

WILSON BOROUGH CHILDCARE ACADEMY & LEARNING CENTER, LLC
1649 WASHINGTON BOULEVARD (REAR ENTRANCE)
WILSON BOROUGH, PA 18042
PHONE: (610) 438-5200
FAX: (610) 438-3954

Child Care Philosophy – “Where Children Come First”

Wilson Borough Childcare Academy & Learning Center (WBCA) offers a safe, nurturing environment where your child will get the attention and care that he or she deserves. We provide a small, secure environment for children during the most important time of their development. You can rest assured that your child will be cared for with the utmost kindness, love and respect. Our center offers a home away from home, providing children with friends of all ages, to play, socialize, and learn new things. We believe all children are precious gifts and we promise to treat them as though they are our own. Our goal is providing quality childcare that includes...

- ☺ A safe environment
- ☺ A nurturing environment
- ☺ A learning environment... learning is not only the ABC's and 123's, but is also the learning of values. The learning of honesty, respect, self-reliance and potential, self-discipline and moderation, also the values of being dependable, loving, sensitive to others, kind and fair.
- ☺ A proper approach to discipline... Since children occasionally need discipline, it is important that parents and teachers share a similar philosophy so that your child understands what is expected of him/her. Children are taught which behaviors are inappropriate, and why, and given alternatives that are acceptable. In this way, the behavior is being changed, with out making the child feel “bad” or unloved. This helps develop their self-esteem, and teaches them how to handle difficult situations themselves in the future.
- ☺ And to foster unconditional love... this kind of love is very important because children should not grow up feeling that in order to be loved and cared for they must meet numerous conditions.

Communication is the key to successful childcare arrangements. The parent and provider need to have a good working relationship so they can communicate and work together. Parent and provider need to exchange pertinent information in the child's life such as changes in routine, special events, or activities, as well as changes such as death, divorce, separation, moving, visitors, etc. All this information can be important in understanding the child's feelings, behavior, and well being while he or she is in school. We invite you to share with us in writing, by telephone, or schedule an appointment to talk about any concerns.

Admission Policy Statement:

Admission is open to all regardless of race, color national origin, sex, age, or disability.

Typical Daily Routines (varies by age):

- ☺ Arrival, greeting, breakfast (served 7:00am – 8:30am) and table toys/free play
- ☺ Circle time (including calendar, songs, finger plays, story time etc.) at 9:00am
- ☺ Arts and crafts or other learning activity
- ☺ Bathroom and/or diaper change and hand washing
- ☺ Outdoor play (weather permitting) or other movement activity
- ☺ Hand washing, lunch and clean up (11:00am - 12:30pm)
- ☺ Nap time (12:30 – 2:30pm)
- ☺ Bathroom and/or diaper change and hand washing before snack and clean up (2:30-4:00pm)
afternoon circle time 3:30-4:30pm.
- ☺ Free play, downtime, stories and movie time until last students are picked up (4:30 – 6:30pm)

(Your child is released to our care as you leave the premises in the morning, (please make your drop-off and pick-up time as quick and smooth as possible as the longer you stay the more it distracts the other children and distracts the teachers from monitoring the other children. However, if you would like to stay and see how your child spends his/her day, volunteering for a day is always an option. Also, please note that when your child is released to your care once you enter, please refrain from having your child enter and run into areas within the center unattended.

Note: Bathroom and /or diaper change times vary to meet the child's needs. This is a general schedule and is dictated mostly by the children's age, needs and feelings each day.

Classrooms and Ages:

Infant Room – age 6 weeks to 1 year old
Young Toddler Room – age 1 year to 2 yrs old
Older Toddler Room – age 2 years to 3 yrs old
Preschool Room – age 3 years to 4 years old
Pre-K Room – age 4 years to 5 years old
Young School Age 5 years & older (must be
Out of Kindergarten)
Older School Age 8 & up

*Must be appropriate age by September 1st of the school year to enter the Preschool and Pre-K classes

Policies and Procedures

Days/Hours of Operation:

Childcare at **WBCA** is available Monday through Friday 6:00am to 6:30pm with the exception of closings as referred to in this handbook. Actual days and hours for your child are determined by the parent/guardian's individual needs and stated on the signed contract. No child is allowed to be here for more than 10 hours in one day (as per Dept. of Family & Youth).

Please understand that the contracted drop-off time is important because we plan our staff hours and schedule around the collective time frame of each child – please call **WBCA** if you know that you will be more than 30 minutes late.

Our contracted pick up time is equally important; there are several things to do before the children leave – snack time, calm down time, clean up (personal, as well as classrooms), daily updates, and diaper changes.

Late Drop Off and Pick Up:

All children must arrive before 10:00 a.m. Please call if you will be more than 30 minutes late dropping your child off. It is very important to our staff and the other children to know the schedule. It is imperative for us to know many students will be here in order to move along from one activity to another. It is imperative that you sign your child in/out each day. Signing your child in/out each day helps us to make sure that your child is accounted for in case of an emergency and it also allows us to keep track of attendance and comply with the CACFP. If for some reason you are not able to check your child in on the computer, there is a paper sign in sheet located at the front desk.

WBCA expects parents to adhere to their contracted pick up time as well. Please consider traveling time during inclement weather or rush hour and remember to allow enough time for pick up in order to avoid being charged a late fee. We do understand that there may be an occasion of major traffic congestion or sudden bad weather conditions causing a delay in your travel – if you have a cellular phone, please call us and perhaps we can work out a contingency plan. A \$1.00 late fee for each additional minute past our agreed pick up time must be paid before the child can be dropped off for the next day of childcare. Consistent tardiness could be cause for termination.

Holidays:

For your convenience, we will distribute and post the scheduled **WBCA** closings for vacations and holidays within the first quarter of each year and every attempt will be made to minimize any changes in this schedule.

New Years Day
Martin Luther King, Jr. Day
Good Friday
Memorial Day
Independence Day
Labor Day
Columbus Day
Thanksgiving
The day after Thanksgiving

Rev. 6/21/17

Christmas Eve
Christmas Day
New Year's Eve (close at 3pm)

*Holiday closures are subject to change throughout the year.

*If a holiday falls on a Saturday, **WBCA** will be closed the Friday immediately before. If a holiday falls on a Sunday, **WBCA** will be closed the Monday immediately following.

We do reserve the right to close for any reason in which we cannot operate in a safe manner. i.e. bad storms, state of emergencies, loss of electricity, water, heat or in extreme circumstances loss of air conditioning, and medical epidemics. Childcare fees are paid for any of these occurrences.

Student Vacations and Absences:

Each family is allowed one week vacation per year and must give written notice to **WBCA** at least two weeks prior to beginning the vacation. Child must be enrolled six months before one week vacation can be taken unless notice is provided upon enrollment. If proper notice has not been given, payment for that week will be expected. Please note that vacation request cannot be granted based on family emergencies or unusual circumstances that are out of each family's control including sicknesses.

If your child will be absent for sickness or any other reason, please call the night before or as early as possible in the morning to let us know for attendance and planning. If your child is absence or out sick, payment is due regardless of whether your child comes or not.

Supplies:

Parent/guardian will provide blankets/sheets for nap time, morning snack, diapers, diaper wipes, powder, any ointment (i.e. Destin etc.), formula, baby bottles and Sippy cups. All items must be marked with the child's name. To eliminate the daily bundle of items to carry you may bring a package of each item to leave at **WBCA**. We will notify you if items are running low and if we run out when you do not bring more, there will be a charge of \$2.00/diaper and \$1.00/wipe. It is the parent's responsibility to provide **all necessary supplies**. Notifying the parents of supplies needed for your child is **not** the responsibility of the teachers.

Weather permitting; children will go outside every day. Especially during the winter, it is essential that children come prepared with proper outerwear (e.g. warm coat, mittens, boots, hats, scarves, rain jacket, etc). Children may not go outside on the playground or for walks if they do not have closed-toe shoes on. All children must have a complete change of clothing at the center at all times. Please replace your child's clothing as needed. If your child has an accident and has no extra clothes, you will be called to pick up your child. An infant may require more than one change of clothing daily; please provide a few changes of clothing based on your own experiences with your child.

We will supply cots/sleeping mats, hooks/cubbies, bibs, and food for breakfast, lunch and afternoon snack for your child. If your child has a favorite soft, stuffed toy, he/she may bring it to sleep with. It is mandatory that all children have a sheet and blanket for rest time.

Nutrition:

NOTE: The U.S. Department of Agriculture (USDA) prohibits discrimination against its customers, employees, and applicants for employment on the bases of race, color, national origin, age, disability,

sex, gender identity, religion, reprisal and, where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or if all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department.

If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at http://www.ascr.usda.gov/complaint_filing_cust.html, or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W. Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at program.intakesda.gov.

Individuals who are deaf, hard of hearing, or have speech disabilities and wish to file either an EEO or program complaint, please contact USDA through the Federal Relay Service at (800) 877-8339 or (800) 845-6136 (in Spanish). Persons with disabilities, who wish to file a program complaint, please see information above on how to contact us by mail directly or by email. If you require alternative means of communication for program information (e.g., Braille, large print, audiotape, etc.), please contact USDA's TARGET Center at (202) 720-2600 (voice and TDD). USDA is an equal opportunity provider and employer".

Children are fed nutritionally on a daily basis – breakfast, lunch and an afternoon snack as required through enrollment with the food program – See enclosed information and enrollment form for your child. These forms must be updated annually.

Parents must provide a healthy morning snack for your child each day, as the food program only covers three meals. Cakes, cookies, and other “not so nutritious food” may be served during special events like birthday parties, and holidays. For infants, formula must be provided by the parent/guardian unless the parent gives permission for the center to provide the formula the center uses. (Formula name is provided to parent at the time of CACFP enrollment).

Please keep in mind that finger foods are best for young children whom are developing their small motor skills and eye-hand coordination. Mealtime is an opportunity for children to practice these skills. Copies of the monthly menu are available and are also posted at the front desk for your reference. We will encourage your child to eat what is served, however we will never force a child to eat or punish a child for not eating. If your child does not eat certain foods from the menu, please make sure to inform us. It is the parent's responsibility to send in an alternate meal. In most cases, P&J sandwiches will be served as an alternate. Should you have specific concerns regarding your child's eating habits, together we can work out a positive solution.

Release of Children:

It is important that we protect your child by ensuring that your child does not leave **WBCA** with a person you have not authorized on your “Child Information Card” to pick up your child. Even if it is an emergency, we must have your permission to release your child to someone other than you. We will need the person's name and a description of what he or she looks like. The person picking up your child will have to show a picture ID before we will release your child from our care. Also please tell us when someone else that you have authorized on you “Child Information Card” will be picking up your child. Also, please note that even if you send your child to school each day with a friend, if that person is not on your pickup list, your child will not be released to that individual.

We have to assume that both parents have the right to pick up your child, unless you give us a copy of a court order stating otherwise. Without a copy of the court order, we cannot refuse a parent. If we have a court order and a non-custodial parent tries to pick up the child, we will immediately call the custodial parent.

It is very important to us that your child arrives home safely. Therefore, if the person who arrives to pick up your child appears intoxicated or otherwise incapable of bringing your child home safely, we will call the parent or emergency contact person listed on the “Child Information Card” to request their assistance. If the situation occurs a second time, it will be grounds for terminating our care of your child and Dept. of Welfare will be contacted.

All children should be transported to and from child care in a care seat or booster seat if under 8 years old as per state law. For further clarification refer to the Pennsylvania Law regarding children and seat belts and abide by that law for your child’s safety. We will not release your child if the person picking up your child does not have a car seat and your child falls into the car seat requirement age bracket.

Fee Payment Guidelines:

Childcare fees are paid on a weekly basis – Monday mornings. Payment obligation is based on the hours agreed upon in the contract, not on actual attendance. Please understand that whether your child comes to school or not, the staff still has to be compensated when your child is not present. There is no change in fee due to your child’s absences. If your child is absent or we are closed on a Monday, you are responsible to make payment as agreed. In the case of your vacation or absence, please postdate your check for the up coming date due and make payment before you leave.

If you receive Title XIX/XX and your payment is not made on time, WBCA is obligated to contact Childcare Services regarding non-payment which could affect your eligibility status.

WBCA has the right to suspend or terminate any child for non-payment regardless of Title XIX/XX.

Late payments – A \$25 late payment fee (per child) applies for any payment not received on Monday morning. If your payment is not made by end of day Monday, your child will not be able to return on Tuesday morning. After 3 consecutive late payments you will be required to pay a security deposit of one week’s tuition. Your child will not be permitted to return until your account is paid in full.

All payments must be made by cash or credit card. No personal checks will be accepted for payment. Non-payment or consistent late payments is cause for termination immediately without a 2 week notice.

A two week notice of any increase will be posted. As with the cost of living going up each year, please expect that an increase is likely to incur.

Termination:

Parent/Guardian must give two weeks written notice, and two weeks full payment to terminate your child’s enrollment in child care regardless as to whether your child is present (with the exception of the trial period). If two weeks notice is not given, you are still financially obligated for the two weeks of child care fees and late payments. In addition, if you leave without proper notice, you will not be given your year-end tax statement for your taxes until payment in full has been paid.

WBCA has the right to terminate any parent with an enrolled child without notice for misconduct behavior such as rudeness, disrespect, threats, profanity, as well as any other kind of unruly behavior.

Gross Misconduct:

We will communicate to you immediately if your child is frequently and deliberately causing harm to others and/or is frequently and deliberately destructive. This behavior is unsafe and will not be allowed – immediate termination will take place and your child will be terminated immediately especially if given prior notice. Any notices given regarding this matter are documented.

Potty Training:

Potty training can be a tough transition for parents and children but we aim to help families by adding a consistent potty training schedule to compliment what the child is used to at home. Pull Ups with a Velcro strip (or other brand) must be provided by the parent/guardian during this transition period, no regular style training pants or underwear will be used until your child maintains 2 continuous weeks of bladder/bowel control; of course, if your child regresses after this 2 week period we will assess the next step. Please do not dress your potty training child in onesies, belts or clothing that will inhibit the child from getting to the bathroom on time or from having the ability to become independent. If the parent continues to ignore this part of the training process, potty training efforts on the centers behalf will cease until the parent complies. Teachers are prepared to beginning potty training with children in the young toddler (age 1-2 years) or older toddler (age 2-3 years) classrooms. Children must be potty trained to enter the preschool class, which is for children who are age 3 by September 1st of that school year.

Child's Health:

The State of Pennsylvania requires that an age appropriate health appraisal be on file for each child Enrolled within 30 days following admission, however your child cannot be initially admitted to the Center without written documentation from your child's physician or nurse practitioner that at least one.

- (1) dose of DPT or DT, one (1) dose of TOPC or IPV, and the MMR vaccines, and HbCV vaccines, if
- (2) Required by the age of the child. Health appraisals shall be certified by your child's physician or nurse practitioner and shall be updated yearly up to the age of 5 in accordance with the recommended schedule for routine health supervision of the American Academy of Pediatrics. For children below school age, the health appraisal shall include documentation of the recommendations of the division of public health, as described below:
- (3) Age: 2 months – DTP, TOPV, HbCV(1) 4 months - DTP, TOPV, HbCV(1)
6 months - DTP, TOPV, HbCV(1) 12 months – MMR 15 months – DTP, HbCV(1)
(1) 4 to 6 years - DTP, TOPV, MMR

Parent/guardian must also complete a medical emergency card entitled “Child Information Card” and update as necessary.

The Department of Public Welfare has mandated health requirements for all childcare centers which operate in Pennsylvania. They are as follows:

NO CHILD SHALL BE ADMITTED IF:

1. a physician has determined the child should be confined to home or admitted to a hospital
2. the child is in severe pain or discomfort
3. the child has active diarrhea
4. the child is/has been vomiting
5. the child has an oral temperature of 101.5 degrees Fahrenheit or above
6. the child has a sore throat or severe coughing
7. the child has yellow eyes, pink eye or jaundiced skin
8. the child has red eyes with a discharge
9. the child has infected, untreated skin patches
10. the child has difficult, rapid breathing
11. the child has skin rashes in conjunction with fever or behavior changes
12. the child has weeping or bleeding skin lesions that have not been treated by a physician or nurse
13. the child has mouth sores with drooling
14. the child has a stiff neck

NO CHILD SHALL BE ADMITTED, OR REMAIN AT SCHOOL WITH THE FOLLOWING CONDITIONS:

Chicken Pox
Measles
Mumps
Influenza
Strep Throat
Salmonella
Impetigo
Giardia Lamblia
German Measles
Hemophilus
Shigella
Lice
Scabies
Whooping Cough
Meningococcus
Tuberculosis
Hepatitis
Hepatitis A
Campylobacter

The child may return only when he/she is symptom free, without the aid of a symptom reducing medication, such as Tylenol, (for 24 hours) or when a health care provider communicates to us in writing that the child poses no health risk to self or others. *A doctor's note is required in order for your*

*child to return so always inform your doctor at every sick visit that your child is in childcare so that he/she can approve in writing your child's return to daycare. The Center will only administer medicines over the counter and prescription meds with a doctor's note. **NO MEDICINES WILL BE ADMINISTERED TO ANY CHILDREN WITHOUT A DOCTORS NOTE STATING THAT WBCA HAS HIS/HER PERMISSION TO DO SO.***

Should a child develop symptoms while in our care, he/she must be isolated from other children and removed from the school as soon as possible. The parent/guardian or other person authorized by the parent will be notified immediately to pick up the child. There can be no exceptions since illness spreads quickly among children.

Please make other arrangements if your child is sick and respect our decision if we feel your child is too sick to be in **WBCA**. Please note that whenever a child is sick the entire center has to be sterilized and cleaned before the other children can return. In this case, it takes a great deal of effort to prevent diseases from spreading. Therefore, we are asking that all parents respect our decision when **WBCA** decides to send children home. We are sympathetic to the difficulties of taking time off, so discretion will be used. If your child will be absent please call the evening before or as early as possible in the morning to let us know your child will not attend that day.

The symptoms of illness for possible exclusion shall include, but are not limited to any of the following...

- A. The illness prevents your child from participating comfortably in the childcare environment,
- B. The illness results in a greater care need than we can provide with out compromising the health and safety of the other children in our care, Or
- C. The child has any of the following conditions:
 - Temperature: Oral temperature 101 degrees or greater; axillary (armpit) temperature 100 degrees or greater; accompanied by behavior changes or other signs or symptoms of illness- until medical evaluation indicates inclusion in the facility. Oral temperature shall not be taken on children younger than 4 years (or younger than 3 years if a digital thermometer is used). Rectal temperature shall be taken only by persons with specific health training.
 - Symptoms and signs of possible severe illness (such as unusual lethargy, uncontrolled coughing, irritability, persistent crying, difficult breathing, wheezing, or other unusual signs) - until medical evaluation allows inclusion;
 - Uncontrolled diarrhea, that is, increased number of stools, increased stool water, and/or decreased form that is not contained by the diaper - until diarrhea stops;
 - Vomiting illness (two or more episodes of vomiting in the previous 24 hours) until 24 hours after vomiting resolves or until a health care provider determines the illness to be non-communicable, and the child is not in danger of dehydration;
 - Mouth sores with drooling, unless a health care provider or health official determines the condition is noninfectious;
 - Rash with fever or behavior change, until a health care provider determines that these symptoms do not indicate a communicable disease;
 - Purulent conjunctivitis (defined as pink or red conjunctiva with white or yellow eye discharge), until 48 hours after treatment has been initiated;
 - Scabies, head lice, or other infestation, until 24 hours after treatment has been initiated;
 - Tuberculosis, until a health care provider or health official states that the child can attend child care;
 - Impetigo, until 24 hours after treatment has been initiated;

- Strep throat or other streptococcal infection, until 24 hours after initial antibiotic treatment and cessation of fever;
- Chicken pox, until at least 6 days after onset of rash or until all sores have dried and crusted;
- Pertussis, until 5 days of appropriate antibiotic treatment (currently; erythromycin) to prevent an infection have been completed and a licensed physician states in writing the child may return;
- Mumps, until 9 days after onset of parotid gland swelling and a licensed physician states in writing the child may return;
- Hepatitis A virus, until 1 week after onset of illness or as directed by the health department when passive immunoprophylaxis (currently, immune serum globulin) has been administered to appropriate children and staff and a licensed physician states in writing the child may return;
- Measles, until 6 days after onset of rash and a licensed physician states in writing the child may return;
- Rubella, until 6 days after onset of rash and a licensed physician states in writing the child may return;
- Unspecified respiratory illness if it limits the child's comfortable participation in activities or if it results in a need for greater care than can be provided without compromising the health and safety of other children.; or
- Herpetic gingivostomatitis (cold sores), if the child is too young to have control of oral secretions.

Any of the following communicable diseases must be also be reported to the division of public health

RESPIRATORY	GASTRO-INTESTINAL
Diphtheria German Measles Hemophilus Influenza Disease Measles (rubeola) Bacterial (spinal) Meningitis Mumps Pertussis (whooping cough) Rubella Tuberculosis	Giardiasis Hepatitis A Salmonellosis Shigellosis

If your child had an immunization update, please remember to provide us with a record of the immunization so that it can be attached to your child's health appraisal.

Injuries: We will supervise your child closely in an attempt to prevent injuries, but accidents resulting in injury do occur. All staff has been trained in first aid, CPR and Fire Safety and is required to follow their training. If the injury is minor (requiring only a band-aid or ice) the teacher will tell you about it when you pick up your child. If it is serious, we will call you and may even suggest that you take your child to the doctor or emergency room. If an injury is very severe, we will call 911 for assistance then call you immediately. If we can not reach you, we will call the emergency contacts listed on your "Child Information Card" (Please remember to keep this card up-to-date). A First Aid form has been provided to you and is required upon enrollment.

Child's Medication:

1. A "Medication log" **must** accompany all medicine. Over the counter medicine will only be giving with a doctor's note. The note must state that it is okay for **WBCA** to administer the medicine.
2. Prescription medicine **must**:
 - a. be dated with in the past 30 days
 - b. have child's name printed clearly on the label
 - c. have dosage amount and times
 - d. must also state from your child's doctor that it is okay to administer
 - e. **no prescription medicine** will be administered without a doctors note
3. Prescription medicine must also be accompanied by a "medication log" (this form must be filled out in its entirety by the parent. The form **must include**:
 - a. Date
 - b. Child's name
 - c. Doctor's name and phone number
 - d. Pharmacist name and phone number
 - e. Name of medication
 - f. Dosage amounts and times to be administered
 - g. Route of medication, i.e. oral, eye, etc.
 - h. Why medication is needed
 - i. Date medication is to end
 - j. Special directions, i.e. take before eating, etc.
 - k. Parent's signature

Basic Emergency Plan:

Wilson Borough Childcare Academy has a copy of the full emergency plan and practices in the Regulations Binder always publicly available by computer at the front desk. Basic emergency information is as follows. The **Wilson Borough Childcare Academy** is located at 1649 Washington Boulevard, Wilson Borough, PA 18042. Normal operating hours for the facility are 6:00am to 6:30pm. **WBCA** assumes the responsibility for the health and safety of the children attending the facility from the time their parent/guardian leaves after drop-off to the time the parent/guardian arrives at the facility for pick-up.

Assistance during emergencies will be dispatched through the Northampton County 9-1-1 and be coordinated by the Northampton County Emergency Management Agency. The facility may be subject to the following natural disasters and emergencies:

- Natural Disasters (e.g. flood, blizzard, tornado, etc.)
- Technological Disasters (e.g. power outage, HAZMAT spill)
- Security Emergencies (e.g. intruder, domestic violence)

Evacuation Drills are held many times throughout the year to keep the staff well accustomed to the procedures and also help the students learn the system and how to stay calm.

Transportation:

There may be instances when your child will need to ride in the **WBCA** school bus or school van for field trips. We will ask for written permission, unless it is an emergency. Also, we follow Pennsylvania child car seat laws so all children under age four must have a state approved car seat to be transported

by **WBCA**. All children from age 4 to when they turn 8 years old are required to ride in a state approved booster seat to be transported by **WBCA**.

School-Age Transportation:

All parents of school age children enrolled in the transportation program are responsible for calling Wilson Borough Childcare/Palmer Childcare Academy to inform us of any absent children. WBCA & PCA are not responsible for any children that do not get on the bus or van from the assigned elementary school. It is the parent's responsibility to notify us of any children leaving school early or any after school activities pertaining to your child. WBCA & PCA are responsible for the children that are handed over directly from the elementary school officials and not responsible for any children that school officials do not directly place in our care during dismissal time. In the event that school officials do not dismiss your child directly to us during dismissal time, we will make every effort to go back to the elementary school and retrieve your child.

*Transportation will be terminated to any unruly child that may cause harm as well as a potential hazard during the transportation trip.

*Transportation may be terminated for non-payment of the monthly transportation fee.

*Transportation includes walking, school vans, and school bus.

*Transportation may make designated stops at either childcare location to unload children for safety reasons when necessary.

*Any arrangements for a child that requires transportation from the school to a bus stop, must be arranged directly with the school in order for the center to provide pick-up.

Trial Period:

There is a trial period of 4 weeks from the date child care begins. If the child care arrangements is not mutually satisfactory, either party can terminate this agreement with a 1(one) day notice – any moneys already paid are non refundable. A two week notice **is not** necessary at this time.

Forms & Contracts for Enrollment:

In order for your child to attend **WBCA**, we must have the following forms completed, signed and dated before their first day of enrollment. Some forms also require updates and a new parent signature and date every 6 months. Some of these forms can be found on our website for your convenience. The registration fee per child is \$45.00 per child.

Registration Form/Registration Fee of \$45.00 per child

Childcare Contract/Enrollment Application

Emergency Contact/Parental Consent Form – must be updated every 6 months or ANY time there are changes to contact information or people to whom your child may be released

Agreement Form

Child Health Report

Childcare Benefit Income Eligibility Form for Food Program – must be updated yearly

Discrimination Notice/Disclosure

A Few Final Thoughts:

As a parent in our child care center, please...

- ☺ Take an interest in your child's activities and development at **WBCA**. Please note that we are a licensed childcare center and not a babysitter. We are here to promote your child's education and growth. Please share your child's habits, fears, and concerns with us;
- ☺ Please remember to refer your family and friends to us and receive one week free after 3 months of that child being enrolled here at **WBCA**;
- ☺ Please do not come into our center upset just because you had a bad day and argue with your child or teachers in the presence of others. And please reframe from using profanity at all times. If you wish to have a personal conversation when upset, please direct all of your concerns to the Center's Director.
- ☺ Read all correspondence given to you, and those posted. Promptly sign and return those forms needing to be signed;
- ☺ Remember that you are responsible for your child while on our premises so please remain in complete contact with your child during that time;
- ☺ Please note that the Staff and Director of **WBCA** are mandated by **State of PA and the Dept. of Welfare to report any signs of child abuse or neglect.**
- ☺ Call us! Your concerns and feedback are important to us.

BY SIGNING THIS PAGE, YOU ARE AKNOWLEGING THAT YOU HAVE RECEIVED THE "WILSON BOROUGH CHILDCARE ACADEMY & LEARNING CENTER, LLC PARENT HANDBOOK" AND FURTHER ACKNOWLEDGE THAT YOU WILL ABIDE BY AND FOLLOW ALL RULES SET FORTH IN THIS HANDBOOK (Please read this handbook in its entirety).

Signature of Parent/Guardian: _____ Date: _____

Signature of Parent/Guardian: _____ Date: _____

Signature of Director: _____ Date: _____