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**Please keep scrolling down to get to  
Handbook Cover**



# Cocalico Care Center

## FAMILY HANDBOOK

**2025-2026**

*Revised February 2026*

*See separate COVID-19 Health & Safety Plan found on our website for overview of adjusted policies and procedures when needed*



## Cocalico Care Center

# WELCOME

Dear Family,

Welcome to the Cocalico Care Center! The Cocalico Care Center, CCC, is an outreach ministry of St. John's United Church of Christ. The children participate in prayers before meals and snacks, daily classroom devotions/lessons, and celebrate a monthly children's message with the Pastor in the church sanctuary.

The Cocalico Care Center was started in 1989 and welcomes all families regardless of their race or religion. What started as an outreach mission of the church with one staff member and three students has grown over the last twenty years to a facility that services preschool through 5<sup>th</sup> grade students.

The Cocalico Care Center continues to strive to provide a safe, loving & Christian environment for children of the Denver and the surrounding communities. Special thanks goes to the Foundation Committee, Consistory, and members of St. John's UCC. Without the support of excellent staff, outside sources, and volunteer aid, CCC would not be able to continue its mission.

If at any time you or your family have questions regarding the information that is presented in this manual, please see the Director of the Care Center or your child's classroom teacher. Each school year the center provides an opportunity for policies to be reviewed at our Back to School Night and we encourage each family to participate in this informative event. This manual, while not an implied or expressed contract, states in general terms the policies our staff follow regarding rules and regulations that are enforced in our facility. This manual is designed to assist families with immediate information when questions arise regarding certain policies and procedures.

Thank you for choosing Cocalico Care Center. We look forward to providing your child with a caring and enriching environment.

Sincerely,

Staff of Cocalico Care Center  
(717)-336-4007

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## **FAMILY ACITIVITES**

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## ABOUT US

### *Philosophy*

Our philosophy of education at the Cocalico Care Center is based on the individuality of each child. We believe in creating a hands-on, child centered environment where each child can learn and grow at a pace that is right for him/her. In doing this, we provide developmentally appropriate activities for all children in areas of cognitive, motor, language, socialization, and self-help skills. We offer a balanced variety of teacher directed activities and child directed discovery activities, as well as quiet and active times, within the context of a stable routine, which promotes each child's sense of security.

### *Mission*

The Cocalico Care Center is an outreach ministry of St. John's United Church of Christ. The purpose of the Cocalico Care Center's team of childhood professionals is:

- To provide a safe, loving, & Christian environment.

- To ensure that extensive learning and teaching is achieved through physical, social, academic, and moral experiences for every child using the PA State Standards.

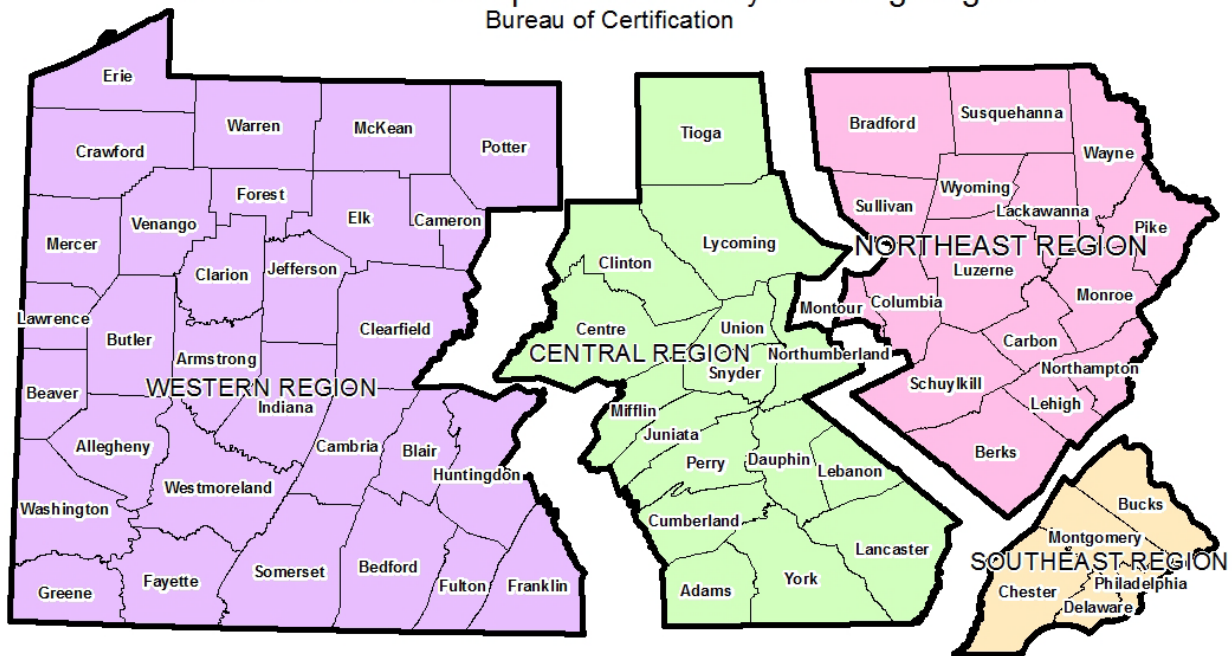
- To provide support for the parents/guardians and their children.

### *Certification*

The center is an organization that provides educational experiences and care for children 3 years of age to 5<sup>th</sup> Grade. Our program is licensed by the Pennsylvania Department of Human Services and complies with the standards that are set forth by that department. The Cocalico Care Center depends on fees collected from parents, grants, donations, and fundraisers to purchase items for the facility.

The center is licensed by the Pennsylvania Department of Human Services (DHS), the Office of Child Development with an annual licensing inspection in the spring. The center is also a star recipient in the Keystone Stars program. This program identifies child care programs in Pennsylvania who **exceed** state health and safety requirements. Policies in handbook that directly relate to the Keystone STARS Program Performance Standards are indicated in green by criteria number.

Office of Child Development and Early Learning Regions  
Bureau of Certification



Have a question or complaint about a child care facility?  
Please contact your regional Office of Child Development and Early Learning.

**Lancaster County:**

Central Region OCDEL  
PO BOX 2675  
Forum Place, 6<sup>th</sup> Floor  
Harrisburg, PA 17105  
(717) 772-7078  
Toll Free: (800) 222-2117  
Fax: (717) 705-8233

DHS regulations are available upon request or ask a classroom teacher to view their classroom copy. You may also find them by visiting:

<http://www.pacode.com/secure/data/055/chapter3270/chap3270toc.html>

**STARS Program**

The Cocalico Care Center voluntarily participates in the Keystone STARS program, a Pennsylvania initiative for quality measurements and assurance in early childhood care.

Currently, the Cocalico Care Center has earned a STAR 4 rating, on a 4 point scale. STAR levels are based on quality standards in four key areas:

**Staff Education:** early childhood teachers have training and knowledge for working with young children.

**Learning Environment:** the program has a variety of materials and activities for each age and level that makes it possible for children to learn something new every day.

**Leadership & Management:** a quality program has to have sound business practices to ensure your child's safety and early learning.

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Family & Community Partnerships: parents and community members are encouraged to become a part of the child's learning progress.

Policies in handbook that directly relate to the Keystone STARS Program Performance Standards are indicated in green by criteria number.

### **Definition of Family**

In this handbook we refer to family as a parent, legal guardian, sponsor or anyone else who provides for the well-being, best-interest and responsibility of the child in our care.

### **Hours of Operation**

Child care services are provided from 6:00 AM to 6:00 PM Monday through Friday.

### **Holidays**

We are closed for the following 2024-2025 holidays:

*July 4<sup>th</sup>*- or celebrated day

*Labor Day* - September 1, 2025

*Columbus Day*- October 13, 2025

*Thanksgiving*- Thursday & Friday November 27 & 28, 2025

*Christmas*- December 25<sup>th</sup> 2025 till January 5, 2026

(**NO care** will be provided the week after Christmas- December 26,29,30,31, 1 & 2)

\**New Years*- January 1, 2026

\**Easter*- Good Friday April 3 and Easter Monday April 6, 2026

*Memorial Day*- May 25, 2026

**August Staff Work Day- TBD based on school district calendar**

### **Admission & Enrollment**

Based on the availability and openings, our facility admits children from 3 years old to 5<sup>th</sup> grade

Initial enrollment is contingent upon receipt of the completed Registration paperwork required for child's complete file.

An initial enrollment fee of \$45.00 is due at the time of enrollment. This fee is non-refundable and is an annual fee that is billed at the start of each new school year.

The Registration form and Financial Agreements are not meant to serve as contracts guaranteeing service for any duration.

All admission and enrollment forms must be completed and enrollment fee and first tuition payment paid prior to your child's first day of attendance.

Parents are required to notify the Cocalico Care Center immediately, should any of the information collected at the time of enrollment or any time thereafter changes. Failure to do so may result in the child(ren) being dis-enrolled from the program and forfeiture of any monies paid.

Our process for introducing children to our program is encouraging the family to participate in scheduling a tour to visit the building, meet the staff, and see their classroom. If unavailable to schedule a tour our staff will assist family on the first day in finding classroom and meeting staff.

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*The Cocalico Care Center reserves the right to dismiss any parent or child at any time with or without cause. Continued enrollment is also based on timely payments of all fees and tuition.*

### **Non-Discrimination**

Children are admitted without regard to race culture, sex, religion, national origin, or disability. We do not discriminate on the basis of special needs as long as a safe, supportive environment can be provided.

At Cocalico Care Center 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.

Any parent who believes they have been discriminated against, may file a complaint of discrimination with:

Cocalico Care Center or St John's United Church of Christ: Consistory  
659 S. 4<sup>th</sup> Street  
PO Box 37  
Denver, PA 17517

Department of Human Services  
Bureau of Equal Opportunity  
Room 225, Health & Welfare Building  
PO Box 2675  
Harrisburg, PA 17110  
Inquiries: 717-787-1127  
(within 90 days from the date of incident)

PA Human Relations Commission  
333 Market Street, 8<sup>th</sup> floor  
Harrisburg, PA 17101  
Inquiries: 717-787-4410  
(within 180 days from the date of incident)

U.S. Department of Health and Human Services  
Office for Civil Rights  
200 Independence Ave, S.W.  
Room 509 HHH Bldg.  
Washington, DC 20201  
Customer Response Center: 800-368-1019 (within 180 days from the date of incident)

### **Family Activities**

Each family is a child's first teacher. We value families as partners in the growth and development of children in our program. We encourage parents and other family members to be involved in the program, visit children's classrooms, participate in events, and provide feedback on the program. We offer a variety of ways in which families can participate in helping us establish and reach our program goals.

Please see the list of Family Activities at the end of this handbook. **{FC.3.4.4}**

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## Confidentiality

Unless we receive your written consent, information regarding your child will not be released with the exception of information required by our regulatory and partnering agencies. All records concerning children at our program are confidential.

Due to our commitment to protect the privacy of our children we ask that if families have a concern regarding their child, they direct questions to lead teacher, coordinator, or director.

## Staff Qualifications

Our teachers and staff are hired in compliance with the state requirements and qualifications as a base minimum.

Caregivers participate in orientation and ongoing training in the areas of child growth and development, healthy and safe environments, developmentally appropriate practices, guidance, family relationships, cultural and individual diversity, and professionalism.

Caregivers are prohibited from entering into employment arrangements with families (i.e. babysitting).

Any contact between families and our caregivers outside the programs and services we offer is a private matter, not connected or sanctioned by Cocalico Care Center.

## Child to Staff Ratios

Children are supervised at all times. All caregivers receive scheduled breaks which reduce fatigue and help to ensure alertness.

We maintain the following standards for child to staff ratios per DHS requirements:

Age	Child to Staff
3 year-olds	<u>10 to 1</u>
4 year-olds	<u>10 to 1</u>
5 year-olds	<u>10 to 1</u>
6 to 8 year-olds	<u>12 to 1</u>
9 to 12 year olds	<u>[12 to 1]</u>

Source: National Resource Center for Health and Safety in Child Care and Early Education.

## Communication & Family Partnership

### {FC.2.3}

**Daily Communications.** Daily notes from center staff will keep you informed about your child's activities and experiences at the center. Notes can be placed into your child's mailbox at the end of the day or shared electronically. (More information will come from your classroom teacher).

**Bulletin Boards.** Located throughout the center, bulletin boards provide center news, upcoming events, faculty changes, holiday closing dates, announcements, etc.

**Newsletters.** Monthly center-wide newsletters provide center news, events, announcements, etc. These newsletters are available on family wall and sent via email.

**Email.** We will use the email address you provide to regularly send you announcements, event invitations, newsletters and general updates.

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**Family Surveys.** Family surveys are periodically sent out requesting feedback regarding the program and your comfort within our building. Additionally, suggestion cards are located at the tuition drop box.

**Family Visits.** Family participation is encouraged. Visit our classrooms, volunteer, come along on a field trip, or eat a meal with your child.

**Family Night.** Family nights are periodically scheduled at Cocalico Care Center. These nights may include snacks, drinks and fun filled age-appropriate activities for families. Family Nights allow families and children time to share, learn, and have fun. Families have an opportunity to be a part of their child's learning experience and connect with other families.

**Conferences.** Family & teacher conferences occur three times a year. During these conferences, we will discuss your child's strengths, likes and dislikes, and styles of learning. We will work together to set goals for your child's growth and development. You may request additional conferences regarding your child's progress at any time. We encourage you to communicate any concerns. **{FC.3.4.2}**

**Family & Community Advisory Group.** The FCAG consists of parents, the center director, church members, and the pastor of St. John's United Church of Christ. FGAC meetings are held the first Tuesday every other month. Decisions concerning the center require approval of the Family Community Advisory Group as well as the Church Consistory Board. Announcements regarding openings are sent out as needed. Members are asked to serve 1 year terms. **{FC.3.4.4}**

### ***Open Door Policy***

We are delighted to have family members participate in our program. Parents/Guardians are welcome to visit the program any time during regular program hours.

Open Door Policy does not mean the doors will be unlocked. For the safety and protection of the children, external doors will be kept locked at all times.

Our team will always do their best to speak with parents/guardians. Since staff days are devoted to caring for children, it is usually not feasible to have a long discussion during regular program hours. If a situation requires a longer discussion, kindly arrange for an appointment.

### ***Publicity***

Occasionally, photos will be taken of the children at the center for use within the center or on our website. Written permission will be obtained through enrollment packet.

Unless the family indicates that they want their child to participate, we will not use pictures and names of children for publicity.

## **CURRICULA & LEARNING**

### ***Learning Environment***

We provide a rich learning environment with curricula that are developmentally appropriate to the specific ages in each classroom. We have a flexible day routine that allows children to advance at their own pace. We strongly believe that learning happens through play. Learning and exploring are hands-on and are facilitated through interest areas. Our program is designed to enhance children's development in the following areas: creativity, self-expression, decision-

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making, problem-solving, responsibility, independence, and reasoning. We encourage openness to that which is different from us, and the ability to work and play with others.

### **Curricula & Assessment**

Cocalico Care Center uses the Creative Curriculum. **{EC.3.4.1}**

Tools like Work Sampling Assessment (for Elm room) and Teaching Strategies Gold Assessment (for Full Day preschool classrooms) are used to assess each child. As part of these assessments, we gather information about each child's developmental abilities and evaluate progress so we can modify and adjust what we are doing in our classroom so as to deliver the best individualized instruction for each child. This evaluation is communicated to families periodically during the school year using various formal and informal tools, forms, and resources. **{EC.3.4.2}**

For information about your child's day, please see copies of daily schedules and lessons plans posted in each classroom.

### **Developmental Screening**

Cocalico Care Center uses the Ages and Stages Questionnaire for children up to 60 months old. In order to ensure that the needs of each child can be met through our learning program, a developmental screening will be completed and shared with families within 45 days of entry into Cocalico Care Center. Initial screening of children will give a baseline and will allow staff to individualize instruction to support each child, to identify possible special needs or learning difficulties, and to meet program accountability requirements in our state. If needed, referrals to community resources will be given to the family for any identified, needed services.

To coincide with curriculum-based assessment(s), we monitor each child's achievement of developmental milestones, share observations with parents/guardians, and provide resource information as needed for further screenings, evaluations, and early intervention and treatment. The developmental screening process is a collaborative one, involving parents/guardians and done in conjunction with the child's primary care provider and health, education, and early intervention consultants. Developmental screening is conducted with written consent from the child's parent/guardian(s). **{EC.2.3}**

### **Outings and Field Trips**

Weather permitting; we conduct at minimum 180 minutes of supervised outdoor play and/or walking trips around the neighborhood throughout the day for all children. Children are accounted for at all times. A permission statement for participation in walking trips is included in the enrollment package.

From time to time, there will be supervised field trips, and we encourage you to join your child on the trip. *Permission Slips* for each trip must be signed by the child's family.

For field trips, please dress your child appropriately for the season. Walking shoes are a must. Sandals and flip-flops are not appropriate for walking and make it difficult for your child.

The safety of children and staff will be guarded in all activities of child care programs. Proper restraint systems (seat belts) and the correct use of them are critically important during travel to/from the child care program as well as during field trips.

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## ***Transitions***

Your child's transition in child care should be a positive and exciting learning adventure. We will work with you and your child to ensure the smoothest possible transition occurs as new routines and new people are introduced. **{FC.2.2}**

### ***Transition from home to center***

Prior to your child's first day, you will have an opportunity to tour the center, meet with your child's peers and teachers, and communicate any anticipated concerns. At this time please share the best communication methods that the teacher may use to reach you.

### ***Transition between learning programs***

Children are transitioned to the next program based on age, developmental readiness, state licensing requirements, and space availability. During the transition, current and future teachers will be available to meet with you to propose a plan to introduce your child into the new classroom. A form acknowledging this transition will be sent home to be signed and returned.

### ***Transition to elementary school***

Transition activities such as a field trip to a local elementary school will be planned by staff. Weekly themes will help to prepare children for transition. Family conferences are offered where staff will answer parent questions. We are able to provide you with information on local schools, what to expect, and ideas on how to talk to your child about going to elementary school.

### ***Transition for before/after school care***

Children who are of school age may continue with before/after school care at our center. Denver Elementary children will be walked to and from the elementary building. If your child will be attending Adamstown or Reamstown Elementary the center will provide staff to ensure that your child arrives at the bus stop for pick up (before school) and drop off (after school) in a timely manner. The Supplemental Enrollment Form must be completed and on file with the center in order to be eligible for this service and all bus fees must be paid.

## ***Electronic Media***

Our normal daily routine does not include electronic media (television/TV, video, DVD) viewing and computer use, but from time-to-time we may use a television show or movie without advertisements as a teaching aid and discussion stimulator. All Electronic Media will be screened prior to use and will consist of non-violent and high-quality educational material. Our focus is to provide your child with a positive experience with increased understanding of the world. Electronic Media will be offered only as a free choice, used to meet a developmental goal, and limited to no more than 15 minutes per week per child. Special activities including electronic media will be announced prior and may be longer than 15 minutes.

## ***Multiculturalism***

Multiculturalism is vital for all children because it sets social goals and promotes respect for all people and the environment we inhabit. We utilize books, music, games, and a wide range of activities as aids to teach our children respect for our world and the diversity of life upon it.

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## ***Celebrating Holidays***

Our holiday celebrations encourage an enhanced understanding of and respect for different cultures and beliefs of children, families, staff and community.

## ***Rest Time***

After lunch, all full day preschool children, participate in a quiet rest time. Children are not required to sleep and may be given quiet activities.

School age children, although not required, shall be provided an opportunity for a regular rest period if the child desires. For children who do not want to rest, a space and time for quiet play will be made available.

## ***Toilet Training***

The most important factor in making the toilet learning experience successful and as low-stress as possible is a family/teacher partnership that supports the child. Research indicates that children cannot successfully learn how to use the toilet until they are physically, psychologically, and emotionally ready. Many pediatricians say that most children under 24 months of age are not physically capable of regulating bladder and bowel muscles. Most positive toilet training occurs only after children show signs of physical control or awareness of their bodily functions and when they demonstrate an interest or curiosity in the process. We are committed to working with you to make sure that toilet learning is carried out in a manner that is consistent with your child's physical and emotional abilities and your family's concerns.

## **GUIDANCE**

### ***General Procedure***

Cocalico Care Center is committed to each student's success in learning within a caring, responsive, and safe environment that is free of discrimination, violence, and bullying. Our center works to ensure that all students have the opportunity and support to develop to their fullest potential and share a personal and meaningful bond with people in the school community.

Thoughtful direction and planning ahead are used to prevent problems and encourage appropriate behavior. Communicating consistent, clear rules and involving children in problem solving help children develop their ability to become self-disciplined. We encourage children to be fair, to be respectful of other people, of property, and to learn to understand the results of their actions. Cocalico Care Center follows a discipline philosophy that reflects positive guidance with children. If necessary, staff and administration will create an action plan to address problems.

### ***Inclusion***

Cocalico Care Center 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 his/her individual capabilities and needs. **{EC.2.4}**

If your child has an identified special need (IEP/GIEP/IFSP), staff will work with outside resources and follow all plans for that child.

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If a teacher has concerns regarding a child's development, developmental or behavioral, they will use the following checklist as a guide to obtain services or seek professional assistance:

1. Complete Initial Enrollment Process- 45-day Observation, screening tools, offering conference.
2. Complete 1 Developmental Checklist
3. Keep child's portfolio updated.
4. If possible, collect samples of the child's most recent work that displays the issue in question or keep documentation and observation of behaviors.
5. Keep parents updated and share information through informal contact
6. Staff, Parents and/or Director hold conference to review what services are available for child, complete referral forms if applicable.
7. Staff uses information gathered from conference and observations to create Action Plan for Child.
8. Staff or Parent call for a referral- as outlined in Action Plan

CCC may dismiss a child at any time if families are not in compliance with program policies or the outlined Action Plan created for students' individual needs.

### ***Referral to Outside Resources Procedure***

When a program staff member determines a family or child is in need of outside services such as medical, dental, developmental, financial, mental health, clothing, food, shelter, etc. the staff member will assist the family by following the procedure below. **{FC.3.4.1}**

#### ***Responsibility & Accountability***

This policy applies to all staff and is strictly enforced by the director. Staff will be trained in this policy during orientation and the policy will be reviewed with staff annually. Failure to comply with this policy is grounds for written warning and corrective action. Repeated failure is grounds for termination.

#### ***Procedure***

1. The staff member will communicate the need, in confidence, to the director or administrator.
2. If it is a behavioral or developmental concern the staff will complete a 45-day observation, complete a developmental checklist, update child's portfolio with samples of recent work that displays area of concern, and request a conference with parent.
3. The staff member and director or administrator will confer on the subject and determine if the circumstance indicates need for a third party professional. If a professional is required, the director or administrator will schedule a meeting with the parent.
4. If no third party professional is required, the director or administrator and staff member will confer and agree who will communicate the referral to the family.
5. After a reasonable amount of time, the person who communicated the outside resource will check back with the family to make sure the referral was helpful. If it was not, additional resources will be sought.

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## ***IEP/IFSP Implementation Procedure***

In order to ensure that the needs of children with an Individualized Education Plan (IEP) or an Individualized Family Service Plan (IFSP) are met, the following procedures will be implemented **{FC.2.1}**:

### ***Director will:***

- Ask all families to complete a request form for a copy of a child's IEP/IFSP. This request will be placed in each child's file.
- File all copies of IEP/IFSPs in child's file in order to be readily available to share with teaching team.
- Provide copies of IEP/IFSP goals to the child's teacher(s) and discuss strategies for meeting the goals.
- Contact early intervention staff/consultants to schedule periodic meetings with child's family and teacher(s) to discuss the child's progress and to increase strategies in adapting IEP/IFSP goals in classroom activities and routines.
- Request permission from families to attend any meetings with the early intervention team related to changes to the IEP/IFSP.
- Monitor teachers' work towards supporting the child in meeting IEP/IFSP goals.
- Request additional help from early intervention team if needed.
- Ensure teachers conduct family conferences to report on progress.

### ***Teaching Team will:***

- Observe and document the child's progress towards goals weekly and use their notes to individualize lesson plans.
- Complete a communication log between home and the teachers daily for each child with an IEP/IFSP.
- Prepare for and conduct family conferences at least 3 times a year to share progress on IEP/IFSP goals, the child's development, and participation in the classroom.
- Meet with the family to plan for and discuss transitioning to new classrooms or programs. An individualized plan will be created as needed to ensure successful transition for the child.

## ***Language Development***

Care Center supports language development and acquisition for all children, including those whose home language is not English. When a child's first language is not English staff will support child by using their home language, gestures, communication devices, sign language, etc. as needed. **{EC.3.4.4}**

## ***Challenging Behavior***

Children are guided to treat each other and adults with self-control and kindness.

Each student at Cocalico Care Center has a right to:

- Learn in a safe and friendly place
- Be treated with respect
- Receive the help and support of caring adults

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When a child becomes verbally or physically aggressive, we intervene immediately to protect all of the children. Our usual approach to helping children with challenging behaviors is to show them how to solve problems using appropriate interactions. When discipline is necessary, it is clear, consistent and understandable to the child. We maintain a zero tolerance to bullying. If you have any concerns about this at any time, please report it to the Director of the Center.

### ***Physical Restraint***

Physical restraint is not used or permitted for discipline. There are rare instances when we need to ensure a child's safety or that of others and we may help a child by gently guiding her or him only for as long as is necessary for control of the situation.

### ***Notification of Behavioral Issues to Families***

If a child's behavior/circumstance is of concern, communication will begin with the parents as the first step to understanding the child's individual needs and challenges. We will work together to evaluate these needs in the context of our program, and we will follow the checklist outlined in the Inclusion section to address concerns.

On rare occasions, a child's behavior may warrant the need to find a more suitable setting for care. Examples of such instances include:

- A child appears to be a danger to others.
- Continued care could be harmful to, or not in the best interest of the child as determined by a medical, psychological, or social service personnel.
- Undue burden on our resources and finances for the child's accommodations for success and participation.

### ***Suspension and Expulsion***

We will do everything we can to support the children we serve. We will work together to create supports for children and the adults in their lives. A key part of maintaining a child's enrollment in an early learning setting is supporting the child's social-emotional well-being. We will take the following evidence-based measures to prevent and reduce the use of exclusionary discipline practices.

- Observation from a professional
- Quality coaching for teachers
- Documenting incidents
- A focus on teaching social/emotional skills
- Implementing environmental modifications
- Engaging in discussion with parents
- Seeking support services from specialists

Cocalico Care Center reserves the right to disenroll any child who demonstrates the inability to benefit from the type of care we offer at our facility, after attempts have been made to meet his or her needs, or whose presence is detrimental to the group. At this time the child's and parent's needs will be considered through referrals to other facilities or agencies. **{EC.2.5}**

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## TUITION AND FEES

### *Payment*

Payment is due weekly, based on current balance. Payment method will be selected via the Enrollment Packet and can be updated by speaking to office personnel. Payments may be made on-line via the MyTuitionExpress or set up through automatic deductions. If selecting to pay via cash or check payments must be placed in the tuition drop box, along with appropriate fees. Half Day program payments are due the last Friday of each month, as outlined in the *Enrollment Agreement*.

A non-refundable registration fee of \$45.00 is due upon enrollment and is charged annually in August. This fee will not be pro-rated.

### *Late Payment Charges*

Late payments can pose serious problems for our programs. Therefore, we have put procedures in place to reduce their impact.

If payment is not received on the day that it is due, a late fee of \$20 will be added to your next tuition payment for each week that it is late. If your account has not been paid in full within 30 business days, your child may be discharged from the program.

Any payments made will be applied to the oldest charges and late fees may still apply if the account is not paid in full by the next tuition due date.

If payment is more than 60 business days past due, we may attempt to recover payment and your account may be sent to a 3<sup>rd</sup> party collections agency.

### *Returned Checks/Rejected Transaction Charges*

All returned checks or rejected ACH (automatic debits) or credit card transactions will be charged a fee of \$25. This charge may be collected electronically. Two or more returned checks or rejected transactions will result in your account being placed on "cash only" status.

### *Late Pick-up Fees*

Late pick-up is not a normal program option and will only be considered as an exceptional occurrence. Late fees of \$2.00 per minute will be assessed beginning at 6:00 PM (*end of class for Elm room- 11:30 and 2:45*) and will be added to your account balance.

### *Special Activity Fees*

From time-to-time there will be additional fees associated with special activities or field trips. These fees are due prior to the event, activity or trip.

### *Additional Fees/Credits*

- A non-refundable enrollment/ registration fee of \$45.00 is due annually.
- Cash and Check payments will be charged a \$25 monthly fee for processing.
- Forgotten Lunch Fee \$5

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### **Transportation Fees**

A contract will be signed showing that families of children in 1<sup>st</sup>-5<sup>th</sup> grade using our transportation to Adamstown or Reamstown Elementary will be charged a weekly \$15 fee for this service. See Contract for more information.

### **Sibling Discounts**

The center offers a multiple child discount for siblings enrolled during the same year. The youngest sibling pays the full tuition rate and each additional child's tuition is discounted by 20% per child. Discounts are only applicable when tuition payments are made on time. The full tuition rate, plus any additional fees will be charged when payments are late.

### **Child Care Subsidies**

The Cocalico Care Center accepts child care subsidies. It is the parent's responsibility to contact the agency and complete all required paperwork. Parents of a subsidized child must pay the registration fee and complete all required paperwork on time to continue enrollment. Parents are also required to sign the financial agreement, agreeing to be personally responsible for the payment of tuition in the event they become ineligible to receive childcare subsidies

### **Credits & No Credits**

- **Credit will not be given for Sick Days**
- **Credit will be given for Inclement Weather** - if we do not open due to inclement weather on a day that your child is scheduled to attend, your account will be credited for that day. *Please note- Families receiving assistance and Elm families will not receive credit for inclement weather closings and delays.*

## **ATTENDANCE & WITHDRAWAL**

### **Absence**

If your child is going to be absent please call us at 717-336-4007. We will be concerned about your child if we do not hear from you.

If a school age child will not be attending before or after school care, please notify us at 717-336-4007

### **Vacation**

Children are granted vacation days, based on the number of days the child is enrolled in the program. *(Ex-if you are contracted for 5 days a week you receive 5 days of vacation to use)* Vacation days for Full day preschool and School Age students begin the first day of district school through end of the end of the school year. Elm Families are not eligible for vacation days.

**Summer Camp:** School Age will use summer camp registration forms to designate attendance. Preschool children will be given vacation days based on the number of days they attend. (Ex; If a student is part time 3 days they will be given 3 days to use during summer camp)

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## **Leave of Absence**

A leave of absence, for absences up to 12 weeks long, may be granted upon written request and approval from the board prior to absence. *A leave of absence will decrease the number of vacation days, if applicable. Families utilizing the leave will be charged a \$25.00 per week holding fee for the designated time their child is out of care.*

## **Withdrawal**

A written notice, two weeks in advance, is required by the center when a child is being withdrawn. Failure to notify will result in remaining fees being added to your account.

## **Transfer of Records**

Whether transitioning to the next program setting or to a new classroom, your child's records will be transferred internally.

If your child is transitioning to a new school, a written request from you with instructions to where the records should be sent is required.

## **Closing Due to Extreme Weather**

Should severe weather or other conditions (i.e., snow, storms, floods, tornadoes, hurricanes, earthquakes, blizzards, loss of power, loss of water) prevent us from opening on time or at all, notification to the families will be announced on Cocalico Care Center Website, [www.cocalicocarecenter.org](http://www.cocalicocarecenter.org).

If it becomes necessary to close early, we will contact you or your emergency contacts as soon as possible. Your child's early pick-up is your responsibility to arrange.

Half Day Preschool classes will be cancelled in the event of a district weather closing. If the Cocalico School District has a 2 hour delay the classes will run as follows:

2 hour delay- AM session 10:30-12:30

PM session 12:45-2:45

## **DROP-OFF AND PICK-UP**

### **General Procedure**

We open for care at 6:00 AM. Please do not drop-off your child prior to the opening. Parents are expected to accompany their children and sign them in.

We close at 6:00 PM. Please allow enough time to arrive, sign your child out, and leave by closing time.

Elm classroom operates 8:30am-11:30am and 11:45am-2:45pm.

### **Cell Phone Usage**

The times you spend in the center dropping off and picking up your child are the primary windows of time we have to communicate with you about your child. In order to make the best use of these opportunities, as well as to be attentive to your child and other children, we ask that you NOT use your cell phone at any time while visiting the center.

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## ***Authorized & Unauthorized Pick-up***

Your child will only be released to you or those persons you have listed as Emergency and Release Contacts. If you want a person who is not identified as an Emergency and Release Contact to pick-up your child, you must notify us in advance, in writing. Your child will not be released without prior written authorization. The person picking up your child will be required to show a picture ID as verification. Please notify your pick-up person of our policy.

Emergency Pick Up arrangements may be made by phoning the Cocalico Care Center office.

In order to safeguard your child we will need copies of any court ordered custody agreements. Without a custody agreement, we are not able to prevent the release of your child to a parent.

If a child has not been picked up after closing and we have not heard from you, attempts will be made to contact you, and the contacts listed as Emergency and Release Contacts. Provisions will be made for someone to stay with your child as long as possible, but if we have not been able to reach you or a person listed as an Emergency and Release Contact, we will call the local child protective services agency or law enforcement agency.

## ***Right to Refuse Child Release***

We may refuse to release children if we have reasonable cause to suspect that any person picking up a child is under the influence of drugs or alcohol, or is physically or emotionally impaired in any way that may endanger the child. To protect your child, we may request that another adult listed as an Emergency and Release Contact pick-up the child or we may call the police to prevent potential harm to your child. Reoccurring situations may result in the release of your child from the program.

## **PERSONAL BELONGINGS**

### ***What to Bring***

- **Preschoolers:** Packed Lunches, water bottles, at least one change of clothes, socks and shoes
- **Kindergarteners:** Packed Lunches, change of clothes, water bottles
- **Before & After School Care Children:** books for homework, appropriate play clothes, lunches (only for district closings, early dismissals and summer camp days).

Please label all items brought from home with your child's name (i.e., clothes, water bottles, diapers, crib sheet, blanket, etc.) to prevent items from becoming misplaced or lost. We are not responsible for lost or damaged items. Soiled clothing will be sent home on an as-needed basis for laundering and return to the center. Items may be sent to school in bags that are made of fabric or other material. As plastic bags are a suffocation hazard for children we ask that you do not send items to school in them.

### ***Cubbies***

Upon enrollment each preschool child will be assigned a "cubby." Cubbies are labeled with your child's name and photo. Staff will check your child's cubby on a daily basis for items that need to be taken home.

Every child will be given a file folder located near the entrance. Please check this folder daily for important information.

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## ***Lost & Found***

You can look for lost items and bring found items to the Lost-and-found Boat located at the entrance. Please note that we are not responsible for lost personal property.

## ***Toys from Home***

We request that you do not allow your child to bring toys from home into the center unless they are part of a show-and-tell activity.

Electronic toys and toys of “aggression” are not allowed at CCC and must be kept at home.

## **NUTRITION**

### ***Lunches***

We request that a packed lunch is provided by families. Healthy lunches are strongly encouraged, including a main food, fruit and/or vegetable, snack, and a drink. Please send utensils needed to eat meal, they will be returned home after use.

A \$5 fee will be charged to families when lunches are not provided by the child’s lunchtime.

Warm-ups are permitted during the school year, please limit them to 90 seconds or less.

Cocalico Care Center does not serve soda or candy for lunch. These items will be returned home if sent in child’s lunch box.

### ***Food Allergies***

If your child has a food allergy, you must notify us in writing so that we can make appropriate substitutions. The written notification should list appropriate food substitutions and must be updated at least annually. The Cocalico Care Center does its best to make reasonable accommodations on a case by case basis for those children on special diets due to allergies or for those individuals addressed by the Americans with Disabilities Act.

Food allergies can be life threatening and each child with a food allergy must have an action plan for emergency care completed by the family physician.

The CCC is not a peanut free facility.

### ***Meal Time***

- During meal time everyone sits at the tables.
- Children are encouraged to self-feed to the extent that they have the skills.
- Children are encouraged, but not forced to eat a variety of foods.
- Good table manners are modeled and encouraged.

### ***Breakfast***

- Breakfast will be served between 7:00-8:00 am. If your child will be arriving after 8:00 am, please make sure your child has had breakfast before arriving at child care.

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## Snack

- School Age child care participants will be offered a light snack after school. These snacks are not a meal.
- Full Day Preschool children are supplied with a snack around 3:00pm
- Half Day Preschool children are supplied with a snack during their care.
- Snack menus are posted for viewing by parents/caregivers outside of classrooms and in the main lobby area

## Birthday Treats

Please choose one of the following items if you would like to send a special birthday treat in for your child.

- A healthy snack
- A non-food item such as pencils, stickers, etc
- A special book to read in celebration of student's birthday
- A classroom toy or book donation made in the student's name.

## HEALTH

### Immunizations

Immunizations are required according to the current schedule recommended by the U.S. Public Health Services and the American Academy of Pediatrics, [www.aap.org](http://www.aap.org). Our state regulations regarding attendance of children who are not immunized due to religious or medical reasons are followed.

### Physicals

Routine physicals are required according to the current recommendations of the American Academy of Pediatrics, [www.aap.org](http://www.aap.org). A copy of your child's physical must be received no later than 30 days after enrollment. Families are responsible for assuring that their child's physicals are kept up-to-date and that a copy of the results of the child's health assessment is given to the program. Failure to comply may result in enrollment being terminated.

### Illness

For guidelines regarding illness policies Cocalico Care Center refers to *Caring for Our Children: National Health and Safety Performance Standards; Guidelines for Early Care and Education Programs; Third Edition. {LM.2.5}*

We understand that it is difficult for a family member to leave or miss work, but to protect other children you may not bring a sick child to the center. The center has the right to refuse a child who appears ill. You will be called and asked to retrieve your child if your child exhibits any of the following symptoms. This is not an all-inclusive list. We will try to keep your child comfortable but he/she will be excluded from all activities until you arrive.

- Illness that prevents your child from participating in activities.
- Illness that results in greater need for care than we can provide.
- Illness that poses a risk of spread of harmful diseases to others.
- Fever (100°F or higher) accompanied by other symptoms.
- Diarrhea – stools with blood or mucus, and/or uncontrolled, unformed stools that cannot be contained in a diaper/underwear or toilet, and/or more than three times during care.

- Vomiting – green or bloody, and/or more than 2 times during the previous 24 hours.
- Rash with fever, unless a physician has determined it is not a communicable disease.
- Pink or red conjunctiva with white or yellow eye discharge, until on antibiotics for 24 hours.
- Impetigo, until 24 hours after treatment.
- Strep throat, until 24 hours after treatment.
- Head lice, until treatment and all nits are removed.
- Scabies, until 24 hours after treatment.
- Chickenpox, until all lesions have dried and crusted.
- Pertussis (Whooping Cough), until 5 days of antibiotics.
- Hepatitis A virus, until one week after immune globulin has been administered.
- Tuberculosis, until a health professional indicates the child is not infectious.
- Rubella, until 6 days after the rash appears.
- Mumps, until 5 days after onset of parotid gland swelling.
- Measles, until 4 days after onset of rash.
- Has a physician or other health professionals written order that child be separated from other children.

Children who have been ill may return when:

- They are free of fever, vomiting and diarrhea for 48 hours.
- They have been treated with an antibiotic for 48 hours.
- They are able to participate comfortably in all usual activities.
- They are free of open, oozing skin conditions and drooling (not related to teething) unless:
  - The child's physician signs a note stating that the child's condition is not contagious, and;
  - The involved areas can be covered by a bandage without seepage or drainage through the bandage.
- If a child had a reportable communicable disease, a physician's note stating that the child is no longer contagious and may return to our care is required.

### **Allergy Prevention**

Families are expected to notify us regarding children's food and environmental allergies. Families of children with diagnosed allergies are required to provide us a physician's allergy action plan detailing the child's symptoms, reactions, treatments and care. A list of the children's allergies will be supplied to each classroom. We are trained to familiarize ourselves and consult the list to avoid the potential of exposing children to substances to which they have known allergies. **{LM.2.5}**

### **Care Plans**

Cocalico Care center requires care plans from a doctor for allergies, asthma, and other special medical needs. **{LM.2.5}**

### **Medications**

All medications should be handed to a staff member with specific form completed for administration. Medications should never be left in the child's cubby, lunchbox or with the child to administer on their own. Our staff will ensure that the medication is recorded along with the directions and proceed to dispense the medication as directed. It is the parent's responsibility to remember to pick up medication to take home. **{LM.2.5}**

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- **Prescription medications** require a note signed by the family and a written order from the child's physician. The label on the medication meets this requirement. The medication must include your child's name, dosage, current date, frequency, and the name and phone number of the physician. All medications must be in the original container (you may request pharmacies to fill your prescription in two labeled bottles). Please specify the dosage and time(s) to be administered for each medication on form and give to child's teacher.
  - **Non-prescription medications** require written permission and instructions signed by the child's primary care physician. The written permission must include your child's name, dosage, current date, frequency, and all medications must be in the original container. Non-prescription medication should not be administered for more than a 3-day period unless a written order by the physician is received.
  - **Non-prescription topical ointments** (e.g., diaper cream or lip balm), sunscreen and hand lotion require a note signed by the family, specifying frequency and dosage to be administered as well as the length of time the authorization is valid which cannot exceed 12 months.

### **Communicable Diseases**

When an enrolled child or an employee of the center has a (suspected) reportable disease, it is our legal responsibility to notify the local Board of Health or Department of Public Health. We will take care to notify families about exposure so children can receive preventive treatments.

Included among the reportable illnesses are the following:

- Bacterial Meningitis
- Botulism
- Chicken Pox
- Covid-19
- Diphtheria
- Haemophilus Influenza (invasive)
- Measles (including suspect)
- Meningococcal Infection (invasive)
- Poliomyelitis (including suspect)
- Rabies (human only)
- Rubella Congenital and Non-congenital (including suspect)
- Tetanus (including suspect)
- H1N1 Virus
- Any cluster/outbreak of illness
- Tuberculosis
- Covid-19

## **SAFETY**

### **Clothing**

Please dress your child in practical clothing that allows for freedom of movement and is appropriate for the weather. Your child will be involved in a variety of activities including: painting, outdoor play, sand, weather, and other sensory activities. Our playground is used as an extension of the center, and daily programs are conducted outside whenever weather permits.

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One particular aspect of concern is the risk associated with children's clothing that may become entangled with climbing or sliding equipment that could lead to choking or other serious harm. We encourage drawstrings from children's clothes be removed as a precaution.

Sandals and flip-flops are not appropriate for center play and make it difficult for your child to participate in some activities.

### ***Extreme Weather and Outdoor Play***

Outdoor play will not occur if the outside temperature is greater than 90 °F or less than 25 °F degrees. Additionally, outdoor play will be cancelled if the air quality rating is at a dangerous level.

### ***Communal Water-Play***

Communal, unsupervised water play is prohibited. Supervised children are permitted to engage in water-play. Precautions are taken to ensure that communal water-play does not spread communicable infectious disease.

### ***Injuries***

Safety is a major concern in child care and so daily safety inspections are completed inside and outside the center area in order to prevent injuries. First aid will be administered by a trained caregiver in the event that your child sustains a minor injury (e.g., scraped knee). You will receive an incident report outlining the incident and course of action taken. If the injury produces any type of swelling or needs medical attention, you will be contacted immediately. Each classroom is equipped first aid kits meeting the state regulations.

In the event of a serious medical emergency, the child will be taken to the hospital immediately by ambulance, while we will try to contact you or an emergency contact. Please reference posted Emergency Information.

### ***Biting***

Biting is a normal stage of development that is common among infants and toddlers – and sometimes even among preschoolers. It is something that most young children will try at least once.

When biting happens, our response will be to care for and help the child who was bitten and to help the biter learn a more appropriate behavior. Our focus will not be on punishment for biting, but on effective behaviors that address the specific reason for biting.

Notes will be written to the family of the child who was bitten and the biter's family. We will work together with the families of each to keep them informed and to develop strategies for change.

### ***Respectful Behavior***

All children and families will be treated with respect and dignity. In return, we expect the same from all of our families. We will not tolerate hostile or aggressive behavior. If this occurs, we reserve the right to ask you to control your behavior or to remove your children from our care.

This includes, but is not limited to, the following behavior

- Swearing/Cursing- Parents and adults are not permitted to use inappropriate language on center property at any time, whether in the presence of a child or not. At no time shall inappropriate language be directed towards members of the CCC staff.

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- Threatening employees, children, other parents or adults associated with CCC- All threats will be reported to the appropriate authorities and will be prosecuted to the fullest extent of the law. While apologies for such behavior are appreciated the center will not assume the risk of a second chance.
  - Physical/Verbal Punishment of child- while parental discipline or correction may be appropriate, it is not appropriate for parents to verbally abuse their children. In addition parents are prohibited from addressing, for the purpose of correction or discipline, a child that is not their own.
  - Violations of confidentiality- including, but not limited to, pressuring staff for unnecessary information regarding another child.

### **Smoking**

The poisons in secondhand smoke are especially harmful to infants and young children's developing bodies, therefore the indoor and outdoor center environment and vehicles used by the center are non-smoking areas at all times. The use of tobacco in any form is prohibited on the center's premises.

### **Prohibited Substances**

The use of alcohol or illegal drugs is prohibited on the center's premises. Possession of illegal substances or unauthorized potentially toxic substances is prohibited.

Any adult who appears to be inebriated, intoxicated, or otherwise under the influence of mind-altering or polluting substances is required to leave the premises immediately.

### **Dangerous Weapons**

A dangerous weapon is a gun, knife, razor, or any other object, which by the manner it is used or intended to be used, is capable of inflicting bodily harm and is not allowed in St Johns UCC buildings or on its grounds at any time during Cocalico Care Center hours, including events such as programs, fundraisers, etc. This applies to both concealed and non-concealed weapons regardless of carry permits or any other civilian authorized documents (other than law enforcement officers). Families, children, staff or guests (other than law enforcement officers) possessing a dangerous weapon will not be permitted onto the premises. Exceptions to this policy can only be made after consultation with the Director and Pastor of St. John's UCC and issued in writing from the same.

In cases that clearly involve a gun, or any other weapon on our premises, the police will be called, and the individual(s) involved will be immediately removed from the premises. This policy applies to visible or concealed weapons.

### **Vehicles**

All vehicles must be turned off, with keys removed when dropping off and picking up children. The center requests that siblings not be left in vehicles and that proper restraints are used according to current state regulations.

### **Child Custody**

Without a court document, both parents/guardians have equal rights to custody. We are legally bound to respect the wishes of the parent/guardian with legal custody based on a certified copy of the most recent court order, active restraining order, or court-ordered visitation schedule. We

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will not accept the responsibility of deciding which parent/guardian has legal custody where there is no court documentation.

Biological parents of a child in our care are entitled to immediate access, without prior notice, to their child whenever they are in care at the Cocalico Care Center, as provided by law. The Cocalico Care Center has the right to dismiss any child whose parent is prohibited from entering center property. Due to the parents right to immediate access policy, as well as state and federal regulations, Cocalico Care Center cannot have a child at the center when the parent has been prohibited from access.

### ***Child Maltreatment (including shaken baby syndrome & abusive head trauma)***

Child maltreatment includes all types of abuse and neglect of a child under the age of 18 by a parent, caregiver, or another person in a custodial role that results in harm, potential for harm, or threat of harm to a child. There are four common types of child maltreatment:

- Physical abuse is the use of physical force, such as hitting, kicking, shaking, burning, or other shows of force against a child.
- Sexual abuse involves inducing or coercing a child to engage in sexual acts. It includes behaviors such as fondling, penetration, and exposing a child to other sexual activities.
- Emotional abuse refers to behaviors that harm a child's self-worth or emotional well-being. Examples include name calling, shaming, rejection, withholding love, and threatening.
- Neglect is the failure to meet a child's basic physical and emotional needs. These needs include housing, food, clothing, education, and access to medical care.

Abusive head trauma (AHT), which includes shaken baby syndrome, is a preventable and severe form of physical child abuse that results in an injury to the brain of a child. AHT often happens when a parent or caregiver becomes angry or frustrated because of a child's crying. It is caused by violent shaking and/or with blunt impact. The brain of the young child may bounce inside of the skull, resulting in brain damage, hemorrhaging, blindness, or other serious injuries or death.

*Shaken Baby Syndrome/Abusive Head Trauma (SBS) is the name given to physical child abuse that can occur when a young child is severely or violently shaken. The shaking may only last a few seconds, but the effects last a lifetime. Young children, especially babies, have very weak neck muscles and do not yet have full control of their head movements. When they are shaken, the head whips back and forth slamming their fragile brain tissue against the hard skull, causing bruising, bleeding, and swelling inside the brain. Shaking combined with throwing, dropping, or slamming the baby can be deadly.*

The Cocalico Care Center provides staff with training in identifying and creating strategies to assist in the prevention of maltreatment as well as an understanding of brain vulnerabilities & strategies for coping with a crying, fussing or distraught child.

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All staff are mandated by the PA Child Protective Services Law and Pa Code §3270.19 to report any suspected cases of maltreatment or child abuse immediately. Our role is limited to reporting an incident and cooperating with the investigation. When a staff member suspects any form of abuse, he or she must report to ChildLine at 800-932-0313. Within 48 hours, Child Protective Services must investigate the allegation.

As mandated reporters the staff of Cocalico Care Center cannot be held liable for reports made to Child Protective Services which are determined to be unfounded, provided the report was made in good faith.

## **EMERGENCIES**

### ***Procedures***

If it becomes necessary to evacuate our center, we have three levels of evacuation sites; Denver Elementary School, Faith Lutheran Church at 357 Walnut Street in Denver, and Ephrata Church of the Brethren Children's Center at 201 Crescent Avenue in Ephrata. Transportation to these sites (in an emergency) will be provided by the staff of St Johns' United Church of Christ and Cocalico Care Center. We will use TV station WGAL 8 and the facilities website to get information to parents regarding the emergency. Parents will be contacted by telephone after the safety and wellbeing of the children is taken care of. We ask that you do not try to call the center during emergencies, so we can keep the line open for the emergency calls that need to be made.

Parents responsibilities include reading the letter concerning our plan and return the completed Emergency Plan Child Care Pick Up Authorization Form. This is kept in a binder and taken during emergencies.

### ***Statewide Health Events***

*In the event of a need to respond to a state or national alert, the Cocalico Care Center will follow the protocol of the Cocalico School District. For example, if the school is forced to close for health events the Cocalico Care Center will remain closed as long as the school district remains closed.*

### ***Fire Safety***

Our center is fully equipped with fire extinguishers and smoke alarms.

Cocalico Care Center is required to annually train staff in fire safety.

Our fire and emergency evacuation plan is reviewed with the children and staff on a monthly basis.

### ***Medical Emergency Transportation***

In the event your child needs to be transported due to a medical emergency, if no other authorized person can be contacted and the need for transportation is essential, an ambulance will be called for transportation. A proper escort will accompany and remain with the child until a family member or emergency contact arrives.

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# Family Handbook Acknowledgement

Please sign this acknowledgement, detach it from the handbook, and return it to the center prior to enrollment.

This handbook may be updated from time-to-time, and notice will be provided as updates are implemented.

Thank you for acknowledging the policies and procedures we have established for the safety and welfare of all children in our care. We look forward to getting to know you and your family.

I have received or I am able to access online the **Cocalico Care Center Family Handbook**, and I have resolved any questions about the family handbook with a member of the **Cocalico Care Center** staff. It is my responsibility to understand and familiarize myself the Family Handbook and to ask center management for clarification of any policy, procedure or information contained in the **Cocalico Care Center Family Handbook** that I do not understand.

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Recipient Signature

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Date

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Center Staff Signature

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Date

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## FAMILY ACTIVITIES

We offer a variety of ways for families to participate in the growth and improvement of our program. We encourage families to take an active role.

**Family Community Advisory Group:** The FCAG consists of parents, the center director, church members, and the pastor of St. John's United Church of Christ. FGAC meetings are held the first Tuesday every other month. Decisions concerning the center require approval of the Family Community Advisory Group as well as the Church Consistory Board. Announcements regarding openings are sent out as needed. Members are asked to serve 1 year terms

**Family Events:** We have several events throughout the year that bring our entire community together. Watch for the announcements!

- Open House
- Back to School Night
- Holiday Gathering
- Family Night events
- Annual Family Picnic

**Classroom Activities:** Enjoy and help your child's class with these special activities.

- Share a meal with your child
- Chaperone field trips
- Read to children at arrival or pickup
- Volunteer in the classroom
- Donate requested items
- Contribute to class Pot Luck Meal
- Family Teacher conferences

**Family/Parent Workshops:** Our menu of family workshops changes annually. Below is a list of workshops we typically offer. We try to offer these in the early evening or in conjunction with other events. See the monthly calendar for scheduled topics. We welcome requests for workshop topics.

- Positive Guidance and Loving Discipline
- Toilet Training
- Safety in the Home
- Child Proofing Your Home
- Brain Development
- Nutrition and Exercise for Small Bodies
- Supporting Your Child in Times of Stress
- Food Allergies
- How to Prepare for a Conference
- Warning Signs for Developmental Delays
- Value of Reading to Your Child

**Fundraisers:** In order to keep tuition costs as low as possible the center holds various fundraisers throughout the year. Including, but not limited to:

- Kauffman's Chicken BBQ
- R & K Subs
- And other various fundraising events