



PARENT HANDBOOK CHILD CARE PROGRAMS

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CHILD CARE PARENT HANDBOOK

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FULTON COUNTY FAMILY PARTNERSHIP

POLICY: MISSION STATEMENT

POLICY NO.: 1

Mission Statement

<p>Section 1.3 of By-Laws</p>	<p>The mission of Fulton County Family Partnership (a group of consumers and service providers) is to promote a quality life based on developing the fullest potential for children, families and individuals by:</p> <p style="padding-left: 40px;">Sponsoring and cooperating in the promotion of health, education and human services programs Collaborating locally to provide an integrated seamless, comprehensive and easily accessed network of services Identifying, instituting and promoting new practices and procedures that improve service outcomes.</p>
<p>Section 1.4 of By-Laws</p>	<p>Fulton County Family Partnership carries out its mission through the following: COMMUNITY PLANNING:</p> <ul style="list-style-type: none"> A. Monitoring and assessing community needs, strengths and resources; B. Prioritizing identified needs, issues and interest; C. Developing a local vision, goals and strategies by which to impact on needs; D. Providing appropriate public relations to assure local commitment to the vision, goals and strategies; E. Insuring representation of target communities as target communities are selected; creating local subcommittees/focus groups to focus on specific targeted communities F. Promoting health and welfare programs which prevent illness and assist in affecting community members <p>DIRECT SERVICES:</p> <p>These purposes shall including the providing of direct care services and programs to the general public that include but are not limited to</p> <ul style="list-style-type: none"> A. Promoting positive child development through effective parenting and early intervention B. Assisting families to achieve self-sufficiency C. Ensuring healthy development and health care for everyone D. Supporting and preserving the family unit as the foundation for success of children F. Developing programs to meet basic human needs in the community <p>Fulton County Family Partnership is expected to gain the participation of as many categorical service systems as possible. In addition to verbal support from these systems, they should pursue a commitment of resources from all of the publicly funded categorical systems as well as from the private or community based organizations to achieve and sustain the desired reforms.</p>

FULTON COUNTY FAMILY PARTNERSHIP

POLICY: WELCOME

POLICY NO.: 2

Welcome to the Fulton County Family Partnership’s Childcare Program. The program serves children 6 weeks through 15 years of age, and participates in the subsidy program for eligible families through Childcare Information Services.

The staff and providers of our program share with parents the task of loving and caring for their children. Our program is designed to help foster friendship and charity among our young people and their community. Our staff strives to foster the social, emotional, intellectual and physical growth of all children we serve through various developmentally appropriate practices. The staff is here to help encourage your child’s love for learning.

We welcome your input into our services. Please feel free to discuss with staff any specific information regarding your child. We are always willing to discuss any questions or concerns you may have. Please stop by the office or call the Director of Child Care for anything you may need.

Thank you for entrusting our staff with the care of your child.

Telephone Numbers

Executive Director Elen Ott	485-5038 ext 211 work (717) 816-5211 cell
JoAnn Clippinger Director of Child Care Services	485-5038 ext 210 work (717) 816-3408 cell
Overly Raker Administrative Office	485-5038 ext 205
School Age Childcare Central Fulton	(717) 860-2976 485-7084

**Some Additional Programs of the Fulton County Family Partnership
Call us at 717-485-5038 for more information about any of our programs or
services.**

Early Head Start

Serves income eligible families with children from birth to three years old
Pregnant Women
Children with Special Needs

This is a parent/child education program with weekly home visits for 1½ hours.

Parents As Teachers

Serves families with children from birth to five years old
Pregnant Women
Children with Special Needs

This is a parent/child education program with home visits for 1 hour every other week.

Child Care

Preschool age childcare is located at the Overly-Raker Complex
Serves children 6 weeks through 5 years of age
Hours are 6:00AM to 6:00PM

School age childcare is located on campus at the McConnellsburg Elementary School
Serves children 5 through 15 years of age before and after school 6:00-8:00/3:00-6:00
Summer childcare from 6:00AM to 6:00PM

All programs offer developmental and sensory screenings for all children and referrals
for community support services

Transportation

We offer several options including the Employment Assistance program designed to
help working families stay employed through transportation to work, mileage
reimbursement and other assistance.

Also, we provide transportation and mileage reimbursement to eligible individuals with
Medical Assistance

Dental Clinic

Provide dental care to low income patients

Fatherhood Initiative

Monthly fun, family activities and educational programs promoting father involvement.

FULTON COUNTY FAMILY PARTNERSHIP

POLICY: PROGRAM PHILOSOPHY

POLICY NO.: 3

Partners in Care

Educators and psychologists agree your child's most rapid intellectual development takes place between the ages of birth and six years. We need you to be a partner with us during these vital years and have listed below some suggestions which will assist in this partnership. Quality programs are a team effort. We encourage you to actively participate by considering the following:

- ◆ Keep us informed of your child's life outside the center and communicate with us often about the activities in our program.
- ◆ Share your concerns and ideas with the teachers and director. Participate in the Parent Meetings.
- ◆ Take time to talk with your child about daily activities. Please join your child in our program at any time. We are proud to show off the facility and special activities.
- ◆ Bring adequate supplies of diapers, infant food and formula in unbreakable containers. Food must be provided in unopened jars.
- ◆ If you have concerns, complaints, or suggestions, please contact your child's teacher at any time. If the matter is not resolved, we encourage you to make an appointment to meet with the Director of Childcare Services.
- ◆ Understand your child may not be happy about being left behind and acknowledge his/her concern. Be sure to take time to hug your child and assure him/her you will be returning.
- ◆ Ensure your child is dressed casually enough to enjoy an active day of play. Provide safe footwear. Running, jumping, and messy artwork are parts of a normal day in the program. Please don't forget to provide an extra set of clothing and underwear to be left at the center in case of accidents.
- ◆ Be punctual for scheduled pick-ups. Let your child/ren know if you will be late to pick them up that day. Children become upset when their friends are leaving and they are still waiting.
- ◆ A warm greeting to both children and staff upon picking-up and dropping-off your child/ren will strengthen bonds.

FULTON COUNTY CENTER FOR FAMILIES

POLICY: LICENSING INFORMATION

POLICY NO.: 4

4.1 Governmental Licensing Information

Fulton County Family Partnership’s Preschool Age Child Care and the School-Age Child Care program are licensed by the State of Pennsylvania Department of Welfare.

Any comments or requests may be directed to DPW Licensing Agency at 814-696-6176.

4.2 Accreditation Information

Fulton County Family Partnership Child Care participates in the Keystone STARS continuous quality improvement for early learning program initiative. STARS was initiated in 2002 as a multifaceted approach to improving programs that serve young children in Pennsylvania. Research-Based Performance Standards form the bedrock of this quality improvement program. 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. Therefore, the Keystone STARS Performance Standards reflect research-based indicators to improve outcomes for children.

The standards are organized into four STARS levels that build upon each other to support continuous quality improvement. When a program meets the Performance Standards for a STAR level, they receive the mark of quality, a STAR designation. A Keystone STARS designation informs parents that the director and staff are committed to enhancing quality for children and families in their program.

FULTON COUNTY CENTER FOR FAMILIES

POLICY: ENROLLMENT

POLICY NO.: 5

Enrollment at Fulton County Family Partnership Child Care is open to children from 6 weeks to 15 years old. Enrollment shall be granted without regard to a child's race, color, creed, religion, national origin, gender, or disability; and without regard to a parent or guardian's race, color, creed, religion, age, national origin, gender, pregnancy or disability.

Parents can apply for enrollment of their child in Fulton County Family Partnership Child Care by completing the Enrollment Application and paying the \$25 Application Fee. The Application Fee is NON-REFUNDABLE.

Initial enrollment is contingent upon receipt of the completed enrollment application, signed fee agreement, registration fee, physical and immunization records and signed Parent Handbook receipt.

The Enrollment Application and Fee Agreements are not meant to serve as contracts guaranteeing service for any duration.

Fulton County Family Partnership Child Care reserves the right to dismiss any parent or child at any time with or without cause.

Continued enrollment at Fulton County Family Partnership Child Care is contingent upon the parent's, emergency contact persons' and child's adherence to the policies and procedures of Fulton County Family Partnership Child Care as outlined in this handbook including, but not limited to, timely payment of all fees and tuition. To continue enrollment all paperwork must be updated by the enrolling parent every 6 months. Only the parent signing the original enrollment paperwork is eligible to make changes and update paperwork.

Parents are required to notify Fulton County Family Partnership Child Care immediately, should any of the information collected at the time of enrollment or any time thereafter change. Failure to do so may result in the child (ren) being dis-enrolled from the program.

Childcare Programs

Full-Time Care

The full-time program includes developmentally appropriate curriculum and nutritional meals to meet the needs of parents requiring child care six to ten hours per day on a regularly-scheduled basis. Full-day care includes care for children ages six weeks through fifteen years. Hours of operation are 6:00 AM to 6:00 PM, Monday-Friday.

Part-Time

Full-time children have enrollment priority at the center. Part-day care may be available if: (1) a specific room (age-grouping) does not have full capacity of children and (2) no full-time children are on the waiting list. We will try to continue to provide space for the part-time enrollment. However, we cannot exceed the recommended number of children per adult. One extra child places us out of ratio. Hiring an extra caregiver for one child is not economically feasible.

Before/After School Childcare (SACC)

The Center provides childcare for children entering Kindergarten to age fifteen on campus at the McConnellsburg Elementary School. **SACC** offers children the opportunity for social interaction, homework help, fun activities and a nutritional snack. The hours are 6:00 AM to 8:00 AM and 3:00 PM to 6:00 PM. We are limited to the number of children who can attend before/after school childcare. Please be sure your child is scheduled to attend, **do not assume that their space is available and have your child walk down from school. If your child is not on the schedule to attend and comes down after school you will be contacted to pick your child up immediately. Please call the child care center when your child is going to be absent or late.**

School Age Summer Childcare

This program includes field trips, clubs, theme activities, computer time, guest speakers, team sports and games. Children entering kindergarten through age fifteen are eligible. Each child enrolled full-time in the summer childcare program receives 5 days of vacation a summer. Summer school age childcare is located at the McConnellsburg Elementary School. **Please call the school age childcare center when your child is going to be absent or late.**

Enrollment Eligibility Order of Priority

- ◆ **Full-day care:** Any child who is enrolled in care Monday through Friday for at least 4 hours a day.
- ◆ **Part-time care:** Any child who is enrolled in care for at least 3 days a week at least 4 hours a day. This does not include drop-in care.
- ◆ **Drop-in care:** any child who needs care on a day-to-day basis. Care will be provided on a space-available basis. This includes children who are enrolled in childcare for less than 4 hours a day.

The Fulton County Family Partnership operates as a non-profit agency. Our revenues from childcare fees directly support program costs. **Priority will be given to enrolling children full-time.** Therefore, please be aware that we may need to offer care to full-time participants in place of those enrolled part-time.

If this affects your child, a 2-week notice will be given prior to terminating services.

Required Enrollment Forms

Prior to enrollment you must complete the forms listed below and schedule a meeting with the Childcare Director, to go over program policies:

- ◆ Child Health Assessment completed by physician (**updated annually/infants approximately every 3 months until 2nd birthday**) **If form is not received by the end of the month physical is due your child will be unable to attend until form is received.**
- ◆ Copy of child's up to date immunization record
- ◆ Agreement (**updated every six months**)
- ◆ Emergency Contact Form (**updated every six months**)
- ◆ Photo Permission Slip
- ◆ PG Movie Slip
- ◆ Pain Reliever Permission Form (**updated every six months and signed by BOTH Dr. and Parent**)

FULTON COUNTY FAMILY PARTNERSHIP

POLICY: TUITION

POLICY NO.: 6

All custodial parents and/or legal guardians are required to sign a Fee Agreement prior to enrollment of their child in Fulton County Family Partnership Child Care. Parents are required to indicate to whom all billing information and correspondence are to be addressed.

6.1 PAYMENT SCHEDULE

- ◆ Cash, check or money order may pay tuition. All payments must be deposited directly to Child Care Payment Box at each location. Checks are to be made payable to FULTON COUNTY FAMILY PARTNERSHIP or FCFP.

Tuition does not include fees for field trips and extra-curricular activities for Summer School-age care such as expenses on field trips i.e. swimming, etc. Parents will be provided detailed amounts prior to these outings.

- ◆ All fees are assessed on the basis of full time and part time enrollment, not attendance. A fee will be assessed for each day your child is scheduled/enrolled.
- ◆ **Payment is due on Monday (or the first day of care) of the week of service.. Pre school age childcare (PACC) is due by noon Monday. School age payment is due by Monday at 6:00 PM. If full payment is not received, your child will be unable to return until full payment is received.**
- ◆ Each full-time child will have 10 days a year (PACC) vacation where fees will not be assessed. Vacation time must be taken in full day increments per registration year. (Jan - Dec). Leave may not be accumulated from year to year. Summer SACC (full-time) children will have 5 days a summer where no fees will be assessed.
Notice must be given prior to the vacation day/week. Notification must be received in writing prior to the close of business on Tuesday the week BEFORE vacation time is being requested. Vacation may be requested by completing a vacation form or by emailing the Pre-school email at PACC@fcfpinc.org, the school age email at SACC@fcfpinc.org or the Childcare Director.
- ◆ There will be a \$35 fee charged for tuition checks returned by the bank. Returned tuition checks will not be re-deposited. Parents will be responsible for re-issuing payment. After 1 returned check, all future tuition payments must be made by cash, certified check, debit/credit card or money order.
- ◆ Fee assistance for income eligible families, is available through Childcare Information Service. For an application, please call 1-800-682-5702.

6.2 POLICY FOR LATE TUITION PAYMENTS

There is no credit given for child illness. If the Center is closed no fee will be assessed.

Non-payment of tuition is grounds for immediate dismissal from the program. Timely payments are essential for continued enrollment at Fulton County Family Partnership Child Care, however if you anticipate difficulty with paying on time, please discuss the matter with the Center Director immediately. If alternative arrangements for payment are approved you will be notified by the Center Director.

As of October 2, 2017 a late payment fee of \$25.00 may be assessed for any payment not received on the Monday of the week of care.

6.3 CHILD CARE SUBSIDY

Fulton County Family Partnership Child Care does accept child care subsidies. Regular fees will apply until official notification is received from CCIS regarding subsidy amounts.

Parents of a subsidized child must complete all required paperwork on time to continue enrollment at Fulton County Family Partnership Child Care. Parents of subsidized children are also required to sign a fee agreement, agreeing to be personally responsible for the payment of tuition, in the event they become ineligible to receive child care subsidies.

6.4 MULTIPLE CHILD DISCOUNTS

Fulton County Family Partnership Child Care offers a multiple child discount for one or more siblings enrolled full-time in care. The youngest sibling pays the full tuition rate and each additional child's tuition are discounted as outlined on the attached fee schedule. Discounts are only applicable when tuition payments are made on time.

FULTON COUNTY FAMILY PARTNERSHIP

POLICY: CONFIDENTIALITY

POLICY NO.: 7

Within Fulton County Family Partnership Child Care, confidential and sensitive information will only be shared with employees of Fulton County Family Partnership who have a “need to know” in order to most appropriately and safely care for your child. Confidential and sensitive information about faculty, other parents and/or children will not be shared with parents, as Fulton County Family Partnership strives to protect everyone’s right of privacy.

Confidential information includes, but is not limited to: names, addresses, phone numbers, disability information, and health related information of anyone associated with Fulton County Family Partnership.

Outside of Fulton County Family Partnership, confidential and sensitive information about a child will only be shared when the parent of the child has given express written consent, except where otherwise provided for by law. Parents will be provided with a document detailing the information that is to be shared outside of Fulton County Family Partnership, persons with whom the information will be shared, and the reason(s) for sharing the information.

Any parent who violates the Confidentiality policy will not be permitted on agency property thereafter. Refer to the policy regarding Parents Right to Immediate Access for additional information regarding dis-enrollment of a child when a parent is prohibited from accessing agency property.

You may observe children at our center who are disabled or who exhibit behavior that may appear inappropriate (i.e. biting, hitting, and spitting). You may be curious or concerned about the other child. Our Confidentiality Policy protects every child’s privacy. Employees of Fulton County Family Partnership are strictly prohibited from discussing anything about another child with you.

FULTON COUNTY FAMILY PARTNERSHIP

POLICY: MANDATED REPORTING OF SUSPECTED
CHILD ABUSE AND/OR NEGLECT

POLICY NO.: 8

Under the Child Protective Services Act, mandated reporters are required to report any **suspicion** of abuse or neglect to the appropriate authorities. The employees of Fulton County Family Partnership are considered mandated reporters, under this law. The employees of Fulton County Family Partnership are not required to discuss their suspicions with parents prior to reporting the matter to the appropriate authorities, nor are they required to investigate the cause of any suspicious marks, behavior or condition prior to making a report. Under the Act, mandated reporters can be held criminally responsible if they fail to report suspected abuse or neglect. We at Fulton County Family Partnership take this responsibility very seriously and will make all warranted reports to the appropriate authorities. The Child Protective Services Act is designed to protect the welfare and best interest of all children.

As mandated reporters, the staff of Fulton County Family Partnership cannot be held liable for reports made to Child Protective Services which are determined to be unfounded, provided the report was made in "good faith."

Causes for reporting suspected child abuse or neglect include, but are not limited to:

- ◆ Unusual bruising, marks, or cuts on the child's body
- ◆ Severe verbal reprimands
- ◆ Improper clothing relating to size, cleanliness, season
- ◆ Transporting a child without appropriate child restraints (e.g. car seats, seat belts)
- ◆ Dropping off or picking up a child while under the influence of illegal drugs or alcohol
- ◆ Leaving a child unattended for any amount of time
- ◆ Failure to attend to the special needs of a child with a disability
- ◆ Sending a sick child to school over medicated to hide symptoms, which would typically require the child to be kept at home until symptoms subside.
- ◆ Children who exhibit behavior consistent with an abusive situation

FULTON COUNTY FAMILY PARTNERSHIP

POLICY: PARENT CODE OF CONDUCT

POLICY NO.: 9

Fulton County Family Partnership requires the parents of enrolled children at all times, to behave in a manner consistent with decency, courtesy, and respect. One of the goals of Fulton County Family Partnership is to provide the most appropriate environment in which a child can grow, learn and develop. Achieving this ideal environment is not only the responsibility of the employees of Fulton County Family Partnership but, is the responsibility of each and every parent or adult who enters the center. Parents are required to behave in a manner that fosters this ideal environment. **Parents who violate the Parent Code of Conduct will not be permitted on agency property thereafter.** Please refer to the Policy on Parent’s Right to Immediate Access for additional information regarding dis-enrollment of the child when a parent is prohibited from accessing agency property.

9.1 SWEARING/CURSING:

No parent or adult is permitted to curse or use other inappropriate language on agency property at any time, whether in the presence of a child or not. Such language is considered offensive by many people and will not be tolerated. If a parent or adult feels frustrated or angry, it is more appropriate to verbally express the frustration or anger using non-offensive language. At NO time shall inappropriate language be directed toward children or any members of the staff.

9.2 THREATENING OF EMPLOYEES, CHILDREN OTHER PARENTS OR ADULTS ASSOCIATED WITH FULTON COUNTY CENTER FOR FAMILIES:

Threats of any kind will not be tolerated. In today’s society Fulton County Family Partnership cannot afford to sit by idly while threats are made. In addition, all threats will be reported to the appropriate authorities and will be prosecuted to the fullest extent of the law. While apologies for such behavior are appreciated, the agency will not assume the risk of a second chance. **PARENTS MUST BE RESPONSIBLE FOR AND IN CONTROL OF THEIR BEHAVIOR AT ALL TIMES.**

9.3 PHYSICAL/VERBAL PUNISHMENT OF YOUR CHILD OR OTHER CHILDREN AT FULTON COUNTY CENTER FOR FAMILIES:

Fulton County Family Partnership does not necessarily support or condone corporal punishment of children, such acts are not permitted in the child care facility. While verbal reprimands may be appropriate it is not appropriate for parents to verbally abuse their child. Doing so may cause undue embarrassment or emotional distress. Parents are always welcome to discuss a behavior issue with the teacher and to seek advice and guidance regarding appropriate and effective disciplinary procedures.

Parents are prohibited from addressing, for the purpose of correction or discipline, a child that is not their own. Of course, no parent or other adult may physically punish another parent's child. If a parent should witness another parent's child behaving in an inappropriate manner, or is concerned about behavior reported to them by their own child, it is most appropriate for the parent to direct their concern to the classroom teacher and/or Center Director.

Furthermore, it is wholly inappropriate for one parent to seek out another parent to discuss their child's inappropriate behavior. All behavior concerns should be brought to the classroom teacher or director's attention. At that point, the teacher and/or director will address the issue with the other parent. Although you may be curious as to the outcome of such a discussion, teachers and/or the Center Director are strictly prohibited from discussing anything about another child with you. All children enrolled in our agency have privacy rights and are further protected by our Confidentiality Policy. You may be assured that we will not discuss anything about your child with another parent or adult visiting the center.

9.4 SMOKING:

For the health of all Fulton County Family Partnership employees, children and associates, smoking is prohibited anywhere on agency property. Parents are prohibited from smoking in the building, on the grounds, and in the parking lot of Fulton County Family Partnership. Parents who are smoking in their cars must dispose of the cigarette prior to entering the parking lot.

9.5 VIOLATIONS OF THE SAFETY POLICY:

Parents are required to follow all safety procedures at all times. These procedures are designed not as mere inconveniences, but to protect the welfare and best interest of the employees, children and associates of Fulton County Family Partnership. Please be particularly mindful of Fulton County Family Partnership entrance procedures. We all like to be polite. However, we need to be careful to not allow unauthorized individuals into the center. Holding the door open for the person following you may, in fact, be polite, however that person may not be authorized to enter the premises. Security procedures are only as strong as the weakest person in our organizational chain. Be alert and mindful. Immediately report any breaches to the Center Director.

9.6 CONFRONTATIONAL INTERACTIONS WITH EMPLOYEES, OTHER PARENTS OR ASSOCIATES OF FULTON COUNTY FAMILY PARTNERSHIP:

While it is understood that parents will not always agree with the employees of Fulton County Family Partnership or the parents of the other children, it is expected that all disagreements be handled in a calm and respectful manner. Confrontational interactions are not an appropriate means by which to communicate a point and are strictly prohibited.

9.7 VIOLATIONS OF THE CONFIDENTIALITY POLICY:

Fulton County Family Partnership takes very seriously the responsibility of maintaining the confidentiality of all persons associated with the agency. Parents must understand the implications of this responsibility. Parents need to recognize that the Confidentiality Policy not only applies to their child or family, but all children, families and employees associated with Fulton County Family Partnership. Any parent who shares any information considered to be confidential, pressures employees or other parents for information which is not necessary for them to know, will be considered to be in violation of the Confidentiality Policy.

FULTON COUNTY CENTER FOR FAMILIES

POLICY: PARENT’S RIGHT TO IMMEDIATE ACCESS POLICY NO.: 10

Parents of a child in our care are entitled to immediate access, without prior notice, to their child whenever they are in care at Fulton County Family Partnership, as provided by law.

In cases where the child is the subject of a court order refer to **Policy 13 – Court Orders Affecting Enrolled Children.**

Fulton County Family Partnership staff will contact the local police should a conflict arise.

Visitors are asked to schedule appointments with the Center Director, and are allowed in the child care facility only at the discretion of the Center Director. An employee of Fulton County Family Partnership will accompany visitors at all times, throughout the Center.

Fulton County Family Partnership will dismiss any child whose parent is prohibited from entering upon agency property. Due to the parents’ right to immediate access policy, as well as state and federal regulations, Fulton County Family Partnership cannot have a child at the agency when the child’s parent is prohibited access. Fulton County Family Partnership will not agree to any request to maintain a child’s enrollment even if the parent agrees to stay out of the center. Such an agreement is a violation of the law and will not be entertained.

FULTON COUNTY FAMILY PARTNERSHIP

POLICY: DISMISSAL

POLICY NO.: 11

Fulton County Family Partnership reserves the right to dismiss any child at any time, with or without cause.

Parents will be refunded any unused tuition within two weeks of the dismissal. An agency check will be mailed to the address indicated in the child's file. Any past due balances must be paid within 30 days of the dismissal. An invoice detailing the past due balance will be forwarded to the address indicated in the child's file within one week of the dismissal. Any balances remaining after the 30 day period will be referred to the agency's legal counsel for collection.

The Center Director or designee will assist the parent in gathering their child's belongings at the time of dismissal and parents are required to leave agency property in a calm and respectful manner, immediately. Fulton County Family Partnership will request assistance from local police should any parent become disruptive and/or uncooperative while gathering their child's belongings upon dismissal.

A dismissed child and his/her parents are required to call and request an appointment with the Center Director if they wish to return to agency property following a dismissal. Appointments are made at the discretion of the Center Director and are not a right of the dismissed child or parent.

Following a dismissal, any parent or child who harasses, threatens or in any manner causes harm to anyone affiliated with the agency by calling, writing, or any other means, will be prosecuted to the fullest extent of the law, by Fulton County Family Partnership.

FULTON COUNTY FAMILY PARTNERSHIP

POLICY: WITHDRAW

POLICY NO.: 12

Two weeks written notice is required when withdrawing a child for any reason. If the proper notice is given, any unused tuition will be refunded within thirty days of the withdrawal. If the required notice is not given, parents will be charged tuition for two additional weeks.

The parents and child, following their last day of enrollment, are not permitted to re-enter agency property without prior permission of the Center Director. A withdrawn child and his/her parents are required to call and request an appointment with the Center Director if they wish to return to agency property following the last day of enrollment at Fulton County Family Partnership. Appointments are made at the discretion of the Center Director and are not a right of the withdrawn child or parent.

Parents who wish to change their child's days or times of enrollment at Fulton County Family Partnership, must submit a request to do in advance of the proposed change.

The Center Director will notify the parents in writing if the new schedule is available. A schedule change will not be considered to be final until a new fee agreement is signed. If the schedule change requires an additional deposit and/or registration fee, the change will also be contingent upon payment of these monies. If the requested schedule is not available parents may choose to continue with the current schedule until such time as the requested schedule becomes available, or may choose to withdraw their child from the program. The date the request for the Center Director receives the schedule change will be used to toll the two weeks' notice required for withdraw.

FULTON COUNTY FAMILY PARTNERSHIP

POLICY: COURT ORDERS AFFECTING

POLICY NO.: 13

ENROLLED CHILDREN

In cases where an enrolled child is the subject of a court order (ex... Custody Order, Restraining Order, or Protection from Abuse Order) Fulton County Family Partnership must be provided with a **Certified Copy** of the most recent order and all amendments thereto. The orders of the court will be strictly followed unless the custodial parent(s) requests a more liberal variation of the order in writing. In the case where both parents are afforded shared/joint custody by order of the court, both parents must sign the request for more liberal interpretation of the order.

In the absence of a court order on file with Fulton County Family Partnership administration, both parents shall be afforded equal access to their child as stipulated by law. Fulton County Family Partnership cannot, without a court order, limit the access of one parent by request of the other parent, regardless of the reason. If a situation presents itself, where one parent does not want the other parent to have access to their child, Fulton County Family Partnership suggests that the parent keep the child with them until a court order is issued.

If conflicting court orders are presented, the most recently dated court order will be followed.

Once presented with a Protection from Abuse Order or a Restraining Order, Fulton County Family Partnership is obligated to follow the order for the entire period it is in effect. Employees of Fulton County Family Partnership cannot, at the request of anyone, except the issuing judge, allow a Protection from Abuse Order and/or a Restraining Order to be violated. Fulton County Family Partnership will report any violations of these orders to the court.

FULTON COUNTY FAMILY PARTNERSHIP

POLICY: ARRIVAL PROCEDURES

POLICY NO.: 14

Upon arrival at Fulton County Family Partnership, the parents or the adult dropping the child off must sign the child into care on the sign-in sheet located in each room. Children are required to be escorted by their parent or the adult dropping them off, to their designated classroom. Children are required by law to be supervised at all times while in the child care facility. Parents are required to help children put away their outerwear and get settled for the day.

Fulton County Family Partnership discourages parents from sneaking out of the center. Some children exhibit separation anxiety when it is time for their parent to leave. Fulton County Family Partnership believes it is best for parents to tell the anxious child upon arrival that after all of the child's things are put away, the parent will kiss, hug and say goodbye to the child. This will prepare the child for their departure. The employee present in the classroom will comfort and assist the child through the anxious time. Parents are asked to leave after saying goodbye. The longer the parent of an anxious child drags out the departure, the more anxiety the child is likely to feel. The professional employees of Fulton County Family Partnership are available to discuss other options if the child does not settle into the arrival routine after a reasonable period of time.

At arrival, parents are required to follow the Medication Policy if a child must receive medication during the course of the day.

Parents are required to notify the child's teacher or Center Director of any special instructions or needs for the child's day. The parent must present the special instructions in the form of a letter and verbally discuss them with either the classroom teacher or Center Director. These special instructions include but are not limited to: Early Pick Up, Alternative Pick Up Person, health issues over the previous night which need to be observed and/or any general issues of concern which the child care providers should be aware to best meet the needs of your child throughout the day.

14.1 NOTIFICATION OF ABSENCE

Parents are required to inform the center prior to the scheduled time of arrival if a child will not be at the center on a scheduled day. This will enable the center to more effectively maintain appropriate ratios and help the classroom teacher effectively plan for the day.

If your child is ill, we request that you notify the Center Director not only of the absence, but also of the nature of the illness. This enables our faculty to keep track of any illnesses, which may occur at our school. This information will only be shared with staff

on a “need to know” basis. If your child has a communicable disease, we ask that you share the diagnosis with the Center Director, so that the parents of the children in the school may be notified that a communicable disease is present. Once again, only the communicable disease information will be shared. Fulton County Family Partnership will take all measures necessary to protect your child’s confidentiality. Parents are not required to disclose this information by law, and your continued enrollment will not be based whatsoever on your decision to share, (or not) the reason for your child’s absence from school.

Parents who know in advance that a child will be late, are required to notify the center by 8AM so as to maintain the appropriate number of employees to ensure ratios are met when the child arrives for care.

14.2 AGENCY’S RIGHT TO REFUSE ADMISSION

Fulton County Family Partnership reserves the right to refuse admission to any child at any time with or without cause.

Fulton County Family Partnership strives to maintain an ample list of substitutes in anticipation of staff absences, however, there are times when substitutes are not available, and classrooms need to be closed to maintain compliance with licensing regulations. Refusal will be based on a “first come first served” basis when seeking to maintain appropriate staff to child ratios and/or when closing classrooms.

Possible reasons for the refusal of admission include but are not limited to:

1. Lack of staff to maintain appropriate Staff to Child Ratios as determined by State Licensing Regulations.
2. The need to maintain compliance with Licensing Regulations.
3. Staff deems the child too ill to attend.
4. Domestic Situations that present a safety risk to the child, staff or other children enrolled at Fulton County Family Partnership if the child were to be present at the center.
5. Parent’s failure to maintain accurate, up to date records.
6. Parents’ failure to complete and return required documentation in a timely fashion.
7. Non or late payment of tuition or other fees

Parents will not be reimbursed tuition for days when their child is refused admission to the program.

FULTON COUNTY FAMILY PARTNERSHIP

POLICY: PICK UP PROCEDURES

POLICY NO.: 15

Parents or other authorized adult are required to sign their child out of care on the sign-out sheet located inside each child care room. Once a parent signs their child out, the parent is then solely responsible for supervising their child while on agency premises. The parent may not allow a child to wander through the hallways, bathrooms, other classrooms and/or playground. Parents are required to handle all business issues prior to signing out their child, and are required to directly exit the building once they have signed their child out of care.

Children enrolled in the FCFP programs must be delivered directly to and picked up from their designated care setting by parents or the parent designee.

Parents must take home all papers in the child's cubby or school bag each day.

Parents or persons designated to act "in loco parentis" are required to sign any incident/accident reports from the day at pick-up. The classroom teacher will be able to briefly discuss the matter with you or other authorized adult at pick-up. However, should you feel it necessary to have an in depth discussion or meeting, it is most appropriate to schedule the meeting for a later date because the teacher is responsible for supervising the remaining children in the classroom. A telephone conference may be scheduled for later in the day or for the next day at nap/rest time if the parent(s) is unable to meet at the center during the course of the day.

15.1 LATE PICK-UP:

If any child remains in care beyond 6:00 PM the parent is considered to be late. All measurements of time are to be according to the Fulton County Family Partnership clock located in the hallway at Overly Raker and wall in LGIR of SACC. Payment is due immediately at pick-up or prior to child's return to care.

Late fee charges:

- 1st occasion - \$5.00/for every 5 minutes
- 2nd occasion - \$25 penalty and \$5.00/for every 5 minutes
- 3rd occasion - \$50 penalty and \$5.00/for every 5 minutes

Fees will be determined on a 12-month period accrued from the first offense.

It is requested that staff be notified immediately upon realizing that care will be needed beyond closing time (6:00PM) and that if at all possible other pick-up arrangements be made, including utilizing others authorized on the "pick-up list".

We do understand that at times unavoidable and unforeseen circumstances can occur; however we do need to be respectful of our child care staff's time and schedules. If you

have specific circumstances that you feel warrant special consideration, or any questions or comments, please feel free to discuss them with me, Elen Ott, FCFP Executive Director.

A child's services will be terminated should the child be picked-up late on three occasions in one fiscal year regardless of the reasons for the late pick-up. It is the parent's responsibility to ensure that someone (either a parent or Emergency/Alternate pick-up person) is available to pick up the child on time.

15.2 PERSONS APPEARING TO BE IMPAIRED BY DRUGS/ALCOHOL AT PICK-UP

The staff of Fulton County Family Partnership will contact local police and/or the other custodial parent should a parent appear to the staff of Fulton County Family Partnership to be under the influence of drugs and/or alcohol. The parent's right to immediate access does not permit the agency from denying a custodial parent access to their child even if the parent is or appears to be impaired. However, Fulton County Family Partnership staff will delay the impaired parent as long as possible, while contacting the other parent, the local police and Child Protective Services.

Any other authorized person who attempts to pick-up a child, and appears to the staff of Fulton County Family Partnership to be under the influence of drugs and/or alcohol will be denied access to the child. The staff of Fulton County Family Partnership will contact the child's parents, local police and Child Protective Services to notify them of the situation.

15.3 EMERGENCY/ALTERNATE PICK-UP FORMS

At enrollment, parents will be presented with an Emergency/Alternate Pick-up form. Parents are encouraged to include on this form any, and all persons who, in the course of events, may be asked to pick-up their child from Fulton County Family Partnership. In an emergency situation the child's parents will be called first. If they cannot be reached staff will call the persons listed on this form until someone can be reached.

Should the staff contact a parent, and the parent is unable to pick up the child, it is then the responsibility of the parent to arrange for their child to be picked up by someone on the emergency list. Failure of the parent to make such arrangements will result in dismissal from the program.

Parents do not need to be listed on the Emergency Contact Form. The nature of the parental relationship affords the parents (in the absence of a court order indicating otherwise) the right to pick-up their child.

Parents will be asked to determine which persons (if any) on the Emergency/Alternate Pick-up form have the right to act "In Loco Parentis." In Loco Parentis status affords the pick-up person the right to discuss confidential information about the child's day

including but not limited to, incident/accident reports, and behavior issues. In the absence of this designation the people on the Emergency/Alternate Pick up Form are only afforded the right to pick up the child. Staff are not permitted to discuss the child's day with them.

The persons on the Emergency/Alternate pick-up form will be required to provide photo ID prior to the agency releasing the child. There will be no exceptions to this rule.

All changes and/or additions to the Emergency/Alternate Pick-up form must be made in writing and be dated and signed. Only custodial parents have the right to make changes or additions to this form.

Fulton County Family Partnership reserves the right to refuse/ban any person listed on the Emergency/Alternate Contact Form for any reason, including but not limited to violations of the policies/procedures contained herein. It is the responsibility of the enrolling parent(s) to inform each person on the Emergency/Alternate Form of the policies/procedures contained herein.

FULTON COUNTY FAMILY PARTNERSHIP

POLICY: TRANSPORTATION

POLICY NO.: 16

Staff are not permitted to transport children without specific permission from the Executive Director.

Any scheduled field trips will utilize approved school transport vehicles.

FULTON COUNTY FAMILY PARTNERSHIP

POLICY: SCHOOL CALENDAR

POLICY NO.: 17

The Fulton County Family Partnership Child Care Centers are closed for the following holidays:

- ◆ New Year's Eve
- ◆ New Year's Day
- ◆ Good Friday
- ◆ Memorial Day
- ◆ Fourth of July
- ◆ Labor Day
- ◆ Thanksgiving Day
- ◆ Christmas Eve
- ◆ Christmas Day

Holiday Survey

To reduce labor expenses, prior to holidays a sign-up form will be posted by the sign-in/out book. If you need care on that day please sign your child/ren up. Staffing for those days will be based on the number of children listed for care.

School Age Care: If you sign your child up for care, and your child does not attend, you will still be charged for that day of care after the survey is taken down.

Preschool Age Care: will be charged for that day if childcare is open, even if you did not sign your child up. We need to have a certain number of children signed up for childcare to be opened. With reduced staffing, the center may not have room for your child if your child is not on the list.

FULTON COUNTY FAMILY PARTNERSHIP

POLICY: EMERGENCY CLOSING AND INCLEMENT
WEATHER INFORMATION

POLICY NO.: 18

In the event of an emergency closing and/or inclement weather, parents will be notified of the closing by announcements on FROGGY 98 (98.1) and MIX 95 (95.1) radio station.

Should the center need to close in the middle of the day, the center staff will attempt to reach the child's parents first to arrange for pick up. Should the staff be unable to reach the parents, the persons listed on the emergency contact form will be called until pick up arrangements can be made. Staff will notify the parents or emergency contact person at the time of the call, of the pick-up location should the children need to be evacuated from the child care center. Parents or emergency contact persons should report directly to the alternate location if one is indicted.

Should the center need to close for any reason, tuition will not be refunded or reduced for closures of less than 1 day.

Inclement Weather Policy for SACC

In the event of inclement weather or other emergency conditions the Center may close. For closing info call the childcare administrative office at 485-5038 or tune into the radio stations listed above. PLEASE **DO NOT contact the Central Fulton Elementary School.** Please make a point to listen for closings or delays, as each parent will not be contacted individually. All closings and delays are at the discretion of the Fulton County Family Partnership Executive Director.

If the Central Fulton School District is on a 1 hour delay, SACC will open at 7:00 A.M. If

the Central Fulton School District is on a 2 hour delay, SACC will open at 8:00 A.M.

If the Central Fulton School District is closed before 6:00 A.M., SACC may be open at our Overly Raker site. Prior arrangements must be made with Child Care Director to be eligible to attend.

If Central Fulton School District is closed following a delay, but SACC is already open, SACC will remain open for the remainder of the day weather permitting.

If Central Fulton School District is closed following a delay and SACC has not yet opened, SACC will be closed.

If Central Fulton School District is dismissed early, SACC will be open upon dismissal.

Emergency Crisis Plan

In accordance with the Department of Welfare, Center for Families has devised a crisis response plan in the event of emergencies. Please listen to the following radio stations to receive information on the emergency evacuation sites we will be using. Our first priority is the safety of the children, if time permits each parent will be contacted by phone.

- ◆ MIX 95 95.1 FM
- ◆ FROGGY 98 98.1 FM

Our first concern is for the safety and welfare of the children attending Fulton County Family Partnership Childcare. Our Emergency Plan provides for response to all types of emergencies. Depending on the circumstance of the emergency, we will use one of the following protective actions:

- *Immediate evacuation:* Students are evacuated to a safe area on the grounds of the facility in the event of a fire, etc.
- *In-place sheltering:* Sudden occurrences, weather or hazardous materials related, may dictate that taking cover inside the building is the best immediate response.
- *Evacuation:* Total evacuation of the facility may become necessary if there is a danger in the area. In this case, children will be taken to relocation facility at the Calvary Baptist Church, 22430 Great Cove Road, McConnellsburg, PA/Central Fulton Elementary High School/ Hustontown or McConnellsburg Fire Hall.
- *Modified Operation:* May include cancellation postponement or rescheduling of normal activities. These actions are normally taken in case of a winter storm or building problems (such as utility disruptions) that make it unsafe for children but may be necessary in a variety of situations.

We ask that you not call during the emergency. This will keep the telephone line free to make emergency calls and relay information.

The form designating persons to pick up your child regularly from care will be the form used in the event of emergency. This form is used every time your child is released. Please ensure that only those persons you list on the form attempt to pick up your child.

FULTON COUNTY FAMILY PARTNERSHIP

POLICY: CURRICULUM INFORMATION

POLICY NO.: 19

All rooms use the “Creative Curriculum” for program design and lesson planning. All children enrolled are involved in enrichment activities. Children learn through enjoyable activities. Literacy, coordination, physical development and social skills are part of the daily curriculum. Our staff are trained and use Positive Behavior Support principles.

Infant Room

Babies are introduced to social skills at an early age – How to be “nice”, taking turns, helping one another.

We use sign language signs along with words for daily infant activities (eat, drink, ally all, more, sleep, quiet, ball, light etc.) this helps infant communicate their needs.

We follow an “eat, play, sleep” type pattern. We are in tune with younger infants to be aware of their cries and what they may be trying to communicate. This also prevents going to sleep with a bottle habit.

We provide a range of developmentally appropriate activities which are planned according to the abilities of the children, and allow us to be spontaneous.

The atmosphere of a childcare setting allows caregivers to devote undivided attention to the children without the outside distractions that are found in a home care setting, such as housework, laundry, phone calls, television etc.

Toddler Room

We continue the use of sign language, adding to the signs that the children learned in the infant room.

We encourage children’s curiosity by adding different items to the toddler room environment on a regular basis for the children to explore, ask questions about, and try to figure out how they work.

We promote language and literacy learning by reading to, singing with, talking to, asking open ended questions, and having a print rich environment for the children.

We encourage children’s growing sense of independence by having a daily routine (posted in the room), giving children choices, and organizing the toddler room environment so children can hang up their own coats, low trash cans so children can throw their own trash away, and low toilets and sink to help aid in potty training (when parent and child are ready) and washing hands.

We offer directed play and free play throughout the day. Free play offers children opportunities to make choices, make decisions, solve problems, interact with one another, pursue own interests, experience themselves as capable, competent, successful learners, and to build language and literacy skills, discover mathematical relationships, and be a scientist.

Preschool Room

We promote language and increased vocabulary learning by informal conversations, singing songs, rhyming, doing finger play's. Other ways include movement activities, hearing new words and learning what they mean and reading books aloud and talking about new words in the stories.

We encourage children's understanding of letters and words by having available to them during free play magnetic letters to form their names , pencils and writing paper, books and a print rich environment. We reinforce letters and numbers through sight repetition.

We teach that a story has a beginning, middle, and end. That there are different characters and punctuation in the story.

We involve the children in problem solving. By doing this children will learn responsibilities required for community living and they will become more likely to accept and follow their own solutions.

We will help children learn to respect themselves and others by providing a safe, structured environment for the children.

19.1 DEVELOPMENTAL ASSESSMENTS / CHILDREN WITH SPECIAL NEEDS

Your child's growth and development is measured with developmental assessments. Results of these screenings help us plan individual activities to help your child progress and learn. Results can also be used to identify children at risk for developmental delays. The results of the screenings and assessments will be shared with you, and when indicated and with your permission a referral for further evaluation can be made to Early Intervention.

If your child currently has an IEP/IFSP, it would be beneficial to share a copy of this plan with us so we can work together to ensure that the guidelines are put into practice. You do not have to provide this information if you do not wish to do so.

If at any time you have concerns about your child's health or development, please discuss this with your child's physician. Please feel free to discuss with the Director of Child Care any need for community resource information.

19.2 CLASS ASSIGNMENTS

When children enter our center, they are initially assigned to a childcare classroom based on their age. As the children grow, placement in the next age group is based on readiness and availability of space. Readiness is determined by observations and assessments by our Childcare Director and caregivers. Once the assessment has been made, the Director of Childcare will discuss the transition plan with you.

Part-Day/Part-time Schedules

Schedules for children who are not enrolled in childcare full-time need to be to the Director of Child Care by Wednesday of the preceding week. If they are not, space may be unavailable for your child that week.

19.3 STAFF TO CHILD RATIOS

Infant: Birth to 12 Months	1 staff to 4 children
Young Toddler: 13 Months to 24 Months	1 staff to 5 children
Older Toddler: 25 Months to 36 Months	1 staff to 6 children
Preschool Child: 37 Months to date child enters 1 st grade	1 staff to 10 children
Young School-Age: 1 st grade to 3 rd grade	1 staff to 12 children
Older School-Age: 4 th grade to 15 years of age	1 staff to 15 children

19.4 NAP/REST TIME

Rest periods will be provided appropriate to ages and needs of children with at least two hours scheduled for children under six years enrolled in full-time care. Children who do not fall asleep are expected to rest quietly on their mats with a book or quiet game, for about 20-30 minutes. If it appears he/she is not going to sleep, he/she may be permitted to get up and engage in a quiet activity.

Fulton County Family Partnership Child Care Center follows these SIDS Prevention recommendations from the “Back to Sleep” campaign:

1. Always place your baby on his/her back to sleep, for naps and at night
2. Place your baby on a firm sleep surface, such as on a safety-approved crib mattress, covered by a fitted sheet
3. Keep soft objects, toys and loose bedding out of your baby’s sleep area
4. Do not allow smoking around your baby
5. Keep your baby’s sleep area close to but separate from, where you and others sleep
6. Consider using a clean, dry pacifier when placing your infant down to sleep
7. Do not let your baby overheat during sleep
8. Avoid products that claim to reduce the risk of SIDS, and do not use home monitors to reduce the risk of SIDS
9. Reduce the chance that flat spots will develop on your baby’s head – provide “tummy time” when your baby is awake

Special requests that vary from these recommendations must be accompanied by a physician’s order.

19.5 PARKING

At the Overly Raker Preschool site parents may park in front of the fence designated as drop-off and picking-up parent space. **Please do not leave your car running in front of any childcare facility. GAS FUMES will come into the building and could result in the evacuation of children and personnel.**

PLEASE for the safety of your child, place your child in a proper passenger restraint system that is correctly installed. Do not leave children unattended in your vehicle.

19.6 PARENT COMMITTEE

The FCFP0 Parent Committee is made up of parents who want to be involved in their child/rens childcare. Our main task involves planning and organizing fundraisers, as well as, reviewing and completing expenditures. We would welcome any and all who are interested in being involved with our effort. The parent committee meets as needed. If you are interested or would like more information, please see the Director of Child Care.

19.7 EDUCATIONAL/PERSONAL CARE SUPPLIES NEEDED

INFANT INFORMATION

DIAPERS: Parents are required to provide marked disposable diapers and wipes sufficient for the day. Cloth diapers may not be used unless we have a doctor's note telling us disposable diapers should not be used. Please supply a sufficient amount of diapers for the child's day. **Parents will be notified by the caregiver when their supply of diapers/wipes is HALF GONE to give time to provide more.**

Diapers are checked every hour and changed every two hours in the infant room unless they are asleep or there is a need to change more often. **Your child should be clean and when you bring them in and clean when you pick them up.** If there is a problem in this area, please tell the Childcare Director.

BOTTLES:

- ◆ **Bottles must be labeled with the child's full name and date.**
- ◆ Please provide sufficient bottles for your child's day. If you are not sure how much to provide, please ask the infant room teacher.
- ◆ When heated milk or formula can be given to a child just once. Milk or formula must then be thrown away. When served cold it can be refrigerated for later use.
- ◆ Children are not permitted to walk around with bottles/cups due to health and safety reasons.
- ◆ Children are not permitted to lie on their mats or cribs with bottles/cups.
- ◆ The infant room caregiver is to hold infants during bottle-feeding. Older infants may hold their own bottles.

BABYFOOD: All baby food must be in unopened jars. As your infant grows, we will, with your input, introduce table food at approximately 10-11 months. It is essential that you inform us of any food allergies you have noticed particularly as table food is introduced. We would also like to know your child's likes and dislikes.

FEEDING SCHEDULE: Infant feeding will be scheduled according to the needs of the child.

EXTRA CLOTHES: Each infant needs at least two changes of clothing for the day. This includes socks and bibs. Please label all clothing, including outerwear, with your child's name. Extra clothing may be stored in your child's cubby. We cannot launder your child's clothing and we do not want to interrupt your day to bring more clothing to the center.

SLEEPING ITEMS: Please provide a blanket for your child. Blankets are to be taken home on Fridays for laundering and should be labeled with your child's name.

TODDLER INFORMATION

Diapers: Parents are required to provide marked disposable diapers and wipes sufficient for the day. Cloth diapers may not be used unless we have a doctor's note telling us disposable diapers cannot be used. You must provide a sufficient amount of diapers for the child's day. **(Parents will be notified by the caregiver when their supply of diapers/wipes is HALF-GONE to give time to provide more).**

Extra Clothing: All toddlers need at least one change of clothing for the day. Toddlers being potty-trained need more! This includes socks. We cannot launder your child's clothing and we do not want to interrupt your day to bring more clothing to the center. **Please label all clothing, including all OUTERWEAR with your child's full name.**

Sleeping Items: Please provide a clean blanket and pillow for your child on Monday for your child's rest time. Your child's blanket and pillow need to be taken home every Friday and laundered. Your toddler's blanket may need to be laundered more often if they carry it around all day. Please be sure all items are marked with your child's full name.

PRESCHOOL INFORMATION

Extra Clothing: All children need at least one change of clothing for the day. Children being potty-trained need more! This includes socks. We cannot launder your child's clothing and we do not want to interrupt your day to bring more clothing to the center. **Please label all clothing, including all OUTERWEAR with your child's full name.**

Sleeping Items: Please provide a clean blanket and pillow for your child on Monday for your child's rest time. Your child's blanket and pillow need to be taken home every Friday and laundered. Please be sure all items are marked with your child's full name.

19.8 BIRTHDAY/HOLIDAY CELEBRATIONS

In an effort to be sensitive to the diverse beliefs and customs of all families utilizing Fulton County Family Partnership services, staff will plan activities that are general and non-religious. If at any time an activity or event conflicts with your personal beliefs, please discuss this with the Director of Child Care so that steps may be taken to remedy the situation.

Please discuss any plans for birthday celebrations with the lead staff in your child's room. While we too celebrate your child's special days, considerations to the disruption to the schedule and to the other children require some prior planning.

19.9 PARENT/TEACHER CONFERENCES/COMMUNICATION

Meetings are offered to parents within the first 45 days following enrollment to discuss adjustment to the program and share staff observations with parents. This is an excellent opportunity to discuss any concerns or questions you may have. Please use this time to make the child care experience the best it can be for you and your child.

After the initial program entry, conferences are scheduled every six months. At this time paperwork is updated, any concerns discussed and planning can begin for transitions. You will have the opportunity to discuss your child's progress and behavioral, social and physical needs.

Please take advantage of this opportunity to plan for the individual learning needs of your child, find out about community resources and strengthen the parent/caregiver bond. Conferences will be scheduled at your convenience. If your schedule changes, please notify staff as soon as possible to minimize disruption to staff schedules.

19.10 TRANSITIONS

Transitions from Infant to Toddler to Preschool Rooms are normal part of your child's child care experience. Every attempt will be made to help ease you and your child through this time of change. Specific transition activities are planned individually for each child's specific needs to help familiarize your child with the staff and room changes. Please keep open communication with the staff in the child care rooms; we welcome any suggestions you may have.

Prior to the transition, staff will meet with you to discuss and plan for the change. We will provide you with specific room information. If you have any questions please ask us! If you have unresolved issues, please talk with the Director of Child Care.

When your child is ready to enter school, we can assist with this transition too. Staff in the Preschool Room are familiar with local school district personnel and expectations.

Much emphasis is placed on school-readiness throughout your child's preschool experience.

We are able to transfer any requested information, specifically health or developmental testing results, with parent permission. If you would like to forward any information to another educational facility, please submit your request in writing to the Director of Child Care.

FULTON COUNTY FAMILY PARTNERSHIP

POLICY: DISCIPLINE

POLICY NO.: 20

The FCFP caregivers use a variety of positive guidance techniques to encourage positive behavior and instill self-control. We understand some days are more challenging than others and although children are busy and well supervised in our program, there are occasions when problems arise.

All staff are well trained in guidance techniques and strive to be consistent, positive and understanding of individual needs. Every effort will be made to ensure patterns of misbehavior are not established. We use the following guidance techniques:

- ◆ role modeling
- ◆ redirection
- ◆ praise for positive behavior
- ◆ teaching alternate and acceptable ways of expressing anger
- ◆ explanations of why certain behaviors are not allowed
- ◆ short term restriction from play materials or equipment
- ◆ cool down time (time out) is used to allow a child time to relax and relieve stress before returning to the group. This time will not exceed the age of the child in minutes, and will take place within sight of staff. Time out will be followed by a discussion with the child about appropriate alternative behaviors.

These positive guidance techniques help children to learn self-control while contributing to a positive self-esteem. Punishments, either physical or verbal, do not contribute to these goals and are not used in our program.

Discipline Procedure

Chronic incidents of behavior, which endanger the child, other children, or staff such as biting, kicking, scratching, hitting, spitting, or excessive use of foul language are disruptive to our programs and to the children participating in them. If your child displays such actions that place themselves, other students and staff members in harms way, parent will be informed and may be asked to pick your child up immediately depending on the severity of the situation.

For the safety of your child and to other children in care it may be necessary to exclude your child from field trips or special activities. It will be your responsibility to make other arrangements for care on the date of these events.

The parents, Childcare Director and caregivers will work together to try to resolve the problem. If the problems persist, it could be grounds for dismissal.

FULTON COUNTY FAMILY PARTNERSHIP

POLICY: TOYS FROM HOME

POLICY NO.: 21

Due to the risk of damage, sharing issues, and loss, children are not permitted to bring in toys from home, unless specifically requested by the classroom teacher for use as part of the curriculum. Parents are responsible for enforcing this policy with their child. Parents are encouraged to consult the classroom teacher should they find their child is having difficulty with this policy.

If the parents fail repeatedly to enforce this policy with their children, the staff will call the parents and require that they come to the school and remove the toy.

Children in classrooms with nap/rest time are permitted to include with their bedding supplies, one plush/non-musical toy with which to nap/rest. This toy is to be placed with the bedding supplies and use of it will only be allowed at nap/rest time. Due to SIDS prevention recommendations no toys or other items may be placed in infant cribs.

All toys brought in for use as part of the curriculum, and/or for nap/rest time will be inspected by Fulton County Family Partnership staff for safety and appropriateness, and may be prohibited at the sole discretion of Fulton County Family Partnership.

CHOKING HAZARDS

Please do not give your children candy, gum or coins to bring to the center.

These items are choking hazards for younger children. We may combine groups during the day and preschool children may give whatever is in their pockets or backpacks to younger children. Please help us ensure that all children in our programs are safe.

Parent Safety Check

Please check your child's pockets and backpacks daily and take out small toys and candy before entering the center.

BARRETTES ARE A CHOKING HAZARD. THEY CAN FALL OUT AND OTHER YOUNGER CHILDREN DISCOVER THEM ON THE PLAYGROUND OR HALL FLOOR.

FULTON COUNTY FAMILY PARTNERSHIP

POLICY: DRESS CODE

POLICY NO.: 22

22.1 CHILDREN

Clothing:

Children are engaged in various activities during the course of the day; some of these activities can be messy, and/or athletic in nature. Additionally, children are engaged in outdoor play daily, weather permitting. Due to these activities, children are required to be dressed in seasonably appropriate, comfortable clothing.

Parents are ask to refrain from dressing children in overalls, or clothing with difficult closures. These types of clothing present particular challenges for children in relation to toileting.

Coats, hats, gloves, scarves and winter boots must be provided in the winter months. It is not necessary for the children to wear their winter boots to school. Teachers will change the children into their winter boots when they go outdoors.

Children are not permitted to wear flip flops. The most appropriate type of shoes for participation in school activities are rubber-soled, sneakers/tennis shoes.

Jewelry/Accessories:

Children at the Preschool site are not permitted to wear jewelry of any kind. It is a safety hazard for your child as well as the other children enrolled in the program. In addition, Fulton County Family Partnership will not to be responsible for lost or stolen valuables. It is the parents' responsibility to enforce this policy with their children. Should a child come to school wearing any jewelry, parents will be required to take it with them, or to return to the school to remove the jewelry if it discovered after the parent leaves. Repeated (more than 3 violations per school year) violations of this policy are considered to be violation of SAFETY POLICIES and will result in dismissal from the program.

Hair beads, barrettes, bobby pins, etc. are not to be worn by children at the Preschool site. These accessories are considered to be safety hazards. When choosing accessories for your children be mindful of the potential safety issues they present not only for your child, but also for the older and younger children attending Fulton County Family Partnership.

Fulton County Family Partnership is not responsible for damage to or loss of and articles of clothing.

22.2 PARENTS

Clothing:

Parents are required to be dressed in appropriate clothing while at Fulton County Family Partnership, or involved in any Fulton County Family Partnership sponsored events. Inappropriate clothing would include, revealing, extremely short, ripped/torn (in inappropriate places), and/or see through articles of clothing. Anything with suggestive or vulgar language is prohibited.

Parents wearing high heels, work boots, or shoes with wet/dirty soles, will be required to remove their shoes prior to entering any classroom with children under 2 ½ years of age. This will reduce the risk of injury to a child on the floor, and will help to maintain a clean floor. Parents can simply leave their shoes outside the classroom door prior to entering the classroom.

Jewelry:

While volunteering in the classroom or at any Fulton County Family Partnership sponsored event, parents are not permitted to wear any jewelry and/or accessories as per the children's/staff's dress code policy outlined above. Parents will be restricted from volunteering if they are not in compliance with this policy.

FULTON COUNTY FAMILY PARTNERSHIP

POLICY: FIELD TRIPS

POLICY NO.: 23

Fulton County Family Partnership School-age Child Care occasionally supplements the in-class curriculum with off premise field trips. Parents are required to give written permission for their child to attend each field trip. Notification of a field trip will be sent home in advance of the trip, with all pertinent trip information including, destination, date, time, reason for trip, cost, and mode of transportation. Accompanying the notification paper, teachers will include a permission slip to be filled out, signed, and returned to the teacher prior to the date of the trip. The field trip permission slip must be filled out completely and accurately, and all trip costs must be paid in advance in order for your child to attend.

If parents wish to attend the trip with their child, they should discuss attending with the classroom teacher.

Fulton County Family Partnership provides all required supervision for all field trips, but always invites and welcomes parents to attend.

Parents will not be permitted to transport any child, other than their own, on a Fulton County Family Partnership sponsored trip.

If your child is not scheduled to attend on the day of a field trip and you wish for your child to participate in the trip, please discuss this with your child's teacher at least three days prior to the date of the trip. Your child will be permitted to attend if required ratios can be maintained with his/her addition to the class. An additional day fee, as well as the cost of the trip and signed permission slip will be due prior to the date of the trip.

FULTON COUNTY FAMILY PARTNERSHIP

POLICY: PARENT PARTICIPATION/VOLUNTEERS

POLICY NO.: 24

Parents are invited and encouraged to be involved in their child's school activities. There are many different ways in which parents can participate and volunteer at the child care center. Parents may volunteer to attend trips, read in the classroom, assist teachers, and/or coordinate special events. Teachers will have posted in their classrooms any volunteer opportunities available. Parents not interested in volunteering directly in the classroom may donate items, do maintenance work, or assist in the front office. These volunteer opportunities are posted in the main office area on the parent bulletin board.

Any parent who volunteers in the classroom on a regular basis will be required to pay for and secure all criminal background checks, as required by our licensing regulations. Any person, including parents, with felony convictions, sex offender convictions and/or open investigations into any criminal activities will not be permitted to volunteer in the classroom, or on field trips.

Parents with court orders detailing custodial arrangements will only be permitted to volunteer on days in which they are afforded custody (joint/shared custody arrangement) as per the court order. For example, if a parent is afforded custody on Tuesdays and Wednesdays, that parent will only be able to volunteer on those days. Parents with visitation only (sole/exclusive custody arrangements), will only be permitted to volunteer with the express written permission of the custodial parent.

Fulton County Family Partnership reserves the right to make Volunteer assignments. Fulton County Family Partnership does not guarantee the volunteering parents will be assigned to locations where their child (ren) is present.

FULTON COUNTY FAMILY PARTNERSHIP

POLICY: HEALTH AND SAFETY

POLICY NO.: 25

25.1 PRE-ENROLLMENT REQUIREMENTS

Each child is required to complete a pre-enrollment packet of information. This packet is to be returned to the center's office prior to the child's first day of attendance. All children are required to have a complete up to date immunization record on file at Fulton County Family Partnership. This is per our licensing regulations. If you have chosen not to have your child immunized, please ask the center director for an immunization waiver form. Immunizations may be waived for certain reasons. Please discuss this with the center director to determine whether you have the right to be enrolled and not have your child immunized. Parents are required to have a wavier on file in place of an immunization record, so that the center can maintain compliance with licensing regulations.

All children are required to have a physical examination form filled out by a licensed medical professional, in order to attend Fulton County Family Partnership. The Physical Examination Form, indicating the child's fitness to attend must be completed by a licensed healthcare professional and returned to the Center Director prior to the first day of attendance.

25.2 CHILDREN WITH SEVERE ALLERGIES

For the safety of your child, parents are required to provide a signed copy of the "Authorization For Emergency Care for Children with Severe Allergies" form, detailing any allergies, food or otherwise, from which their child suffers, at the time of enrollment or when the allergy is discovered. This form must be completely filled out by the child's physician and parent(s) or legal guardian(s), and must be updated every six months, or more frequently, as needed. In addition to this form, parents must provide a copy of any additional physician's orders and procedural guidelines relating to the prevention and treatment of the child's allergy. This form can be obtained by request from the Director of Child Care.

Parents must also execute a "Release and Waiver of Liability for Administering Emergency Treatment to Children with Severe Allergies" form. This form releases Fulton County Family Partnership from liability for administering treatment to children with severe allergies and taking other necessary actions set forth in the "Authorization for Emergency Care for Children with Severe Allergies" form, provided Fulton County Family Partnership exercises reasonable care in taking such actions.

Any medication required to treat an allergic reaction must be provided in accordance with the Medication Policy detailed herein.

25.3 COMMUNICABLE DISEASES

Fulton County Family Partnership follows all health/communicable disease policies as outlined in the American Academy of Pediatrics "Caring for Our Children". A copy of this manual is on file with the Center Director and is available upon request for review. Additionally, copies can be purchased, for a nominal fee, from the National Association for the Education of the Young Child (NAEYC).

Parents are required to pick up an ill child within 1 hour of notification by phone. If a parent is reached, but cannot pick their child up within 1 hour, it becomes the parent's responsibility to arrange for alternate pick up with someone listed on the child's emergency contact form. The staff will not continue to call those listed on the emergency contact list once a parent is reached. If a parent cannot be reached, the staff will begin to call the people listed on the emergency contact form, until arrangements can be made for the child to be picked up.

Children will be excluded from participation in the program if they exhibit symptoms of any communicable disease. They will not be permitted to return to the program until they are no longer contagious. Guidelines for determining the contagious period for a specific illness are based on the recommendations by the American Academy of Pediatrics. Children must present a doctor's note stating they are no longer contagious and can return to the program. Fulton County Family Partnership reserves the right to refuse to allow a child to return if the Center Director or designee believes the child to be too ill to participate in the program.

Some conditions requiring temporary exclusion include:

- ◆ An illness that prevents the child from participating comfortably in all activities as determined by the staff of the child care program, including outside play.
- ◆ An illness that results in a greater need for care than the staff of the program determine they can provide without compromising their ability to care for other children
- ◆ Any child with any of the following conditions, unless a health professional determines the child's condition does not require exclusion:
 - Appears to be severely ill
 - Fever (temperature above 100 degrees axillary) *and* behavior change or other signs and symptoms
 - Diarrhea
 - Rash with fever or behavior change
 - Blood in stools
 - Vomiting more than 2 times in 24 hour period
 - Abdominal pain that continues for more than 2 hours
 - Mouth sores with drooling
 - Pink or red conjunctiva (the whites of the eye)
 - Tuberculosis
 - Impetigo (until 24 hrs after treatment)
 - Streptococcal pharyngitis (strep throat)

- Head lice or nits (until nit-free)
- Scabies (until after treatment has been given)
- Chickenpox (until all lesions have dried)
- Pertussis (until 5 days of appropriate antibiotic treatment)
- Mumps (until 9 days after onset of parotid gland swelling)
- Measles (until 4 days after onset of rash)
- Hepatitis A (until 1 week after onset of illness)
- Any child determined by the local health department to be contributing to the transmission of illness during outbreak

**If a health professional determines the child's condition does not require exclusion a note must be provided to the Director of Child Care prior to readmission to the Center*

Medical Care after Admission

In emergency situations where the child's condition presents a serious or imminent threat to life, health, or well-being, your child will be taken to the Fulton County Medical Center for care. Every effort will be made to notify a parent or guardian prior to such actions.

The Childcare Director will notify the parent or parent-designee immediately should the child become ill or injured during the time of care. Your child will need to be picked up **within an hour** from the center.

If your child will be absent due to illness, we request that you notify the center director. This enables our faculty to keep track of any illnesses, which may occur at our school. This information will only be shared with faculty on a "need to know" basis.

If your child has a communicable disease, we ask that you share the diagnosis with the center director, so that the parents of the children in the school may be notified that a communicable disease is present. Once again, only the communicable disease information will be shared. Fulton County Family Partnership will take all measures necessary to protect your child's confidentiality. You are not required to disclose this information by law, and your continued enrollment will not be based whatsoever on your decision to share, (or not) the reason for your child's absence from school.

25.4 BITING

Fulton County Family Partnership recognizes that biting is a developmentally appropriate behavior for children in the infant through 2 ½ year old classrooms. Parents with children in these classrooms should expect that their children may be bit, or will bite another child. The staff understands that parents are concerned and can be upset when their child is involved in a biting incident. We ask that you remember this is a developmentally appropriate behavior, and that the staff is working to identify situations which, provoke, or elicit this behavior so it can be prevented in the future. The staff will not punish, or harshly discipline children in the younger classrooms for biting behavior; they will simply redirect the children to different activities in separate areas of the

classroom. Parents are expected to work with staff to identify methods and strategies to curb this behavior. Uncooperative parents will have their child's services terminated.

Children older than 3 years of age, may occasionally be involved in a biting incident. For children in this age group who bite, the staff will use the discipline procedures outlined in the discipline section of this handbook, as well as observe the child to determine what provokes or elicits this inappropriate behavior. Parents are expected to cooperate with staff to help their child control this behavior. Uncooperative parents will have their child's service terminated. Furthermore, children, in the older age groups, who bite 3 times in a school year will have their services terminated since, the safety of all the children in the program is of the utmost concern of Fulton County Family Partnership.

Parents will be notified by incident/accident report that a biting incident occurred during the course of the day. The staff may not discuss with either parent the identity of the other child involved in the incident. This information is considered to be confidential and cannot be disclosed. The staff of Fulton County Family Partnership cannot discuss the medical history of any child involved in a biting incident with the other party. It is recommended that any child involved in a biting incident be seen by their family physician if the parents are concerned about communicable diseases possibly resulting from the biting incident.

25.5 DISPENSING MEDICATION

Fulton County Family Partnership staff will only dispense over-the-counter and/or prescription medication that is in original, labeled UNOPENED containers, and is accompanied by a doctor's note with explicit dosage and administration instructions. Staff will only give medication to the child for whom the doctor's note is written and for whom the medication container is labeled. One doctor's note per course of treatment is required. If a child, for example, is to be given a course of antibiotics for 10 days, the doctor's note must identify the dates that the medication is to be given.

Parents are required to complete a Medication Administration Log each day that medication is to be dispensed. Medication Administration Log can be found in each of the child care rooms. Medication Forms, doctor's notes and medication are to be turned into the Director of Child Care.

Fulton County Family Partnership will dispense over-the-counter, fever reducing/pain medication (ex. Children's Tylenol, Children's Motrin) on an as needed basis, with a doctor's note detailing the recommended reasons for administration and appropriate dosage. Parents are required to supply an unopened bottle of the fever reducing/pain medication clearly labeled with their child's name. (One note and bottle of fever reducing/pain medication is required per child.) Prior to administering fever reducing/pain medication, staff will contact a parent or person listed on emergency contact form, if a parent cannot be reached, to inform them of our need to administer the medication. Staff will also inform the parent or emergency contact person if it is

necessary for the child to be picked up due to illness. Refer to the policy listed above regarding picking up ill children.

Parents are responsible for ensuring that all prescription medication is properly labeled by a pharmacist and replaced prior to the expiration date.

Basic care items must be in their original container and labeled with your child's full name:

Baby Orajel	Desitin
Baby Anbesol	Balmex
Sun Screen	A and D ointment

All medication is placed in a locked cabinet where children do not have access. **Please do not place any type of medication in pockets of clothing or backpacks children bring to the center. Cough drops are not permitted because they are a choking hazard.**

25.6 FIRE/EMERGENCY DRILLS

Fulton County Family Partnership conducts bi-monthly fire and emergency/evacuation drills. Parents, staff and children will not be made aware of drill dates or times, as this is the most effective way to assess the effectiveness of fire and emergency/evacuation plans.

During a fire/emergency drill or real fire/emergency situation, parents may not sign children into or out of the program. Parents must wait until the drill is complete and children have returned to the building to sign their child into the program. Parents may feel free to wait with the child's class in the designated safe-zone outside of the building until the drill is complete.

In the event of a real fire/emergency situation, the director or designate will inform each classroom teacher that the school will be closing. At this time any parents waiting to sign their child in will have to leave the premises with their child. All other parents or emergency contact persons will be notified by telephone of the situation. As with the sick child pick up policy, children must be picked up within 1 hour of the telephone call.

Parents wishing to sign their child out of the program during a fire/emergency drill or real fire/emergency situation are expected to have patience with the staff as they are trying to maintain order during an often hectic and dangerous situation. If the center is in the midst of a fire/emergency drill, parents will be required to wait until the drill is completed and the staff and children are returned to the building to sign their child out of the program. If the center is having a real fire/emergency situation, parents will be asked to wait until the director or designee has accounted for all staff and children and gives the staff permission to release children. Once again, it is important for parents

and staff to work together, remain calm, and cooperate with the fire/emergency personnel and center administration during these important and critical situations.

25.7 ALTERNATE SAFE LOCATION

Should the administration of Fulton County Family Partnership or any emergency services personnel determine the building which houses the child care agency to be too dangerous to be occupied, the staff and children will be taken to Calvary Baptist Church. Once the children are assembled there, the staff will begin contacting parents or emergency contact persons for pick up. As stated before, children must be picked up within 1 hour of the telephone call.

Alternative safe locations include the McConnellsburg or Hustontown Firehalls or Central Fulton School.

25.8 INCIDENT/ACCIDENT REPORTS

Should your child be involved in an incident/accident during the course of the school day, a staff member will complete an Incident/Accident Report.

Parents or persons designated to act “in loco parentis” are required to sign any incident/accident reports from the day at pick-up. The classroom teacher will be able to briefly discuss the matter with you at pick-up. However, should you feel it necessary to have an in depth discussion or meeting, it is most appropriate to schedule the meeting for a later date because the teacher is responsible for supervising the remaining children in the classroom. A telephone conference may be scheduled for later in the day or for the next day at nap/rest time if the parent(s) is unable to meet at the center during the course of the day.

Should a person other than the parent or one designated to act “in loco parentis” pick-up the child, a parent or person designated to act “in loco parentis” must sign the Incident/Accident Report and return a copy to the center director within 24 hours. Failure to sign and return an Incident/Accident in this time period will result in your child’s exclusion from the program until such time as the Report is returned signed.

25.9 FOODS

All age groups:

All food items must be labeled with your child’s name. Fulton County Family Partnership does not permit children to share or exchange food items.

For the safety of your child, parents are required to provide notification, in the form of a doctor’s note, of any allergies (food or otherwise), with instruction for treatment should a child have an allergic reaction. Please refer to the Health and Safety Policies contained herein for further information. Parents are required to provide written notification of any food/dietary restrictions. (i.e. lactose intolerance, vegetarian diets, wheat free/gluten free diets)

Fulton County Family Partnership never uses food as a punishment. Children will never be denied participation in lunch or snack time for behavior reasons.

Infant

Children enrolled in the infant room must have all food items for consumption prepared and labeled each day the child is in attendance. This includes formula/breast milk bottles, baby food, snacks, and juice bottles. Be sure to prepare one more bottle than you think your child will consume in a day to assure that your child won't run out. Prepared bottles must be stored in the designated refrigerator and will be warmed in a water bath prior to feeding. No bottles will be microwaved. All bottles must be taken home by the parents each night to be washed.

Children will not be fed directly from baby food jars, nor will the staff use previously opened baby food. Staff will mix baby cereal just prior to feedings. All unused food remaining after a feeding will be discarded.

Parents are required to complete a feeding schedule for their child at enrollment, please notify our infant room staff as the child's feeding requirements change. Staff will complete a daily chart for each child detailing for the parent what the child ate, when, and how much.

Breastfeeding mothers are welcome to come to the center during the day to feed their child. Appropriate, private feeding locations will be made available. Please discuss your desire to come to the center to breastfeed your child with the classroom teacher.

2 year and older classrooms:

Our serving times for meals are approximately:

Breakfast	8:00-8:30 a.m.
Lunch	11:00-11:30 a.m.
Snack	2:15 p.m.

Meals are served on schedule. Food cannot be held for children who arrive after times listed above. All remaining food must be discarded. Menu schedules are available at the beginning of every month. The center provides appropriate meals and snacks that meet daily-recommended nutritional allowance.

If your child requires a special diet, we must have a note from your doctor stipulating the diet and its restriction as well as acceptable substitutions. Parents should bring the substitutions. For your child's safety, food allergies **MUST** be reported, so that staff can accommodate.

All meals served to children under the childcare food program are served at no separate charge regardless of race, color, sex, religion, disability, ancestry or national origin. There is no discrimination in admissions policy, meal service or the use of facilities.

Any complaint of discrimination in meal service should be submitted in writing within 180 days of the incident to the Secretary of Agriculture, Washington, DC 20250.

All meals are served with the children sitting at tables, to promote good manners, eating habits and skills. Staff will encourage children to eat their main entrée first, followed by healthy snacks.

Fulton County Family Partnership will provide a healthy afternoon snack for all children in 1 year of age and older age groups, including water and/or milk.

25.10 NUT FREE CENTER

Due to the extreme nature of allergic reactions to nuts and products containing nuts in some children, Fulton County Family Partnership prohibits peanuts and tree nuts/or foods and products containing any nut products on Fulton County Family Partnership property, and/or at Fulton County Family Partnership sponsored events. These nut allergies can be so severe that exposure can result in an anaphylactic reaction. An allergic child can have a reaction from simply smelling nuts on someone's breath, or touching nut oil residue left on a counter top, not only from consuming nuts or nut products.

Due to the possibility of cross-contamination, (this occurs when one food is prepared with items previously used to prepare foods with nuts, or nut products), Fulton County Family Partnership does not allow homemade snacks at the center. While Fulton County Family Partnership understands that parents enjoy providing homemade snacks for birthdays and holidays, we must be mindful of the safety of all children enrolled at our Center.

Since Fulton County Family Partnership is a nut free environment, parents can purchase the items to make homemade snacks and make arrangements with the classroom teacher to make the snacks as part of a classroom lesson. Only Fulton County Family Partnership utensils, bowls, and bake ware may be used to prepare these foods. Please read the labels of all food brought to the center to be sure that it does not contain nuts and/or nut products.

25.11 FIREARMS AND WEAPONS

At no time is any person permitted to carry any type of firearm, ammunitions and/or weapon on agency property for any reason. Violation of this policy will result in immediate dismissal from the program.

FULTON COUNTY FAMILY PARTNERSHIP

POLICY: STAFF EMPLOYMENT BY CLIENTS

POLICY NO.: 26

The staff of Fulton County Family Partnership is prohibited from being employed by any client (current or former). Parents are prohibited from soliciting any staff member for the purpose of employment. Parents who employ Fulton County Family Partnership staff will have their services terminated and any deposits will be forfeited. Staff who become employed by current or former clients of Fulton County Family Partnership will have their employment with Fulton County Family Partnership terminated.

Employment refers to any relationship outside of the agency's services which involves an employee of Fulton County Family Partnership to interact with a current or former clients of Fulton County Family Partnership. Such relationships include but are not limited to, baby-sitting, house-sitting, mother's helper, nanny services, and carpooling regardless of whether or not those services are voluntary or paid.

Please do not ask staff to violate this policy.

FULTON COUNTY FAMILY PARTNERSHIP

POLICY: AGECCNY CONTACT INFORMATION

POLICY NO.: 27

In case of emergency please contact:

Elen Ott, Executive Director
717-485-5038 ext 211 work
717-816-5211 cell

Alternate emergency contact:

JoAnn Clippinger, Director of Child Care
717-485-5038 ext 210 work
717-987-3593 home
717-816-3408 cell

Please contact JoAnn Clippinger during work hours with any schedule changes or questions regarding the child care program.

FORMS

- A. Signature Page(s) for each Custodial Parent and/or Legal Guardian
- B. Authorization for Emergency Care of Children with Severe Allergies
- C. Release and Waiver of Liability for Administering Emergency Care to Children with Severe Allergies
- D. IFSP/IEP Sign-off

FORM A

I/We, _____, the
Parent/Legal Guardian(s) of _____,
acknowledge that I/We have received a copy of FULTON COUNTY FAMILY
PARTNERSHIP CHILD CARE Parent Handbook and have been given the
opportunity to read the manual and ask questions about and understands the
policies contained therein. Furthermore, I/We agree to abide by the policies set forth
in the manual.

I/We have attended a Parent Orientation, which covered the policies contained in the
Parent Handbook on ____/____/____.

I/We understand that the policies described in the Parent Handbook are not
conditions of enrollment, and the language does not create a contract between
Fulton County Family Partnership and the parents. Fulton County Family Partnership
reserves the right to alter, amend or otherwise modify these guidelines, in its sole
discretion, without prior notice.

Signature: _____

Date: _____

Signature: _____

Date: _____

FORM B

**AUTHORIZATION FOR EMERGENCY CARE OF
CHILDREN WITH SEVERE ALLERGIES**

Date:

Dear Health Care Provider,

Your patient, _____ is enrolled in Fulton County Family Partnership Child Care and we have been requested to provide certain emergency care for the prevention of anaphylaxis in the event the child comes into contact with a certain allergen(s), as described below. Please complete Part I of this instruction record. This record will remain in the child's file at Fulton County Family Partnership so we may assist with the allergy care and needs of the child. If you need to provide further instructions or clarifications, please do so on a separate sheet of paper, which will become a part of this record and will be kept with this form in the child's file at Fulton County Family Partnership.

PART I (to be completed by a Licensed Health Care Provider)

Child's Name:

Child's Birth Date: _

Known Allergens: (Please provide a complete list of all events and/or substances that may trigger a severe allergic reaction (i.e. Anaphylactic shock) in the child.)

_____ Bee Sting

_____ Other Insect Bite(s): (identify): _____

_____ Animal(s): (identify): _____

_____ Food Allergy: (identify all foods or groups of foods that must be avoided):

_____ Other: (identify): _____

SYMPTOMS: (Please provide a complete list of all symptoms that indicate the child has come into contact with an allergen and requires emergency treatment.)

_____ Shortness of Breath

_____ Swelling of the Face or Lips

_____ Hives

_____ Vomiting

_____ Diarrhea

_____ Other: (explain): _____

PROCEDURES: (Please indicate all steps necessary and the order in which they should be taken.)

_____ Administer the following Medication: (provide name, dosage, and method of administration): _____

_____ Administer EPI-PEN: (provide instructions for administration)

_____ Call Emergency Medical Services (911)

_____ Call the child's parent or guardian

_____ Other (explain): _____

_____ DO NOT administer medication in the absence of KNOWN exposure to allergen

RECREATIONAL ACTIVITIES:

1. The child may participate in recreational activities. [] yes [] no

2. Recreational Activity Restrictions: [] none [] some restrictions
(explain recreational activity restrictions): _____

HEALTH CARE PROVIDER INFORMATION:

Office: _____

Name: _____

Address: _____

Phone #: _____ Fax #: _____

Signature: _____ DATE: _____

PART II: (to be completed by the child's Parent(s) and/or Legal Guardian)

By signing this form, I/We authorize Fulton County Family Partnership to follow the instructions contained in this Authorization For Emergency Care of Children with Severe Allergies Form. I/We agree to update this form every six (6) months, or sooner if my/our child's needs change.

PARENT(S)/LEGAL GUARDIAN(S):

Name: _____ Relationship: _____

Address: _____

Signature: _____ DATE: _____

This completed Authorization for Emergency Care for Children with Severe Allergies Form was received by Fulton County Family Partnership on (date) _____.

This Form must be updated by (date) _____.

Received By: (Print Name) _____

Signature: _____

Title: _____

FORM B

**RELEASE AND WAIVER OF LIABILITY FOR ADMINISTERING
EMERGENCY CARE TO CHILDREN WITH SEVERE ALLERGIES**

This is a RELEASE AND WAIVER OF LIABILITY FOR ADMINISTERING EMERGENCY TREATMENT TO CHILDREN WITH SEVERE ALLERGIES (hereinafter, referred to as the "Release")

Made this _____ day of _____, 20 __, by and between Fulton County Family Partnership and _____
(Parent(s)/Legal Guardians) who are the Parent(s) and/or Legal Guardian(s) of
- (child's name).

WHEREAS, Fulton County Family Partnership provides child care services and the Parent(s)/Legal Guardian(s) have engaged Fulton County Family Partnership to provide child care services for _____ (child's name);

WHEREAS, Fulton County Family Partnership has been requested by the Parent(s)/Legal Guardian(s) to administer emergency treatment (including the administration of epinephrine) to the child during certain emergency situations when the child has come in contact with an allergen and is in danger of anaphylaxis , as prescribed in writing on the child's "Authorization for Emergency Care of Children with Severe Allergies Form" all in accordance with and subject to Fulton County Family Partnership's policy for administering emergency treatment to children with severe allergies.

NOW THEREFORE, in consideration of the agreements and covenants contained herein and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties hereto hereby agree as follows:

1. Parent(s)/Legal Guardian(s) hereby release and forever discharge Fulton County Family Partnership and its employees or agents from any liability arising in law or equity as a result of Fulton County Family Partnership employees or agents administering epinephrine and providing other emergency care in conformance with the child's "Authorization for Emergency Care of Children with Severe Allergies From" (hereinafter referred to as the "Authorization"), provided that Fulton County Family Partnership has used reasonable care in administering epinephrine and in providing other authorized care in accordance with the Authorization.

2. This Release shall be governed by the laws of the State of Pennsylvania which is the location of the Fulton County Family Partnership facility in which the child is enrolled, excluding its choice of law Provisions.
3. This Release supersedes and replaces all prior negotiations and all agreements proposed or otherwise, whether written or oral, concerning all subject matters covered herein. This instrument, along with the Authorization (including any additional health care provider's instructions or clarifications), that is hereby incorporated by reference, constitutes the entire agreement among the parties with respect to the subject matters discussed herein.
4. The reference in this Release to the term Fulton County Family Partnership shall include Fulton County Family Partnership, its affiliates, successors, directors, officers, employees, and representatives. The terms Parent(s)/Legal Guardian(s) shall include the dependents, heirs, executors, administrators, assigns, and successors or each.
5. If one or more of the provisions of this Release shall for any reason be held invalid, illegal or unenforceable in any respect, such invalidity, illegality, or unenforceability shall not affect or impair any other provision of the Release. This Release shall be construed as if such invalid, illegal, or unenforceable provisions had not been contained herein.

FULTON COUNTY FAMILY PARTNERSHIP

22438 Great Cove Road, Suite 106

McConnellsburg, PA 17233

Elen Ott, Executive Director

PARENT(S)/LEGAL GUARDIAN(S):

Name: (print) _____

Signature: _____

Relationship: _____

DATE: _____

FORM C

Parent Sign-off Sheet

Child's Name: _____

Your child's growth and development is measured with developmental assessments. If your child currently has an IEP/IFSP, it would be beneficial to share a copy of this plan with us so we can work together to ensure that the guidelines are put into practice. You do not have to provide this information if you do not wish to do so.

- I am providing a copy of my child's IEP or IFSP.
- I am not providing a copy of my child's IEP or IFSP and/or this is not applicable to my child.

Signature: _____ Date: _____

Printed Name: _____