

# Franciscan Child Day Care Center



## Parent Handbook

Franciscan Child Day Care Center  
1401 Hamilton Road  
Pittsburgh, PA 15234  
(412) 882- 5085  
[www.franciscanchilddaycare.org](http://www.franciscanchilddaycare.org)

During the Pandemic, please see the insert for policies that the Center will be following.

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Hours of Operation:  
6:30 AM - 6:00 PM

*Share the experience of trust  
that families have had in the  
Franciscan Child Day Care Center  
for over 35 years.*

Children... the world's most precious resource.



### **Philosophy**

Each child is a unique and unrepeatable gift of God. Every young boy and girl has a right to a childhood filled with wonder, hope, and discovery. The Franciscan Child Day Care Center cooperates with parents in creating a joyful, interesting, and loving place for their children to grow and develop. The staff at the Center is committed to providing a loving and supportive environment where children can grow in harmony with themselves, others, and the world around them. Policies of the Center have been made for each child's progress, safety, and contentment during their hours at this "home away from home."

## **Program Goals**

The Franciscan Child Day Care Center (FCDCC) will endeavor to assist the child to:

- Grow in physical, emotional, intellectual and spiritual development
- Develop self-control and begin to solve conflicts
- Express himself or herself creatively through art, music, dance and play
- Develop reasoning skills
- Foster a positive attitude toward learning

## **Staff Expectations**

Our goal at FCDCC is to employ caregivers who are patient and loving individuals with degrees and years of experience. All staff is required to obtain Act 33/34 and FBI Clearances, National Sex Offender Registry Clearance, Fire Safety training, First Aid, CPR, and to continue their education for state licensing and Keystone Stars.

## **Nondiscrimination Policy**

Admission to the FCDCC is made without regard to race, color, religious creed, disability, ancestry, national origin, age or sex. Reasonable accommodations will be made for eligible persons with disabilities/special needs. For more information, please refer to letters posted at the FCDCC entrance. Occasionally, there may be situations when it will be determined by the Director and the parents that the Franciscan Child Day Care Center is not the most beneficial setting for the child. Should this occur the Director will be available to assist the family in locating another facility better suited to meet the child's needs.

## **Liability**

The caregivers at the FCDCC make every effort to be respectful of each child's belongings, however, we cannot be held responsible for the loss of personal items or for damage to children's clothing, blankets, toys, etc.

To prevent loss, we ask families to carefully label every personal item that comes to the Center.

Children are not permitted to exit the Day Care or walk in the parking lot unattended. While entering or exiting our building, the parent or guardian must be responsible for the safety of their child.

FCDCC is not responsible for any items left in cars.

## **Types and Eligibility for Enrollment**

**Day Care:** Any child between six weeks and five years of age may apply for enrollment in the FCDCC. We accept children through **Child Care Works Subsidized Child Care Program**. Children are grouped in rooms with same age children. Your child's enrollment will fall under one of the following categories:

- Full time: 5 days a week
- Part time: minimum of 3 days per week (same days each week)

As a thank you to our existing families, we would like to extend a \$75 Referral Credit for referring a new family to our Center that enrolls for at least 90 days or more.

We are unable to process requests for parents to switch their child's days. A day may be added, with notice, provided there is adequate staffing.

**School Age Programs:** Our Day Care programs run through June of your child's last pre-kindergarten year. Day Care is not available to children who have graduated from the Pre K class. Our Summer Program, which runs June through August, will begin following graduation. Due to space limitations, applications will be accepted on a first come basis.

**Before, After and School Holiday Care:** The Franciscan Child Day Care Center offers before school, after school, and school holiday care if space is available for children through fifth grade.

We cooperate with Keystone Oaks and Baldwin Whitehall school districts as well as some local private schools.

If your child's school is experiencing a **two-hour delay** and you wish for them to attend our Center, you will be charged for morning care plus an additional fee of \$10. If your child's school closes due to inclement weather, the daily fee will be charged.

Tuition rates and registration forms are available in the office. Your monthly tuition is based on the days that FCDCC is open and not on your school's schedule. When your school is closed, your Day Care tuition is not adjusted.

- **Your child must be registered for the same 3 days per week minimum.**
- **When the school year is completed and if your child is not attending our Summer Program, the last day of the school year will be their last day of care. June tuition will be pro-rated.**

**Before Care** begins at 6:30 AM when the Center opens.

We do not serve breakfast for Before School Care; however, children may bring a simple breakfast from home.

**Afternoon ½ Day Care** is for children who are in AM Kindergarten in one of our cooperating school districts. District buses bring the children to the Center and a staff member will meet them. Half-day children bring their lunches from home to eat here, and then remain in our Center until parental pick up.

**After Care** children are met by caregivers as their buses arrive. We provide homework help, as well as games, crafts, blocks, books, computers, and outdoor time.

**Summer Program:**

After graduation from the preschool in June, you may choose to enroll your child in our Summer Program. This option is open to children entering Kindergarten through second grade. The program includes special activities and field trips. A handbook will be provided for participants.

There will be a **non-refundable** activity fee for both full-time and part-time children. This fee must be paid before the program begins and there will be **no refunds** due to absences, or vacations. Due to space limitations, applications are accepted on a first come basis.

**Contractual Agreement and Tuition Payments**

When a child enrolls at FCDCC, a **Contractual Agreement**, binding through the following August 31, with an annual renewal every September, is signed. There is a **non-refundable** \$40 deposit due at the time of registration. This document indicates the current tuition rate and must be on file in the Day Care office. Any change in the child's status (i.e. part-time to full time, infant rate to toddler rate) will require that a new Contractual Agreement be signed. When a child's birthday causes the rate to change, it will change if

his/her birth date falls within the first 5 business days of the month. If it does not fall within the first five business days of the month, the rate will remain the same until the following month.

Inform the office of your current email address/addresses to receive your tuition statement electronically.

When registering your child, you must complete ALL forms. For infants, complete permission forms for use of sunscreen, pacifier, hand sanitizer and diaper cream. For the toddler through school age child, complete permission forms for use of sunscreen and diaper cream if needed.

All children need a signed permission form to allow them to be photographed for Center use.

**Full-time** tuition is based upon a yearly tuition charge. The annual tuition will be collected on a bi-monthly payment basis in 24 equal installments. Our scheduled closings have already been considered when determining our rates.

**Your tuition remains the same during months that include a scheduled Center closing.**

**Part-time** children are accepted for a minimum of three days per week and tuition is based on the number of pre-selected days contracted for your child each month. The contracted, pre-selected days may not be changed, unless it is a permanent change. If possible, please notify the Director at least one month prior to the change. We are not able to accommodate a rotating schedule. Part-time children may occasionally add a day, with prior approval of the Director, and your account will be charged accordingly.

**Payment is due by the 1<sup>st</sup> and 15<sup>th</sup> of each month** for which charges are made. You may choose to pay in full by the 1st of the month or two equal installments on the 1st and 15th of each month. A \$10.00 late fee will be assessed after the 15<sup>th</sup> of each month. If your child's bill is not paid in full, 10 days after the 15<sup>th</sup> of the month, FCDCC will not be able

to care for your child as of the next business day. When the late tuition is paid in full your child may return. **Please note: WE CANNOT ACCEPT POST-DATED CHECKS.**

Full-time children are eligible for a discount if a younger child from the same family is also enrolled in the FCDDC. Second child discount is 20% and third child discount is 25%. (Part-time second or third child discount is \$5 off the daily rate) The discount will be applied to the oldest child enrolled. If your child begins after the first of the month, the second child discount will be applied to the oldest child's account on the next full month. However, the Second Child Discount will not be applied to Before & After School Program children.

Each child has his/her own account; therefore, **separate payment checks are preferred for each child. However, if you pay by one check, we ask that you write the amounts and names for each child in the memo. Credit card/bank transfer is available to make tuition payments.**

**No refund is given for days a child is absent due to illness or vacation, even with advance notice to the Director. Please give the Day Care two weeks notice before withdrawing your child. If a refund is owed, it will be mailed to the family.**

After a new month has started, no re-imburement is given for that month. These guidelines permit us to staff the Day Care appropriately and care for all children in the best manner possible.

**Late pick-up charges** of \$5 will be assessed after 6:00 pm and \$1.00 for each minute you are late. Caregivers will ask parents to sign a late slip.

The Contractual Agreement may be terminated when:

- **Tuition is not paid by the 15<sup>th</sup> of each month; your child will be suspended until payment is made.**

- **Proper state regulated health information is not provided.**
- **Parents, Director, medical or developmental specialists determine that another setting would be more beneficial for the child.**

If you need to withdraw your child from the Center for a short period of time (3 weeks or more) with plans to return, you may retain your child's space by submitting a Holding Fee. This fee is **NON-REFUNDABLE** and will not go towards tuition. The maximum amount of hold time per child is 3 months within one calendar year.

### **Parental Access**

Parents access the Center by using a security key that is programmed for Monday through Friday, 6:30 AM to 6:00 PM.

Parents always have access to their child throughout the day, unless this access is limited by an order of the court. Parents are always welcome to stay at the FCDCC to observe, however for security purposes, they will not be permitted to participate in activities with the other children in the room. Our professional caregivers are the only people permitted to interact with all the children.

### **Security and Supervision**

The FCDCC will ensure that all the children are under direct supervision of staff members at all times. Upon enrollment and when changes occur, it is necessary to:

- Complete the Emergency Contact form, designating any person to whom your child may be released.
- Put in writing any circumstances that dictate another person picking up your child.
- Inform the Center of any change in child custody by way of legal documentation.

**Key System:** The entrance door to the FCDCC is always locked. Upon enrollment, parents will receive a security key for the door. **A \$10 non-refundable fee is required for a security key with a maximum of 3 keys per family. A \$15 fee will be assessed for lost keys.**

**For security reasons, if you lose a key, please contact the Center ASAP to deactivate it.**

**Visitors:** All visitors are required to ring the doorbell and be “buzzed” in. Once in the building, visitors must sign the Visitor’s Sheet, fill out a Visitor’s Form, and present a photo I.D. to be copied.

**Be aware that we require a Photo ID prior to releasing a child to a designated adult.** If you lend your key to a designated adult to pick up your child, inform this person that he/she must still report to the office and show ID before proceeding to the classroom. New parents may need to show I.D. for the first week or so until FCDCC staff can identify them.

We teach the children that they are not permitted to exit the building alone, please do not allow your child to open the front door until you are prepared to leave the building.

### **Parking - Arrival - Departure**

**Parking:** Parking is available at the entrance of the Center. Drive SLOWLY on the property and park in a designated parking space. When parking your car, turn off the motor and remove the car keys. **DO NOT LEAVE OTHER CHILDREN IN THE CAR.** It is illegal to leave children under the age of six unattended. If this occurs, the Whitehall Police will be called.

**Arrival:** All children must be accompanied into the Center by a parent/designated adult. Siblings are only permitted on the property with parental supervision.

When you enter the building record your child's arrival on the daily sign-in sheet located at the main entrance. **ONLY adults may sign in the child.** This log must be kept legible for use in emergency purposes.

**Accompany your child into the classroom** and make sure the caregiver is aware of the child's presence so that they can assume responsibility for his/her care. Arrival time is not ideal for lengthy discussions. Caregivers can receive short messages at this time, but longer conversations need to be scheduled.

The caregiver needs to focus attention on your child as he/she enters the room, while remaining attentive to the entire group.

On occasion, you may have appointments or other situations that cause you to bring your child to the Center later in the day than usual. Discuss this in advance with your child's caregiver to arrange for the minimal disruption in scheduled activities and routines. We encourage you to bring your child to the Center by 9:00 AM whenever possible so that she/he may fully participate in our curriculum. Children arriving by 11:00 AM will be able to eat lunch with their class. 12:00 PM is the latest time that a child may be dropped off for day care unless prior arrangements have been made due to a doctor's appointment. To avoid disturbing the class, your child must have eaten lunch. It is important that naptime, from 12:00 PM – 2:30 PM, be uninterrupted.

**Departure:** Be certain that the caregiver is aware of your child's departure. Children should only be walking in the halls with their parents and may not enter other classrooms at departure.

Record your departure time on the daily sign-in/sign-out sheet located by the door. When you exit the building continue to attend to your child(ren). We cannot be responsible for your child's safety after they are signed out for the day. The playground is available only during Center hours when children are supervised by our staff. When leaving the parking lot, use the Chesna Drive exit.

For the safety of our children, the police will be notified if anyone arrives to pick-up a child under the influence of drugs or alcohol. Do not put the staff in a position where they must make this judgment call.

## **Communications**

Our *HiMama* Program will keep you in the loop with digital updates on your child to complement our important face-to-face interactions. *HiMama* will be used by our staff to record activities and updates throughout the day. It will provide you with a complete history of your child's experience in our program with photos stored safely and securely in a journal format. Whether it be at work, home, or on the go, through *HiMama's* mobile app you'll receive real-time updates on your child's activities from naps to snacks straight to your computer or smartphone.

**Infant/Toddler Rooms:** Parents may share any significant information that would be helpful for the caregiver, such as sleep patterns, waking times, most recent feeding, etc. During the day, the infant caregivers will record information regarding diapering, feeding, napping, health observations, general disposition and developmental achievements on *HiMama*.

**Pre-school Age Rooms:** Parents will have access to lesson plans and classroom schedules on *HiMama*. Caregivers will provide notices of special events and activities. Upon registration, parents will be given the daily schedule and a list of supplies needed for the classroom.

All parents are invited to share information with their child's caregiver, such as sleeping, eating or toileting difficulties.

If the classroom caregiver is not available, inform another caregiver within the room or leave a personal note for the primary caregiver.

**Parents may call the Center or request a conference at any time.** However, when you call to talk to the caregiver, remember you are taking him/her out of the classroom. **Make every effort to limit this call to a minute or two.** For longer calls, arrange a phone conference or meeting through the Director. A convenient time will be scheduled for either a face-to-face meeting or phone conference to discuss your concerns. The Center Director is available to assist you.

### **Transitions**

- **Children transition from one classroom to the next age appropriate classroom at the end of each August. To prepare for this transition, a Parent's Open House is scheduled in August and your child will visit their next classroom before the new move.**
- **Infant and toddler children transition to the next age appropriate classroom when they reach their one and two-year mark. They also visit the new classroom each day for a week before the permanent transition occurs.**

## **Meals and Snacks**

The FCDCC seeks to help parents meet the total nutritional needs of the child by encouraging the development of healthy food habits. Meals are provided in a safe, clean, and pleasant environment. FCDCC has been a peanut free environment since September 2010. All meals brought into the Center must be in plastic containers. Glass containers pose a safety threat to children and staff.

**No lunch foods or snacks may contain peanuts and may not have been processed with/on/or near any equipment with peanuts.**

**This will prevent those with peanut allergies from having a food-related reaction. Read the labels!**

**Infants:** Parents of infants must provide all daily foods however, once your child is able to eat table food, the Center will provide breakfast, milk and a daily snack. Inform the caregivers if the child has any special dietary needs, concerns, or food allergies, or is being introduced to any new foods at home. **We require all infant bottles to be plastic, not glass, due to safety concerns.**

**Breakfast:** Breakfast consists of foods from three child-friendly foods groups.

**Lunch:** Parents provide all lunch items, including a meal and beverage, and all necessary **plastic** containers, bowls, cups and utensils. We encourage parents to provide a healthy and balanced lunch. **Caregivers are unable to wash dishes at the Center. Provide disposables or label every item so that we can return them in your child's lunch box.** We can provide some refrigeration and microwave heating of prepared foods, however, keep in mind that it is difficult to heat many foods at the same time and children may become impatient while waiting. Simple meals are best. If you forget your child's lunch, the caregiver will notify you to bring a

lunch as soon as possible. If you are unable to bring one, we can provide pancakes or waffles for a designated fee.

**Snacks:** Typical snacks are cheese or crackers, pretzels, cookies, applesauce with milk or water.

**Birthday Treats:** Parents are invited to bring in a special snack for their child's birthday. **These treats must be store bought, peanut free, and have the ingredient label attached.** *Note - food labels that indicate processing on shared equipment may not be given to the children.*

**Gum and hard candy are never permitted.** Check with the caregiver as to what is recommended and the number of treats needed. Celebrations are usually held during afternoon snack. Balloons are not permitted in the Center at any time.

### **Center Curriculum**

The Center follows a curriculum devised specifically for each age group with daily lesson plans. We also provide a developmental assessment of your child's first forty-five days of enrollment in our program.

Our staff evaluates the children's developmental milestones twice a year and conferences are scheduled upon request. Meetings are provided to parents if needed to support children's learning and encouragement.

### **IEP**

If your child has an IEP (Individualized Education Program), we request that this information be shared with our staff to provide the best possible care and to meet their needs. **The Center is willing to host and attend an IEP meeting, if necessary.**

## **Children's Personal Items**

You will receive a classroom list from the caregivers indicating what each child needs, such as a complete change of clothes, a spare pair of shoes, sheets, art supplies, etc. All children are provided with a space in or near their classroom for their belongings. We ask that you use paper or cloth bags to store items in these areas. For safety reasons, we do not permit the use of plastic bags in any area accessible to children. It is important to label clothing, and all other items, such as bottles, wipes, pacifiers, cups, lunchboxes, etc. with your child's full name. Many children have similar initials; so use first and last names. Toys may not be brought from home, the exception being a small, soft, stuffed item to be used at naptime.

**Clothing:** Children need to be dressed appropriately for the weather and for messy play activities. Clothes for playing should be comfortable and washable. Tennis shoes and other well-fitted, rubber-soled shoes are appropriate for both indoor and outdoor play. We do not permit sandals, flip flops or shoes with open toes or backs. Provide a spare pair of rubber soled shoes that will remain at the center.

**In winter**, children need hats, mittens, boots, and winter coats for short walks. In all seasons, we advise that you provide several layers to accommodate changing temperatures. **ALL CLOTHING MUST BE LABELED.**

## **Toilet Training**

We want to work in partnership with you in potty training your child. We will cooperate in the process as much as possible. Your child's caregiver will provide you with a pamphlet explaining potty training at the Center. We require all children to wear diapers or pull-ups until they are completely trained. **This means that a child must be accident free while at the Center for at least 30 days.**

All children have occasional accidents. Certain circumstances may cause a child to revert to frequent accidents, possibly making it necessary to return to the use of pull-ups or diapers. This decision will be at the discretion of the Director, with parental consultation.

**Diapers:** Your child's caregiver will notify you in advance when diapers are running low. Your cooperation in this matter is greatly appreciated. After several notifications if they are not provided for your child, you will receive a call to arrange for you to bring diapers to the Center. If after repeated requests for diapering supplies, your child may be sent home.

### **Behavioral Policy**

The Franciscan Child Day Care Center's behavioral goal is that each child will gradually develop internalized self-control when adults model good behaviors, set limits, and are consistent, firm, loving, and patient with the child. Proper use of discipline results in increased self-esteem rather than feelings of humiliation or hopelessness about improving.

FCDCC is committed to helping children succeed in all areas including the development of pro-social behavior. Our Behavioral Policy highlights dealing with aggression and other negative behaviors in a positive manner, along with communication and cooperation between staff and parents.

FCDCC maintains confidentiality in all matters regarding your child.

When a caregiver observes a child exhibiting a consistent pattern of disturbing behavior, which is not modified by the preventive, and/or behavior modification techniques specified in the policy, the following procedure will be implemented:

**(Behavior Policy cont.)**

- 1. The caregiver will complete a Behavior Report, have the parent sign it, and return it to the Director.**
- 2. Depending on individual circumstances, the Director may decide to implement a behavioral support plan after several Behavior Reports. However, if the behavior involves another child, the Director may decide to implement a plan immediately. The Director, parents, and staff will meet to discuss specific goals and the behavioral techniques to be used.**
- 3. If necessary, a second meeting will be convened to re-evaluate the plan and make other possible changes to the agreed upon strategy.**
- 4. The Center will call Keystone Stars or another outside agency such as Infants and Toddlers Alliance, Dart, etc. for guidance.**
- 5. In cooperation with OCDEL (Office of Child Development and Early Learning), we are committed to provide high quality services and support to foster needs and learning in our children to better prepare them for school and life success. There may be incidents of children that are at high risk of expulsion/suspension from care. OCDEL provides support during this process by calling 1-800-692-7288.**

Although it is the goal of FCDCC to achieve the very best for each child, if the above procedures are not successful in modifying behaviors, the Director may decide to withdraw a child because the present placement is not in the child's best interest.

Cooperation between staff and parents is the key to success. By communicating goals and working together, we can create a positive experience for all of our children.

## **Healthcare**

**Health Reports:** Each child must have an age-appropriate health report on file at the FCDCC beginning with their time of enrollment. Children are required to have health physicals every six months from infancy until the age of two, and yearly after that. Termination of child-care services will occur if parents do not provide the proper health information. Updated immunization records are mandatory to attend FCDCC unless you are exempt due to medical or religious reasons. We require a letter from your child's doctor or clergyman stating this exemption.

**Absence:** Call the Center to report your child's absence and their possible illness. Names will be kept confidential at all times concerning illnesses.

### **Procedures for isolation of a child with a suspected communicable disease:**

- Once a child is known to have or is suspected of having a communicable disease, the child will be separated from the other children.
- A child who is congested, indicating pain, is unusually needy or otherwise inconsolable will be considered ill and parents will be contacted.
- Parents will be notified and will be responsible to arrange for the child's removal from the Center as soon as possible. Pre-arranged alternative care plans are necessary in the event of the child's illness.
- Any child with a known communicable disease will be prohibited from attending the Center during the period in which they are contagious. A note from your Doctor is necessary before your child may return to the Center.

- Once we receive word that a contagious disease has been diagnosed by a physician, an “Illness Alert” note will be posted on the main bulletin board and on the door of the room involved.

### **ATTENDANCE EXCLUSION CRITERIA**

**The following is a sample list of Center Policies in conjunction with the Allegheny County Health Department, as well as the Caring for Children website, of signs and symptoms of illnesses requiring exclusion from daycare:**

#### **Ailment**

Fever greater than 101degrees

Rash with fever

Diarrhea

Vomiting (recurrent)

Jaundice

Purulent conjunctivitis  
(defined as pink or red eye)

#### **Regulation**

Fever free for 24 hours

Fever free for 24 hrs,  
and doctor’s note.

When diarrhea stops,  
usually 24 hours

No episodes for 24  
hours, child is eating/  
drinking normally

Return to day care  
when determined by  
the physician.

Return when eye has  
two doses of  
medication over 24  
hours and eyes are  
DRY

<u>Scabies, head lice, other infestation</u>	May return 24 hours after treatment is initiated
<u>Strep throat</u>	24 hours after initial antibiotic treatment and cessation of fever
<u>Chickenpox</u>	Six days after onset of rash and all sores are dried and crusted

The complete State Regulation Code is kept in the office.

### **Accidents and Medical Care**

If a child comes to the FCDCC with an injury, it will be recorded in a **Home Injury Journal**. Parents will be asked to sign the journal to verify the injury. If a child is hurt throughout the day, caregivers are required to complete an **Incident Report** provided by the State. This form also requires a parent signature.

### **On Site Care**

The staff is certified in first aid and CPR. Caregivers can address minor injuries and are trained to recognize more serious conditions. If a child's condition is life threatening, emergency medical personnel and parents will be called.

**Administering Medication** (3270.133 Pa. Code) Facility persons are not required by law to administer medication or special diets. However, if requested by a parent, a physician or a CRNP, the FCDCC will provide this service if the following requirements are met:

- The Center follows state regulations for administering medications.
- All medications, including Over-the-Counter and Prescription, **MUST** be administered orally and not in food or infant bottles.

- The prescription or nonprescription medication **must** be in the original container.
- All prescription and nonprescription medications **MUST** be presented with a prescription or written instructions on dosage signed by a doctor or nurse
- Medication is labeled with the child's name.
- Parents complete and sign the medicine log, giving permission for the staff to administer the medication and instructions regarding dosage amount, date, times, and duration.
- Medication must be stored in a locked area and out of reach of children in the child's classroom and may stay in the center for the duration stated in the medical log. Sunscreen, Chap Stick, diaper cream and lotions are also kept in this locked space.
- If refrigeration is needed, the parent places the medication in locked box in the refrigerator.

### **Emergency Plan**

In the event of emergencies, such as fire, tornado, flood, etc., the children will be evacuated. All children will be taken to *Cool Springs*. Parents will be notified of the evacuation as soon as possible. Detailed plans can be found in the official Emergency Operation Plan, which is kept in the front hallway.

**Fire drills** are held bi-monthly.

### **Weather**

We believe it is beneficial for children to play outdoors as often as possible. The children are taken outside whenever temperatures are above 32°, taking into consideration wind chill and precipitation. Provide hats, mittens, gloves, boots, warm winter coats, and a water bottle that is taken to the play yard and on walks. **Please label all of your children's clothing.**

## **Emergency Closures**

It is our policy to keep FCDCC open as often as possible. If we do need to close because of bad weather, lack of heat/air conditioning, electricity, water, or days due to a pandemic, you will be responsible for 50% of tuition for that day(s) and will be reflected on your next month's tuition invoice. If the center remains open in inclement weather but you choose not to send your child, you will be billed as usual.

*If an emergency circumstance requires that we have a morning delay or close the center early, you will be billed as usual. We may decide to close or delay the Center a day in advance to ensure the safety of our staff.*

**During inclement weather, tune in to KDKA, WTAE and HiMama to check for delays or closings.**

## **Calendar**

Our Center is open from 6:30 AM until 6:00 PM.

**Please note on your personal calendars, the following holidays and maintenance days when FCDCC is closed:**

Labor Day

Thanksgiving Day and Friday

Christmas Eve thru New Year's Day

Good Friday

Memorial Day

Independence Day

In-Service Days, August and October

**Rev. August 2020**

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