



Wilson Child Care



Berkshire Heights Early Learning Center

2021 Summer Program - Parent Guidelines Handbook



Program Eligibility

The Berkshire Heights Early Learning Center Summer Program is available for children ages 3 years to incoming Kindergarten students. Children must be toilet trained to attend.

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.

Enrollment in the Berkshire Heights Summer Program requires:

- A non-refundable \$25.00 registration fee.
- Completed enrollment forms.

Weekly Rates and Hours of Operation



Full Day Summer Program (6:30 am-5:30 pm):

- 3 full days = \$180.00/week
- 4 full days = \$200.00/week
- 5 full days = \$225.00/week

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

- 3 half days = \$140.00/week
- 4 half days = \$160.00/week
- 5 half days = \$180.00/week

- Three days per week minimum contract and payment is required
- Varying day schedules (where days of the week change each week) is not offered
- Discounts are not available for Summer Program

The summer program will run from Monday, June 7, 2021 through Friday, August 20, 2021. (Subject to change)

Program Location and Contact Numbers



The 2020 Berkshire Heights Early Learning Center Summer Program is located at: 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

Learning Program



We provide a professional staff committed to the developmental needs of each child. The summer program provides a safe and fun environment for your child. Our focus is to create daily activities that are fun and hands on and include language and literacy, mathematical thinking and expression, scientific thinking and technology, social studies thinking, creative thinking and expression, health, wellness, and physical development, social and emotional development, while concentrating on social skills and preparedness for school.

Our children's classrooms are grouped by their developmental needs and ages. Monthly newsletters and activity calendars are provided to parents by the teacher throughout the summer.

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 or IFSP meetings.

Parent Partnerships



Communication is an essential part of the equation for student success. Teachers will use bulletin boards, white boards, and/or written notices to communicate what is occurring each week. The teachers offer parent conferences to discuss a child's progress and behavioral, social and physical needs.

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.

Sunscreen



Parents are required to provide the center with sunscreen for their child. Sunscreen will be applied to students by staff members. Written parental permission is required prior to sunscreen use.

Rest Time



Rest time or quiet activities are provided every afternoon. Your child is welcome to bring a favorite toy, special blanket or small pillow for rest time. To prepare the older preschool children to enter kindergarten in the fall, they engage in quiet table activities in place of a rest time. We make every effort to meet your child's individual needs.

Clothing



Please have your child dressed appropriately for the weather. Staff take students outside daily, weather permitting. We recommend sneakers and clothing that can be easily fastened and unfastened for the independence of your child. Please bring in a spare outfit and label it with your child's name. The children are asked to keep a labeled swimming suit, towel, and swim shoes at the center for outdoor water play. These items will be sent home at the end of each week for laundering.

Lunches and Snacks



Parents are required to send a packed lunch for their child. Microwaves are available to reheat foods, requiring less than one minute in the microwave. Please place your child's lunch items in a paper bag labeled with your child's name. Perishable items are placed in the refrigerator. Perishables are placed in the refrigerator and then returned to you each school day. Snacks are served in the morning and afternoon. Special lunch days are offered throughout the year. These will include: pizza days, Subway days and Special Parties. 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.****

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.

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.

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:



You will be entitled to "vacation days" to use towards planned days off, family vacations, etc. The number of vacation days allotted for your child reflects the number of days per week you are contracted for care. To ensure proper credits are applied to your account, the requests for vacation days must be emailed to the Main Office at ext. 4823, within 1 week of the day that you would like credited as a Vacation Day. These days cannot be carried over to the next school year or future summer programs.

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.

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 school 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 will no longer be 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 child 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 child with live head lice be excluded from preschool. After treatment is received, the child must report to a Berkshire Heights Staff person to be cleared before readmitted to preschool. Then, if at any time there is an increase in the number of nits, the child will also be excluded from preschool.

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)

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.wilsonsd.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.

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.

Holidays/Scheduled Days Off



Child care services will ***not*** be provided on the following days during the 2020 Summer Program. You are not required to pay for the below closed day

- Monday, July 5, 2021

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. Setting up a program that is suitable for the ages and needs of the children.
 - b. Offering positive suggestions.
 - c. Redirecting to a different behavior or activity.
 - d. Providing encouragement.
 - e. Discussing school rules and role-play appropriate responses.
 - f. Giving positive attention frequently.
 - g. Providing appropriate consequences.
 - h. Providing a quiet area.

- 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 teacher or supervisor will communicate verbally with the parents.
 - b. The teacher or supervisor will document the behaviors on a behavior report and review with parents.
 - c. The teacher or supervisor will develop a plan for behavior management.
 - d. The teacher or supervisor will review the plan with the parents, obtain parental suggestions and if applicable, provide them with outside agency contact information.

- 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. If any of the following behaviors occur, immediate pick-up is required.
 - 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 supervisor.

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



A business cannot 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 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 name and bill date period.
 - o Your checks can be placed in the check box, which is located at your child's room/center or in the check box located outside the Berkshire Heights Main Office.
- Payments can be mailed or personally delivered to:
 - o Wilson Child Care
Berkshire Heights Early Learning Center
Attn: Main Office
711 North Wyomissing Boulevard
Wyomissing, PA 19610

It is always Wilson Child Care's aim to support families; however, if accounts are two weeks or more delinquent, Wilson Child Care 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 office at ext. 4823.

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 Early Learning Resource Center (ELRC). Information regarding financial eligibility may be obtained by calling the ELRC office at 484-651-8000.

Parents receiving financial assistance through ELRC must follow the payment procedure and guidelines. ELRC 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 30th) 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.

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 you have any questions, please feel free to call 610-670-0180, Extension #:

- 4823 Claudia Schadler-Duong Enrollment and Finance schcla@share.wilsons.org
- 1361 Sue Wails Preschool Lead Supervisor waisus@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!

Sincerely,

Wilson Child Care

**RECEIPT AND ACKNOWLEDGEMENT OF WILSON CHILD CARE
2021 BERKSHIRE HEIGHTS SUMMER PROGRAM
PARENT GUIDELINES HANDBOOK**

Please read the following statements and sign below to indicate your receipt and acknowledgment of the Wilson Child Care – Berkshire Heights Summer Parent Guidelines Handbook.

- I have received and read a copy of the Wilson Child Care – Berkshire Heights Summer Parent Guidelines Handbook. I understand that the procedures and rules described herein are subject to change at the sole discretion of Wilson Child Care at any time.
- I understand that the handbook is available to be read online at www.wilsonsd.org/childcare and if requested, one can be provided to you.
- I understand that, should the content of the Berkshire Heights Summer Parent Guidelines Handbook be changed in any way, Wilson Child Care may require an additional signature from me to indicate that I am aware of and understand any new procedure.

Parent/Guardian Printed Name

Parent/Guardian Signature

Parent/Guardian Printed Name

Parent/Guardian Signature

Date