



# FAMILY HANDBOOK



## DAY CARE CENTERS, INC.

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**"Quality programs that fit your needs."**

A KEYSTONE STAR PROGRAM



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## **MISSION STATEMENT**

Our mission is to educate the whole child socially, emotionally, physically and academically while providing a safe, healthy and nurturing environment.

## **PHILOSOPHY**

We are committed to providing high-quality childcare programs that provide continuity of care to support continued, long-term relationships between a child and their primary teacher(s), to stimulate learning, insure success and promote positive social and emotional awareness in self and others. We recognize the individual differences in development, social, and cultural aspects of each child.

## **Curriculum Statement**

Day Care Centers, Inc. uses the PA Early Learning Standards, Creative Curriculum, Anti-Bias Curriculum, Kindness Curriculum, and the Keystone STARS performance standards in developing our learning curriculum. These tools, along with assessments and observations, provide a developmentally appropriate program for your child. Curriculum adaptations will be made based on observations, parent conferences, parent questionnaires, IEPs and IFSPs, and school district academic expectations.

## **HISTORY**

**DAY CARE CENTERS INC.** is a state licensed facility that provides childcare for children from six weeks to twelve years of age. The Day Care was established in 1983 to provide a quality care environment for children of working parents. The program has expanded from a one room to an eight-room operation. Individual rooms for children of different age levels offer a variety of experiences in cognitive, physical, and social development.

In September 1986, an after school program was started for children ages 5 through 12 years. It offers everything from arts and crafts to homework supervision. During the summer months, the program is expanded into a full-day summer camp that includes class trips, sports, swimming, computers, Math, Science, and Reading enrichment.

From September 1990 to 2004 we offered a private Kindergarten program. The program was licensed by the Department of Education and offered extensive learning experience in all major areas of instruction. Currently our Preschool and Pre-Kindergarten classrooms are licensed by the Department of Education as a private school. In 2000 we became NAEYC Accredited. In 2005 we were recognized as a 4 STAR program and from 2007-2010 we were a PA Pre-K Counts Grantee.

## **Accomplishments**

- Licensed by **Department of Human Services**
- Licensed by **Department of Education 1985-2021**
- Accredited by National Association for the Education of Young Children (**NAEYC**) **2000-07**
- Keystone **Star Center, since 2005**
- **Pre-K Counts Grantee, 2007-2010**
- **Readers Choice Award for Child Care and Day Camp 2010, 2012.**

## **Admission Procedures**

The parent(s) must complete the following forms before care is provided:

1. Application
2. Emergency Contact / Parental Consent \*
3. Fee Agreement \*
4. Parental Agreement
5. Health Appraisal Form \*\*

*\* These forms must be updated every 6 months and/or whenever there is a change of information.*

***\*Parents are requested to submit a copy of their child's IFSP or IEP if special needs services are being provided.***

***\*\*To be returned within 30 days.***

***\*\*New form completed at every check-up***

**DAY CARE CENTERS, INC. requires at least two (2) weeks written notice of termination of childcare services. If you do not provide two weeks written notice, you will be responsible for payment of those two weeks if we are unable to fill your child's slot. Child's records will be transferred to another educational setting at the written request of the parent/guardian.**

We use **Procare Solutions**, an easy-to-use child care mobile app used to enrich classroom and parent interactions and automate the payment process. Once enrolled you will receive an email inviting you to join Procare. The app provides an opportunity for real-time updates from the classroom to enhance the parent and staff experience. **Monthly Calendars, Classroom Newsletters, and Hot Lunch Slips** are available on our [website](#).

**The app allows you to:**

- Sign your child in and out using your phone
- Receive child care activities and daily reports
- Streamline your communication with teachers through the Messages section
- Simplify child care payment processing with online and mobile payments
  - Invoices are sent out weekly. You can pay directly from your invoice or place a check/cash in your child's classroom tuition folder located right inside the door.

**The app allows the teacher to:**

- Share photos and videos
- Record and share milestones
- Send the latest news and events via Newsletters
- Communicate with families efficiently

### **Inclusion**

Day Care Centers, Inc. believes that children of all ability levels are entitled to the same opportunities for participation, acceptance and belonging in child care. We will make every reasonable accommodation to encourage full and active participation of all children in our program based on their individual capabilities and needs.

### **Non-Discrimination**

At Day Care Centers, Inc. equal educational opportunities are available for all children, without regard to race, color, creed, national origin, gender, age, ethnicity, religion, disability, or parent/provider political beliefs, marital status, sexual orientation or special needs, or any other consideration made unlawful by federal, state or local laws. Educational programs are designed to meet the varying needs of all students.

### **IFSP/IEP (Individual Family Service Plan) / (Individual Education Plan) Policy**

Parents are requested to submit a copy of their child's IFSP or IEP and Evaluation Reports if special needs services are being provided. We encourage families to hold their IFSP/IEP meetings here at the center. We work closely with Early Intervention and the Montgomery County Intermediate Unit (IU) in supporting the needs assessed in the IFSP/IEP and make every effort to meet all the accommodations made. Therapists are welcome to provide services in an inclusive environment (within the classroom).

### **Transition/Transfer of Records and Reports Policy**

Upon a child's transition to a new classroom, a family member will receive a letter describing what the transition to the new room will entail. Infants and toddlers are transitioned based on chronological age and development. We expect children to have participated in our Pre-Kindergarten program before entering Kindergarten. Children are placed in this program based on the school district in which they live. Transition activities are completed during the week(s) prior to the transition such as visiting the new room/school, meeting the new teachers, and learning about the new routines. A parent night is held in the fall and a transition meeting is held in the spring. Welcome Packs are available on our website for each classroom. When a child graduates from the Pre-Kindergarten program the parent/guardian will be given their child's portfolio which should be forwarded to the child's Kindergarten teacher. All school entities requesting information will need to obtain written permission from the parent/guardian. A form is available from the office or the classroom teacher.

### **Holidays and Early Closings**

DAY CARE CENTERS, INC. will be closed on:

- New Year's Day
- Good Friday
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day and Friday after
- Christmas Day

**DAY CARE CENTERS, INC.** will close at 2:30 p.m. on Christmas Eve and New Year's Eve respectively.

Any holiday that falls on a Saturday will be observed on the Friday before. Any holiday that falls on a Sunday will be observed on the Monday after.

### **Payment of Fees**

A registration fee and last two (2) weeks tuition is payable at the time of registration. All tuition is due on Monday mornings. Alternative arrangements can be made with Sandy Kaufmann, the Administrator. Payments may be made in cash, by check made payable to **DAY CARE CENTERS, INC.**, or by credit card through the Procure App.

- If the weekly tuition payment is not received by Thursday at 9:00 a.m., a late fee of \$10.00 will be assessed for each account.
- A fee will be charged for all returned checks. After three (3) returned checks, only cash or money order will be accepted.
- When a child (excluding Summer Camp) is absent or on vacation for a full week (Monday through Friday), only one-half (1/2) of the tuition will be required.
- Holidays are not deducted from weekly payments.
- A late charge of \$20.00 (minimum) will be due for any family who picks up a child after closing time. An additional \$20.00 will be due for every 15 minutes thereafter. **These fees are due and payable at the time of pick-up.** Consistent late pick-up may result in termination of care.
- An annual registration fee is due every September. Families will be advised of the amount of the registration fee at least 30 days before it becomes due.

## **Health**

Parents must notify the Center before 9:00 AM if your child(ren) will not be attending. This is for the safety of your child. A message can be left on Procure anytime or on the classroom extension 10 during hours we are closed.

A child who is sick will not be admitted into the Center. If a child becomes sick during the day, the parent(s) will be called to pick-up the child. Our center is not equipped to handle sick children.

### **All children must be symptom free without medication for 24 hours before returning.**

We require this to prevent the spread of disease.

Some symptoms that we do not accept:

- Diarrhea      • Vomiting      • Fever
- Communicable diseases, such as Chicken Pox, Impetigo, Pink Eye, COVID, Flu, etc.
- Lice – a child who has lice will be sent home. The child may return 24 hours after treatment, as long as there are no signs of nits **(Nit Free Policy)**.

Note: Parents will be notified on a need-to-know-basis of any communicable disease.

### **Referral for Health and Medical Services Policy**

At times a parent/guardian or the center staff may feel the need for referral to appropriate social, mental health, medical, wellness, and educational or academic services available in their county. A list of available resources can be found on our website at:

<https://daycarecentersinc.com/resources/>. Other materials located outside of the Director's office may be selected privately and/or with the assistance of the Day Care staff and office personnel. A parent may also request information by phone at 215-572-0862 X4 or by email [cclarke@daycarecentersinc.com](mailto:cclarke@daycarecentersinc.com).

### **Health forms must be updated.**

Each time your child goes to the doctor, please complete a new medical form. These forms are located in each classroom and on our website <https://daycarecentersinc.com/forms/>. A Physical Schedule is located in each classroom. A Health Report form must be completed for children under 2 years of age every time they go for a well check. Yearly physicals are needed for each child age 2 to 6 years. Every 2 years a physical is needed for children age 6 to 12 years. All immunizations must be kept up-to-date according to the American Academy of Pediatrics standards.

**DAY CARE CENTERS, INC.** reserves the right to deny service to any child for health reasons in order to safeguard the children in our care.

**DAY CARE CENTERS, INC.** employees do not dispense medications, prescription or over-the-counter, to children. Parents must receive approval from office personnel if medication is needed and complete a Medication Log. Other medication forms for asthma and allergies is available on our website. <https://daycarecentersinc.com/forms/> Prescription medications must be in original prescription bottles. Non-prescription medications require a written doctor's note with instructions.

If a child sustains an injury during the day, the parent(s) will be notified. An injury report will be completed and given to the family. Ouch reports are used for minor injuries.

No one is permitted to smoke in the building, in or around children areas, or on class trips.

The Center does not and will not discriminate against serving a child who has an illness, which is not transmitted by casual contact. (*Child Health Policy – 3270.138 Discrimination Based on Illness*)

## **Arrival and Departure**

Children can begin to arrive at the Center at 7:30 a.m. An adult must sign all children in and out of the Center daily using the Procure App on their phone. We close at 5:30 pm.

**For the safety of all, children should stay with the adult and not run in the halls. Children are supervised by DCCI staff at all times.**

A person who is not listed on the Emergency Contact form will not be allowed to pick-up the child. Requests to add individuals to the Emergency Contact form can be made at anytime and must be made in writing. A "Permission to Release" form must be filled out for any individual picking up a child other than the legal parent/guardian, available on our website <https://daycarecentersinc.com/forms/>

**Proper identification is required before releasing the child. ALL designated adults to whom the child may be released, *including parents/guardians* must show picture I.D. when picking up a child. Please inform the child's teacher if someone other than the usual person will be picking-up the child. We will not accept telephone calls to add or substitute someone who will be picking-up a child. They must be on the Emergency Contact list or a "Permission to Release" form must be completed. If permission to release is provided through Procure, you must include the person's name, full address, and phone number.**

## **Parking Lot**

Please use extreme caution in the parking lot and park in designated parking spots. Families must enter and exit the building from the rear entrance by the handicapped parking spots. Do not leave a child unattended in a car. Do not leave your car idling. The speed limit is 5 mph. Be aware of families walking to and from the building.

## **Communications**

DAY CARE CENTERS, INC. provides several methods of communications to keep parent(s) informed of the child's activities for the day or week:

- **Daily Reports** are sent through the Procure App for the parents of infants to Pre-Kindergarteners.
- **Classroom doors** contain a whiteboard that provides current information regarding curriculum for the week.
- **Bulletin Boards** are located outside the classrooms to provide a venue for parents to read about the Center's policies, activities, current research, events and news.
- **Monthly Newsletter** is sent by email through Procure and contains classroom information and upcoming events.
- **Visit our website** at [www.daycarecentersinc.com](http://www.daycarecentersinc.com) for up-to-date information and happenings including a monthly calendar of events, newsletters, a daily event list, and for forms.
- **Group and Center-wide E-mail** notices sent out through Procure.
- **Like us on Facebook**



## **Parent Engagement Policy**

Parents/Guardians are given questionnaires three times a year giving them the opportunity to comment on policies and procedures of the program, the curriculum, and to make suggestions for improvement. They are also given the opportunity to confer daily with the staff and may make suggestions or comments directly to the staff. Parents/Guardians are asked to come to a parent meeting each year and are invited to attend Parent/Teacher conferences two-three times a year. Parents/Guardians are invited to attend all special day activities including our holiday celebrations. They are also invited to participate in our fundraising events and community service projects held throughout the year.

## **Conferences**

There will be two-three scheduled conferences each year between the parent(s) and teacher(s) to discuss your child(ren)'s development and goals. Arrangements can be made if a parent or teacher wishes to have additional conferences during the year. If your child receives services from Early Intervention or the IU, we welcome their participation in this process. The Director and classroom teacher will make every effort to be available for your child's IFSP/IEP meetings held at the Center.

## **Supporting Language Development and Academic Achievement of Children Who are Culturally and Linguistically Diverse Policy**

Day Care Centers, Inc. will support the language development and academic achievement of children who are culturally and linguistically diverse. We are respectful and inclusive with children from all cultures with a non-English speaking profile. DCCI follows developmentally and culturally appropriate practices (DCAP) when working with young English Language Learners (ELL) and their families. We recognize developmentally equivalent behavioral patterns; give equivalent developmental milestones the same value; use familiar interactive styles; reinforce the values of the ELL family; address differences in home and school values and beliefs; and recognize that certain content or subject matter may be viewed differently by different cultures. The day care takes special consideration to a child's multidirectional, multidimensional, multiethnic, and multilingual development; their culturally-based ways of knowing and understanding the world; the ongoing sociocultural changes they experience; and their dynamic family structures, cycles, and environments. Our program strives for cultural competence. As an organization we have a defined set of values and principles, and demonstrate behaviors, attitudes, policies and structures that enable them to work effectively cross-culturally; have the capacity to (1) value diversity, (2) conduct self-assessment, (3) manage the dynamics of difference, (4) acquire and institutionalize cultural knowledge, and (5) adapt to diversity and the cultural contexts of the communities we serve; and incorporate the above in all aspects of policy making, administration, practice, and service delivery, and systematically involve consumers, key stakeholders, and communities (NCCC, 2009).

## **Clothing / Supplies**

Please dress your child(ren) in clothes appropriate to the weather. The children go outside each day unless it is raining. If your child is too sick to go outside, he/she may be too sick to be at the center.

Children need an extra, complete set of clothes in the event of an accident. Parents whose children do not have clothes to change into will be called to pick-up their child or to bring in clothes.

- Any supplies that are needed will be written on the child's daily report.
- All clothing and supplies must be labeled.
- ***ALL CHILDREN MUST WEAR SNEAKERS/SOCKS*** in order to participate in activities.
- Diapers/Pull-Ups, & Wipes are included in the tuition for Care Bears, Fozzie Bears, and Gummi Bears.

## **Toys from Home**

Children are not permitted to bring in toys from home with the exception of "Show-n-Tell" day. The younger children who need a "cuddly friend" to sleep with may bring one and leave it in their locker until naptime.

## **Babysitting Policy**

Our staff is strictly prohibited from babysitting for any family enrolled in our program.

## **Snacks and Lunch**

We will provide two (2) snacks a day: one morning and one afternoon. It will consist of fruit, crackers, cheese, vegetables, muffins, etc. At times, the children will make their own snacks. Menus are posted in each room. Any parent who wants to bring in something for their child's birthday may do so, as long as it is not candy. Please be cognizant of food allergies posted.

Nutritious lunches are provided by the parent(s) and should consist of finger foods after a child is 12 months old. All lunches should be nutritious and something your child will eat. A nutritious lunch includes all 4 food groups (protein, grain, dairy, fruits/vegetables). No candy or soda should be sent in.

There is a Special Lunch (Thursdays) Menu sent out every 2-3 months.

## **Food Allergies**

If your child has any food allergies please notify the Office in writing. Provide a doctor's note indicating the nature of the allergy and the steps that should be taken in the event of an allergic reaction. Epi-pens must be in their original prescription box and will be kept with the classroom teacher. A medication log and physician's prescriptive note must be given to the Director prior to the child's attendance. A general letter notifying other classroom parents will be sent out and posted to make them aware of the allergies.

(Forms available on website <https://daycarecentersinc.com/forms/>)

## **Classroom Information**

Children are supervised at all times.

### **Infants\***

#### **Keystone Star Program**

This brightly decorated room is for our infants where the teacher and assistants provide loving, individual care in a comfortable atmosphere. Daily activities include feeding and sleeping schedules, infant stimulation, tactile experiences, art activities, etc. The staff interacts with the children by playing games such as peek-a-boo, singing and dancing, building block towers and knocking them down, outside play twice a day (weather permitting) among many others. The room is divided into two sections to allow age appropriate play.

In order to protect infants from one (1) to twelve (12) months of age we will follow the “Back to Sleep” campaign for protection and the prevention of SIDS. For additional information on SIDS please ask a staff member.

### **Young Toddlers\***

#### **Keystone Star Program**

This very spacious room is perfect for the adventurous toddler. A large portion of the room is designed to provide an environment suitable for their active, inquisitive nature. There are 2 groups formed in the room, each with a teacher and assistant(s). Each group acts independently of the other to allow for optimal, individual care with time set aside for larger group experiences. Their day is planned with many fun and exciting activities that stimulate their curiosity and encourage their independence. Activity abounds throughout the day with circle time, singing, dancing, building puzzles, eating and even napping! Toilet training is introduced with the help of the parent(s).

### **Older Toddlers\***

#### **Keystone Star Program**

This special, cozy room is a haven for older toddlers. A smaller room with fewer children provides the perfect environment for preparing this age group for the preschool experience. Filled with art and social play, this room offers many small and large group activities. Academics are introduced such as the alphabet, shapes, colors and numbers. The finishing touches of toilet training are also addressed so that they are ready to move to preschool.

**\*Diapers, Pull-Ups, Wipes included**



## **Preschool**

### **Keystone Star Program**

#### ***Quality Pre-School Program,***

These bright and cheery rooms are perfect for preschoolers ready to manipulate things in their world. With hands-on activities, the alphabet, numbers, colors, shapes and opposites become an integral part of the curriculum. Through child-directed play and activities, they learn about themselves and how they interact with the environment and each other, both in the classroom and outside. Themes are used to simulate thought and creativity and are spread throughout the curriculum including Pre-Reading, Math, Science and Social Studies. Gym and music class are also provided.

## **Pre-Kindergarten**

### **Keystone Star Program**

#### ***Quality 4-5 Year Old Pre-K Program,***

You can feel the energy as soon as you step into this fun-filled den for 4-5 year olds. These enthusiastic learners follow a Pre-Kindergarten curriculum based on the Early Learning Standards. The teacher sets the room up to allow for individual progress to accommodate those who are ready to advance to more academics and those who are still learning more at a social level. Pre-Reading, Math, Writing, Science, Social Studies, Art, Gym, Music, and Social Skills comprise the major parts of the curriculum. They use the same approach as the 3-4 year old program such as child-directed activities and themes.

## **Before / After School**

### **Keystone Star Program**

This busy room is for our before and after school program for children in grades Kindergarten through 5<sup>th</sup> grade who attend Copper Beech Elementary School. A variety of activities including arts and crafts, computer, video game systems, as well as inside and outside sports are offered. Homework supervision is offered in a quiet library setting. Early dismissal and holiday care is available upon request for enrolled students. Children choose their activities and help the teachers with the planning.

## **Summer Camp**

### **Keystone Star Program**

We offer terrifically transformed summer classrooms that are divided by grades K to 6. Each group has a teacher and an assistant who work closely with the campers to create a fun, exciting, sometimes exhausting experience! Every week is filled with trips to area amusements, swimming at the township pool, special event days, arts and crafts, computers, video games, etc. Weekly themes help bring reading, science, and math enrichment into the program in a fun, relaxed way. Registration for camp starts in January each year. We fill up quickly so don't delay! This camp is worth every penny! Our campers love the experience so much they come back to work for us when they are 18.

**There is alternate care provided for Summer Campers on trip days.**

All paperwork for the Summer Camp program is available the first of each year on the website:

<https://daycarecentersinc.com/forms/>.

## **Staff Requirements**

A certified teacher supervises each room. The assistant supervisors are well trained and have at least two years experience working with children. All personnel hired are carefully screened and must have a bi-yearly physical, an initial TB screening by the Mantoux method, a review of immunization status, a criminal background check, child abuse and neglect clearances, and FBI Fingerprinting Clearances. Additionally, the staff is required to have at least two written references on their ability to deal with children. Staff is hired without regard to their race, color, religious creed, disability, ancestry, national origin, age, or sex. Day Care Centers, Inc. is an Equal Opportunity Employer (EOE).

The staff is required to attend workshops and conferences to broaden their scope of knowledge in early childhood development in accordance with the Department of Human Services (DHS) regulations and Keystone STAR Standards. This could involve 12-24 hours of Child development training a year. Staff maintains current CPR and First Aid certification, as well as Fire/Emergency and Water Safety certification.

Staff meetings are held monthly. If a parent wishes to have something addressed at this meeting, please inform office personnel.

## **Fire and Emergency Procedures**

The children are taught what to do in case of a fire or natural disaster. During the year, we practice fire drills and emergency evacuation drills. In the event of an emergency which warrants an evacuation, the children will be evacuated to the nearest, safest, available shelter as directed by authorities. Parents will be notified by phone/email as soon as possible and information will be broadcasted on our [website](#), [Facebook](#), [Procure](#), [ABC](#), [NBC](#), and [FOX news](#).

## **Bad Weather or Extreme Conditions**

Parents will be notified as soon as possible if the center will close. Under most circumstances, we will attempt to open or stay open. School Closings will be broadcasted on [Facebook](#), [Procure](#), [ABC](#), [NBC](#), [FOX](#), and the website. E-Mail Alerts will be sent through [Procure](#). Emergency evacuation plans are in your original paperwork and can be viewed in any room. Information and instructions will be posted as described above in the event we are instructed by authorities to go into "lock-down."

## **Discipline/Suspension/Expulsion**

Discipline consists of redirecting behavior, time away from activity, or with a teacher. Peace tables are set up in preschool and school-aged rooms to help children sort out their differences using conflict resolution techniques. We strive to create positive climates and focus on prevention. We have developed clear, appropriate, and consistent expectations and consequences to address disruptive behaviors. We ensure fairness, equity, and continuous improvement. These objectives apply equally to all settings that serve young children and require support for and from the adults, as well as the children in those settings. A definite course of action will be established between the parent(s), student, and staff for a child who is a continuous discipline problem. We reserve the right to deny services if a family member behaves in a manner which is considered threatening/harmful to students, staff, other families, or family members.

## **Biting**

If you are enrolling a toddler, you need to be aware that some toddler's go through a "biting stage". This is a very normal, although undesirable, developmental process. Teachers try to eliminate the biting before it starts through close supervision. If a child does bite, we will attend to the child who was bitten, then address the issue with the child such as, "no biting" or "biting hurts". If a toddler is biting because he/she is teething, we will supply a teething ring to soothe the gums.

### **Fighting / Abuse / Weapon Policy**

**DAY CARE CENTERS, INC.** has a “No Tolerance for Violence” policy. Any physical or verbal abuse including bullying of students or teachers will not be accepted. Any such behavior will be dealt with immediately. **DAY CARE CENTERS, INC.** reserves the right to suspend or expel any student or family when deemed warranted. **LOCAL AUTHORITIES WILL BE CONTACTED AND CHARGES WILL BE FILED IF A STUDENT OR ADULT BRINGS A WEAPON OF ANY KIND ONTO THE CENTER PREMISES OR INTO THE BUILDING.**

### **Reporting Suspected Child Abuse and Neglect**

Our staff is mandated by state law to report any suspicion of child abuse or neglect. Staff that fail to report their suspicions could be subject to imprisonment. We will not violate this law and do report any suspected abuse or neglect to the appropriate authorities. If you have any questions about this policy, please contact the office.

### **Confidentiality**

The Center will take all steps to protect the rights of your family. From time to time, you may ask our staff for information about another child that we cannot release to you because of the confidential nature of the information. We believe that all children and families have the same rights to privacy. If you have any questions about this policy, please contact the office.

### **Class Trips**

The school-agers will take various field trips during the summer camp.

**DAY CARE CENTERS, INC.** uses a private transportation company for all trips. Parents are welcome as chaperones and are expected to follow Day Care Center policies and procedures.

We require all children who are going on the trip be completely toilet trained unless a parent/guardian accompanies them. (Some venues may not be set up to facilitate changing a child comfortably.) Additionally, all children must wear a “**DCCI Camp**” shirt to help in keeping the group(s) together. T-shirts are included in the registration fees.

### **There is alternate care provided for Summer Campers.**

**Since our trips are scheduled in advance and prepaid, we are not able to offer refunds when the child is unable to attend.**

### **Non-Custodial Parents**

In the absence of a court order to the contrary, **DAY CARE CENTERS, INC.** will provide the non-custodial parent with access to the academic records and related information regarding their child. It is the responsibility of the custodial parent to provide **DAY CARE CENTERS, INC.**, with an official copy of a court order stating otherwise.

Additionally, it is the responsibility of the custodial parent to provide **DAY CARE CENTERS, INC.** with a copy of the custody section of the divorce decree or an official copy of the custody order. This is necessary in determining when, if ever, the child can be released to a non-custodial parent/guardian.

### **Civil Rights Compliance**

**DAY CARE CENTERS, INC.** complies with civil rights laws and regulations. We are an equal opportunity employer. A copy of such set regulations is posted and may be obtained in the office. Any complaints of discrimination should be directed to:

U.S. Department of Health and Human Services  
Office for Civil Rights  
Suite 372, Public Ledger Bldg.  
150 South Independence Mall West  
Philadelphia, Pennsylvania 19106-9111

### **Irreconcilable Differences**

In the event of irreconcilable differences between the center and the parent, the center reserves the right to terminate care.

### **Website**

Visit our website at [www.DayCareCentersInc.com](http://www.DayCareCentersInc.com) for up-to-date information, center happenings, job opportunities, registration forms, etc.

### **Facebook**

Like us on [Facebook](#)! Keep up on all the news, events, and fun!

