Perry County Generations
Childcare & Preschool

Parent Manual

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Welcome to Perry County Generations Child Care

Hello and welcome to the PCG family! We are so pleased that you have chosen Perry County Generations (PCG) to be a part of your family's life.

Perry County Generations began on August 21, 2006, with the original vision of creating an intergenerational program that brought senior adults and young children together while families worked. Although the senior care component was ahead of its time and did not come to fruition, PCG transitioned into a program dedicated exclusively to children in January of 2007.

Since then, PCG has continued to grow and thrive. Today, we are proud to serve families across four centers: our original location in Landisburg, our school-age program located at New Hope UCC Church in Landisburg, our Shermans Dale center, and our newest location in Duncannon.

All PCG centers participate in Pennsylvania's Quality Initiative Program, Keystone STARS. We are continually striving to improve the quality of our programs and advance our STAR levels at each center.

Early childhood education is especially important to us. We are committed to providing high-quality care and education to the children entrusted to us. PCG uses the nationally accredited HighScope Curriculum for children from birth through five years of age. Research shows that a child's brain develops most rapidly during these early years, so we intentionally provide purposeful, planned, play-based experiences that are both enjoyable and rich in opportunities for learning and exploration.

Our goal is that when your child leaves a PCG program, they will have a strong educational foundation along with the social and emotional skills needed to succeed throughout their lives.

Thank you again for allowing us the opportunity to grow and learn alongside your family. We hope to be a part of your lives for many years to come. If you ever have questions, concerns, or simply want to touch base, I am always just an email away.

Welcome to the PCG family!

Warm regards,
Diane Shope
CEO
Perry County Generations Child Care
dianeshope@pcgchildcare.com

Perry County Generations Child Care

Mission Statement

At Perry County Generations, our mission is to provide a nurturing, Christ-centered early learning environment where every child is known, valued, and loved. We believe that early childhood is the foundation for lifelong learning, and we are committed to offering developmentally appropriate experiences that support each child's spiritual, social, emotional, physical, and cognitive growth.

Through play, exploration, intentional teaching, and biblical guidance, we help children discover God's world, build confidence, and develop a genuine love for learning. In partnership with families, we strive to create a safe, supportive community where children can grow into capable, compassionate, and joyful lifelong learners.

Vision Statement

Our vision is to be a trusted, Christ-centered learning community where every child thrives spiritually, academically, and emotionally. We aspire to inspire curiosity, foster creativity, and cultivate a lifelong love of learning, helping children grow into compassionate, confident, and faithful individuals who positively impact the world around them.

At Perry County Generations we strive to not only provide a quality education and safe environment, but a Childcare in our county where the community can see how much we care for and how high our expectations are for growing young minds.

Cultural Diversity and Inclusive Communication Statement

Perry County Generations Child Care strives to recognize, respect, and celebrate the diverse cultures, languages, traditions, abilities, and family structures represented by our children, families, and staff.

We will make every effort to incorporate different languages, cultural traditions, customs, music, books, foods, and experiences into our daily activities and educational curriculum. Parents, grandparents, family members, and community members are welcome and encouraged to share their customs, language, traditions, and knowledge with the children and staff of PCG.

To support inclusive communication, basic American Sign Language will be incorporated into the Infant and Toddler curriculum and daily classroom routines. Children may be introduced to commonly used signs through songs, stories, transitions, mealtimes, and other learning experiences.

PCG classrooms will also use visual support throughout the learning environment. Toy shelves, learning centers, and classroom materials will be labeled with both pictures and printed words. In the event that a child is enrolled that their primary language is not English, their home language and English will be used. These labels help children identify materials, develop early literacy skills, communicate their needs, and independently return items to their proper places.

Our goal is to create a welcoming and inclusive environment in which every child and family feels valued, represented, and respected.

Questions or concerns regarding PCG's Cultural Diversity and Inclusive Communication Statement may be directed to an Administrative Staff member.

Operational Stability Plan

In the event of a State or National disaster, Perry County Generations Child Care (PCG) will follow all Federal, State, and local directives issued during any official Disaster Declaration.

For medically based emergencies, PCG will comply with guidance from the Pennsylvania Department of Human Services (DHS), our licensing authority, and the Pennsylvania Department of Health (DOH).

PCG will communicate regularly with staff and families regarding closures, modified operations, and any required health or safety procedures. Administrative partners, including the Business Manager, accounting firm, and loan officer(s), will be notified of any mandated shutdowns or operational changes.

PCG will apply for any applicable Federal or State disaster relief funding to support operational and financial stability.

Americans with Disabilities Act

Perry County Generations is committed to complying with all applicable provisions of the Americans with Disabilities Act (ADA) and offers equal employment opportunities for qualified individuals who may have a physical or mental disability, but can still perform the essential functions of the job.

Consistent with this policy of nondiscrimination, PCG will provide reasonable accommodations to a qualified individual with a disability, as defined by the ADA, who has made PCG aware of his or her disability, provided that such accommodation does not constitute an undue hardship on Perry County Generations.

PCG Community Partnership

Perry County Generations (PCG) is committed to serving our entire community and being a positive community partner. As part of this commitment, PCG partners with local school districts and the Cumberland Perry Area Career & Technical Center to provide approved students with supervised learning opportunities within our classrooms.

Participating students may observe, interact with, and assist in classrooms under the direct supervision of PCG staff and their program coordinators. At no time are children left in the sole care or supervision of students.

PCG follows all Department of Human Services (DHS) regulations. Required clearances and physicals are obtained for students who have regular, ongoing contact with children.

Child Supervision Expectations

Ensuring children's safety is our top priority, and in order to do that, we follow the PA Department of Human Services Regulation of, at ALL times, you MUST be able to See, Hear, Assess and Direct (SHAD) all of the children in your care.

When taking the children outside, and coming in, from outside, teachers MUST count their children, and confirm that count with their partner, before exiting and entering their classroom. While on the playground, teachers MUST station themselves at different vantage points, so the entire playground is in view, and they are easily able to see and count the children during playtime.

PCG uses the ProCare App to keep track of the number of children in each classroom on a daily basis. It is the teacher's responsibility to update the ProCare App with who is in their classroom at all times. In the mornings and evenings when children are combined into different classrooms, as teachers come in, and leave for the day, these changes MUST be indicated on each classroom's ProCare App.

At any time, a Director or an Inspector should be able to walk into any classroom and ask the teachers how many children are in the room, and the teachers should be able to answer IMMEDIATELY with the room count and how many children are in their primary care group.

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§ 3270.51. Similar age level Ratio

When children are grouped in similar age levels, the following maximum child group sizes and ratios of staff persons apply:

Infants (0-11 months) 1 staff - 4 children Young toddler (1 year)1 staff - 5 children Older toddler (2 years) 1 staff - 6 children Preschool (3-5 years) 1staff - 10 children Young School Age 1 staff - 12 children

§ 3270.52. Mixed age level.

When children are grouped in mixed age levels, the age of the youngest child in the group determines the staff: child ratio and maximum group size in accordance with § 3270.51 (relating to similar age level).

Perry County Generations
Emergency Plan

Our child care center's philosophy is to keep your child safe at all times when he or she is in our care. With recent world and local events, we have developed an emergency plan that will be put into place in the event that special circumstances require a different type of care. Plans for these special types of care are reviewed annually. Staff is trained in the appropriate response, and local emergency management is aware of these plans. The specific type of emergency will guide where and what special care will be provided.

- **Shelter at the site-** This plan would be put into place in the event of a weather emergency or unsafe outside conditions or threats. In this plan, children will be cared for indoors at the centers and the center may be secured or locked to restrict entry. Parents will be notified if they need to pick up their child before their regular time.
- **Supplies-** There are supplies provided to staff that they will take with them in case of an emergency. Anytime staff goes outside with the children they will have the classroom emergency contact binder, classroom phone, and backpack. In the backpack there is a first aid kit, wipes, tissues, gloves, sunscreen, and hand sanitizer. In the event of an evacuation the staff will also bring out the backpack, shoe box (if during nap time) the evacuation suitcase/duffel bag. Inside the evacuation suitcase there are diapers, wipes, gloves, tissues, hand sanitizer, a blanket, can opener, canned food, dry food, water, and small toys.

Evacuation to another site- This plan would be put into place in the event that it is not safe for the children to remain at the center. In this situation, staff have predetermined alternate sites for care. The choice of site is determined by the specific emergency and what would be an appropriate alternate site. In certain situations, it may not be a wise choice to announce exactly where we've gone so for safety's sake we will be referring to the different sites as site A, site B etc.

Landisburg

Site A - New Hope UCC *108 S Carlisle St, Landisburg, PA 17040*
Site B- Landisburg Fire House *301 Faculty Ave, Landisburg, PA 17040*
Site C -Shermans Dale Fire House *5450 Spring Rd, Shermans Dale, PA 17090*

Sherman Dale

Site A - Shermans Dale Fire House *5450 Spring Rd, Shermans Dale, PA 17090*

Site B- Perry County Generations *1326 Landisburg road Landisburg, PA 17040*

Site C -Landisburg Fire House *301 Faculty Ave, Landisburg, PA 17040*

Duncannon

Site A - Our back yard *606 North Market Street Duncannon, PA 17020*
Site B- Duncannon Borough Office *428 N High St, Duncannon, PA 17020*
Site C -Babs Curran Senior Center *403 N Market St, Duncannon, PA 17020*

Evacuation of Infants and Non-Mobile Individuals

In the event of an emergency when non mobile individuals need to be evacuated from the building, PCG Staff will use the Evacuation Crib, located in the Infant Room, or non-mobile individuals personal wheelchair to transport the children from the building to our Evacuation Sites

Method to contact parents

In the event of a serious emergency, parents will be notified, and a note will be placed on the door. You will be notified through our ProCare parent app, ProCare mass Email, ProCare mass texting, or called.. We also will post on our Facebook Page, Perry County Generations- (Duncannon, Landisburg, Shermans Dale)

Emergency ends/reuniting with children

When the emergency ends parents will be informed and reunited with their children as soon as possible. The contact methods listed above will be used to inform parents.

The purpose for sharing this information with you is not to cause you to worry, but to reassure you that we are prepared to handle all types of emergencies in a way that will ensure the safety of your child. If you have any questions, please feel free to talk to your child's teacher or the center director.

PCG Parking Lot Conduct

- Parking lot speed limit is 5 mph
- **Your car should be off** and in "park" please do NOT let your car idle when you are dropping off or picking up your children.
- You MUST accompany your child in and out of the building by an adult. NO EXCEPTIONS
- Please hold your children's hand as you are crossing the parking lot, AT ALL TIMES
- If you have any additional questions or concerns about PCG Parking lot Conduct, please feel free to see an Administrative Staff member.

ATTENTION ALL PCG LANDISBURG PARENTS

Please use parking spaces if available. The cul-de-sac area is for turning around or staff overflow parking in high volume situations **only**!

ATTENTION ALL PCG SHERMANS DALE PARENTS

Be mindful of when you are accompanying your child to the building from the parking lot. It is a public lot for other businesses next us and people tend to go faster through there than preferred.

ATTENTION ALL PCG DUNCANNON PARENTS

As you can see, our parking lot is very small and narrow. Therefore, please enter ONLY at the "West End", (where the small storage shed is located) and pull as far forward as you can, so more cars can pull in behind you. You MAY block the large garage doors, as they are NOT currently in use. When exiting, just continue pulling forward to the "East End" of the parking lot and use the marked Exit to leave the parking area.

Authorized Pick Up Information

In Pennsylvania, there is no law dictating a specific age limit for picking and dropping off a child from a childcare center. Instead, the Department of Human Services (DHS) and the Office of Child Development and Early Learning (OCDEL) require each individual childcare center to set and enforce their own written policies regarding authorized pick up. Please see below for Perry County Generations authorized pick up rules and exceptions.

Perry County Generations Childcare requires any authorized pick up person (who is not a parent or guardian) to be at least 18 years old. They need to have a valid drivers license or some form of photo ID to validate their name on the pick up list or the written permission to pick up the child. There is a 16 and 17 year old exception that allows relatives to pick the child. This requires the parent or guardian to have written consent on file prior to pick up or drop off.

What your Child will Need

To help ensure a successful experience, please review the following guidelines:

1. Extra Clothing
Please provide **at least one** or more complete sets of extra clothing to be kept at the center. These should include:

- Onesies (if applicable)
- Shirts
- Pants
- Socks
- Shoes (if applicable)
- Underwear (if applicable)

We will send reminders when items are used and need to be replaced. Seasonal clothing updates will also be needed approximately twice per year. We also encourage all clothes to be labeled in some way. If your child uses PCG clothes and they aren't returned within a week (7 days), you will be charged $2 for underwear and shoes, and $1 for shirts, pants and socks. These charges will be applied to your weekly tuition total regardless of CCW Status.

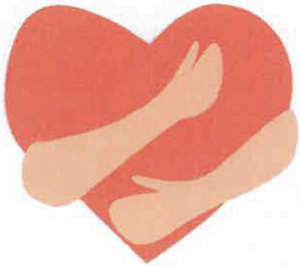
2. Schedules:

Infant (Under 1 Year)
For infants under one year of age, we ask that you please fill out and hand in to your child's teacher or Director, the Infant Feeding Schedule found in your Enrollment Packet. Our goal is to follow your child's established routine as closely as possible. Please keep in constant communication with your child's teacher on any changes to your child's daily routine, sleep and eating.

Toddler/Preschool (1 Year +)

Please be sure to fill out and hand in to your child's teacher or Director the "Getting to Know You" form found in your enrollment packet. We understand as your child grows things will change. Please keep in constant communication with your child's teacher on any changes to your child's daily routine, sleep and eating.

Handle With Care



If your family is experiencing difficulties at home, we would like to provide additional support at PCG. We understand that you are not always able to share details and that's okay. If your child is coming to PCG after a difficult night, morning, or weekend, please send us a message in the ProCare Ap "Handle With Care".

Nothing else will be said or asked. This will let us know that your child may need extra time, patience or help during the day.

Parent Overview: Individual Care Plans

An **Individual Care Plan** is a written document that explains how a child's specific health, developmental, behavioral, dietary, or personal care needs will be safely supported while attending child care.

The purpose of a Care Plan is to make sure that parents, teachers, administrators, and other authorized professionals have a clear and consistent understanding of the child's needs. It helps staff provide appropriate care while supporting the child's comfort, safety, development, and participation in the program.

When Is a Care Plan Needed?

A Care Plan may be developed when a child has a need that requires additional instructions, accommodations, monitoring, or staff support beyond the program's usual daily procedures.

Examples may include:

- Food allergies or dietary restrictions
- Asthma, diabetes, seizures, or other medical conditions
- Medication or emergency treatment needs
- Physical or mobility accommodations
- Developmental delays or disabilities
- Sensory or communication needs
- Emotional or behavioral support needs
- Toileting or personal care needs
- Feeding concerns
- Sleep-related needs
- Instructions following an injury, illness, or medical procedure
- Recommendations from Early Intervention, a school district, therapist, or health care provider

A Care Plan is not intended to label a child. It is a tool that helps the child care program understand the child as an individual and provide safe, respectful, and consistent care.

What Information Is Included?

Depending on the child's needs, a Care Plan may include:

- A description of the child's condition or area of need
- Symptoms, behaviors, or warning signs staff should watch for
- Daily care instructions
- Dietary or feeding requirements

- Medication instructions
- Emergency procedures
- Allergens, triggers, or activities that should be avoided
- Accommodations or supportive strategies
- Communication methods that are effective for the child
- Steps staff should take when the child becomes upset, overwhelmed, or unsafe
- Names and contact information for parents, guardians, health care providers, or specialists
- Guidance about when parents should be contacted
- The date the plan begins and when it should be reviewed

The Care Plan should provide clear, practical instructions that staff can follow throughout the child's day.

Who Develops the Care Plan?

Care Plans are developed in partnership with the child's parent or legal guardian. When appropriate, information may also be provided by:

- The child's physician or health care provider
- Early Intervention professionals
- Therapists
- Behavioral health professionals
- School district personnel
- Registered dietitians
- Other qualified specialists

Some medical conditions, medications, or emergency procedures may require written instructions or authorization from a licensed health care provider.

Parents are responsible for providing accurate and current information. The child care program is responsible for reviewing the plan with the staff members who will be caring for the child.

How Is the Care Plan Used?

Once the plan is completed, appropriate staff members are informed of the child's needs and trained on the procedures they are expected to follow.

The Care Plan may be used to:

- Guide the child's daily care
- Help staff recognize symptoms or warning signs
- Provide consistent responses across classrooms and staff members

- Support the child's participation in classroom activities
- Prepare staff for emergencies
- Document accommodations and support strategies
- Improve communication between the family and the child care program

Only employees who need the information to safely care for the child will have access to the plan. Information will be handled as privately and respectfully as possible.

Emergency Care Plans

Some children may require a specific Emergency Care Plan. This type of plan clearly describes what staff must do if the child experiences a medical emergency.

An Emergency Care Plan may include:

- Signs and symptoms of an emergency
- When medication should be given
- How emergency medication should be administered
- When to call 911
- When to contact the parent or guardian
- Where emergency medication and supplies are stored
- Any follow-up steps staff must take

Parents must provide all required medications, medical devices, supplies, and completed authorization forms before the child attends care or before the plan can be implemented.

Reviewing and Updating the Plan

Care Plans should be reviewed regularly and updated whenever the child's needs change.

Parents should notify the program promptly when there is:

- A change in diagnosis or medical condition
- A change in medication or dosage
- A new allergy or dietary restriction
- A change in emergency procedures
- New recommendations from a health care provider or specialist
- A change in the child's developmental, behavioral, or personal care needs
- Updated emergency contact information

The program may request an annual review or updated documentation from the child's health care provider.

An outdated plan may not provide staff with the information needed to care for the child safely. For this reason, parents may be asked to submit updated forms before the child can continue attending care.

Family and Program Partnership

Open communication is an important part of a successful Care Plan. Parents are encouraged to share strategies that work well at home and to ask questions about how the plan will be followed during the child care day.

Teachers and administrators will communicate with families about significant concerns, changes, incidents, or patterns that may affect the Care Plan. Together, families and staff can make adjustments that support the child's success.

The goal of an Individual Care Plan is to provide each child with safe, inclusive, developmentally appropriate care while helping the child participate as fully as possible in the child care program.

Perry County Generations Child Care
School Age Child Care (SACC) Programs

PCG offers a School Age Child Care (SACC) Program at the following locations:

- **New Hope UCC Church (Landisburg)**
- **PCG Shermans Dale**
- **PCG Duncannon**

Our SACC program provides:

- Before and after school care
- Care during school holidays
- Two-hour delays and early dismissals
- A full Summer Program

School Districts Served

- **Landisburg Location:** New Bloomfield Elementary (K–5) and Blain Elementary (K–5)
- **Shermans Dale Location:** Carroll Elementary (K–5)
- **Duncannon Location:** Susquenita Elementary (K–4)

Children may remain in the program until the summer following their final year of elementary school. Upon entering middle school, children will age out of the program.

Landisburg SACC Site Policy (Low Enrollment Days)

The Landisburg SACC Program is a stand-alone site licensed for up to 20 children. To ensure safe and efficient operations, the following policy applies:

- If enrollment drops below **4 children** on a non-typical school day (such as holidays or breaks), families will be asked to bring their child to the **PCG Main Site**:
  1326 Landisburg Road, Landisburg
- A SACC staff member will be present at the Main Site to care for enrolled children.
- Children will:
  - Have a designated space for SACC use
  - Use that space during homework time or rest periods

Preparing Your Child to Stay Home Alone

A Parent Guide for the Transition from Child Care to Greater Independence

A child aging out of child care is an exciting milestone, but staying home alone is a major responsibility. A child's age is only one factor to consider. Maturity, judgment, confidence, ability to follow rules, and readiness to handle an emergency are equally important.

Before allowing your child to stay home alone, review your state and local requirements and make sure your child is truly prepared.

Is Your Child Ready?

Consider whether your child:

☐ Feels comfortable being home alone
☐ Can follow directions and household rules
☐ Makes safe choices without constant reminders
☐ Knows their full name, home address, and parent or guardian phone numbers
☐ Knows how and when to call 911
☐ Can remain calm during an unexpected situation
☐ Understands basic fire, weather, and personal safety procedures
☐ Can safely prepare a simple snack or meal
☐ Knows how to lock and unlock doors
☐ Will avoid sharing that they are home alone
☐ Can contact a trusted adult if they feel worried or unsafe
☐ Understands appropriate use of phones, electronics, appliances, and the internet

If your child is fearful, frequently breaks rules, acts impulsively, or struggles during stressful situations, they may need more time and practice before staying home alone.

Start Slowly

Begin with short practice periods while you remain nearby.

1. Leave your child alone for 10–15 minutes while you take a walk or visit a nearby neighbor.
2. Gradually increase the amount of time.
3. Practice during daylight hours before trying evenings.
4. Call or text your child at agreed-upon times.
5. Discuss what went well and what needs more practice after each experience.

Children should not be expected to supervise younger siblings until they have demonstrated that they can safely care for themselves and are mature enough to handle the additional responsibility.

Create Clear Home-Alone Rules

Every family's rules will be different, but they should be written, reviewed, and consistently followed.

Doors and Visitors

☐ Keep all doors and windows locked.
☐ Never open the door for anyone.
☐ Do not tell callers, visitors, or people online that you are home alone.
☐ Do not invite friends into the home unless a parent has given permission.
☐ Do not leave the house without permission.

A child can say:

"My parent is unavailable right now. May I take a message?"

Phone and Internet Safety

☐ Answer calls or messages only from approved people.
☐ Never share personal information, passwords, location, or home-alone status.
☐ Follow family rules for social media, gaming, video calls, and internet use.
☐ Tell a trusted adult immediately about frightening, inappropriate, or suspicious online contact.

Cooking and Appliances

Decide in advance which appliances your child may use.

☐ Prepare approved snacks and meals only.
☐ Do not use the stove, oven, sharp knives, candles, matches, or lighters unless specifically permitted.
☐ Follow microwave instructions carefully.
☐ Never place metal in a microwave.
☐ Clean up spills to prevent slips and falls.
☐ Turn off appliances after use.

Medication and Household Hazards

☐ Do not take any medicine unless a parent has provided clear instructions.
☐ Never touch firearms, alcohol, vaping products, chemicals, cleaning supplies, or other restricted items.
☐ Keep dangerous items locked and inaccessible before leaving a child home alone.

Emergency Preparedness

Your child should know what to do during an emergency before being left alone.

Call 911 When:

- There is a fire or smoke in the home.
- Someone is seriously injured or cannot breathe.
- Someone is trying to enter the home.
- The child feels they are in immediate danger.
- A parent or trusted adult instructed them to call.

Teach your child to tell the dispatcher:

- Their name
- Their address
- What happened
- Whether anyone is hurt
- That they are home alone

Your child should remain on the phone until the dispatcher says it is okay to hang up.

Fire Safety

☐ Leave the home immediately if there is smoke or fire.
☐ Do not hide or return for belongings or pets.
☐ Go to the family's designated meeting place.
☐ Call 911 from outside or from a neighbor's home.
☐ Know at least two ways to exit the home.

Severe Weather

☐ Know where to go during a thunderstorm, tornado warning, or other severe weather event.
☐ Stay away from windows.
☐ Keep a flashlight available.
☐ Know where emergency supplies are stored.
☐ Follow the family's communication and shelter plan.

Power Outage

☐ Use flashlights instead of candles.
☐ Avoid opening the refrigerator or freezer unnecessarily.
☐ Do not touch electrical panels, damaged wires, or outlets.
☐ Contact a parent or trusted adult.

Information to Post Near the Phone

Child's Information

Child's full name: _____

Home address: _____

City, state, and ZIP code: _____

Child's phone number: _____

Parent or Guardian Contacts

Parent/Guardian 1: _____

Phone: _____

Parent/Guardian 2: _____

Phone: _____

Trusted Adults

Trusted Adult 1: _____

Relationship: _____

Phone: _____

Trusted Adult 2: _____

Relationship: _____

Phone: _____

Nearby neighbor: _____

Phone: _____

Emergency Contacts

Emergency: **911**

Poison Help: **1-800-222-1222**

Family doctor: _____

Phone: _____

Family meeting place: _____

Our Family's Home-Alone Plan

My child may stay home alone on:

_____

My child may be home alone for no more than:

_____

My child will check in by:

☐ Calling
☐ Texting
☐ Video call
☐ Other: _____

Check-in times:

_____

My child may use the following appliances:

_____

My child may prepare the following foods:

_____

My child may contact these approved people:

_____

Additional family rules:

_____

_____

_____

Home-Alone Practice Scenarios

Talk through these situations with your child:

- Someone knocks on the door.
- A caller asks where your parent is.
- The smoke alarm sounds.
- The power goes out.
- A severe weather alert is issued.

- Your child becomes frightened or feels sick.
- A friend asks to come inside.
- Someone online asks for personal information.
- Your child accidentally breaks a household rule.
- A parent is late returning home.

Ask your child to explain exactly what they would do. Practice regularly so safe responses become familiar.

Parent Final Checklist

Before leaving my child home alone, I have:

☐ Checked applicable state and local requirements
☐ Confirmed that my child feels comfortable and ready
☐ Practiced short home-alone periods
☐ Reviewed household rules
☐ Posted emergency phone numbers
☐ Practiced calling 911
☐ Created fire and severe weather plans
☐ Locked up medications and hazardous materials
☐ Removed or secured firearms and weapons
☐ Established check-in times
☐ Identified nearby trusted adults
☐ Discussed internet and social media safety
☐ Made a backup plan in case I am delayed

Perry County Generations Child Care
Center Rules

This information sheet is designed to help parents and children understand the basic rules of our center. These guidelines are in place to ensure the health and safety of all children. If you have any questions or concerns, please speak with a member of the PCG staff.

1. No Violent Toys or Play
Violent toys and play are not permitted. This includes items such as play guns, knives, swords, or similar objects. Action figures may be brought for Show and Share, as long as they do not include any of these accessories.

2. Toys from Home
Toys from home are not allowed, as they can be confusing for both children and staff. However, we offer designated Show and Share days when children may bring an item from home. Items must remain in the child's cubby until Show and Share time and be returned afterward.
Note: A comfort item for nap times is allowed.

3. Splash Day Footwear
During Splash Days, children must wear water shoes, old sneakers, or flip-flops. This helps prevent injuries such as splinters or bee stings.

4. Special Snacks for Events
Special snacks may be provided for birthdays and other celebrations. Please notify a staff member at least one week in advance so we can coordinate with our snack schedule.
Be mindful that some children have food allergies—staff can help suggest safe, inclusive treat options.

Perry County Generations Child Care
What is HighScope?

At PCG, everything we do—from lesson planning and activities to daily interactions with children—is guided by a curriculum called **HighScope**.

HighScope is a research-based approach to early childhood education that has been developed over more than 50 years. It focuses on building on each child's individual strengths, interests, and abilities. The central belief of HighScope is that children learn best through **active participation**—by engaging with materials, people, and ideas in meaningful ways.

What This Means for Your Child

In simple terms, HighScope is **child-led and teacher-supported**.

- Children are encouraged to explore, make choices, and take an active role in their learning
- Teachers guide and support learning rather than direct it
- Activities are designed to promote independence, creativity, and problem-solving

You may hear the term **"purposeful play."** While it may look like children are "just playing," each activity is intentionally planned to support learning and development. Teachers guide play in ways that help children build important skills such as communication, critical thinking, and social interaction.

We also use **open-ended questions and instructions**, allowing children's ideas and creativity to take the lead. This approach helps children think independently and express themselves confidently.

Our Goal

HighScope allows children to learn and grow in a way that feels natural to them. Rather than placing children into a rigid structure, this curriculum supports each child as an individual—encouraging them to explore, create, and thrive.

At PCG, we believe in letting children be children—while giving them the tools and support they need to learn and flourish.

Parent Overview: HighScope COR Advantage

At Perry County Generations, we use **COR Advantage**, the observation-based assessment tool developed by HighScope, to help us understand each child's growth, strengths, interests, and learning needs.

COR stands for **Child Observation Record**. Rather than relying on tests, worksheets, or one-time evaluations, teachers observe children during their normal daily activities and routines. These observations help us see what children can do independently and how their skills develop over time.

How COR Advantage Works

Teachers observe children while they are:

- Playing in learning areas
- Participating in small- and large-group activities
- Talking with teachers and classmates
- Solving problems
- Creating art and building
- Eating meals and snacks
- Following classroom routines
- Playing outdoors
- Practicing self-help and social skills

Teachers record brief, factual notes about what they see and hear. Photos or examples of children's work may also be included when appropriate. These observations are reviewed and scored using developmental levels within the COR Advantage system.

Areas of Development

COR Advantage helps teachers monitor development in several important areas, including:

- Approaches to learning
- Social and emotional development
- Physical development and health
- Language, literacy, and communication
- Mathematics
- Creative arts
- Science and technology
- Social studies

The tool also helps teachers observe skills such as independence, problem-solving, cooperation, communication, fine-motor development, early writing, counting, and understanding the world.

How We Use the Information

Information gathered through COR Advantage helps teachers:

- Plan meaningful classroom activities
- Set individualized goals for each child
- Support children at their current developmental level
- Recognize areas where additional practice or support may be helpful
- Adjust teaching strategies and classroom materials
- Monitor progress throughout the year
- Prepare children for a successful transition to kindergarten

COR Advantage supports our belief that children learn best through **planned, purposeful play**. It allows teachers to build learning experiences around each child's interests, abilities, and developmental needs.

What Families Can Expect

Families will receive information about their child's progress during parent-teacher conferences and at other times throughout the year. Teachers may share observation notes, developmental summaries, work samples, and goals for continued growth.

Parents are encouraged to share information about their child's development, interests, routines, and accomplishments at home. Family input gives teachers a more complete understanding of each child and helps create a strong partnership between home and school.

Important Information for Parents

COR Advantage is not a test and does not compare children to one another. Children develop at different rates, and each child's progress is viewed individually.

The purpose of COR Advantage is to help teachers recognize growth, guide instruction, and provide children with developmentally appropriate learning experiences. If observations suggest that a child may benefit from additional support, teachers will communicate with the family and discuss possible next steps.

By using COR Advantage along with the HighScope Curriculum, Perry County Generations is able to provide intentional, individualized learning experiences that support the whole child and promote kindergarten readiness.

Credit Days

PCG offers Credit Days to both full and part-time families that can be used when a child is NOT attending Day Care. Such as; if your child is too sick to come, your family is taking a vacation or on a paid Holiday when the Center is closed. Credit days cannot be shared among siblings. Each eligible full-time child will receive 12 days per year. Children attending 3 days per week will receive 6 days and families that attend 2 days per week will receive 5 days.

Credit Days will be issued on January 1st to be used over the next 12 months. All credit days must be used on or before January 1st or lost.

New families that enroll after January will receive an adjusted number of days depending on when they enroll. For example, if your family enrolls in April, your child/ren will receive 7 credit days for the rest of year to be used before January 1st. The Credit Days will not be issued to the new families until 30 days after their enrollment date. i.e. If you enroll on April 1st your child will receive 7 credit days on May 1st. Current families enrolling a new child/ren will not have a waiting period and will receive their allotted days the first day the child/ren attends PCG.

If a current family is pulling out for the summer, going part time for a few months, taking an extended break, maternity leave (one month or more off) etc. That family will only be eligible to receive the amount of Credit Days that is equal to the amount of months their child/ren will be attending PCG full time. For example, you know that your child will not be attending PCG June, July and August, you will only be eligible to receive 9 Credit Days for the year.

Families with their account in arrears are not eligible to use their credit days until their account is brought current.

Families that participate in the Child Care Network Program are not eligible for PCG Credit Days.

For part-time families or if a full-time family decides to go to part time at any time during the year, they will immediately only qualify for 6 or 5 credit days. If the credit days used exceed the number of months attended, the family will either forfeit their tuition deposit or need to pay for the number of credit days over the amount earned to that date.

For example, if your family decides to go part time in June (6 months into the year) and you've already used 8 credit days for the year, you would either need to pay back 2 credit days or forfeit your tuition deposit. In order for families to be eligible to use their credit days, all tuition costs must be current. If your account is not current, your credit days will become null and void until the account is brought current. If your account continues to be in arrears for more than 2 weeks, ALL remaining credit days will be lost and your family will not be eligible to receive any additional Credit Days until the start of a new year. PCG also reserves the right to deny usage of Credit Days. For example, if PCG has asked families to indicate their vacation schedule in advance and you signed up for your child/ren to come and then after the sign- up deadline has

passed, decide that they are now not coming. You will be denied usage of your credit day/s since we have already scheduled our staff around the vacation schedule that you previously indicated.

Credit days cannot accumulate year to year.

The maximum number of days a family may use per month, per child is 5.

At any time, if you have questions about your credit days, please see an Administrative Staff member for assistance.

Assessments and Observations

Perry County Generations is committed to providing high-quality Early Childhood Education to all children entrusted to our care. As part of the Pennsylvania Quality Initiative Program, **Keystone STARS**, we are required to complete several types of screenings, assessments, and observations.

These tools help teachers gain a deeper understanding of your child's individual strengths, developmental needs, and learning styles. The information gathered allows us to plan appropriate activities and experiences that support each child's growth, learning, and overall development.

With your permission, your child will be regularly assessed, and all results will be shared with you. Perry County Generations typically offers Parent/Teacher Conferences twice per year:

- **Fall Conference:** To discuss your child's current development and establish goals for the school year
- **Spring Conference:** To review progress and re-evaluate goals

Parents may choose to attend a one-on-one Parent/Teacher Conference, scheduled after hours, or may decline the conference and receive copies of the completed assessment tools and results. Participation in conferences is optional, and the choice is entirely yours.

The following two pages provide a brief overview of two screening tools used at Perry County Generations:

- **ASQ:SE-2**, which focuses on social and emotional development
- **ASQ-3**, which provides a broader overview of developmental progress across multiple areas

If you have any questions or concerns regarding the ASQ tools or any other assessments or observations conducted at Perry County Generations, please feel free to speak with a member of our Administrative Staff.

ASQ® for Parents

Your Quick-Guide to ASQ® Screening

If you're like most parents, you probably have a lot of questions when a doctor or teacher says your child will be screened. You know your child better than anyone else, and the thought of "scoring" what they can and can't do might make you feel apprehensive—angry even. You might wonder how a questionnaire can accurately capture all your child's skills, and if screening might lead to a label or diagnosis. And as a busy, concerned parent, you might have practical questions too, like how long is this going to take? and what happens next?

The "Why" of Screening

What is Screening?

Screening is a quick check of your child's development. It's happening in a wide variety of early childhood settings these days—from doctor's offices to preschools to child care programs. Screening takes a snapshot of your child's current skills and helps accurately identify children who may be at risks for delays.

Why is it important for my child to be screened?

Regular screening provides a fast and helpful look at how your child is doing in important areas like communication, social skills, motor skills, and problem-solving skills. Screening can identify your child's strengths, uncover new milestones to celebrate, and reveal any areas where your child may need support. It helps you understand your child's development and know what to look for next. And it helps you work with doctors and educators to plan next steps when it makes the most difference—your child's critical first years of life.

Can a questionnaire really capture my child's true skills and developmental progress?

Yes! Studies have shown that parent-completed screeners like ASQ® are very effective at pinpointing child progress. Information parents give about their children is usually highly accurate. Plus a parent-report tool like ASQ calls for your unique perspective on how your child behaves and performs skills in natural settings like your home. That means it can capture the big picture of your child's development better than a screening that takes place in an unfamiliar setting.

Why would I want to fill out a questionnaire that highlights what my child can't do?

The great thing about ASQ is that it's strengths-focused—the emphasis is really on what your child can do. It's the perfect way to keep track of milestones and celebrate them as your child grows and develops.

Adapted from *ASQ®-3 User's Guide* and *ASQ®:SE-2 User's Guide* by Squires, Twombly, Bricker, & Potter
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What if my child has a diagnosed disability? Will I still be asked to fill out an ASQ questionnaire?

As ASQ co-developer Jane Squires says: "The main point of screening is to catch children who may be at risk for disabilities…If children are already diagnosed with a disability, screening is redundant." So ideally, you won't be asked to fill out a questionnaire if your child has been diagnosed already. However, if your state's regulations require universal screening for all kids, talk to your healthcare or educational professional—they may need to seek clarification from the administrative office regarding the screening of children with disabilities. You may choose to fill out selected portions of the questionnaire that apply to your child, or you can decline consent for participating in screening.

Can my child's teacher also fill out an ASQ questionnaire?

Yes, teachers or other providers who spend 15–20 hours per week with a child may also complete ASQ questionnaires. Since teachers spend so much time with your child and know them so well, their expertise and insights can be invaluable. After your child's teacher completes a questionnaire, it's helpful for them to share results with you and discuss any differences in skills or behaviors seen at school versus at home.

How ASQ Works

What is ASQ, exactly?

The ASQ screeners are sets of valid, reliable, and age-appropriate questionnaires that are filled out by the true expert on your child—you! There are two screeners in the ASQ family: **ASQ®-3**, which looks at key areas of early development, and **ASQ®:SE-2**, which focuses on social-emotional development.

Tell me more about ASQ-3

ASQ-3 is a set of simple questionnaires trusted for more than 20 years to check child development. There are 21 ASQ-3 questionnaires for use with children from 1 month to 5½ years old (one questionnaire for each age range). Here are the five important areas of development that each questionnaire looks at:

1. **Communication:** Your child's language skills, both what your child understands and what he or she can say.
2. **Gross Motor:** How your child uses their arms and legs and other large muscles for sitting, crawling, walking, running, and other activities.
3. **Fine Motor:** Your child's hand and finger movement and coordination.
4. **Problem Solving:** How your child plays with toys and solves problems.
5. **Personal-Social:** Your child's self-help skills and interactions with others.

The "Overall" section asks you open-ended questions about your child's development and lets you weigh in with any concerns you may have.

Adapted from *ASQ®-3 User's Guide* and *ASQ®:SE-2 User's Guide* by Squires, Twombly, Bricker, & Potter
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Tell me more about ASQ:SE-2

ASQ:SE-2 is a set of questionnaires with a deep, exclusive focus on social-emotional development. There are 9 ASQ:SE-2 questionnaires for use with children from 1 month to 6 years old. Here are the seven important areas of development that each questionnaire looks at:

1. **Autonomy:** Your child's ability or willingness to self-initiate or respond without guidance (moving to independence).
2. **Compliance:** Your child's ability or willingness to conform to the direction of others and follow rules.
3. **Adaptive Functioning:** Your child's success or ability to cope with bodily needs (sleeping, eating, toileting, safety).
4. **Self-Regulation:** Your child's ability or willingness to calm or settle down or adjust to physiological or environmental conditions or stimulations.
5. **Affect:** Your child's ability or willingness to demonstrate their own feelings and empathy for others.
6. **Interaction:** Your child's ability or willingness to respond to or initiate social responses with parents, other adults, and peers.
7. **Social-Communication:** Your child's ability or willingness to interact with others by responding or initiating verbal or nonverbal signals to indicate interests, needs, or feelings.

The "Overall" section asks open-ended questions about your child's social-emotional development and lets you weigh in with any concerns.

How long does an ASQ questionnaire take?

You'll only need 10–15 minutes to fill out an ASQ-3 or ASQ:SE-2 questionnaire. It's that quick and easy!

How does it work?

- You'll receive an ASQ questionnaire from your child's healthcare provider or early childhood educator. They might send it to you in the mail, give you access to a secure website where you can fill it out, or give you the questionnaire during an in-person visit.

- You'll answer each question based on what your child is able to do now. Your answers help show your child's strengths and areas where they may need practice or support.

- After you complete the ASQ questionnaire, just return it to your child's healthcare or education professional. They'll score the questionnaire, share the results with you, and discuss any follow-up steps.

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Next Steps

What happens after I get my child's ASQ results?

If your child is developing without concerns, there won't be specific follow-up steps—just keep playing and interacting with your child as they grow and reach new milestones. If your child has trouble with some skills, your program will help you with next steps, including a possible referral for more assessment. Whether or not there are concerns, your program might also give you some fun and easy ASQ learning activities to try with your child before the next screening.

What are the ASQ Learning Activities?

These are fun, age-appropriate activities and games you can try with your child to boost their development between screenings (and have fun with them at the same time)! Your child's doctor or teacher might print these out or email them to you after an ASQ screening.

Will my child be labeled as a result of an ASQ screening?

ASQ is a screener, not an assessment, so it can't diagnose a disability. It can help determine if your child needs further assessment or support in one or more areas. A big benefit of ASQ is that it helps catch potential delays or issues early—so if your child does need some extra support, follow-up, or intervention, they can get it now, when it makes the most difference.

Each ASQ questionnaire you complete helps get your child off to the best possible start in life. Thanks for reading this introduction to screening—we hope it answered your questions and reduced some of your worries. If you have any other questions about screening, please explore the rest of the ASQ website (www.agesandstages.com) or talk to your child's healthcare or education professional.

Adapted from *ASQ®-3 User's Guide* and *ASQ®:SE-2 User's Guide* by Squires, Twombly, Bricker, & Potter
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Playground Parent Engagement App

Dear Families,

We are thrilled to introduce our parent engagement and childcare management mobile application! Staying connected to your child's daily growth, learning, and milestones is essential. This mobile platform is designed to provide you with a seamless, secure, and real-time window into your child's day.

Whether you want to check in on daily activities, view photos, send a quick message to your child's teacher, or manage your tuition payments, everything you need is now available right at your fingertips.

Key Features of the App:

- Real-time activity feed
- Photos & Video sharing
- Direct Messaging
- Contactless Sign-In/Out
- Billing and Payments

Step-by-Step Setup Guide
Getting started takes less than 5 minutes. Please complete the following steps to activate your account:

1. **Check Your Email for an Invitation Link**
   You will receive an automated email invitation containing a unique registration link to create an account. If you do not see the email in your main inbox, please check your spam or junk folder.
2. **Download the Mobile Application**
   Visit the Apple App Store (iOS) or Google Play Store (Android) on your mobile device and search for the Playground app. Download and launch the app.

3. **Create & Verify Your Profile**
   Follow the on-screen prompts to register using the email address currently on file with our center. Set up a secure password.
4. **Review & Update Important Details**
   Once logged in, please review your child's profile details:
   - **Guardian/ Authorized Pickups:** Add photo identification and contact numbers for individuals authorized to pick up your child and more.
   - **Paperwork Information:** Verify all enrollment information is filled out and up to date.
   - **Payment Information:** Enter your preferred payment method (ACH transfer or Credit/Debit card) to ensure timely billing. Cash and Check are not accepted.

Thank you for your ongoing partnership and dedication to creating a strong, supportive learning community for our children. We look forward to sharing wonderful classroom moments with you!

Warm regards,

Perry County Generations Admin Staff

Child Care Works (CCW) Families

Families participating in the Child Care Works (CCW) program should be aware of the following policies and expectations:

- CCW determines each family's required **copayment**, which must be paid as assigned.
- In addition to the CCW copayment, families are responsible for a **weekly PCG copay**, outlined below.
- Because CCW already provides tuition assistance, CCW families are **not eligible** for the following PCG programs:
    - Credit Day Program
    - Coverage for unexpected closures
    - Extended Leave Program

Fees Not Covered by CCW

Any fees accrued due to **late payments** or **late pick-up** are **not covered by Child Care Works** and must be paid in full directly to Perry County Generations.

If you have questions regarding CCW billing or payments, please contact a member of the Administrative Staff.

Weekly PCG Copay

- **1 child:** $10 per week
- **2 children:** $15 per week
- **3 children:** $20 per week

We appreciate your cooperation and partnership as we work together to support your family's child care needs.

Perry County Generations
Non-Discrimination Policy

Subject:
Non Discrimination Policy Statement
Equal Employment Opportunity

To: Clients, Families, and Staff

From:
Owner/Executive Director -Diane Shope
Landisburg Director - Brianne Fleck
Shermans Dale Director - Melissa DeWalt
Duncannon Director - Tory Snow

Admissions, the provisions of services, and referrals of clients shall be made without regard to race, color, religion, disability, socioeconomic status, ancestry, national origin (including limited English proficiency), marital status, veteran status, age, gender identity or expression, sexual orientation, or sex.

Program and employment services shall be made accessible to eligible persons with disabilities through the most practical and economically feasible methods available. These reasonable accommodation(s) shall be made to meet the physical or mental limitations of qualified applicants or employees. The methods include but are not limited to, equipment redesign, the provision of aides, and the use of alternative service delivery locations. Structural modifications shall be considered only as a last resort among available methods. If a child family has a home language other than English, every effort will be made to communicate both verbally and written in a fashion that is acceptable to both parties.

Any employee, student, or family who believes they have been discriminated against, may file a complaint of discrimination with any of the following.

Perry County Generations
1326 Landisburg Road
Landisburg, PA 17040

Commonwealth of Pennsylvania
Department of Human Services
Room 225, Health & Welfare Building
P.O. Box 2675
Harrisburg, PA 17105

PA Human Resources Commission
Harrisburg Regional Office
333 Market Street - 8th FL
Harrisburg, PA 17101

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

Perry County Generations Child Care

Payment Policy

Effective August 2026

TUITION DEPOSIT & WITHDRAWAL

- A **deposit equal to one week's tuition** is required to reserve enrollment and must be paid **one week prior to the start date**.
- Deposits may be paid by **cash or check**.
- A **written two-week notice** is required to terminate care.
- The deposit will be applied to the **final week of care**.
- Failure to provide notice results in **forfeiture of the deposit** and may affect **future enrollment eligibility**.

TUITION PAYMENTS

- Tuition may be paid **weekly, bi-weekly, or monthly**.
- **Weekly payments:** Due **every Friday by 9:00 a.m.**
- **Bi-weekly payments:** Must be **one week current and one week in advance**.
- **Monthly payments:** Due on the **first Friday of each month**.

PAYMENT METHODS

Playground Automated Payments

- Payments process **Thursday morning or on the last day of the week PCG is open** to be settled by **Friday morning**.
- ACH and recurring credit card payments are processed **no later than 9:00 a.m. Thursday**.

LATE PAYMENTS

- Payments not received by **Monday at 9:00 a.m.** incur a **$25 late fee**.

- Payments not received by **Tuesday at 9:00 a.m.** incur an **additional $20 fee**, and the child(ren) will **not be admitted** until the balance is paid in full.
- Repeated late payments may result in **mandatory enrollment into Playground automatic payment platform** or **termination of services**.

NON-SUFFICIENT FUNDS (NSF)

- NSF payments will incur a **$25 fee**.
- After **two NSF Notifications**, families must pay **cash only**.
- If a family has two or more NSF notifications, and refuses to pay cash, or the cash payments are late, they will withdraw from care with **two weeks' notice**.
- The tuition deposit will apply to the **final week of care**.

CREDIT DAYS

- Credit days must be requested using a **PCG Credit Day Form**.
- Please allow **two business days** for processing.
- Accounts must be **current** to use credit days.
- Credit days **cannot be applied to late payments**.

Custody Agreements Policy

Custody Agreements

Perry County Generations (PCG) is committed to ensuring the safety and well-being of all children in our care. To do so, we must have accurate and current legal documentation regarding custody and child release.

If you and your spouse, partner, or former partner are no longer together and **legal custody agreements are in place**, a copy of the most current court order **must be provided before your child(ren) begins care** at Perry County Generations.

If there is **no legal custody agreement on file**, both parents are presumed to have **equal legal rights** to the child(ren). In these situations, PCG **cannot refuse to release a child to either parent** unless we have valid legal documentation stating otherwise, including restrictions on custody days or release permissions.

Parent Responsibility

- It is the responsibility of **both parents** to ensure that PCG has **accurate, current, and complete custody documentation** on file at all times.
- If PCG is provided with outdated, inaccurate, null, or void documentation, we will be unable to enforce court recommendations.
- Perry County Generations will **not be held responsible** for incidents or situations that occur as a result of outdated or incomplete information.

Documentation Review

- Parents with custody agreements are required to **review the custody documentation on file at PCG at least twice per year** to confirm accuracy.
- If changes occur, updated court documents must be submitted **as soon as possible**.

If you have any questions or concerns regarding this policy, please contact your Center Director for assistance.

Perry County Generations Child Care

Extended Leave Policy

PCG allows currently enrolled families, in good standing, to take up to **12 weeks of Extended Leave**.

Extended Leave Requirements

- A fee of **$100 per week, per child** is required to hold your child's spot during the leave period.
- This fee ensures your child's enrollment space is reserved for your return.

Care During Extended Leave

- If care is needed during your extended leave period, you will be charged the **regular daily rate** based on your child's age group.
- Please note that care during this time **is not guaranteed** and will depend on staffing ratios and room capacity.

Billing Requirements

- Families participating in Extended Leave must be enrolled in **ProCare automatic billing** if they are not already.

When This Policy Applies

This policy may be used for situations such as:

- Reduced attendance during summer months
- Maternity or paternity leave
- Other temporary breaks from regular care

Perry County Generations Child Care
Electronic Device Policy

Perry County Generations (PCG) does not permit children to bring or use electronic devices while in care.

General Policy

- Children are **not allowed** to bring electronic devices from home
- Children are **not permitted** to use PCG electronic devices, as these are reserved for staff use only

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Exception: School-Age Remote Learning

An exception is made for school-age children enrolled in the **School-Age Child Care (SACC)** program during **school-scheduled Remote Learning Days**:

- Children may use their **school-issued device only**
- Device use must be strictly for **educational purposes**

Devices Brought from School

- Any electronic devices brought from school must remain:
  - **Turned off**
  - Stored in the child's **cubby**
- Devices may not be used outside of the approved Remote Learning exception

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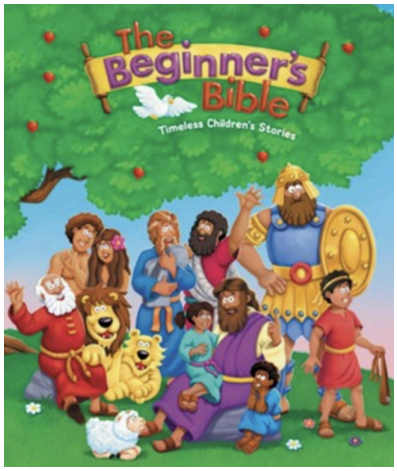
If you have any questions regarding this policy, please speak with an **Administrative Staff Member**.

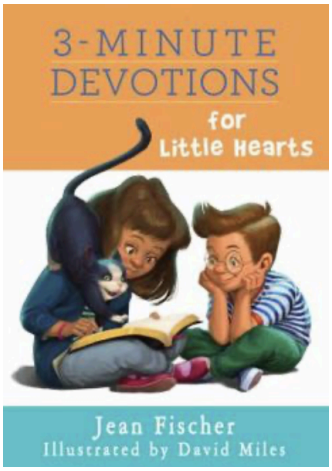
Religion Policy

Perry County Generations, Inc. is a **Non- denominational Christian-based organization**. While we are not affiliated with any specific denomination, we recognize and celebrate Christian holidays, teach from children's Bibles and devotionals, and incorporate prayer and song into our daily routine.

We also introduce children to other religions and faiths to help them develop an understanding of the diverse world around them. Children will engage with both secular and religious books and songs, fostering a sense of **hope, pride, and acceptance** of others.

Our goal is to provide a **safe, nurturing, and stimulating environment** where children can explore their faith, recognize evidence of God in daily life, and develop respect for people of all beliefs.





Late Pick-Up Policy

Perry County Generations (PCG) follows Department of Human Services (DHS) guidelines to ensure the safety and well-being of all children in our care. Please review our policy carefully:

⏰ Maximum Daily Care

- Children may remain in care for a maximum of **10½ hours per day**.
- Exceeding this time will result in a **late fee**:
  - **$20** for the first 5–15 minutes
  - **$1 per minute** thereafter
- Late fees will be added to weekly tuition. **Unpaid fees may result in suspension of services.**

🕐 After-Hours Pick-Up

- PCG closes at **6:00 p.m. daily** unless otherwise noted.
- Children picked up after 6:00 p.m. will incur the same **late fee schedule**.

⚠ Habitual Late Pick-Up

- Families who are **habitually late** or repeatedly exceed the 10½-hour maximum will receive a **written warning**.
- Continued lateness may result in termination of care with **two weeks' notice**.
- Tuition deposits will be applied to the final week of care.

💡 Emergency Exceptions

- In case of an **emergency**, the Owner and/or Director may waive this policy at their discretion.

Food and Drinks Policy

Perry County Generations (PCG) cares for many children with mild to severe food allergies. To ensure the health and safety of all children, we have established the following Food and Drinks Policy. Please use this policy as a guideline whenever bringing food or beverages to PCG.

To reduce the risk of contamination, allergic reactions, and confusion regarding personal belongings, outside food and drinks are not permitted for children over the age of two while attending PCG. PCG provides breakfast, lunch, and two snacks daily (morning and afternoon). Water is available to children at all times, and milk and/or juice are offered at least three times per day.

Food items, sippy cups, bottles, or drinks from the car ride to and from PCG must remain in the vehicle. The only exception is for infants who are still using bottles as their primary drinking method.

If your child has a milk allergy, PCG will provide an appropriate milk substitute with a completed Allergy Action Plan.

Any child with a diagnosed food allergy must have a completed Allergy Action Plan on file **before** admission into care.

Families may bring in special snacks for their child's birthday or for PCG-sponsored holiday celebrations. However, please check with your child's teacher to see if there are any food allergies in their classroom.

Diaper Supply Policy

Purpose

Perry County Generations Child Care (PCG) is committed to maintaining a clean, comfortable, and hygienic environment for all children in our care. To ensure that children always have access to necessary diapering supplies, PCG maintains a limited emergency supply of diapers for use when needed.

Parent Responsibility

Parents/guardians are responsible for providing an adequate daily supply of diapers for their child while attending PCG. Families are encouraged to regularly monitor and replenish their child's diaper supply.

Emergency Diaper Use

If a child runs out of diapers during the day and diapers must be supplied by PCG, a diaper fee will be charged under the following conditions:

- PCG did not provide at least two (2) days' notice that assistance with diaper supplies would be needed.
- Parents fail to bring in more diapers after the second request

Diaper Fee

- **Fee Amount:** $2.00 per diaper used
- **Billing:** Fees will be accrued as needed and added to the family's regular tuition invoice.

Additional Information

PCG understands that unexpected situations may arise and will work with families when possible. The purpose of this policy is to help offset the cost of maintaining emergency diaper supplies while continuing to provide quality care and hygiene standards for all children.

Families with questions or concerns regarding this policy are encouraged to contact the center administration for clarification or assistance.

Health & Wellness Policy

Children are more likely to become ill when they are in large group settings such as child care. At Perry County Generations, staff work diligently to reduce the spread of germs and illness by using best-practice disinfecting and hygiene procedures. These include daily sanitizing of toys and equipment, frequent and proper handwashing for both children and staff, and teaching children healthy habits such as covering coughs and sneezes.

Despite these precautions, illness can still occur. For the **health and safety of all children and staff**, there are times when a sick child should not attend child care.

As a **state-approved and licensed child care center**, Perry County Generations follows guidance and regulations from the **Pennsylvania Department of Human Services**, as well as recommendations from **Keystone STARS** and the resource manual *Caring for Our Children*.

The following guidelines outline common childhood illnesses and exclusion requirements. Please use these criteria when determining if your child is well enough to attend child care.

Illness Exclusion & Return Guidelines

- **Chickenpox** – May return when all blisters have crusted over (approximately 6 days).
- **Colds** – If accompanied by a fever over **101.0°F (ear)**, the child must remain home until fever-free without medication.
- **Conjunctivitis (Pink Eye)** – May return **24 hours after treatment begins**.
- **COVID-19** – May return after **5 days**, with the day of diagnosis considered Day 0, and a **negative COVID test**.
- **Diarrhea** – The child must be diarrhea-free for **24 hours**.
    - If a child experiences **three or more episodes in one day while in care**, a parent will be notified for pickup.
- **Fever** – Over **101°F (ear)**. The child must remain fever-free for **24 hours without medication**.
- **Hand-Foot-Mouth Disease** – Excluded until **all blisters or ulcers have crusted over and/or healed**. Children with open sores are still contagious.
- **Haemophilus Influenzae Type B (HIB)** – Re-admit with a **doctor's note**.
- **Hepatitis A** – May return **one week after onset**, with a **doctor's note**.
- **Hepatitis B** – Exclusion based on **physician recommendation only**.

- **Herpes** – Excluded until sores have crusted over. Herpes on fingers must be **fully healed** before returning.
- **Impetigo** – Re-admit **24 hours after treatment begins**, with a **doctor's note**.
- **Lice / Nits** – Child may return when **lice- and nit-free**.
    - A staff member will conduct a **private head check** before readmission. Parents must remain until the check is completed.
    - If lice or nits are discovered during care, the parent will be contacted for immediate pickup. All families will be notified of exposure; confidentiality will be maintained.
- **Measles / Rubella** – May return **6 days after rash onset**. (see measles policy for more details)
- **Meningitis** – Re-admit with a **doctor's note**.
- **Mouth Sores with Drooling** – Re-admit with a **doctor's note**.
- **Mumps** – May return **9 days after gland swelling begins**, with a **doctor's note**.
- **Pertussis (Whooping Cough)** – Re-admit **5 days after antibiotic treatment begins**, with a **doctor's note**.
- **Rash (Unknown Cause)** – Re-admit with a **doctor's note**.
- **Ringworm** – Re-admit **24 hours after treatment begins**.
- **RSV / Respiratory Infections** – Re-admit **5 days after treatment begins**, with a **doctor's note**.
- **Scabies** – Re-admit **24 hours after treatment begins**, with a **doctor's note**.
- **Strep Throat** – Re-admit **24 hours after treatment begins**, with a **doctor's note**.
- **Tuberculosis** – Re-admit only when a health care official provides **written clearance**.
- **Vomiting** – Re-admit **24 hours after the last episode**.

Measles Prevention and MMR Immunization Policy

Purpose

Perry County Generations, Inc. (PCG) is committed to maintaining a safe and healthy environment for all children, families, and staff. Due to the current measles outbreak occurring throughout Pennsylvania and the highly contagious nature of measles, PCG has established this policy in accordance with recommendations from the Pennsylvania Department of Health (PA DOH) and applicable Pennsylvania child care immunization regulations.

Measles is a highly contagious viral illness that can cause serious complications, particularly for infants, young children, pregnant individuals, and individuals with weakened immune systems.

The Pennsylvania Department of Health identifies vaccination with the Measles, Mumps, and Rubella (MMR) vaccine as the best protection against measles.

MMR Immunization Requirement

All children attending a PCG program who are old enough to receive the MMR vaccine are expected to be appropriately immunized against measles according to the immunization schedule applicable to their age and medical circumstances.

Parents/guardians must provide PCG with current written documentation of their child's immunization status. Updated immunization records must be submitted whenever the child receives additional vaccinations.

Pennsylvania child care regulations require certified child care facilities to maintain documentation of children's immunization status and to obtain ongoing verification of immunizations consistent with applicable immunization recommendations.

Children Under the Recommended Age for MMR Vaccination

PCG recognizes that infants may be too young to receive the routinely recommended MMR vaccine.

Children who are not yet eligible for routine MMR vaccination may continue to attend PCG unless otherwise directed by the Pennsylvania Department of Health, the child's health care provider, or another authorized public health authority.

During a measles outbreak or following a potential exposure, families of infants should contact their child's health care provider for individualized recommendations.

Immunization Exemptions

Pennsylvania regulations recognize certain exemptions from childhood immunization requirements. PCG will honor exemptions permitted under applicable Pennsylvania law and regulations.

An exemption must be appropriately documented and maintained in the child's record.

A religious or qualifying personal-belief exemption must be provided through a written, signed, and dated statement from the child's parent or guardian.

A medical exemption must be supported by a written, signed, and dated statement from the child's physician, physician assistant, or Certified Registered Nurse Practitioner indicating that immunization is medically contraindicated.

An immunization exemption does not guarantee that a child will be permitted to attend PCG during a measles outbreak or following a measles exposure.

Children Who Are Not Immunized Against Measles

Because measles is extremely contagious, children who do not have evidence of immunity to measles may be excluded from PCG when a measles exposure or outbreak occurs.

This includes children whose lack of vaccination is due to an approved medical, religious, or other qualifying exemption.

The Pennsylvania Department of Health recommends excluding exposed children and staff who do not have proof of immunity beginning on **Day 5 following the first exposure through Day 21 following the last exposure**, unless otherwise directed by public health officials.

The PA Department of Health may establish different exclusion dates depending upon the circumstances of a particular exposure or outbreak. PCG will follow the exclusion and return-to-care dates provided by PA DOH or the appropriate local health authority.

MMR Vaccination Following an Exposure

According to Pennsylvania Department of Health guidance, an unvaccinated child who has been exposed to measles may, in some circumstances, be permitted to return sooner if the child receives an MMR vaccine within **72 hours of the initial exposure** with a Doctor’s note and proof of the vaccine.

Whether a child may return to care will be determined in consultation with the Pennsylvania Department of Health or other appropriate public health authority.

Parents should contact their child's medical provider immediately if they learn that their child has been exposed to measles.

Children Diagnosed With Measles

A child who has been diagnosed with or is strongly suspected of having measles may not attend PCG.

PA DOH guidance generally requires an individual with measles to remain excluded through **six days after the onset of the rash**, with the day the rash begins considered Day 0 with a Doctor's note.

Some children, including those with certain immune-compromising conditions, may need to remain excluded for a longer period.

PCG will follow the return-to-care date established by the Pennsylvania Department of Health and/or the child's medical provider.

Symptoms of Measles

Parents and staff should be alert for symptoms that may include:

- Fever
- Cough
- Runny nose
- Red or watery eyes
- Rash that typically begins around the head or face and spreads downward over the body

A child displaying symptoms consistent with measles while at PCG will be immediately separated from other children in an appropriate supervised area, and the parent/guardian will be contacted for immediate pick-up.

Parents should notify the medical provider **before arriving at a doctor's office, urgent care center, or emergency department** when measles is suspected so the health care facility can take appropriate precautions to prevent exposing other patients.

Known or Suspected Exposure

Parents/guardians are required to notify PCG administration immediately if:

- Their child has been diagnosed with measles.
- Their child is suspected of having measles.
- Their child has been identified as having had close contact with someone diagnosed with measles.
- The family has been contacted by the Pennsylvania Department of Health regarding a potential measles exposure.

PCG will work with the Pennsylvania Department of Health or appropriate local health authority to determine appropriate notification, exclusion, and return-to-care requirements.

Attendance and Tuition During Required Exclusion

A child who is required to remain out of care because of measles infection, exposure, lack of immunity, or direction from the Pennsylvania Department of Health will not be permitted to attend PCG until the established exclusion period has ended.

Normal PCG tuition and attendance policies will continue to apply during an exclusion unless PCG Administration provides written notification stating otherwise.

Parents are encouraged to understand that children attending under an immunization exemption may potentially be excluded from child care for an extended period during a measles outbreak.

Protecting Vulnerable Children

PCG serves infants and other children who may be too young to be fully vaccinated or who may be medically unable to receive certain vaccines. For this reason, maintaining high vaccination rates within our child care community provides an important layer of protection for children who cannot protect themselves through vaccination.

We strongly encourage families to discuss their child's MMR vaccination status with their pediatrician or health care provider and ensure that their child's immunization record is current.

Policy Changes During an Outbreak

Because public health recommendations can change as an outbreak develops, PCG reserves the right to modify health, attendance, and exclusion procedures when necessary to comply with guidance or directives from: Pennsylvania Department of Health, Pennsylvania Department of Human Services, Local public health authorities, Other applicable state or federal public health agencies

Perry County Generations Medication Policy

Administering medication at the center involves additional responsibility for staff and poses potential safety risks. Families are encouraged to consult their child's physician to determine whether a dosing schedule can be arranged outside of Perry County Generations (PCG) hours. Whenever possible, the **first dose of any medication should be given at home** to monitor for potential reactions. Parents or legal guardians may administer medication to their own child while at PCG.

Administration by Staff

The Center Director or trained staff will administer medication **only if all of the following conditions are met**:

1. The parent or legal guardian has provided **written consent**.
2. The medication is in an **appropriately labeled and stored container**.
3. PCG has **written instructions from a licensed physician** specifying the administration of the medication.

Prescription Medications

Parents or legal guardians must provide prescription medications in the **original, child-resistant container** labeled by a pharmacist with the following information:

- Child's full name
- Name of the medication
- Date the prescription was filled
- Name of the healthcare provider who prescribed the medication
- Expiration date
- Instructions for administration, storage, and disposal

Over-the-Counter Medications

PCG staff will only administer over-the-counter medications for children with **chronic conditions or emergency needs**. Examples include:

- Children with fever-induced seizures may receive a doctor-prescribed fever reducer to prevent a seizure.

Requirements for administration:

- A **doctor's prescription or written instructions** specifying dosage, timing, and method.
- Medication must be in the **original, childproof container** and labeled with the child's full name.

Written Instructions

For all medications (prescription or over-the-counter), written instructions must be provided by a physician, either as a signed note or via the prescription label. Instructions should include:

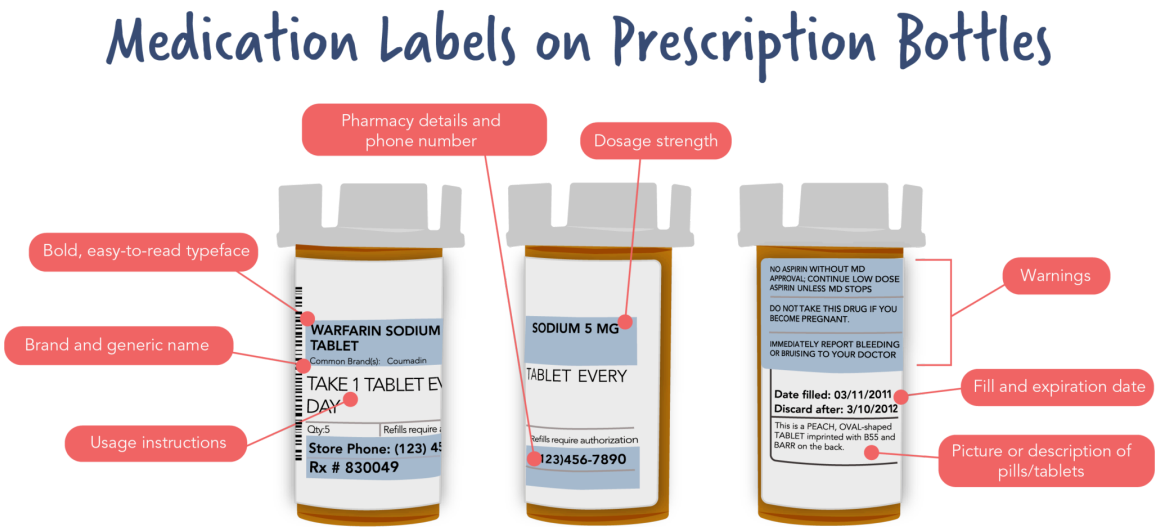
- Child's full name
- Name of the medication
- Dose and frequency
- Duration of administration
- Conditions for use and precautions

Special Circumstances

A physician may specify that a medication can be given for recurring problems, emergencies, or chronic conditions. Examples include:

- Children who wheeze during vigorous activity may take one dose of asthma medication before play.
- Children with known severe allergies may receive epinephrine after exposure to the allergen, administered by trained staff.

Note: Medication may only be given with parental or legal guardian consent and by staff trained and authorized to administer it.



Breastfeeding & Breast Milk Policy

For Families and Staff

Purpose

Perry County Generations is committed to supporting breastfeeding families and recognizes breastfeeding as an important contributor to infant health, bonding, and development. This policy ensures that breastfeeding mothers, infants, and staff are supported in a safe, respectful, and hygienic manner.

Support for Breastfeeding Mothers

- Breastfeeding mothers are welcome to breastfeed their child **on-site at any time** during operating hours.
- A **clean, private, and comfortable space** (other than a restroom) will be made available upon request for breastfeeding or pumping.
- Mothers are welcome to bring expressed breast milk for their child to be fed during the day.

Support for Breastfeeding Employees

- Employees who are breastfeeding will be provided a **reasonable break time** to express breast milk during the workday, in accordance with applicable labor laws.
- A **private, sanitary space** (not a bathroom) will be provided for pumping.
- Breast milk may be stored in a designated refrigerator or in a personal cooler, properly labeled.

Handling and Storage of Breast Milk

To ensure safety and compliance with health regulations, the following procedures must be followed:

Labeling

- All breast milk must be clearly labeled with:
    - Child's full name

- Date milk was expressed

Storage

- Breast milk will be stored immediately in the refrigerator or freezer upon arrival.
- Breast milk will be stored **separately from other food** and in accordance with health guidelines.

Feeding

- Breast milk will be warmed using approved methods only (never in a microwave).
- Once warmed, breast milk must be used within the recommended time frame and discarded if unused.
- Bottles will be fed only to the infant for whom they are labeled.

Hygiene & Safety

- Staff will follow strict **handwashing and sanitation procedures** before and after handling breast milk or feeding infants.
- Bottles, nipples, and feeding equipment must be provided clean by families; staff will follow center procedures for cleaning after use.

Parent Responsibilities

Parents/guardians are responsible for:

- Providing breast milk in clean, sealed containers
- Ensuring proper labeling
- Keeping milk within recommended freshness guidelines
- Informing staff of any feeding preferences or special instructions

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Non-Discrimination

The center does not discriminate against breastfeeding families or employees. Breastfeeding is a protected and supported practice, and all families will be treated with dignity and respect.

Family and Staff Referral Policy

PCG values the trust and satisfaction of the families we serve and the staff we employ. We recognize that word-of-mouth referrals are a powerful testament to the quality of our services. Therefore, we have established this policy to express our gratitude to existing families and staff who refer new families and staff to our center.

Family Referral Reward: For each new family referred to one of our PCG Centers, who enrolls their child, the referring family will receive two Credit Days as a token of our appreciation!

Eligibility:

1. Only currently enrolled families at one of our PCG Centers are eligible to participate in the referral program.
2. Referrals must be new families who have not previously enrolled at our center.
3. The referred family must mention the name of the referring family at the time of enrollment for the referral to be valid.

Family Reward Redemption: The Credit Days will be issued upon enrollment and startdate of the referred child.

Limits and Restrictions:

1. There is no limit to the number of referrals a family can make.
2. Credit Days are non-transferable from year to year and cannot be exchanged for cash.
3. In the event of a dispute regarding eligibility or reward redemption, the decision of the PCG Center's management will be final.

Employee Referral Reward: For each new employee referred to one of our PCG Centers, who has completed their 90 day probationary period, the referring employee will receive one PTO Day (eight hours) as a token of our appreciation! After the new staff member has been with PCG for six months, the referring employee will receive one PTO Day (eight hours) to express our continued appreciation!

Eligibility:

1. Only currently employed staff that have finished their 90 day probation at one of our PCG Centers are eligible to participate in the referral program.
2. Referrals must be new employees who have not previously been employed at our PCG centers.

3. The referred employee must mention the name of the referring employee at the time of enrollment for the referral to be valid.

Reward Redemption: The PTO Day will be issued upon the employment of new staff and the completion of their 90 day probation period.

Limits and Restrictions:

1. There is no limit to the number of referrals an employee can make.
2. PTO are non-transferable from year to year and cannot be exchanged for cash.
3. In the event of a dispute regarding eligibility or reward redemption, the decision of the PCG Center's management will be final.

Policy Changes: This policy is subject to change at the discretion of the child care center's management. Any changes will be communicated to all families in writing.

Effective Date: This Family Referral Policy is effective as of March 11, 2024

Parent/Employee Relationship & Professional Boundaries Policy

To maintain a safe, professional, and respectful environment for children, families, and staff, Perry County Generations requires all employees and families to maintain appropriate professional boundaries at all times.

Parents/guardians and employees are expected to interact in a manner that supports professionalism, confidentiality, fairness, and the integrity of the child care program. Relationships between parents and employees that extend beyond normal center communication may create conflicts of interest, perceptions of favoritism, confidentiality concerns, or disruptions to the workplace environment.

Expectations for Parents and Employees

Parents/guardians and employees shall:

- Maintain professional relationships while on center property and during center-sponsored activities.
- Use appropriate communication methods regarding child care matters, including center-approved communication platforms, email, or phone communication.
- Avoid behavior that may interfere with the employee's professional responsibilities or workplace expectations.
- Respect confidentiality regarding children, families, and staff members.

Prohibited Conduct

The following behaviors are discouraged and may result in administrative action if they negatively impact the program:

- Developing personal or social relationships with employees that interfere with workplace professionalism.
- Engaging in romantic, intimate, or otherwise inappropriate relationships with employees where such relationships create conflicts within the center environment.
- Meeting socially with employees in ways that compromise professional boundaries or create perceptions of favoritism.
- Using social media, texting, or private messaging inappropriately with employees regarding non-center matters.
- Attempting to involve employees in personal disputes, family matters, or business arrangements unrelated to the center.

Employee Responsibilities

Employees are expected to maintain professional boundaries with enrolled families and avoid situations that could impair their judgment, objectivity, or ability to perform their duties appropriately.

Employees may be required to report concerns regarding inappropriate interactions or boundary violations to administration.

Administration Rights

Perry County Generations reserves the right to:

- Address any parent/employee interactions that negatively affect the workplace, staff morale, child safety, or program operations.
- Reassign classroom placements or communication arrangements when necessary.
- Implement corrective action, including termination of care services or disciplinary action for employees, when professional boundaries are violated.

Commitment to a Professional Environment

Our goal is to maintain a positive, respectful, and professional atmosphere that prioritizes the well-being and safety of all children in our care. We appreciate the cooperation of all families and staff in supporting these expectations.

PCG Child Care Confidentiality Policy

Policy Statement

At Perry County Generations, we are committed to maintaining the highest level of confidentiality and privacy for all children, families, staff members, volunteers, and any other individuals associated with our child care services. This confidentiality policy outlines the principles and practices we adhere to in order to protect the sensitive information shared within our center.

Scope

This policy applies to all children, families, staff members, volunteers, and anyone else who has access to confidential information within any Perry County Generations Center.

Confidential Information

Confidential information includes, but is not limited to, personal, medical, educational, and financial records of children and families enrolled in our child care program, as well as any sensitive information regarding staff members or volunteers.

Policy Guidelines:

1. Access to Confidential Information: Confidential information should only be accessed by authorized personnel on a need-to-know basis for the purpose of providing proper care and support to the children. Access to confidential information will be granted based on job responsibilities and roles. Employees and families must not share their access credentials with unauthorized individuals.

2. Use and Disclosure: Confidential information should only be used for legitimate business purposes related to the child care center. Any use for personal gain or unauthorized purposes is strictly prohibited. Confidential information should never be disclosed to anyone who is not authorized to access it. This includes discussions outside the workplace and on social media platforms.

3. Written Consent: Parents/guardians of enrolled children must provide written consent before any confidential information is shared with external parties. This includes, but is not limited to, medical professionals, therapists, and education specialists.

4. Physical Security: Physical documents containing confidential information should be stored in locked rooms. Computers and other devices with access to confidential information should be password protected, and screens should be locked when not in use.

5. Transmission and Communication: Confidential information will only be transmitted through secure methods such as password protected email.

6. Disposal: When confidential information is no longer needed, it will be properly destroyed using secure methods such as shredding for physical documents.

7. Training and Awareness: All staff members and individuals who have access to confidential information will read over this policy and ask their director any questions during their orientation and at regular intervals. Periodic reminders will be provided to reinforce the importance of maintaining confidentiality.

Enforcement

Violation of this confidentiality policy may result in disciplinary actions, up to and including termination of employment, disenrollment or legal action, depending on the severity of the breach.

Review and Revision

This policy will be reviewed periodically to ensure its effectiveness and relevance. Any necessary updates will be made in accordance with changes in laws, regulations, and best practices. By adhering to this Child Care Confidentiality Policy, we uphold our commitment to safeguarding the privacy and dignity of all individuals associated with Perry County Generations.

Behavior Policy

Perry County Generations Philosophy
Perry County Generations is an Early Childhood Education and Preschool program dedicated to supporting the growth and development of young children. We are committed to work with all children in our care to the best of our abilities.

Definition of Unsafe Behavior
Unsafe behavior is defined as any action or activity that could potentially cause harm to children, staff, or others within the early childhood environment. Examples include, but are not limited to:

- **Physical Aggression:** Hitting, pushing, biting, or any form of physical violence toward others.
- **Verbal Aggression:** Using threats, bullying, or inappropriate language.
- **Disregard for Safety:** Ignoring established safety rules or procedures that may endanger others.
- **Supervision:** Running away from staff or intentionally hiding.
- **Property Damage:** Deliberate destruction or vandalism of center property or materials.

Aggressive behaviors are not uncommon in young children and are often a form of communication. However, ongoing aggression or violence poses a serious risk to the safety and the well-being of others. Our goal is to understand the root causes of such behaviors and work toward positive resolutions. When persistent, unsafe, or extreme behaviors occur despite prior interventions, this policy is enacted to ensure the safety of all children and staff.

Our Approach to Behavior Management
At Perry County Generations, our approach to managing challenging behavior is grounded in support, guidance, and developmentally appropriate strategies:

1. Recognize and Reinforce Positive Behavior
We focus on acknowledging, supporting, and praising appropriate behaviors.

2. Redirection
Staff will make every effort to guide the child toward acceptable behaviors and discuss what actions were inappropriate and how to make better choices.

3. Calm-Down Space
If redirection is unsuccessful or the child needs time to self-regulate, they may choose to use the calm-down area or be directed there by staff.

When Additional Intervention Is Needed
If redirection and the calm-down space are not effective in addressing unsafe or inappropriate behavior, staff will arrange a mandatory **Behavior Management Meeting** with the child's parents or guardians to discuss further strategies and support.

Procedures for Addressing Unsafe or Aggressive Behavior

1. **Immediate Intervention**
   Staff will intervene promptly to stop unsafe behavior and prevent harm.
2. **Parent/Guardian Notification**
   Parents or guardians will be informed if their child engages in unsafe or aggressive Behavior. If this behavior becomes a danger, Admin staff reserve the right to send the child home early, if necessary.
3. **Action Plan Development**
   For recurring behaviors, a **Mandatory Action Plan Meeting** will be scheduled within 7 business days of the most recent incident. PCG reserves the right to suspend the child until this meeting has occurred, the action plan is made or services are in place. This meeting will include:
   - A discussion of necessary support services (e.g., CAIU, behavioral specialists).
   - Collaboration on specific strategies to support the child.
4. **Follow-Up Actions**
   - If the parent/guardian refuses to attend the meeting, Perry County Generations reserves the right to immediately disenroll the child.
   - If a parent or guardian is asked to help pay for any damages caused by the unsafe or aggressive behavior and the bill is not paid within 7 business days, Perry County Generations reserves the right to immediately disenroll the child.
5. **Suspension or Expulsion Process**
   If unsafe behavior continues despite intervention, the following steps may be taken:
   - Continued redirection and use of the cool-down space.
   - Ongoing communication with the family.
   - Implementation of the action plan.
   - Start of services or temporary suspension until services begin.
   - Expulsion, if necessary.

Initial Enrollment Evaluation
Perry County Generations reserves the right to assess the appropriateness of continued care within the **first 45 days of enrollment** to ensure a mutually beneficial fit between the child, family, and center.

Zero Tolerance Policy

Policy Statement:

Perry County Generations is committed to providing a safe and nurturing environment for all children in our care. To maintain the highest standards of safety, well-being, and quality of care, we have established a zero tolerance policy for certain behaviors. This policy outlines specific behaviors that will not be tolerated within our child care center and the consequences associated with them. This policy pertains to staff, parents, family members, and children that are employed, enrolled, or involved with Perry County Generation.

This policy applies to all children, families, employees, volunteers, and anyone else who is in attendance at any PCG location.

Zero Tolerance Behaviors:

1. Child Abuse: Any form of physical, emotional, or sexual abuse, neglect, or harm towards a child, whether perpetrated by staff members, other children, or parents/family, will not be tolerated. This includes any acts or behaviors that endanger the physical or emotional well-being of a child.

2. Aggressive Outbursts: Any form of aggression that risks children and staff safety, will not be tolerated. Destruction of staff, child, or PCG property, will not be tolerated.

3. Bullying and Harassment: Bullying, harassment, threats or any form of intimidation among children, staff, or parents/family will not be tolerated. This includes verbal, physical, or cyberbullying.

4. Discrimination: Discrimination based on race, color, religion, national origin, gender, sexual orientation, gender identity, disability, or any other protected characteristic is strictly prohibited within our child care center.

5. Drug and Alcohol Use: The use, possession, distribution, or sale of illegal drugs, alcohol, tobacco products or any controlled substances on the premises is strictly prohibited.

6. Weapons: The possession of weapons of any kind on the premises is strictly prohibited, including but not limited to firearms, knives, or any object that can be used as a weapon.

Consequences:

In the event of a violation of this zero tolerance policy, the following consequences may apply:

1. Immediate Suspension: The child, staff member, or parent involved in the violation may be immediately suspended from the child care center pending further investigation.

2. Termination: Depending on the severity of the violation and upon completion of a thorough investigation, individuals found in violation may face permanent termination of their involvement with Perry County Generations

3. Legal Action: Serious violations, such as child abuse or criminal activity, will be reported to the appropriate legal authorities for further action.

Reporting Procedures:

Anyone who witnesses or becomes aware of a violation of this zero tolerance policy is obligated to report it to the Center Director or admin staff member. Reports can be made anonymously if desired.

Review and Communication:

This zero tolerance policy will be reviewed regularly to ensure its effectiveness and compliance with all applicable laws and regulations. Parents, staff members, and children and their families will be informed of this policy and will be required to acknowledge their understanding and commitment to it.

Perry County Generations is dedicated to providing a safe and supportive environment for all children and will take all necessary measures to enforce this zero tolerance policy and protect the well-being of those in our care.

Individuals Listed on the Megan's Law / Sex Offender Registry Policy

Applies To: All children, families, staff, volunteers, contractors, and visitors

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Purpose

The purpose of this **policy** is to ensure the **health**, **safety,** and **well-being of** all children, **families**, **and staff** by establishing clear procedures regarding individuals who are listed on the Megan's Law / Sex Offender Registry. This policy supports compliance with state law, **child care licensing** regulations, and **best** practices for child **safety**.

Policy Statement

Individuals who are listed on the Megan's Law / Sex Offender Registry are **strictly prohibited from entering** child **care center property** or participating in any center-related activities**,** regardless **of** their **relationship to** a **child enrolled in the program,** unless otherwise explicitly permitted by law.

This policy applies at all times**,** including but not limited to:

- Drop-off and pick-up
- Classroom visits
- Outdoor play areas
- Field trips
- Special events
- Meetings or conferences
- Any program-sponsored activity, on or off site

Definitions

Megan's Law / Sex Offender Registry:

A publicly accessible registry maintained by state or federal authorities identifying individuals convicted of certain sexual **offenses.**

Center Property:

Includes all buildings**,** classrooms**,** playgrounds**,** parking lots**,** and any location where the center is providing care or programming.

Procedures

1. Identification and Verification

- The center may become aware of an individual's registry status through:
    - Public registry information
    - Licensing notifications
    - Law enforcement communication
    - Court orders or custody documentation

- The center does **not conduct routine background checks on family members** but **will** act upon credible information received.

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2. **Access** Restrictions

- Individuals listed on the Megan's Law registry are **not permitted on center property for** any **reason**.
- This includes **drop-off, pick-up, or waiting on premises**.
- The center will not make exceptions unless **explicitly required or permitted by** law**, and** only **with** written authorization from licensing and/or legal **counsel**.

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3. Communication With Families

- Families will be notified in writing when this policy affects their child's care.
- Communication will be handled with**:**
    - Professionalism
    - Discretion
    - Respect for family privacy
- Families will be **asked** to:
    - Identify alternative authorized individuals for drop-off and pick-up
    - Update emergency contact and authorization forms as needed

- Families may be required **to** sign an acknowledgment confirming receipt and understanding of this policy**.**

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4. Authorized Pick-Up Requirements

- Only individuals listed on the child's **authorized** pick-**up form** and verified with photo identification **may** pick up a child.
- Individuals listed on the Megan's Law registry **may not be authorized** for pick-up or drop-off
- Staff will deny release of a child if an unauthorized or prohibited individual attempts **pick-up** and will follow center safety procedures.

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5. **Staff Responsibilities**

- Staff are required **to:**
    - Follow this policy consistently
    - Immediately notify administration if a prohibited individual is observed on or attempting **to access** the property
    - Maintain confidentiality and professionalism
- **Staff** will **not engage in confrontation** and will **defer** to administration.

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6. **Enforcement** & **Safety Response**

If a prohibited individual enters or attempts to enter the property:

- Administration will request the individual to leave immediately
- If the individual refuses to comply, law enforcement will be contacted
- Licensing will be notified as required
- An incident report will be completed and maintained on file

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7. Confidentiality

- Information related to registry status will be shared **only with staff who need to know to** ensure safety and compliance.
- **The** center will not disclose **this** information **to** other families **or unauthorized parties**.

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8. Failure to Comply

Failure to comply **with** this policy may result in:

- Immediate safety action
- Required modification of enrollment arrangements
- Possible termination of care if compliance **cannot** be ensured, in accordance with center policy and licensing regulations

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Legal and **Licensing Compliance**

This policy **is** intended to comply with:

- State Megan's Law requirements
- Child **care** licensing regulations
- Department of Human Services / Child Care Services guidelines
- Applicable court orders or custody arrangements

Acknowledgment

All families are required to review and acknowledge this policy **as** part of enrollment and ongoing compliance with center safety requirements.

Shaken Baby Syndrome Information and Policy

This policy is designed to prevent the possibility of abusive head trauma during care. Abusive head trauma (also referred to as Shaken Baby Syndrome) occurs in infants and young children, whose neck muscles are not well-developed and whose heads are larger relative to their bodies. As a result, they are especially susceptible to head trauma caused by any type of forceful or sudden shaking, with or without blunt impact. Damage can occur in as little as 5 seconds.

Abusive head trauma can occur in children up to 5 years of age; however, infants less than one year are at greater risk of injury. Shaken baby syndrome can lead to serious conditions including:

- Brain damage, problems with memory and attention, cerebral palsy;
- Blindness or hearing loss;
- Intellectual, speech or learning disabilities; and
- Developmental delays.

Signs and Symptoms

The signs and symptoms of shaken baby syndrome or head trauma include:

- Seizures
- Bruises
- Lack of appetite, vomiting, or difficulty sucking or swallowing;
- Lack of smiling or vocalizing;
- Rigidity, inability to lift the head;
- Difficulty staying awake, altered consciousness;
- Difficulty breathing, blue color due to lack of oxygen;
- Unequal pupil size, inability to focus the eyes or track movement; or
- Irritability.

Injury Prevention

Infant crying is normal behavior, which improves as a child ages. Caregivers should develop proactive strategies to manage stress levels and appropriate responses to a crying child. 1bis includes being self- aware and noticing when the caregiver may become frustrated or angry. Parents/guardians, caregivers and coworkers should discuss what calming strategies are successful with a particular child at home or in the center.

Emergency Response

If a child presents any of the above symptoms or you suspect a baby has suffered abusive head trauma:

- Call 911, call the parent/guardian and inform your director and regional manager.
- Report to the appropriate child protective services agency (or law enforcement, if applicable) within 24 hours or less as required by law. See Child Abuse/Neglect and Mandated Reporting Policy and Procedure for further information.
- See Medical Emergencies-Calling 911 for additional information.

Strategies for Caregivers and Parents

A child is usually shaken out of frustration, often when the child is persistently crying or irritable. The following strategies may work some of the time; but sometimes nothing will comfort a crying child. A teacher should seek support from a coworker or center management. If a child is inconsolable on a regular basis, the director and regional manager should be notified and determine if the right supports are in place for the child and for staff.

Do:

- Hand the child to another caregiver.
- Place the child somewhere safe in the classroom (or home) and call the office (or a neighbor) for support; take deep breaths and count to 10.
- Check to see if the baby's diaper needs changing.
- Give the baby a bottle. If the baby readily takes a bottle, feed slowly, stopping to burp often. Do not force the baby to eat.
- Check for signs of illness and call the parent if you suspect the child is sick.
- Give the baby a pacifier.
- Hold the baby close against your body and breathe calmly and slowly.
- Gently rock the baby using slow, rhythmic movements.
- Sing to the baby or play soft, soothing music.
- Use "white noise" or rhythmic sounds that mimic the constant whir of noise in the womb
- Hold the baby on its side or stomach position to help with digestion. Babies should always be placed on their backs to sleep.
- Take the baby for a walk indoors or outside for a ride in the stroller.
- Be patient: let the baby cry it out if necessary.

Never:

- Shake a child.
- Drop a child.
- Throw a child into the air or into a crib, chair, or car seat.
- Push a child into any object including walls, doors, and furniture.
- Strike a child's head, directly or indirectly.

Grievance Procedure

At Perry County Generations (PCG), we are committed to providing a safe, nurturing, and respectful environment for all children, families, and staff. We understand that concerns or grievances may arise, and we have established this procedure to ensure issues are addressed promptly, fairly, and respectfully.

This policy outlines the steps for raising and resolving grievances related to the care and services provided by our center. It applies to all parents, guardians, children, and staff members associated with PCG. We cannot address or resolve concerns unless we are made aware of them, so we encourage open communication and timely reporting.

Procedure

1. **Informal Resolution**
   The complainant is encouraged, when appropriate and comfortable, to discuss their concern directly with the involved party in an effort to reach an informal resolution.

2. **Administrative Review**
   If the complainant is not comfortable addressing the issue directly, or if the concern is not resolved, the matter should be brought to the attention of the Center Director or administrative staff.

Acknowledgment

- Upon receiving a grievance, the Center Director or administrative staff will acknowledge the concern either in writing or in person within one week of notification.
- A date, time, and method for further discussion will be arranged. This may take place in person, by phone, or via email.
- Following the discussion, a follow-up communication will be provided to ensure that any agreed-upon actions have been implemented and that all parties understand the outcome.

Resolution

If expectations or concerns are not adequately resolved after follow-up, the complainant may continue the process by further engaging with administrative staff to work toward a satisfactory resolution.

We recognize that entrusting your child to our care is a significant decision. We value your partnership and are committed to supporting your family throughout your time at PCG.

If you have questions about this procedure, please contact your Center Director or the owner at; dianeshope@pcgchildcare.com

Arrival & Scheduling Procedures

To ensure smooth daily operations and proper staffing, Perry County Generations (PCG) asks families to notify us of any schedule changes **no later than 8:00 a.m.** via phone or Procare message. We also request, whenever possible, that children arrive **by 10:00 a.m.** to help us plan staffing, meals, and activities for the day. Children may not be accepted if schedule changes are not communicated in time.

Part-Time/Flex Schedules:

- Families with part-time or flexible schedules should provide their weekly schedule **at least one week in advance** for approval to ensure proper staffing.
- If your child is regularly scheduled for certain days (e.g., Monday-Wednesday-Friday) but misses a scheduled day, tuition for that day is still required.
- "Trade days" (switching scheduled days) may not always be possible due to staffing and DHS ratio requirements. Extra days added to the schedule will require payment.

We understand that schedules can change unexpectedly and will do our best to accommodate adjustments; however, advance notice is essential to ensure proper staffing and compliance with DHS regulations.

Thank you for your understanding and cooperation. For questions or special scheduling needs, please speak with an administrative staff member.

Perry County Generations Camera Recording Information

We at Perry County Generations strive to ensure the safety and security of all children entrusted to our care. As part of our commitment to transparency and accountability, we employ the use of video and audio recording systems within our premises. These systems help us monitor and enhance the quality of care provided to your child(ren).

1. **Purpose of Recording:**
    - The primary purpose of the video and audio recording systems is to maintain a secure environment for the children.
    - Recordings may be used for staff training, incident investigation, and ensuring compliance with safety protocols and regulations.
    - Cameras are strategically placed in common areas such as classrooms and outdoor play areas.
    - We do not place cameras in areas where children have a reasonable expectation of privacy, such as bathrooms or changing areas.
3. **Data Handling and Storage:**
    - Recordings are securely stored on encrypted servers.
    - Access to recordings is restricted to authorized staff members and regulatory authorities, as required by law.
4. **Access to Recordings:**
    - Parents/guardians may request access to recordings involving their child(ren) for specific reasons such as monitoring their child's development or investigating an incident.
- Requests for access will be evaluated on a case-by-case basis, and access will be granted at the discretion of the facility.
5. **Retention Period:**
    - Recordings are retained for a limited period, typically 30 days, after which they are automatically deleted unless required for ongoing investigations or legal proceedings.

Child Abuse/Neglect Reporting

The Pennsylvania Child Protective Services Law (CPSL) **requires all staff to be mandated reporters <u>in any type</u> of suspected child abuse**. Child Abuse according to CPSL includes: serious recent physical injury which is nonaccidental, mental injury which is nonaccidental, sexual abuse or serious physical neglect of children under the age of 18 caused by the acts or omissions of the perpetrator. Child abuse also includes any recent act, or failure to act, or series of acts or failures to act by a perpetrator that creates imminent risk of serious physical injury to or sexual abuse or exploitation of a child under the age of 18.

"Recent" is defined as an abusive act within two years from the date Child Line is called. Sexual abuse has no time limit.

A staff person who has reason to believe that a child enrolled in the facility has been abused or neglected is <u>required</u> to report suspected child abuse to ChildLine as mandated by the CPSL.

1. The owner/operator and/or director shall immediately notify ChildLine 1-800-932-0313 of suspected child abuse/ neglect.

2. Within 48 hours, a written report regarding the suspected child abuse or neglect shall be submitted by the operator and/or director to CPS unit which has responsibility for investigating the report.

Record Transfer

When your child leaves Perry County Generations (PCG) to transition to another childcare program or to elementary school, copies of your child's records may be provided **upon parent request**.

Available records may include, but are not limited to:

- Developmental screenings and assessments
- Samples of your child's work
- Physical examination forms
- Immunization (shot) records

Please note:

- Records are **not automatically transferred** when a child leaves PCG.
- A completed **Records Transfer Request Form** must be submitted to your child's classroom teacher or the office.
- Please allow **a minimum of two (2) business days** for records to be copied and prepared.

Form on next page

Records Transfer Request Form

I, _____, request a copy of my child's records.

Child's Name: _____

Please select one option below:

☐ Provide a copy of my child's records **directly to me**

☐ Send a copy of my child's records **directly to another school/program** listed below

Name of School/Program: _____
Address (if required): _____
Phone/Email: _____

I understand that records will be released as soon as possible following submission of this request and that additional authorization may be required for records sent directly to another program.

Parent/Guardian Signature: _____Date: _____

Community Resource Guide

At any time during a family's enrollment with Perry County Generations, if a family **requests assistance** or if you **observe signs that a family may be experiencing a crisis or hardship**, please refer them to the resources listed below or notify **Administrative Staff** so they can provide additional support. These resources are also available to **PCG staff and their families** should a need or crisis arise.

If you have questions about these services, the following information was gathered with assistance from **Join Hands Ministry**, located in New Bloomfield.

Join Hands Ministry
📞 717-582-7844
📧 info@joinhands.help

Community Resources

Diaper Distribution

- **Perry County Opportunities Coalition (PeCO Life)**
  🌐 www.peco.life

Clothing Closets

- **Duncannon** – 717-433-6027
- **Marysville** – 717-957-3661

WIC (Women, Infants, and Children Program)

- 📞 1-844-599-9714
- 🌐 signupwic.com

Food Distribution

- **Central Pennsylvania Food Bank**
  - 717-564-1700 (Harrisburg)
  - 570-321-8023 (Williamsport)

- **Bread of Life Outreach** – 717-567-9181
- **Neighbor Helping Neighbor Food Bank** - 223-369-6020

Domestic Violence Services

- **Domestic Violence Services of Cumberland and Perry Counties**
  📞 717-258-4806
  24-Hour Hotline: 1-800-852-2102
  🌐 www.dvscp.org

Addiction & Behavioral Health Services

- **Perry Human Services**
  📞 717-582-8703

Education & Literacy Services

- **Perry County Literacy Council**
  📞 717-567-7323

Low Income Home Energy Assistance Program (LIHEAP)

- 📞 Toll-Free: 1-800-991-1929

  📞 Phone: 717-582-2127

  📞 LIHEAP 717-582-5038
- Perry County Assistance Office
  100 Centre Drive P.O. Box 280 New Bloomfield, PA 17068-0280
- OFFICE HOURS: 8:30 a.m.-5 p.m.

Perry County Generations

Parent Manual & Policies Acknowledgment Form

Parent/Guardian(s) Name: _____

Child Name: _____

Start Date: _____

I acknowledge that I have received access to and reviewed the **Perry County Generations Parent Manual**, including all policies, procedures, and guidelines contained within it. I understand that these policies apply to all families and are a condition of my enrollment.

I understand and acknowledge that the manual includes, but is not limited to, the following policies:

☐ Payment & Non-Discrimination Policies
☐ Food, Electronic, and Religion Policies
☐ Behavior, Zero-tolerance, Camera, and Late Pick-Up Policies
☐ Health & Wellness, Medication, Outdoor Polices

☐ Grievance, Arrival & Scheduling, Health, Safety, and Emergency Procedures
☐ Extended Leave, Fraternizing, Child Care Rules Policies
☐ Custody, Credit Day, Extended Leave and Confidentiality Policies
☐ Curriculum, Assessments, and Observations Documents

I understand that:

- I am responsible for **knowing and following all policies** outlined in the manual.
- Policies may be **revised, updated, or added** at the discretion of Perry County Generations.
- Continued enrollment indicates my agreement to comply with all current and future policies.
- Failure to comply with manual policies may result in **disciplinary action**, up to and including disenrollment.
- If I have questions or require clarification regarding any policy, it is my responsibility to seek guidance from Administrative Staff.

I further understand that the Parent Manual is **not a contract of enrollment** and does not guarantee enrollment for any specific length of time.

By signing below, I confirm that I have read, understand, and agree to comply with all Perry County Generations policies and procedures.

Parent/Guardian(s) Signature: _____

Date: _____

Administrative Representative Name: _____

Signature: _____

Date: _____

Optional Child File Checklist (Office Use Only)

☐ Manual Provided
☐ Policies Reviewed with Parent/Guardian(s)
☐ Signed Acknowledgment on File