LancasterREC

Get Active. Live Healthy.

Child Care Family Handbook

Dear Families,

Welcome! We appreciate your participation in Lancaster Recreation Commission Children and Family Services programs.

Our goal is to provide an enriching, safe environment for children to participate in fun-filled learning activities which promote creativity, social skills and independence, while receiving quality care by a caring and nurturing staff.

All policies and procedures in this Family Handbook relate specifically to our Child Care programs. Information in this handbook is effective May 2016. All information is subject to change. As a registered participant you will receive a written notice of any procedure or policy change.

Please read this Family Handbook carefully and feel free to ask questions or voice your concerns. You may call me at 392-2115 x136.

Sincerely,

Lucy M. Stauffer
Director of Children & Family Services

The Lancaster Recreation Commission mission is to provide quality and affordable recreation and learning opportunities to Lancaster residents.

Lancaster Rec Child Care Programs

The Lancaster Rec Child Care programs provide state-certified child care for working families in the School District of Lancaster. Any child 6 weeks through entrance of 6th grade is welcome. We offer care for infants and toddlers at the Lancaster Rec Child Care Center at McCaskey; a Preschool Program for children ages 3-5 at the Lancaster Rec Child Care Center at McCaskey, Lancaster Recreation Center, and Wickersham Elementary; Wrap Around Before and After School Care for children in K3 and K4 at the Lancaster Recreation Center and Lancaster Rec Child Care Center at McCaskey; and Before and After School Programs at all School District of Lancaster Elementary Schools.

Our Philosophy

Our child care philosophy is based on the belief that each child is an individual, a special human being to be treated with love, respect, and sensitivity. Our goal is that each child will develop positive social and emotional skills. We strive toward this goal by maximizing each child's opportunities for success. By providing developmentally appropriate activities at each program and staff that are sensitive to the developmental and emotional needs of young children, we feel the children in our programs will develop an "I can do it" attitude. Children learn from birth on. Play is their "work." Their reward for this is what they learn. We strive to provide opportunity for success by planning activities to meet age-appropriate goals.

We believe that every child has the right to receive care and nurturing of the highest quality in a safe and loving environment. All Lancaster Rec child care programs are open programs where families are welcome and encouraged to drop in at any time.

The Lancaster Rec child care programs participate in Keystone Stars, a state-supported and funded quality improvement program which has four STAR levels. Each STAR designation measures a quality performance standard. The four levels measure quality in the following areas:

- Education and training of staff
- Physical environment
- Management
- Family and community partnerships

For more information, please visit www.pakeys.org/stars or call 392-2115 x136.

Subsidized Care

Some families may qualify for financial help for their child care. If you would like more information on subsidized care, please call Child Care Information Services at (717) 393-4004.

Our Staff

Our child care staff is carefully chosen and trained. All employees must have FBI criminal background clearances, child abuse registry clearances, bi-annual physicals, first aid and CPR certification, fire safety training, emergency preparedness plans, and water safety training. Staff also participate in professional development through PA Keys and Keystone Stars in all aspects of child care, receiving at least 24 hours of professional development training each year.

Our Curriculum

Lancaster Rec employs a child-based curriculum that is aligned to the state academic standards and utilizes planned activity centers as the method to achieve hands-on learning. Through observation and discussion of the children's interests and abilities, the staff plan activities and lessons to support each child's development and learning. We are also involved with the United Way's "Success by 6" initiative. Daily schedules are posted in each classroom.

Our preschool programs follow guidelines established in partnership with the School District of Lancaster and we use 'Creative Curriculum' within our program, including the "Little Treasures" literacy program. This curriculum allows us to assess each child and create a working portfolio for each child that attends our program.

School age programs use activity centers to incorporate literacy, math, science, social studies, arts and technology while teaching positive social skills, problem-solving, social development and communication skills.

The goal of this activity-based curriculum is to help the children meet the state standards in academic areas, to reinforce classroom learning, to develop social competence, to improve communication skills and to help children be more physically active.

If applicable to the child, we will work with parents and public, social and community service organizations to help meet IEP or IFSP goals and/or special needs plans.

Content Area	Experiences	Materials
Social Studies: People and Places, Geography, Culture, Heritage	Information and opportunities to pose questions, conduct research, engage in discussions, present findings about self, family and community.	Books, maps, globes, artifacts/cultural materials (recipes, songs, etc.), computer programs (Oregon Trail, Carmen Sandiego, etc.), multi-ethnic dolls and toys.
Mathematical and Problem-Solving Skills	Opportunities to explore, calculate, model, role-play, illustrate and write about numbers and situations.	Pens/pencils, paper, calculators, computers, number models, games, practical activities (i.e. store), puzzles.
The Arts	Exposure, information and lessons related to and chance to experiment with a variety of media, including art, drama, music, dance, construction.	Pens, paper, crayons, markers, assorted paints and papers, glue, scissors, arts & crafts materials and projects, radio/CD player, CD's or music, instruments, props, puppets, plays.
Technology	Opportunities to explore, invent, make things, and use computers to support the writing process, solve problems, communicate and access information.	Computers, materials to create and invent (i.e., Legos, blocks, K'Nex, rubber bands, paper clips, tools).
Science	Environment/tools to investigate, question, explain, predict, observe, and experiment.	Microscopes, tweezers/tongs, bug collectors, seeds, magnifying glasses.
Literacy	Opportunities to listen, speak, read, write, and participate in discussions; access to wide range of literature and print materials.	Books, journals, writing materials, story starters, show & tell, games, puzzles.
Support Classroom Learning	Opportunities to practice what is being taught in their classrooms and to delve deeper into classroom lessons.	Homework aides, pencils, paper, communication w/classroom teachers.
Physical Development	Opportunities to use and refine fine and gross motor abilities. Practice using muscles in functional ways. Exposure to all aspects of health, safety and nutrition.	Knowledge of games, assorted balls, jump ropes, playground equipment, Legos, blocks.
Social Skills & Communication	Opportunities to listen, speak and share with peers and adults in a positive way.	Snack time, chances/ways to share information, board games, etc.

Infant, Toddler and Preschool Care at Lancaster Rec Child Care Center at McCaskey

The Lancaster Rec Child Care Center at McCaskey offers care for infants (6 weeks and older), toddlers and preschool age children. The Center is open year round, 6:30 a.m.-6 p.m. Monday-Friday. We utilize a play-based curriculum that emphasizes social, cognitive and physical development through age-appropriate activities. This curriculum also incorporates the State's Early Learning Standards.

The Lancaster Rec Child Care Center at McCaskey works cooperatively with the School District of Lancaster to provide a model child care center for the District's Early Childhood Education Program. The Center also works with community organizations to provide care for children of teen parents that use any of the schools in the City of Lancaster.

The Lancaster Rec Child Care Center at McCaskey supplies breakfast, lunch and afternoon snack to all children at no charge. If your child has a food allergy, documentation from a physician must be obtained and kept on file. The Child and Adult Care Food Program (CACFP) is a government funded program. We follow CACFP guidelines for meals; for infants, American Academy of Pediatrics recommendations are followed. Therefore, from time to time you will be required to update your information to maintain accuracy. Failure to complete these forms could result in your child care services being suspended.

Parents are asked to provide bottles/cups for each feeding per day. Parents are also asked to bring a supply of diapers for their child. We will notify you when that supply is running low.

Full-Day Preschool

Our full-day preschool is for children 3-5 years of age who are toilet trained. Preschool is available at the Lancaster Recreation Center or the Lancaster Rec Child Care Center at McCaskey. Both Preschools are open year-round, Monday through Friday, from 6:30 a.m.-6 p.m. Children will be provided a breakfast, lunch and afternoon snack each day. We utilize a play-based curriculum that emphasizes social, cognitive and physical development through age-appropriate activities. This curriculum also incorporates the State's Early Learning Standards.

Each day children participate in learning centers that include music, art, cooking, science, math, language and small group activities. Daily activities also include storytelling and dramatic play. We plan special craft projects and cooking labs each week and holiday parties and special events each month. Children are provided a nutritious breakfast, lunch and a light afternoon snack and beverage each day. The Child and Adult Care Food Program (CACFP) is a government-funded program. Therefore, from time to time you will be required to update your information to maintain accuracy. Failure to complete these forms could result in your child care services being suspended.

Pre-K Counts (PKC)

In partnership with the School District of Lancaster, Pre-K Counts is available at the Lancaster Recreation Center and Wickersham Elementary. Pre-K Counts is a free state-sponsored program that is offered from 8 a.m. - 3 p.m. at the Lancaster Recreation Center; at Wickersham the program is from 8:45 a.m.-2:45 p.m. PKC follows the SDOL school-year calendar. Pre-K Counts enrollment is based on a child's needs and a family's income. Children must be 3 or 4 years old, toilet trained and a Pennsylvania resident. Children will be provided a breakfast and lunch. Families will be required to submit income verification.

Children attending Wickersham wear school uniforms. The uniform consists of tops/sweaters in white, navy, or light blue. Shirts must have a collar or turtle neck. Bottoms (shorts, pants, capris, skirts or jumpers) may be navy or tan (khaki.) Jeans and sweats are not permitted.

Any family struggling with meeting the uniform dress code should contact the Director of Children & Family Services.

United Way PreK at the Lancaster Rec Child Care Center at McCaskey

In partnership with the School District of Lancaster and the United Way, a free PreK class is available to 3 and 4 year olds living in the Washington Elementary School attendance zone. This class runs from 8:25 a.m.-2:30p.m. Bus transportation will be provided to and from McCaskey by the School District of Lancaster. The pick-up and drop-off location will be Washington Elementary School. United Way PreK follows the SDOL school-year calendar. Children will be provided a breakfast. Each day children participate in learning centers that include music, art, cooking, science, math, language and small group activities. Daily activities also include circle time, storytelling and dramatic play.

To apply for PKC or Full Day PreK, contact Lucy M. Stauffer at 392-2115, ext. 136 or lstauffer@lancasterrec.org.

Preschool Wrap Around

Preschool Wrap Around is available only at the Lancaster Recreation Center and Lancaster Rec Child Care Center at McCaskey. Breakfast is provided during Before School and a snack during After School.

- For children attending Lancaster Rec Pre-K counts and United Way Pre-K at McCaskey: wrap around is available before and after the scheduled hours of the Pre-K Counts or United Way Pre-K program for an additional fee. Children will stay at the location where they attend Pre-K.

- For children attending K3 & K4 at Price and Martin Elementary: wrap around care is available at the Lancaster Rec location. The School District of Lancaster will provide bus transportation to/from Martin Elementary. Lancaster Rec staff will escort children to/from Price and the bus to/from Martin.
- For children attending Wickersham Pre-K Counts: wrap around care is available before and after the scheduled Pre-K Counts hours at the Lancaster Rec Child Care Center at McCaskey for an additional fee. Lancaster Rec staff will walk children to/from Wickersham and McCaskey.
- Wrap Around is not available at any of the Elementary Schools. If parents of K3 and K4 children need child care, it can be offered at the Lancaster Rec Center or the Lancaster Rec Child Care Center at McCaskey, provided parents provide their own transportation and come into the Center to sign the child in/out.

Preschool Screenings

In order to support healthy growth and development, all children attending a preschool program will receive the following screenings within 60 days of enrollment: hearing, vision, dental and mental health. The Lancaster Recreation Commission will assume the cost of the initial screening. Families are responsible for providing us with a current physical examination within the first 60 days of their child's enrollment. Physicals can be dated no more than 90 days prior to enrollment. The Lancaster Recreation Commission will work with families on an as-needed basis to create a follow-up plan.

Programs for School Age Children

School age programs use activity centers to incorporate literacy, math, science, social studies, arts and technology while teaching positive social skills, problem-solving, social development and communication skills. Homework time is provided each day.

Before School Program: 6:30 a.m. to start of school day

State regulations require an adult to sign your child into the Before School program on a daily basis. Please be sure to walk your child into the school every day. Staff arrives for the Before School program at 6:30 a.m.

The School District serves breakfast in all of its elementary schools. We allow children to go to the cafeteria for breakfast if they wish or you may provide breakfast. If your child is not having

breakfast at school, he or she should eat before leaving home. The Before School program does not provide food.

At the beginning of the school day, the children are dismissed to join their teacher and classmates. Some schools require children in our Before School program to line up by class on the playground or in the lobby and then enter the building with their teacher. Other schools permit the children in our Before School program to go straight to their classroom. We follow the school's choice.

After School Program: end of school day to 6 p.m. (second Wednesday of month 12:30-6 p.m., Martin dismisses at 12:00 noon on the second Wednesday of the month)

Be sure your child understands that they are to go directly to the After School program immediately following school. The After School programs are usually held in the school's cafeteria or gym. Also, please inform your child's teacher that he or she is attending our program, either by sending in a note with your child or speaking directly to the teacher. Children must sign themselves into the After School program every day. If your child is scheduled to be at the After School program and does not report to the program by 3:30 p.m. (12:45 p.m. on Wednesdays) the staff will first check with your child's teacher regarding your child's whereabouts. If the teacher does not have any information, the staff will contact the child's family. During the After School program each child gets a light snack and a beverage. The snack is often fruit, crackers, or granola bars with fruit juice or milk to drink. We participate in the Child and Adult Care Food Program. All meals served to children under the Child and Adult Care Food Program are served at no separate charge regardless of race, color, national origin, sex, age, or disability. There is no discrimination in admission policy, meal service, or the use of facilities. Any complaints of discrimination should be submitted in writing within 180 days of the incident to the Secretary of Agriculture, Washington, D.C. 20250.

All-Day Camps: 6:30 a.m. to 6 p.m.

All-Day Camps are held on teacher in-service days, Act 48 days, conference days, and during school recesses and vacations, except Labor Day, Thanksgiving Day, Christmas Day, New Year's Day and Memorial Day. Children must be signed up in advance; space is limited. No drop-offs are allowed. All-Day Camps are held at the Lancaster Recreation Center.

Payment *must* be received a week prior to these full-service days. The registration packet includes a fee schedule with a calendar listing school holidays, in-service days and conference

days. Snow days may affect the schedule of All-Day Camps. We reserve the right to cancel due to low enrollment.

Please use the All-Day Camp Phone Number: 717-989-0255 to reach staff during these days. To cancel, call the office at 392-2115 x138.

Civil Rights Compliance

Admissions, the provision of services, and referrals of clients shall be made without regard to race, color, religious creed, disability, ancestry, national origin, age or sex. Program services shall be made accessible to persons with disabilities through the most practical and economically feasible methods available. These methods include, but are not limited to, equipment redesign, the provision of aids and use of alternative service delivery locations. Structural modifications shall be considered only as a last resort among available methods. Any student (and/or parent/guardian) who believes they have been discriminated against may file a complaint of discrimination with:

Department of Human Services Bureau of Equal Opportunity Room 223, Health & Welfare Bldg. P.O. Box 2675 Harrisburg, PA 17105	PA Human Relations Commission Harrisburg Regional Office 333 Market Street, 8th Floor Harrisburg, PA 17101
U.S. Dept. of Health and Human Services Office of Civil Rights Suite 372, Public Ledger Bldg. 150 S. Independence Mall West Philadelphia, PA 19106-9111	Bureau of Equal Opportunity Central Regional Office Cameron and Maclay Streets Building 56, Patton House P.O. Box 61260 Harrisburg, PA 17106-1260

Non-Discrimination Statement: In accordance with Federal law and U.S. Department of Agriculture policy, the Lancaster Recreation Commission is prohibited from discriminating on the basis of race, color, national origin, sex, age or disability. To file a complaint of discrimination, write to USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue, SW, Washington DC 20250-9410 or call (202) 720-5964 (voice and TDD). USDA is an equal opportunity provider and employer.

Policies and Procedures

To Register for Child Care Programs

Registration for Child Care programs is only accepted in person at the Lancaster Recreation Commission office, except for registration for the Lancaster Rec Child Care Center at McCaskey High School which is also accepted at the site. No phone registrations are accepted. An annual non-refundable registration fee of $50 (plus $10 for each additional child from the same family) is due at the time of registration and at the beginning of every new school year.

A complete registration consists of the following. Children are not permitted to attend Child Care programs until all items have been turned in.

- Completed and signed Child Care Agreement
- Completed and signed Attendance Contract
- Completed and signed Health Appraisal Form (Physical) and Immunization (Shot) Records
    - Physicals and Shot Records less than three months old are required for infants ages 6 weeks to 1 year; less than six months old for young toddlers ages 1 to 2 years
    - Physicals and Shot Records less than one year old are required for older toddlers ages 2 to 3 years, Preschool children ages 3 and 4, Grade K-5 and Grade 5 and up
    - Children in Grades 1 through 4 are required to turn in Physicals and Shot Records (may be more than one year old)
- Copies of any Custody/PFA Court Documents, if applicable
- Copies of child's IEP or IFSP, if applicable
- Completed and signed Child Care Center Meal Benefit Income Eligibility Form, for children ages 4 and under

By completing the registration procedure, I waive any claim for bodily injury or property damage against the School District of Lancaster, the City of Lancaster, Lancaster Township and the Lancaster Rec while my child is a participant in a Lancaster Rec program at any location.

Confidentiality and Record Keeping Policy

The Lancaster Recreation Commission is dedicated to maintaining a professional environment for our families and staff. Therefore, we will not release information to anyone that is not designated in writing. The enrolling parent must give written permission and update that permission as needed. The Children and Family Services Department keeps all records and information regarding students and their families confidential. Information will be kept in the administrative offices and only administrative personnel will have access to the information.

Holiday Closings

All Child Care programs are closed on the following holidays: New Year's Day, Memorial Day, Independence Day (4th of July,) Labor Day, Thanksgiving and Christmas Day. Please make note of these days and arrange alternative care for your child on these days

Community Resources

Information regarding community resources and how to contact community resources will be included in the registration packet and be again available to parents during the six-month review and update period (January-February).Parents may also obtain information regarding community resources by request. Community resources available include: CCIS, information and application for CHIP and Capital BlueCross low-cost health insurance, COMPASS (online social services in Pennsylvania), Federal Earned Income Tax Credit and the Federal Food Program. Information on health, nutrition, fitness or child development will be shared at each site's Family Night and through handouts.

Scheduling and Billing

Your child's weekly billing is determined by the schedule you submit on the attendance contract at registration. If you need to change your submitted schedule, we ask for two-week's notice. The schedule forms are available online or at the Lancaster Recreation Commission office.

Rates

Early Childhood (SDOL employees receive a 5% discount for Early Childhood Programs)

- Infant: $207/week
- Young Toddler: $192/week
- Older Toddler: $$177/week
- Preschool: $148/week
- Before Wrap Around: $10.50/day or $51.75/week
- After Wrap Around: $13/day or $64.25/week
- Before & After Wrap Around $23.0/day or $116/week

Before & After School

- Before School: $9.50/day or $45.25/week
- After School: $12/day or $58.25/week
- Before & After School: $21.50/day or $103.50/week
- All Day Camp: $38/day or $145/week

Summer Programs

- Summer Day Camp, Sports of All Sorts & Camp Optimist: $38/day or $145/week
- Kindergarten Boot Camp & Summer Preschool: $148/week
- Summer fees include most field trips & t-shirt

Payment Policy

Payment is due on the Thursday before the week service is needed. You must schedule the days that your child will attend. If you send your child part-time, you must specify and pay for those dates in advance. You must advise the Lancaster Recreation Commission office if your plans change, in writing, with two-week's notice.

There is no return of fees if a child is ill or fails to attend. You will be charged for the days you enroll your child, regardless of actual attendance. The full price of tuition will be charged regardless of the amount of time a child is present. If a family is receiving funding through CCIS, and funding is discontinued, the family will be responsible for payment of the entire fee. Unpaid balances may result in denial of services.

It is the client's responsibility to keep statements, receipts or canceled checks for income tax purposes. The Lancaster Recreation Commission's federal ID number is 23/1352353.

Payment Methods

Payments are accepted in the following manner:

- Cash, check, money order, Visa, MasterCard or Discover at the Lancaster Recreation Commission office
- Checks and money orders are to be made payable to the Lancaster Rec.
- Check or money order only at each of the sites
- Check or money order only deposited after hours at the Lancaster Recreation Center drop box
- EFT - Electronic Funds Transfer. This will give you the opportunity to have your weekly payment for child care taken out of your checking account or charged to your Visa/MasterCard. This transaction will occur every Wednesday. Please request a form from the office at 392-2115 x138 or go online to www.LancasterRec.org.
- Online by accessing your account at www.LancasterRec.org, and clicking the "Make a payment" button on the home page.
- There is a $20 charge for all returned checks.

Dropping Off and Picking Up Your Child

Our job is to keep your child safe. Staff will follow the Department of Human Services supervision regulations which state: Staff must be able to see, hear, assess and direct the activity of the children at all times. Your child will never be left alone for any reason and must stay in the designated child care space at all times.

Families are responsible for transporting their children to and from our programs. State regulations require an authorized adult to sign your child into and/or out of the program on a daily basis. Children may only be released to parents and those whom the parent designates on the registration form. Staff will request photo identification. If applicable, we require families/guardians who have children under joint custody in divorce/separation situations to provide staff with a copy of any and/or all pertinent legal documents. All documents will remain confidential. This information must be received prior to your child's first day of attendance. We will not allow the child to leave without an adult. No unauthorized person(s) including school staff will be permitted to pick up your child without written permission during program hours. We reserve the right to phone the family/guardian if questions arise.

When picking up your child, please allow time for your child to finish what they are doing, and encourage him or her to put away the materials they are using. You can use this time to look over the family information area and talk with the staff.

Each site has a designated parking area. Families are expected to park in the assigned area and turn off their car while dropping off and picking up their children. Failure to so may affect your child's enrollment in the program.

If a McCaskey Student is suspended from school they will need to arrange for someone else to bring and pick up their child to care during the suspension.

Late Policy

Your child must be picked up by 6 p.m. We will make one allowance for one emergency late pickup of up to 15 minutes. For any subsequent late pickup, you will be charged **$1 per minute you are late.** Children attending Pre-K Counts or United Way preschool programs are allowed 3 late pick-ups; after the 3 late pick up, the child may be expelled from the preschool program.

Withdrawal

We appreciate a two-week notice of withdrawal. There is no penalty fee for withdrawal. Families are responsible for payment of services up to the date of withdrawal. There is no guarantee of re-entry into the same program if a waiting list exists for that program. We reserve the right to close a program site due to low enrollment with two weeks' notice.

Attendance Policy

Attendance is scheduled at the time of registration. Families must notify the Lancaster Rec office if there will be any change in their child's scheduled attendance. On days that your child is scheduled to attend, but will not attend for whatever reason, we ask you to call the site phone where your child attends. For school age children, please leave a message as the phones are turned off during the school days. Five consecutive absences will be reported to your funding source.

Attendance Policy for Pre-K Counts or United Way Pre-K

Students enrolled in Pre-K Counts or United Way Pre-K must attend 5 days per week for 180 days a school year. Students will be excused from school for illness, family emergencies or other extenuating circumstances.

If a student is absent for 3 consecutive days, the family will be contacted to learn the nature of the absence and offer support, as appropriate. When children have more than 5 consecutive unexcused absences, the family and teacher will discuss the reason for the absence and determine ways to support the child's attendance in school.

When children have 10 or more consecutive unexcused absences or more than 10% unexcused absences over the course of the school year and have not responded to program supports, the child will be dismissed from the Pre-K Counts or Half-Day Pre-K program.

Supervision

All Lancaster Recreation Commission Child Care Programs are certified by and adhere to regulations established by the Pennsylvania Department of Human Services (DHS.) DHS defines supervision as staff being able to see, hear, assess and direct the activity of the children at all times. For your reference, the regulation (3270.113) regarding the supervision of children is as follows:

- Children on the facility premises and a facility excursion off the premises shall by supervised by a staff person at all times. Outdoor play space used by the facility is considered part of the facility premises.

- Each staff person shall be assigned the responsibility for supervision of specific children. The staff person shall know the names and whereabouts of the children in his/her assigned group. The staff person shall be physically present with the children in his/her group on the facility premises and on facility excursion off the facility premises.
- The requirement for supervision on and off the facility premises includes compliance with the staff to child ratio requirements in regulation #3270.51-3270.55 (relating to staff to child ratio).
- A staff person may not use any form of physical punishment, including spanking a child.
- A staff person may not single out a child for ridicule, threaten harm to the child or the child's family and may not specifically aim to degrade the child or the child's family.
- A staff person may not use harsh, demeaning or abusive language in the presence of children.
- A staff person may not restrain a child by using bonds, ties or straps to restrict a child's movement or by enclosing the child in a confined space, closed or locked room. The prohibition against restraining a child does not apply to the use of adaptive equipment prescribed for a child with special needs.

Ratios

When children are grouped in similar age levels, the following maximum child group sizes and ratios of staff persons apply: infant 1:4, young toddler 1:5, older toddler 1:6, preschool 1:10, young school age 1:12, older school age 1:15. When children are grouped in mixed age levels, the age of the youngest child in the group determines the staff to child ratio and maximum group size in accordance with DHS regulation 3270.51 (relating to similar age level) .

Napping

While toddlers and preschoolers are napping the following staff to child rations apply: young toddler 1:10, older toddler 1:12, preschool 1:20. Staff persons who are on duty but are not providing child care during naptime shall remain in the child care portion of the facility premises.

At least 2 facility persons shall be present in the facility when 2 or more children are in care. At a minimum, one of the facility persons shall be a staff person. If the staff to child ratio warrants only one staff person, the second person may be another facility person. This section is cited in 55 Pa. Code 3270.55.

Your child will never be left alone for any reason and must stay in the designated child care space at all times.

Outdoor Play

We take all children outside to play every day, weather permitting. We ask that you dress your child in weather appropriate clothes. We take children outside regardless of the temperature

from 25°F -90°F. We ask that your bring boots, scarves, hats, gloves, etc. in cooler weather, and water, shorts, t-shirts, etc. in warmer weather. Please note if your child is well enough to come to the center he/she must go outside.

During summer months, children attending Summer Day Camp, Sports of All Sorts, and Camp Optimist participate in swimming activities. While swimming, children are grouped in a 1:6 child to staff ratio. Please check with the specific camp staff for the swimming schedule and details.

Clothing

For infants, toddler and preschoolers, we ask that you provide at least two complete changes of clothing for your child. Extra clothing can be kept in his/her cubby or locker. You may also bring in a diaper bag for storing supplies. Please remember to label everything that you bring into the Center with your child's initials, or name.

Illness

Most children become ill from time to time. Please do not increase the risk of other children becoming ill by sending your child to a program sick. Occasionally, it does become necessary to exclude an ill child from the program. Please have a plan for these instances, as you will be asked to pick up your child if they meet the exclusion criteria. Families will be contacted to pick up their child immediately if the child is having difficulty breathing and/or wheezing.

Families will be contacted to pick up their child if more than one of the following conditions exists:

- Illness prevents the child from participating
- Fever accompanied by behavior change or rash (oral temperature above 101°F or armpit temperature above 100°F)
- Lethargy that is more than tiredness
- Uncontrolled coughing
- Inexplicable irritability and persistent crying
- 2 or more episodes of diarrhea or vomiting
- Blood in stool
- Persistent abdominal pain (more than 2 hours) or complains of intermittent pain with fever, sweating or fatigue
- Pink or red conjunctiva or crusting white or yellow eye discharge

We will exclude for the following contagious medical conditions and follow the American Academy of Pediatrics schedule for child's return: Purulent Conjunctivitis (pink eye), Impetigo, Scabies, Tuberculosis, Strep Throat and other Streptococcal Infections, Chicken Pox, Pertussis (whopping cough), Mumps, Measles and Rubella. Please notify staff so that we may inform other

parents of the potential for illness. Respiratory tract infections requiring medication require parents to provide documentation for out of home care and medication schedule to be followed.

A child is considered well when they have resumed a pre-illness pattern, or when the treatment or therapy has concluded and participation is evident. If a doctor's note is provided, the child may return to care on the date the doctor has provided on the doctor's note.

Lice Policy

Upon discovering a case of lice, all children will be checked. Parents of children who display symptoms of lice infestation will be called to pick up their child. According to the American Academy of Pediatrics, infestation is identified by the presence of adult lice or nits (eggs) on a hair shaft 3 to 4 mm from the scalp. Parents of all children will be notified of the incident and our procedure at pick up the same day lice is discovered. Before children can be signed into any program, staff will check all of the children every day for a period of five days after the discovery of a case of lice. Any child found to have lice or nits (eggs) will not be accepted.

Medical Dispensing Policy

In accordance with the licensing regulations of the Pennsylvania Department Human Services, non-prescription drugs are not administered nor are children permitted to take medications during the program.

Prescription medication can be administered if the following requirements are met:

- Prescription medicine is given by the staff only if the parent fills out the medication log in detail each day.
- The medication must be in its original container with the child-proof cap, have the child's name on it and include instructions.
- The staff will also fill out the medication log, indicating the time the medicine was given.
- In order to ensure the safety of all children and for the quickest response, we ask that staff hold all inhalers and EpiPens during program hours.

Sunscreen Policy

Parents must provide sunscreen/sunblock for children while they are attending Lancaster Rec summer child care programs.

Due to sunscreens/sunblocks having the "Keep out of reach of children" label, all bottles will be kept with your child's group leaders. Children will be reminded to apply it when they go outside, especially on pool days. Anyone can be affected by the sun's powerful rays; it is

important that your child has sunscreen/sunblock to protect them while playing outside and at the pool. School Age staff is not permitted to apply sunscreen/sunblock on school age children. Preschool staff is permitted to apply it on preschool age children.

Please bring in the sunscreen/sunblock you are providing for the summer and give it to the front desk staff. Please have your child's name written on the bottle.

Medical Emergency Procedure

In the event of a medical emergency or of an accident, we will contact the parents and fill out an accident report. Basic first aid will be administered at the site. If it is impossible to reach the parents or the situation demands immediate attention, the child will be taken to a Lancaster hospital. A staff member will accompany the child to the source of emergency care and remain with the child until parent(s) or a designated emergency contact person assumes responsibility for the child's care. All sites have emergency procedures posted. Your authorization for staff to contact your family physician and to take whatever emergency medical procedures are deemed necessary is part of the registration contract.

Your Child's Progress

We offer a "getting to know you" meeting with parents within 45 days of enrollment. A copy of the "getting to know you" notes becomes part of the child's record. At this meeting the staff will meet with each family to review this Family Handbook which contains our policies and expectations as well as initial observations of your child and ages and stages for preschoolers. We encourage parental involvement and seek to form partnerships with parents in the child's development. Parents are encouraged to volunteer and participate in Family Nights, special trips, activities, transition meetings and conferences. Family Orientation will be held in September to enable you to get to know our staff. Portfolios from observations and developmental assessments of your children are completed twice a year (three times a year for preschool) and can be reviewed with the parent during conferences. Throughout the year, we aim to communicate with you as we see your child grow and progress. A developmental screening is completed within 45 days of enrollment. Ages and Stages is used to track development of all infants, toddlers and preschoolers. Preschoolers are also assessed using Work Sampling System.

ECE Partnership with McCaskey High School

The Lancaster Rec Child Care Center at McCaskey is proud to partner with the Technical and Business Careers Small Learning Community at McCaskey High School. This opportunity benefits the children in our care by giving them additional planned learning opportunities. It gives the

McCaskey students real world experience working with children as they prepare to meet their future career goals. For many of these students, the future career goal is to become teachers.

The McCaskey Early Childhood Education Program (ECE) is a 3 year program. Junior and Senior McCaskey ECE students complete competencies in the development, care, guidance, and teaching of young children from birth through second grade. Students actively participate in the on-site laboratory school through weekly internships. The lab school includes the Lancaster Rec Child Care Center at McCaskey. All Year II and III students also participate in a weekly externship at a community child care center or in a SDOL elementary classroom.

McCaskey students will design and teach lessons to the children in our child care program. Therefore, the Lancaster Rec Child Care Center at McCaskey asks all families to give permission for SDOL staff to sign their children out of the child care space to participate in these activities. The SDOL staff will then sign the child back into the child care space after the lesson is over. A separate form will be issued to parents with children attending the Lancaster Rec Child Care Center at McCaskey Center for this purpose.

Early Learning Network

As a Keystone STARS 4-star facility, we are responsible for recording demographic information and results from the "Work Sampling System Online (WSO)" into the State's Early Learning Network. This information will be kept confidential and used by the Office of Child Development to maintain programming quality. Additionally, the Office of Child Development may occasionally seek your input regarding program quality.

Conferences

We offer you the opportunity for two individual conferences a year to discuss your child's progress or any concerns you may have. You will receive a letter from the staff informing you of the dates and details to schedule a conference. In the event you are unable to attend, we will gladly mail you a written report. In addition, we will make every effort to discuss your child with you at pick-up or drop-off time. At your request, we will send home a daily comment sheet for your review. If at any point during the school year you would like to discuss your child's development, our staff are available for one-on-one meetings. Please schedule this meeting through your child's site supervisor.

Family Programs

To help involve the children's families in their learning and development, we have instituted Family Nights two times a year. Family Night includes an educational program, a time to meet the other children and their parents/guardians, and of course food and fun for the whole family.

Transitioning into the program

Recognizing each child as a unique individual, we try to make each family as comfortable and confident as possible as they enter our Child Care Programs. To help children and their families adjust to a new room or site, families are invited to come observe and tour the center prior to the first day of attendance. All families will have the opportunity to have a "getting to know you" meeting. We work with families to adjust schedules, routines and starting the program to meet the best interests of the child.

Children attending the Lancaster Rec Child Care Center at McCaskey are placed in classrooms by age; infants, younger toddlers, older toddlers, and preschool. When children change classrooms, we will introduce the child and family to the new teachers and environment prior to their first day in the new classroom.

Transitioning to another Program

We work with the parents and the schools to make transitions as easy as possible for your child. We automatically transfer all necessary files from the Preschool program to the Before and After School program. Parents can request a copy of your child's portfolio when the child advances to K5 and Middle School or if you change program sites. Portfolios and files will be automatically transferred for children who attend our program at one school and transfer to another school within the District.

A meeting at each site will be offered for children transitioning to K5 or middle school to provide information to support this change. The meeting will be held in May in conjunction with program graduation activities or Family Night. Also, we will make every effort to participate in School District of Lancaster-sponsored transition activities.

Damage, Theft, and Loss

The Lancaster Rec provides an ample supply of toys, games and learning materials for the children to use in our programs. The Lancaster Rec staff is not responsible for lost, damaged, or stolen items. Children are responsible for any items brought from home or school.

The parent/guardian will be responsible for any damages resulting from his/her child's actions to either Lancaster Rec or school property.

Limited English Proficiency

In order to provide clients with equal access to programs and services, the Lancaster Recreation Commission will provide any person or persons with Limited English Proficiency (LEP) competent, free language assistance services. These services include, but are not limited to, interpreter services, sign language and any other means necessary to provide fair and equal access to services.

Snow and Weather Closings

Cancellation information will be posted on our website www.LancasterRec.org and on WGAL TV8.

Lancaster Rec Child Care Center at McCaskey

- If the School District of Lancaster delays the opening of School, the Lancaster Rec Child Care Center at McCaskey will open at 7:30 a.m.
- If the School District of Lancaster closes school but offices are open, Lancaster Rec Child Care Center at McCaskey will open at 7:30 a.m. and parents will have to provide meals (lunch and snack) for their children.
- If the School District of Lancaster closes both school and offices, the Lancaster Rec Child Care Center at McCaskey will be closed.
- Half-Day Pre-K will follow School District of Lancaster closures. If School District of Lancaster delays, there will be no Half-Day Pre-K.
- Early dismissals for weather will be decided on a per-case basis. Parents will be notified as promptly as possible.

Lancaster Rec Preschool

- If the School District of Lancaster delays the opening of School or closes school, the Lancaster Rec Preschool will open at 7:30 a.m.
- If the Lancaster Rec Center closes, the Preschool Program will be canceled.
- Early dismissals for weather will be decided on a per case basis. Parents will be notified as promptly as possible.

School Age Before and After School Program

- If the School District of Lancaster delays the opening of School, there is no Before School Program.
- If the School District of Lancaster dismisses early for weather, there is no After School Program.
- If the School District of Lancaster is closed for the entire day, there is no Before or After School Program.

Publicity/Photographs

Photographs of the children in our programs may be taken and may appear in newspapers, displays or other publicity materials.

Staff Babysitting

To keep a professional atmosphere, we advise all staff not to accept babysitting jobs outside of work hours. Staff are strictly prohibited from providing private transportation for any children in our programs during program hours. Lancaster Rec does not take responsibility for staff actions outside of regular program hours.

Disciplinary Policy

Children and Family Services programs have reasonable rules that we expect the children to follow. If you have any questions about discipline, or would like to schedule a conference, please contact the Director of Children and Family Services at 392-2115 x136. The core of our discipline policy is a healthy respect for each other. Appropriate language and respect for authority is expected. One child physically hurting another is dealt with promptly. If harmful actions re-occur, we will expel children from our program. In severe cases, it may be necessary to dismiss children immediately from our program.

Our procedure is as follows:

- **Verbal Notice** – Official verbal notification of behavior difficulty.
- **Step A:** Written Notice #1 – First written notification of continued behavior difficulty.
- **Step B:** Written Notice #2 – Second written notification of continued behavior difficulty.
- **Step C:** Written Notice #3 – Parent conference with Site Director and Director of Children and Family Services.
- **Expulsion** – Child may no longer attend programs. Expulsion will be for one (1) full calendar year. For example, if the child is expelled in May, he/she may not attend

again until May of the following year. If a child is expelled twice, they will not be able to attend any Lancaster Rec Child Care programs.

Child Abuse Notification

All staff of the Lancaster Rec are mandated reporters. Mandated reporters are defined as a person who, in the course of their employment have direct contact with children and must report or cause a report to be made when they suspect child abuse. Any signs of suspected abuse, neglect or maltreatment will be reported. It is not Lancaster Rec's responsibility to investigate reports of child abuse/neglect, as it must be reported as stated by the Department of Human Services. The law also states that anything told to a mandated reporter, regardless of evidence involving maltreatment, abuse or neglect, must be reported to the appropriate agency. In addition, as mandated reporters it is our responsibility to make sure children in our programs are safe while in our care.

Referrals to Mental Health and Social Services

If staff is concerned that a child does not fit a typical profile for a child's social or skill development:

- Staff will document behaviors and skills through observation and portfolio collection.
- Staff will contact Director of Children and Family Services, who will conduct observations and provide documentation of findings.
- Family will be contacted to discuss findings and appropriate services that can help.

Parental/Pick-Up Person Conduct

We strive to maintain an environment that is safe at all times. All persons picking up children are required to conduct themselves in a professional manner. Violent, threatening or abusive behavior will not be tolerated. Adults conducting themselves in a disruptive or disrespectful manner will lose their privileges of dropping off or picking up their children and the authorities may be called.

In the event a parent or guardian arrives by vehicle to pick up their child and is suspected by staff to be under the influence of drugs or alcohol, the following steps will be taken:

- Staff will discreetly negotiate with the person not to leave and encourage him/her to call a sober friend or companion to drive the individual and their child home.

- If the parent/guardian refuses, becomes violent, or leaves the program with the child, police will be called immediately with a description of the individual (including name and address), vehicle description, license plate number and direction of travel.

Parents and Legal Guardians Visiting Programs

Parents are an essential part of our program. It is our goal to work with the community, as well as parents/guardians to provide the best learning environment for each child. We encourage parents to stop in throughout the day and to take advantage of the opportunities to be involved in the child care site throughout the year. All parents and/or legal guardians are allowed to stop by unannounced at any time. Any other adult wishing to visit must provide a letter from the parent/legal guardian stating they have permission to visit the child in the child care site.

While visiting the child care site we ask that your visit not cause any disturbance to ensure the children are able to participate in the program without any interference. We also ask non-parent/legal guardians to limit their visit to an hour or less.

McCaskey Students are welcome to visit their child during times they do not have class. Any McCaskey Student visiting the center while they are to be in class will be reported to their Teen Elect Counselor.

Communication

Infants, toddlers and preschool children receive a daily "happy gram" which informs parents of their child's day and what they ate. Informative newsletters are sent home monthly to update parents/guardians of upcoming activities and special events. Important information for parents can also be found on the dry erase/bulletin board located inside the child care site. Sign-in sheets are also located in this section.

Volunteers in our Program

Any person wishing to volunteer in our programs must follow the following guidelines: complete a Lancaster Recreation Commission Volunteer Application, obtain State Police, Child Abuse, and FBI clearances. The clearances must be less than one year old.

Site Specific Policies

Check with your child's Site Director for information about how birthdays and holidays are celebrated, use of media technology, and rules about bringing toys from home.

Emergency Preparedness

To ensure the safety and welfare of children attending Lancaster Rec Child Care Programs, each center has a plan, posted at the site. This plan explains where the immediate evacuation, in-place sheltering and evacuation locations are located. Families will also receive a letter with these site specific details on the first day their child attends. We will use one of the following protective actions in emergency situations:

- **Immediate Evacuation:** Students are evacuated to a safe area on the grounds of the center 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.

A fire/emergency drill is practiced once a month.

Evaluating the Programs

Your input is very important to us. We use the information from families to make improvements in our programs. In May we ask each of our families to fill out a parent evaluation form. Please take time to review and complete the evaluation and return it to your child's Site Director by the end of the school year.

The children essentially are the program, and we value their input. Although we frequently receive feedback from the children through regular conversation, we also give each child the opportunity to participate in the formal evaluation process. During the last two weeks of the program our staff will give each child an evaluation form to complete. For children who cannot yet read, they may draw pictures of their likes and dislikes about the program.

Monitoring Notice

The Lancaster Rec Child Care Center at McCaskey is monitored by picture and sound. Each classroom has a microphone and camera that feeds directly into the Center's office. Therefore, to protect the installing dealer and his customers, when this equipment is used as part of an audio monitoring system, a decal stating AUDIO MONITORING ON THESE PREMISES must be installed in a visible location at the entrances and exits of both private and public buildings and vehicles.

This is to comply with United States Code, Title 18, Section 2510(2) regarding rights of privacy which states: "Oral communication means any "oral communication" uttered by a person

exhibiting an expectation that such communication is not subject to interception under circumstances justifying such expectation." By definition of the code section, a person cannot have an expectation of privacy, nor can he or she expect that communication will not be intercepted, if there are public signs posted, indicating that the communication is being monitored.

Want to Discuss Something?

The Children and Family Services Department is grateful for the support and cooperation of the School District of Lancaster. However, we are solely responsible for the administration, planning and implementation of our programs. Any concern should be brought to the attention of the Director of Children and Family Services, not to school personnel.

The Children and Family Services Department provides activities that will contribute to the physical, emotional, mental, and social development of your child. As Early Childhood Professionals, we understand that children learn at different rates and we value individuality, and encourage creativity at every age. Thank you again for utilizing us for your child care needs.

Need to Reach Us?

Lancaster Recreation Commission, 525 Fairview Avenue, Lancaster, PA 17603

Lucy M. Stauffer, Director of Children and Family Services
392-2115 x136 lstauffer@LancasterRec.org
Cell Phone: 989-0454

Mary Blankenmeyer-Rice, Asst. Director of Children and Family Services
392-2115 x140 mblankenmeyer@LancasterRec.org
Cell Phone: 286-3771

Jackie Hawkins, School Age Care Coordinator
392-2115 x152 jhawkins@LancasterRec.org
Cell Phone: 598-3228

Morgan Fairchild, Children & Family Services Specialist
932-2115 x148 mfairchild@lancasterrec.org
Cell phone: 286-3092

Marisol Rosario, Administrative Assistant (Registration and Billing)
392-2115 x138 marosario@LancasterRec.org

Child Care Program Cell Phones:

Buchanan	989-0252	Price	989-0259
Burrowes	989-0253	Martin	989-0258
C & M	989-0256	Ross	201-9107
Fulton	989-2372	Washington	989-0261
Hamilton	989-0255	Wharton	989-0262
King	989-7985	Wickersham	989-0260
Lafayette	201-9105	Wickersham Pre-K Counts	989-2338

All-Day Camp: 989-0255
Lancaster Rec Preschool (Lower Level): 989-0257 or 392-2115 x159
Lancaster Rec Preschool (Upper Level): 715-6884
Lancaster Rec Child Care Center at McCaskey: 391-8618