part Time Rate (0 to 2.5 hours) (per diem)	Daily
1 session (am or pm)	\$18.50/day
2 sessions (am & pm combined 2.5 hours or less)	\$20.00/day
Hours Per Day (2.6 to 5 hours)	Weekly/Daily
Monday through Friday - am & pm	\$125.00/week
Per Diem (2.6 to 5 hours) – am & pm	\$ 25.00/day
Combined Center Day (per diem)	Daily
5 to 11.5 hours	\$35.50/day

~FEE POLICIES~

CHILD CARE FEES ARE DUE by 5:30pm on the Friday PRIOR to the service week. If payment is not received, attendance will no longer be permitted until fees are paid in full, including a \$25.00 late fee per child. Persistent violation of this policy is reason to deny the families the opportunity of BASD child care services.

Please make check payable to Bethlehem Area School District (BASD) Child Care. On the memo line include Child's full name, and Center Initials (See pgs. 3-4). No out of state checks, local bank checks only, please.

Please use receipts that are given to you each time payment is made in order to validate child care fees for income tax purposes. A yearly statement is NOT given

Tax ID # 24-0862592

Please be informed that failure to cover a check returned for non-sufficient funds or to pay any past due balance will result in immediate suspension of services and the account will be referred to the collection agency and /or credit bureau. If an outstanding balance is referred to a collection agency, the parent / guardian will be responsible for all such collection costs incurred, including but not limited to legal fees. Collection agency fees and expenses and any associated court costs.

If a lengthy illness should occur or family circumstances indicate that your child will not need care for an extended period of time, please speak to the Center Supervisor so that appropriate arrangements can be made.

A discount will be given to the third and fourth children in a family. The discount will not apply to children enrolled in the day-to-day category of care.

Please note: Any checks for services by the BASD Child Care program that are returned from the bank for non-sufficient funds will be charged a \$30.00 (thirty dollars) fee. The account will be considered delinquent and suspension of services will occur. The central office **WILL NOT** scan a returned check twice. **Families are responsible to immediately cover the amount of the check plus the \$30.00 returned check fee by cash or money order only.** In addition, your bank may charge a fee. If a second NSF is received, families will be asked to make payments in cash or money order only.

~CHILD CARE SUBSIDY PROGRAMS~

Subsidy funds are available to families, which meet income guidelines. Please contact **Community Services for Children, Inc.** at **610-437-6000**, for information regarding subsidy in **Lehigh County**. **Child Care Information Services** at **610-419-4500** should be contacted for subsidy information in **Northampton County**.

~EARNED INCOME CREDIT ELIGIBILITY~

Please contact the CACLV (Community Action Committee of the Lehigh Valley) for assistance concerning EIC eligibility in preparing income tax forms. The telephone number is 610-691-5620.

~GENERAL POLICIES~

All toys and personal items must be left at home.

Toys, Games, and Equipment - We have a large selection of materials at the centers for children to play with and ask that you do not let your child bring any from home.

Field Trips - Parents will be notified in advance and asked to sign a permission form prior to the field trip. While on a field trip, purchases of snacks and souvenirs are not permitted.

Birthdays - We are happy to celebrate the child's special day. Parents may bring in a healthy birthday snack or a non-food treat to share with the group on the birthday.

Outdoor Play - Children will go outside for a walk or play on any day that the weather permits — when it is not very cold or wet. Please send adequate outdoor clothing every day so your child will be comfortable outdoors. If a child is not well enough to go outdoors, perhaps the child needs more recuperation time at home. Mittens (not gloves) for Pre-Kindergarten children are recommended.

Confidential Information - Parents may have access to information files, which are kept for each child. These files may include anecdotal records of the child's progress in the child care program.

Legal Documents - If you have legal documents **restricting visitation or the transporting** of your child, **please furnish a copy** to your child's Center Supervisor. **It is the parent's responsibility to share a child's IEP with the Child Care Center Supervisor.**

Open House - All families will have the opportunity to have a "Getting to Know You" meeting as part of the Child Care enrollment process. This meeting is scheduled during the "Open House" prior to start of school year. Child Care staff is available to answer questions, ensure necessary paperwork is submitted, and review program procedures.

Conferences - A conference may be requested to discuss your child's experience in child care during each semester of the school year. Please refer to sign up sheet posted in center.

Transitioning - To ensure a smooth transition from child care to school, we are building partnerships with organizations, corporations, and agencies that focus on the development and transitioning of children (Ex. interventions, adult and/or child activities, speakers, etc.). If you know of organizations that may be able to assist in ensuring your child's success in school, please feel free to share that information by meeting with the Center Supervisor at your child's center.

~DATES OF AVAILABLE SERVICE~

Child Care is provided 12 months of the year and is generally **42 weeks** in duration. The school year program follows the School District Calendar. The summer program runs for 10-11 weeks contingent upon the closing and opening again of the school year. The summer program is offered at a reduced number of sites chosen on the basis of need and facilities available. Separate registration is required for the summer program.

The centers may be closed for several days at the beginning or ending of the school year and summer program for staff training and room preparation.

Parents will have an opportunity to select, in advance, the center where they want their child to attend.

District Closed - On days when District schools are closed, the Child Care program will operate regular hours, 6:30am to 6:00pm at:

Farmersville, James Buchanan, Lincoln, & Spring Garden

<u>Combined Center Dates:</u>	September 21, 2017		
	October 9, 2017		January 15, 2018
	November 7, 22, & 27		February 16, 2018

Winter & Spring Recess Sites:

James Buchanan and Spring Garden

Dates: Winter Recess: December 27, 28, 29
Spring Recess: March 29 & April 2, 2018

Inclement Weather Sites:

Farmersville, James Buchanan, Lincoln, & Spring Garden

Child Care program **will operate from 7:00am to 6:00pm.** Child Care and Maintenance staff will have ample time to arrive and open centers in a safe manner.

Inclement Weather Days – On days when districts schools are:

- **closed for the day**
- **one or two hour delayed opening** (13 sites), 7:00am start of school day
- **close early due to weather conditions**, early dismissal time to 6:00pm (If Child Care needs to close early due to extreme conditions, all parents will be contacted.)

District Closed – HOLIDAYS

The centers will be closed on the following days for the 2017-2018 school year:

Labor Day - September 4

Thanksgiving - November 23 & 24

Thanksgiving (Day after) - November 25

Christmas Holiday - December 25 & 26

Holiday - January 1, 2017

President's Day - February 19

Good Friday – March 30

Memorial Day - May 28

In-service Days - June 8 & 11

Independence Day - July 4

~KEYSTONE STARS~

Keystone Stars- Reaching High Quality Early Learning

The **Keystone STARS** program was initiated in 2002 as a multifaceted approach to .improving programs that serve young children in Pennsylvania. The standards are guided by the principle that quality early learning is a foundation for children's success, and investment in the early care and education of Pennsylvania's children is an investment in the future.

WHAT IS A STAKEHOLDER?

Stakeholders are those groups or individuals who are significantly impacted by the children/families who are served by a given facility or who have the potential to impact the facility. The stakeholders for each facility will vary and to some extent be defined by the individual facility. Examples include (but not by any means limited to):

- ❖ Families enrolled at the facility
- ❖ Employees and board Members
- ❖ Schools (public and private) that a significant number of enrolled children attend/will attend
- ❖ Business that employ- parents of a significant number of enrolled children (Sponsor/s of employer-sponsored facilities, of course but other facilities also are likely to have stakeholder businesses)
- ❖ Pediatricians/clinics that care for a significant number of enrolled children
- ❖ Community Engagement Group for the area
- ❖ Other early childhood service providers that may be involved with the facility-Head Start, Early Intervention (EI), Intermediate Unit (IU), health agencies that perform vision, hearing, and other screenings, etc.
- ❖ Potential funding sources such as United Ways, community foundations, legislators, etc.
- ❖ Media

The relevant stakeholders will vary from one context to another- for example, with regard to transitioning from center-based care to elementary school, the stakeholders might be identified as the parents and the school the child is transitioning to. While the STAR 2 simply developing a stakeholder list is sufficient to the meet the standard, at the higher STAR levels there must be actions taken. Again, for transitioning to school, the STAR 3 standard could be met by showing a copy of the letter that was sent to the school asking to partner with them regarding the several children that are transitioning to the school from that center.

The intent of including stakeholders in the STARS Standards is to help practitioners and others recognize and act intentionally to influence the impact that an early care facility has on the larger community and vice versa.