

# Berkshire Heights Early Learning Center



## 2018-2019 School Year Program

### Parent Guidelines Handbook

#### Program Eligibility:



The Berkshire Heights Early Learning Center Program is available for children, ages 3 years old to 5 years old, and whom is toilet trained. Children are not required to live within the Wilson School District.

Admissions, the provisions of services and referral of clients, shall be made without regard to race, color, religious creed, disability, ancestry, national origin, age or sex.

Our school year program will run from August 27, 2018 through May 31, 2019 (subject to change).

Enrollment at Berkshire Heights Early Learning Center requires:

- A non-refundable \$50.00 registration fee

#### Program Location and Contact Numbers:



The location of Berkshire Heights Early Learning Center is:

- 711 North Wyomissing Blvd, Wyomissing, PA 19610

The office phone number and extensions are (610) 670-0180:

- Ext. 4823 - Claudia Schadler-Duong - Administrative Assistant
- Ext. 1361 - Sue Wails - Preschool Lead Supervisor
- Ext. 1163 - Steve Good - Coordinator of Child Care

## Weekly Rates and Hours of Operation:



### Full Day Preschool Program (6:30am-6:00pm):

	w/10% Discount	w/o 10% Discount
3 full days =	\$162.00/week	\$180.00/week
4 full days =	\$180.00/week	\$200.00/week
5 full days =	\$198.00/week	\$220.00/week

### Half Day Preschool Program (8:30am-12:30pm):

	w/10% Discount	w/o 10% Discount
3 half days =	\$126.00/week	\$140.00/week
4 half days =	\$144.00/week	\$160.00/week
5 half days =	\$162.00/week	\$180.00/week

- A three day per week minimum contract is required.
- A varying day schedule (where days of week change each week) is not offered.

## Discounts Available:



- 10% Discount:
  - A 10 % Discount will apply to your weekly rate if you are Wilson Staff, Wilson Alumni, or live in the Wilson Community.
- Multi-Child Discount:
  - A 15% Discount will be applied to the oldest child, when three children are enrolled in the Wilson Child Care program at the same time, along with the second oldest child in that same family receiving a 10% Discount.
  - Discounts cannot be combined with other discounts.

## Learning Program:



We provide professional faculty committed to the developmental needs of each child. Our focus is on Kindergarten preparedness through the guidance of the Pennsylvania Pre-Kindergarten Learning Standards.

The Early Childhood Key Learning Areas are:

- Approaches to Learning through Play
- Language and Literacy Development
- Mathematical Thinking and Expression
- Scientific Thinking and Technology
- Social Studies Thinking
- Creative Thinking and Expression
- Health, Wellness, and Physical Development
- Social and Emotional Development
- Partnerships for Learning

Our curriculum also includes activities in “Kid Writing”, “Handwriting Without Tears”, and hands on math approaches. Newsletters and Calendars are provided to the parents by the teacher throughout the school year.

If your child has an IEP or IFSP, written plans, and/or special needs assessments, we request that the documents be given to the teacher to meet your child’s educational needs. We also request to be included in IEP Meetings.

## Parent Partnerships:



Communication is an essential part of the equation for student success. Parents are asked to complete a Getting to Know You & Ages and Stages questionnaire at the start of the program. Your answers enable the teachers to better support your child's learning.

The teachers offer parent conferences to discuss a child's progress, and their behavioral, social, and physical needs. Teachers complete a developmentally appropriate screening of each child. Teachers use bulletin boards, white boards, or written notices to communicate what is occurring each day. We will transfer records, upon the completion of the transfer form, when the child transitions to another educational setting.

## Clothing:



Please have your child dress appropriately for the weather as we try to take them outside daily, weather permitting. We recommend sneakers and clothing that can be easily fastened and unfastened for the independence of your child. Please bring a spare outfit, including coats, shirts, pants, etc., in a plastic bag and label it with your child's name.

## Items from home:



"Show and Share Days" are planned in the classroom, which allows for your child to share special items on specific days. Otherwise, it is advised that children do not bring items from home. Our staff is not responsible if your child's items are lost or stolen.

## Lunches and snacks:



Parents are required to send a packed lunch for their child. Microwaves are available to heat foods but only for foods requiring less than one minute in the microwave. Perishable items will be placed in the refrigerator. Please place your perishable food items in a Ziploc type bag, labeled with your child's name. Your bag will be placed in the refrigerator and then returned to you each school day. Snacks are served in the morning and afternoon. Special lunch days will be offered throughout the year. These will include: Pizza day, Special Parties, Soup Day. If your child does not wish to participate in these special lunch days, you will need to pack their lunch.

\*\*We are **NOT** a Peanut-Free facility.\*\*



### **Rest time (3-5 year olds):**

Rest time or quiet activities are provided every afternoon. While we believe most children need a short rest period, we will make every effort to meet your child's individual needs. Your child is welcome to bring a small pillow, stuffed animal or special blanket for rest time.



### **School Safety Training:**

The Department of Human Services requires one fire drill at least every 60 days. Children enrolled in the Berkshire Heights program will participate in fire drills and will be instructed in fire safety procedures. We will also practice other types of training drills throughout the year, such as weather and safety drills. These trainings help prepare the students should an actual emergency occur.



### **Medical Examinations:**

Child care regulations in Pennsylvania require all preschool children to have an annual medical examination. A Child Health Assessment must be on file within 60 days after admission to the program to prevent termination of services. A child health assessment form can be found online at [www.wilsonsdc.org/childcare](http://www.wilsonsdc.org/childcare). Please have your physician complete all age appropriate screenings. Incomplete assessments will be returned to you for completion. The initial health report for a preschool child must be dated no more than 1 year prior to the first day of attendance at the facility. Parents are required to provide an updated health report at least every 12 months for a preschool child.



### **Immunizations:**

The Department of Human Services states that the facility shall require the parent to provide updated, written verification, signed by a physician, physician's assistant, CRNP, the Department of Health or a local health department of ongoing vaccines administered to a preschool child in accordance with the schedule recommended by the ACIP. (Advisory Committee on Immunization Practices)

## **Illness:**



In order to prevent the spread of germs, PLEASE keep your child at home a **minimum of 24 hours** if he/she shows any of the following symptoms: unusual skin eruptions, fever over 100 degrees, persistent cough or headache, chills, swollen glands, discharge or redness of eyes, sore throat, diarrhea or vomiting. Depending on the nature and severity of an illness, a child may be excluded from preschool at the discretion of the Supervisor. This, of course, is for the health and well-being of **all** children in the program.

Due to concerns about choking and their lack of any noticeable effect, cough drops are not permitted in child care. **Cough drops will not be dispensed and they are not to be sent to school from home. They pose a choking hazard.**

## **Communicable Diseases:**



A physician's excuse must be presented in order to return to preschool for the following communicable diseases: Measles, Whooping Cough, Respiratory Streptococcal Infections, Scarlet Fever, Mumps, Impetigo, Pinkeye, Ringworm, Scabies and Mononucleosis. Our regulations require that a pupil with chickenpox be excluded from preschool. The preschool child may return to the learning center when their Physician has examined them to make sure all of their Chickenpox vesicles are dry and have scabs and to make sure they do not have a fever. Our regulations require that a pupil with head lice or nits be excluded from preschool. The preschool child must report to a Berkshire Heights Staff person to be cleared before readmitted to preschool.

## **Medications:**



A physician's current written instructions and parental written consent are required in order for our staff to administer prescription medications. Instructions for administration contained on a prescription label are acceptable. A **physician's written consent** is required for the administration of **nonprescription** medications.

Prescription or nonprescription medications must be provided by the parent and will be accepted only in the original container. Medications must have a current, non-expired, expiration date. Parents will be required to sign a medication log when any prescription or nonprescription is dispensed.

The administration of Medicine during child care hours will be permitted only if the medications are absolutely necessary and failure to administer them would jeopardize the health of the child.

## **Field Trips/Special Events & Educational Learning Experiences:**



Field trips are planned for 4 and 5 year olds to extend and enhance the educational experiences. Parental permission is required for participation in field trips. Payments of admission and transportation fees are the responsibility of the parent. Pennsylvania State law prohibits children younger than 4 years of age from being transported on school buses. We will host special events and invite special visitors to our building for all ages to participate.

## **Change of Contract Fee:**



You are permitted to change your contract once for free (if space is available) and thereafter, a charge of \$20.00 will be charged to your account, per occurrence.



## **Absences:**

In an event of an absence, please notify your child's teacher at their extension as soon as possible. An answering machine is provided for your convenience. Your normal weekly contracted rate will be required, regardless of the number of "absent" days in attendance.

## **Vacation Day Incentive:**



If your child is enrolled on the first day of the 2018-2019 School Year Program and is contracted for five full days of care per week, you will be entitled to three "vacation days" to use towards absences, family vacations, etc. To ensure proper credits are applied to your account, the requests for vacation days must be made to the Main Office at ext. 4823, within 1 week of the day you would like credited as a Vacation Day. These days cannot be carried over to the next school year or summer program.

## **Holidays:**



Berkshire Heights will be closed and services will **NOT** be provided on the following days during the 2018/2019 school year.

<b>Labor Day:</b>	<b>Monday, September 3, 2018</b>
<b>Thanksgiving Day:</b>	<b>Thursday, November 22, 2018</b>
<b>Black Friday:</b>	<b>Friday, November 23, 2018</b>
<b>Christmas Eve:</b>	<b>Monday, December 24, 2018</b>
<b>Christmas Day:</b>	<b>Tuesday, December 25, 2018</b>
<b>New Year's Eve:</b>	<b>Monday, December 31, 2018</b>
<b>New Year's Day:</b>	<b>Tuesday, January 1, 2019</b>
<b>Good Friday:</b>	<b>Friday, April 19, 2019</b>
<b>Memorial Day:</b>	<b>Monday, May 27, 2019</b>

- On closed holidays, you will not be required to pay for these closed days.

## **Inclement Weather Days:**



To reach our Inclement Weather Hotline for Berkshire Heights Early Learning Center, please call 610-670-0180 ext. 4900.

A formal plan will be distributed to each parent during the beginning of the school year and posted on the child care website.

Parents will not be required to pay on days child care is closed due to inclement weather.

## **Late Pick-Up Fee:**



Berkshire Heights closes at **6:00pm**. An automatic late pick up fee of \$20.00, per child, will be charged starting at 6:01pm. An additional \$10.00 late fee, per child, will be charged starting at 6:15pm and for every 5 minutes thereafter. Please be considerate of our staff by picking up your child **before** 6:00pm. Termination of services will occur should you be late arriving for your child on multiple occasions in one school year. Parents arriving after their contracted time, during preschool hours, on a continuous basis will be billed late fees (as stated above) and we will need to have you change your contract to reflect the correct pick up times. Additional fees may apply for the change of contract.

### **Sign In/Sign Out:**



In order to ensure your child's safety, we require a parent or a designated person of at least 18 years of age to sign your child in and/or out of the child care center each day. Only those persons listed on your child's Emergency Contact/Parental Consent Form will be allowed to sign your child out of Berkshire Heights. Please be certain all designated persons are listed on this form. Failure to follow this procedure may result in termination of services. Personal identification (driver's license) may be required.

### **Emergency Contact/Parental Release Information:**



Children will be released from the center only to their parent(s) or the person(s) designated on the Emergency Contact/Parental Consent Form. Person(s) listed as emergency contact(s) must be able to arrive at the center within a half hour of being called. Unless stated otherwise by a court order, *either* parent always has the right of release of his or her child. By law, we may *not* refuse to release your child to either parent. A certified court order must be in the child's file should custodial rights be restricted to one parent. Without a certified court documented order, we will not get involved in enforcing custody orders. Domestic problems must be handled outside the learning center.

Staff must be notified should an emergency arise which requires someone other than the parent(s) or the person(s) designated in writing to pick up your child. For the safety of your child, personal identification (driver's license) will be required.

### **Change of information:**



Parents are asked to report any change of address, telephone number, place of employment, or other pertinent changes occurring during the school year, to the Main Office at ext. 4823. It is important that our records are up-to-date so that we are able to contact you should an emergency arise. It is also important that the staff be made aware of any change in family structure or situations which may affect your child's behavior.



## **Behavioral Management Procedure:**



- I. Behavior management means teaching. We attempt to teach acceptable behaviors, and to promote positive self-image in children by:
  - a. Preventing problems.
  - b. Offering positive suggestions.
  - c. Redirecting to a different behavior or activity.
  - d. Providing encouragement.
  - e. Discussing the situation and why the rule is needed.
  - f. Giving positive attention frequently.
  - g. Developing rules with the children.
  - h. Setting up a program that is suitable for the ages and needs of the children.
  - i. Providing appropriate consequences.
  - j. Offering choices and interesting activities
  - k. Using age appropriate “time out”, to allow for a cool down and time to think of better ways to handle problems.
  - l. Removing privileges.
  
- II. Children and their parents must accept that the Berkshire Heights Early Learning Center and the Before and After School staff have definite expectations for behavior that must be met:
  - a. Children are to be respectful to other children and staff. Respect should be mutual.
  - b. Children are to listen to and follow directions given by the staff.
  - c. Children are to keep their hands and feet to themselves. (No physical contact)
  
- III. Should a child refuse to follow these rules:
  - a. The director or supervisor will communicate verbally with the parents.
  - b. The director or supervisor will document the behaviors on a behavior report and review with parents.
  - c. The director or supervisor will develop a plan for behavior management.
  - d. The director or supervisor will review the plan with the parents and request suggestions and support from parents and possible outside agencies.
  
- IV. Should satisfactory progress not be made:
  - a. The child may be suspended from the program for 1 to 3 days.
  - b. A conference with the parents may be required before the child may return.
  - c. Parents will be advised that if the behavior in question occurs again, they must have someone pick up the child immediately.
  
- V. Should a child not be able to adapt to our program, he/she may be removed from the program, with up to a two-week period allowed for the parents to find alternate care.

VI. Major offenses may result in immediate suspension and or expulsion from the program. If a parent cannot be reached, we will call the emergency contacts. The Coordinator will be consulted and an Incident/Accident report will be filed. Someone will need to come immediately if the following behaviors occur.

- a. Physically harming another person.
- b. Threatening, harassing or otherwise verbally abusing another person.
- c. Endangering him/herself.
- d. Intentionally destroying property.
- e. Possessing or using any illegal substance.
- f. Possessing or using any weapon.

VII. Physical restraint of an out of control child may be required in extremely limited circumstances to protect the child, other children and staff. If physical restraint is used, the parent/guardian will be notified immediately. In addition, the incident will be documented on an official Incident/Accident form and reported to the Coordinator.

VIII. These procedures are intended as guidelines for behavioral or disciplinary concerns. Please discuss this Behavior Management Procedure and Agreement with your children.

- Berkshire Heights Early Learning Center has a zero tolerance policy for weapons, replicas of weapons and/or items used as weapons. Any violation will result in immediate suspension or termination of child care services.

### Payment Procedure:



No business can run without funding, therefore the following procedure has been developed to promote high quality services, materials, supplies, and well-trained, educated caregivers.

Your contracted weekly rate is **Due every Monday**, which includes care for that week.

Prompt payment of tuition is necessary to ensure that the program can continue to function. Payments made in advance are permitted.

Cash payments for tuition are not permitted.

Payment is considered Past Due if not paid in full by Tuesday of each week; at which time a \$15 late fee will be charged weekly until tuition fees are paid.

Payments can be submitted in the following ways:

- Online through Skyward Fee Management/E-Funds. (If you have questions on how to use the online services, please contact Child Care Main Office at Ext. 4823).
- A check or money order, made payable to "Wilson Child Care".
  - o In the memo section, please include your child's full name.
  - o Your checks can be placed in the check box by your child's classroom or in the check box located outside the Berkshire Heights Main Office.

- Payments can be mailed or personally delivered to:  
Berkshire Heights Early Learning Center  
711 North Wyomissing Boulevard  
Wyomissing, PA 19610

It is always Berkshire Heights aim to support families; however, if accounts are two weeks or more delinquent, the Coordinator has the right to discontinue services and not allow the child to return back to Child Care. If a payment arrangement needs to be made, please contact the Coordinator at ext. 1163.

Returned Check Fees: A fee of \$35.00 will be charged for any check returned due to non-sufficient funds (NSF). Also, a \$15.00 late fee will apply. When a non-sufficient check has been processed, your next payment for that amount due must be in the form of a money order. If three separate checks are returned due to NSF, all subsequent tuition payments must be made by money order.

Financial assistance is available for eligible parents through Child Care Information Services (CCIS). Information regarding financial eligibility may be obtained by calling the BCIU office at 610-987-2247.

Parents receiving financial assistance through Child Care Information Services (CCIS) must follow the payment procedure and guidelines. CCIS will be notified should you be more than one week late in making payment.

### **Unclaimed Funds Policy for Wilson Child Care**

Funds remaining in a child's account at the end of the fiscal year (June 30<sup>th</sup>) are rolled over into his/her account for the following fiscal year. Negative balances likewise carry over from one year to the next; therefore, if you owe money at the end of the fiscal year, it will be deducted from any deposits made at the beginning of the following year. If you withdraw your child from the child care program due to a move, within sixty days of such move, Wilson Child Care must receive written notice of your forwarding address in order to process a refund of any remaining account funds. If within sixty days of such move, you do not provide a forwarding address to the Wilson Child Care Office, any unclaimed funds in the child's account shall be forfeited and shall become the property of the Wilson Child Care department.

Please monitor your child care account balance, as upon withdrawal from the program, credit balances in the amount of less than \$1.00 will not be refunded and will become the property of Wilson Child Care. Any refund of \$1.00 or greater will be sent in the form of a check during the month of June to the forwarding address the Child Care Office has on file.

### **Financial Statements:**



Financial Statements are available to you online through Skyward Fee Management. If you require assistance obtaining these statements, please contact Main Office at ext. 4823.

## **Withdraw Procedure:**



Should a parent wish to withdraw their child from the program, please notify your classroom head teacher at least 2 weeks prior to your child's last day. Your classroom head teacher will ask you to complete a withdraw form. Re-admission is based upon availability of space and the registration fee would again be required.

If for any reason you have questions, please feel free to contact individuals below:

Claudia Schadler-Duong: Administrative Assistant  
Ext. 4823; [schcla@share.wilsons.org](mailto:schcla@share.wilsons.org)

Sue Wails: Preschool Lead Supervisor  
Ext. 1361; [waisus@share.wilsons.org](mailto:waisus@share.wilsons.org)

Steve Good: Coordinator of Child Care  
Ext. 1163; [gooste@share.wilsons.org](mailto:gooste@share.wilsons.org)

Thank you for choosing Berkshire Heights Early Learning Center. We want our program to be a positive part of your child's growth and a rewarding family experience.

We look forward to having your child participate in our program!

Steve Good  
Coordinator of Wilson Child Care

**RECEIPT AND ACKNOWLEDGEMENT OF  
BERKSHIRE HEIGHTS EARLY LEARNING CENTER  
2018-2019 SCHOOL YEAR PROGRAM  
PARENT GUIDELINES HANDBOOK**

Please read the following statements and sign below to indicate your receipt and acknowledgment of the Berkshire Heights Early Learning Center Parent Guidelines Handbook.

- I have read a copy of and I understand the Berkshire Heights Early Learning Center Parent Guidelines Handbook. I understand that the procedures and rules described herein are subject to change at the sole discretion of Berkshire Heights Early Learning Center at any time.
- I understand that the handbook is available to be read online at [www.wilsonsdc.org/childcare](http://www.wilsonsdc.org/childcare) and if requested, one can be provided to you.
- I understand that, should the content of the Parent Guidelines Handbook be changed in any way, Berkshire Heights Early Learning Center may require an additional signature from me to indicate that I am aware of and understand any new procedure.

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Parent/Guardian Printed Name

Parent/Guardian Signature

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Parent/Guardian Printed Name

Parent/Guardian Signature

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Date