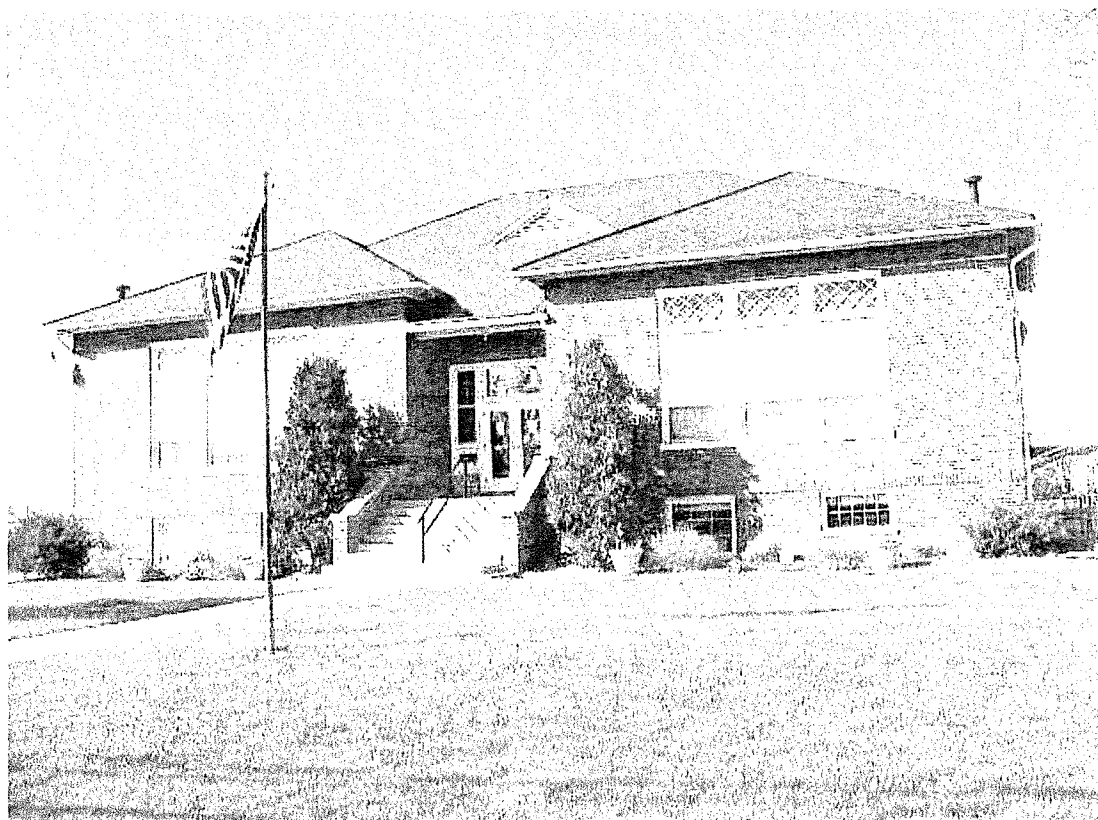


# **Waynesboro Day Care Center**



## **Parent Handbook**



PARENT HANDBOOK FOR Waynesboro Day Care Center  
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Release and Waiver of Liability for Administering Emergency Care To Children with Severe Allergies	C

Waynesboro Day Care Center

POLICY: MISSION STATEMENT

POLICY NO.: \_\_\_\_ 1 \_\_\_\_

APPROVED BY: \_\_\_\_\_

EFFECTIVE DATE: \_\_\_\_\_

BOARD OF DIRECTORS: \_\_\_\_\_

DATE: \_\_\_\_\_

POLICY COUNCIL: \_\_\_\_\_

DATE: \_\_\_\_\_

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**THE WAYNESBORO DAY CARE MISSION**

Waynesboro Day Care Center's mission is to provide safe, affordable child care in a quality centered environment which fosters dignity, respect, and learning. The WDCC strives to provide a good place to work, with high expectations, team work, cooperation and communication. Waynesboro Day Care Center is a voice for children and their parents in the community.

We strive to:

- Nurture each child's unique qualities.
- Support families through strong partnerships.
- Create a work environment that encourages professionalism, growth and diversity.
- Grow a financially strong organization.

Waynesboro Day Care Center

POLICY: WELCOME

POLICY NO.:   2  

APPROVED BY: \_\_\_\_\_

EFFECTIVE DATE: \_\_\_\_\_

BOARD OF DIRECTORS: \_\_\_\_\_

DATE: \_\_\_\_\_

POLICY COUNCIL: \_\_\_\_\_

DATE: \_\_\_\_\_

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**WELCOME to Waynesboro Day Care Center!**

Quality programs are a team effort. We look forward to working with you and your family. This manual contains information regarding Waynesboro Day Care Center. Our Center is committed to providing you and your child many rewarding and enriching experiences. We sincerely appreciate your cooperation and encourage you to carefully review this manual. You will find important information that will assist you in understanding the operation of our Center, what you can expect from us and what we will expect of you.

On occasion, we may find it necessary to add or change information in this manual. We will always provide you with a written addendum.

We encourage you to participate by considering the following:

- Keep us informed of happenings in your child's life, and talk with us about the activities in our program
- Share your ideas and concerns with the Staff and the Executive Director
- Visit and participate in our programs as often as possible
- Read daily messages and the newsletter to stay informed of coming events
- Enjoy your child's art work. Take it home and discuss how they did it
- A suggestion box is available by the tuition box to place suggestions or concerns
- Take time to know your child's teachers

- All children who are not potty trained must bring his/her own disposable diapers and wipes to be left at the Center
- Children are not permitted to bring their own food. Children are not permitted to bring gum, candy, drinks or other food from home
- Children can not bring personal toys or other items to the Center. The Center will not be responsible for these personal items.
- Weather permitting, the children will play outside everyday and should be dressed appropriately
- Twice a year we will offer parent conferences to discuss your child's progress. You will be strongly encouraged to sign up for a meeting with your child's teachers
- Cell phones are not permitted inside the Center

Our Center is a learning environment, not only for the children, but also staff, and parents as well. If you have any questions or concerns, we encourage you to contact the office at 717-762-9711. Please come visit us anytime and stay involved in your child's "home away from home".

**Enjoy!**



Waynesboro Day Care Center

POLICY: PROGRAM PHILOSOPHY

POLICY NO.: 3

APPROVED BY: \_\_\_\_\_

EFFECTIVE DATE: \_\_\_\_\_

BOARD OF DIRECTORS: \_\_\_\_\_

DATE: \_\_\_\_\_

POLICY COUNCIL: \_\_\_\_\_

DATE: \_\_\_\_\_

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**WDCC offers a philosophy you can believe in**

WDCC's primary goal is to build both self-esteem and learning concepts through group activities, shared experiences and creative play.

Our age-appropriate education program is designed to develop the "whole child." Activities and learning experiences are planned to stimulate and encourage intellectual, emotional, physical and social growth in the child. Children develop many skills through play. Caregivers provide the necessary tools and time to each child to enhance and encourage creative play in children.

Children learn through direct experiences using their own creative ability to manipulate objects in a stimulating environment and through play. Our curriculum utilizes both techniques, allowing your child to interact with the learning environment, other children and caregivers.

As success is experienced in learning activities and play, children will become more confident and self-motivated to engage in a variety of challenges. They will develop strong feelings of self-worth, gain positive self-esteem, and begin their life-long love of learning.

Waynesboro Day Care Center

POLICY: LICENSING INFORMATION

POLICY NO.: 4

APPROVED BY: \_\_\_\_\_

EFFECTIVE DATE: \_\_\_\_\_

BOARD OF DIRECTORS: \_\_\_\_\_

DATE: \_\_\_\_\_

POLICY COUNCIL: \_\_\_\_\_

DATE: \_\_\_\_\_

4.1 We are licensed through the

Commonwealth of Pennsylvania; Title 55.  
Public Welfare-Department of Public Welfare Chapter 3270  
Child Day Care Centers  
Office of Child Development  
Current through 35 PA.B.3532

This division ensures the safe and healthful care of a child in a child care center and to support families by providing care that promotes the emotional, cognitive, communicative, perceptual-motor, physical and social development of the child.

WDCC complies with all State and local regulations. The license is posted right above the pay box right outside the offices.

4.2 STARS

***Waynesboro Day Care Center is one of two centers in Franklin County that has earned a TWO STAR rating under the PA's Keystone STARS Program!***

Keystone Stars is Pennsylvania's program to improve the quality of child care. Our participation in this voluntary program shows our commitment to improve our standards of care, and to provide a quality child care environment that emphasizes social and emotional development, increases learning skills, and promotes school readiness. The Keystone Stars program provides the Waynesboro Day Care Center with standards, training, assistance, resources, and support.

Waynesboro Day Care Center

POLICY: ENROLLMENT

POLICY NO.: 5

APPROVED BY: \_\_\_\_\_

EFFECTIVE DATE: \_\_\_\_\_

BOARD OF DIRECTORS: \_\_\_\_\_

DATE: \_\_\_\_\_

POLICY COUNCIL: \_\_\_\_\_

DATE: \_\_\_\_\_

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Enrollment at Waynesboro Day Care Center is open to children from 18 months through the age of thirteen. Enrollment shall be granted without regard to a child's race, color, creed, religion, national origin, gender, limited English proficiency, or disability; and without regard to a parent or guardian's race, color, creed, religion, age, national origin, gender, limited English proficiency pregnancy or disability

Parents can apply for enrollment of their child in Waynesboro Day Care Center by completing the Enrollment Application and paying the \$25.00 Application Fee. The Application Fee is non-refundable.

Initial enrollment is contingent upon receipt of the completed enrollment application, proof of income and a signed fee agreement, registration fee, immunization records and signed Parent Handbook receipt.

The Enrollment Application and Fee Agreements are not meant to serve as contracts guaranteeing service for any duration.

Waynesboro Day Care Center reserves the right to dismiss any parent or child at any time with or without cause.

Continued enrollment at Waynesboro Day Care Center is contingent upon the parent's, emergency contact persons' and child's adherence to the policies and procedures of Waynesboro Day Care Center as outlined in this handbook including, but not limited to, timely payment of all fees and tuition.

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

## Mind in the Making

Pennsylvania  
Families and Work Institute  
Supported by:

Pennsylvania Department of Public Welfare  
Office of Child Development  
Pennsylvania Early Learning Keys to Quality

During the 2005-2006 budget year, 70 facilities were chosen and we were one of them! Twelve learning modules reinforce the key concepts that social, emotional, and intellectual learning all work together at the same time and describe the major tasks of teaching young children. These modules are a learning process and complement and enhance our existing program and teacher's professional development. The goal is to improve the quality of each program.

Waynesboro Day Care Center

POLICY: TUITION

POLICY NO.: 6

APPROVED BY: \_\_\_\_\_

EFFECTIVE DATE: \_\_\_\_\_

BOARD OF DIRECTORS: \_\_\_\_\_

DATE: \_\_\_\_\_

POLICY COUNCIL: \_\_\_\_\_

DATE: \_\_\_\_\_

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All custodial parents and/or legal guardians are required to sign a Fee Agreement prior to enrollment of their child in Waynesboro Day Care Center. Parents are required to indicate to whom all billing information and correspondence are to be addressed. For a second copy of billing information and/or correspondence, a \$2.00 per page copying fee will be charged accordingly.

6.1

Cash, check, or money order may pay tuition. Receipts will be given for tuition payments made by cash. Your canceled check will serve as your receipt for payments made by check. The Center can not be requested to hold a check for any reason. There will be a \$30.00 fee charged for tuition checks returned by the bank. Returned Tuition checks will not be re-deposited. Parents will be responsible for re-issuing a second check. If at any future time the bank returns a parent's check, all future tuition payments must be made by cash, certified check, or money order.

6.2

There is no credit given for vacations, scheduled school holidays, child illness, or for closings due to emergency situations, inclement weather or acts of God.

Non-payment of tuition is grounds for immediate dismissal from the program. Timely payments are essential for continued enrollment at Waynesboro Day Care Center; however, if you anticipate difficulty with paying on time, please discuss the matter with the Center Director immediately. If alternative arrangements for payment are approved you will be notified by the Center Director.

### 6.3

Waynesboro Day Care Center does accept child care subsidies.

Parents of a subsidized child must complete all required paperwork on time to continue enrollment at Waynesboro Day Care Center. Parents of subsidized children are also required to sign a fee agreement, agreeing to be personally responsible for the payment of tuition, in the event they become ineligible to receive child care subsidies.

### 6.4

Waynesboro Day Care Center offers a multiple child discount for one or more siblings enrolled during the same school year. The youngest sibling pays the full tuition rate and each additional child's tuition is discounted 5% per child. Discounts are only applicable when tuition payments are made on time. The full tuition rate, plus any additional late fees will be charged when tuition payments are late as per the late tuition policy stated above.

Waynesboro Day Care Center

POLICY: CONFIDENTIALITY

POLICY NO.: 7

APPROVED BY: \_\_\_\_\_

EFFECTIVE DATE: \_\_\_\_\_

BOARD OF DIRECTORS: \_\_\_\_\_

DATE: \_\_\_\_\_

POLICY COUNCIL: \_\_\_\_\_

DATE: \_\_\_\_\_

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Within Waynesboro Day Care Center, confidential and sensitive information will only be shared with employees of Waynesboro Day Care Center who have a "need to know" in order to most appropriately and safely care for your child. Confidential and sensitive information about faculty, other parents and/or children will not be shared with parents, as Waynesboro Day Care Center strives to protect everyone's right of privacy. Confidential information includes, but is not limited to: names, addresses, phone numbers, disability information, and HIV/AIDS status or other health related information of anyone associated with Waynesboro Day Care Center.

Outside of Waynesboro Day Care Center, confidential and sensitive information about a child will only be shared when the parent of the child has given express written consent, except where otherwise provided for by law. Parents will be provided with a document detailing the information that is to be shared outside of Waynesboro Day Care Center, persons with whom the information will be shared, and the reason(s) for sharing the information.

Any parent who violates the Confidentiality policy will not be permitted on agency property thereafter. Refer to the policy regarding Parents Right to Immediate Access for additional information regarding dis-enrollment of a child when a parent is prohibited from accessing agency property.

You may observe children at our center who are disabled or who exhibit behavior that may appear inappropriate (i.e. biting, hitting, and spitting). You may be curious or concerned about the other child. Our Confidentiality Policy protects every child's privacy. Employees of Waynesboro Day Care Center are strictly prohibited from discussing anything about another child with you.

Waynesboro Day Care Center

POLICY: MANDATED REPORTING OF SUSPECTED CHILD ABUSE AND/OR NEGLECT

POLICY NO.: 8

APPROVED BY: \_\_\_\_\_

EFFECTIVE DATE: \_\_\_\_\_

BOARD OF DIRECTORS: \_\_\_\_\_

DATE: \_\_\_\_\_

POLICY COUNCIL: \_\_\_\_\_

DATE: \_\_\_\_\_

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Under the Child Protective Services Act, mandated reporters are required to report any suspicion of abuse or neglect to the appropriate authorities. The employees of Waynesboro Day Care Center are considered mandated reporters, under this law. The employees of Waynesboro Day Care Center are not required to discuss their suspicions with parents prior to reporting the matter to the appropriate authorities, nor are they required to investigate the cause of any suspicious marks, behavior or condition prior to making a report. Under the Act, mandated reporters can be held criminally responsible if they fail to report suspected abuse or neglect. We, at Waynesboro Day Care Center, take this responsibility very seriously and will make all warranted reports to the appropriate authorities. The Child Protective Services Act is designed to protect the welfare and best interest of all children.

Child Abuse Hotline 800-932-0313
Children and Youth Services 717-263-1900

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

Causes for reporting suspected child abuse or neglect include, but are not limited to:

- ◆ Unusual bruising, marks, or cuts on the child's body
◆ Severe verbal reprimands
◆ Improper clothing relating to size, cleanliness, season
◆ Transporting a child without appropriate child restraints (e.g. car seats, seat belts, etc.)
◆ Dropping off or picking up a child while under the influence of illegal drugs or alcohol
◆ Not providing appropriate meals including a drink for your child
◆ Leaving a child unattended for any amount of time
◆ Failure to attend to the special needs of a disabled child



Waynesboro Day Care Center

POLICY: PARENT CODE OF CONDUCT

POLICY NO.:   9  

APPROVED BY: \_\_\_\_\_

EFFECTIVE DATE: \_\_\_\_\_

BOARD OF DIRECTORS: \_\_\_\_\_

DATE: \_\_\_\_\_

POLICY COUNCIL: \_\_\_\_\_

DATE: \_\_\_\_\_

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Waynesboro Day Care Center requires the parents of enrolled children at all times, to behave in a manner consistent with decency, courtesy, and respect. One of the goals of Waynesboro Day Care Center is to provide the most appropriate environment in which a child can grow, learn and develop. Achieving this ideal environment is not only the responsibility of the employees of Waynesboro Day Care Center but, is the responsibility of each and every parent or adult who enters the center. Parents are required to behave in a manner that fosters this ideal environment. **Parents who violate the Parent Code of Conduct will not be permitted on agency property thereafter.** Please refer to the Policy on Parent's Right to Immediate Access for additional information regarding dis-enrollment of the child when a parent is prohibited from accessing agency property.

9.1 SWEARING/CURSING:

No parent or adult is permitted to curse or use other inappropriate language on agency property at any time, whether in the presence of a child or not. Such language is considered offensive by many people and will not be tolerated. If a parent or adult feels frustrated or angry, it is more appropriate to verbally express the frustration or anger using non-offensive language. At NO time shall inappropriate language be directed toward members of the staff.

9.2 THREATENING OF EMPLOYEES, CHILDREN, OTHER PARENTS OR ADULTS ASSOCIATED WITH WAYNESBORO DAY CARE CENTER:

Threats of any kind will not be tolerated. In today's society Waynesboro Day Care Center can not afford to sit by idly while threats are made. In addition, all threats will be reported to the appropriate authorities and will be prosecuted to the fullest extent of the law. While apologies for such behavior are appreciated, the agency will not assume the risk of a second chance.

**PARENTS MUST BE RESPONSIBLE FOR AND IN CONTROL OF THEIR BEHAVIOR AT ALL TIMES.**

- ◆ Sending a sick child to school over medicated to hide symptoms, which would typically require the child to be kept at home until symptoms subside.
- ◆ Children who exhibit behavior consistent with an abusive situation

Staff who is alleged perpetrators of child abuse may be suspended or given leave with pay pending completion of an investigation. Parents of suspected abused children will be notified. Parents in the program will be contacted by the Center so they may share any concerns they have had. There will be no accusation or affirmation of guilt made until the investigation is complete. Staff found guilty of child abuse will be summarily dismissed.

### 9.3 PHYSICAL/VERBAL PUNISHMENT OF YOUR CHILD OR OTHER CHILDREN AT Waynesboro Day Care Center:

While Waynesboro Day Care Center does not necessarily support nor condone corporal punishment of children, such acts are not permitted in the child care facility. While verbal reprimands may be appropriate it is not appropriate for parents to verbally abuse their child. Doing so may cause undue embarrassment or emotional distress. Parents are always welcome to discuss a behavior issue with the teacher and to seek advice and guidance regarding appropriate and effective disciplinary procedures.

Parents are prohibited from addressing, for the purpose of correction or discipline, a child that is not their own. Of course, no parent or other adult may physically punish another parent's child. If a parent should witness another parent's child behaving in an inappropriate manner, or is concerned about behavior reported to them by their own child, it is most appropriate for the parent to direct their concern to the classroom teacher and/or Center Director.

Furthermore, it is wholly inappropriate for one parent to seek out another parent to discuss their child's inappropriate behavior. All behavior concerns should be brought to the classroom teacher or director's attention. At that point, the teacher and/or director will address the issue with the other parent. Although you may be curious as to the outcome of such a discussion, teachers and/or the Center Director are strictly prohibited from discussing anything about another child with you. All children enrolled in our agency have privacy rights and are further protected by our Confidentiality Policy. You may be assured that we will not discuss anything about your child with another parent or adult visiting the center.

### 9.4 SMOKING:

For the health of all Waynesboro Day Care Center employees, children and associates, smoking is prohibited inside the property. Parents are prohibited from smoking in the building and on the grounds of Waynesboro Day Care Center. Parents who are smoking in their cars must dispose of the cigarette prior to leaving their car.

### 9.5 VIOLATIONS OF THE SAFETY POLICY:

Parents are required to follow all safety procedures at all times. These procedures are designed not as mere inconveniences, but to protect the welfare and best interest of the employees, children and associates of Waynesboro Day Care Center. Please be particularly mindful of Waynesboro Day Care Center entrance procedures. We all like to be polite. However, we need to be careful to not allow unauthorized individuals into the center. Holding the door open for the person following you may, in fact, be polite; however that person may not be authorized to enter the premises. Security procedures are only as strong as the weakest person in our organizational chain. Be alert and mindful. Immediately report any breaches to the Center Director.

9.6 CONFRONTATIONAL INTERACTIONS WITH EMPLOYEES, OTHER PARENTS OR ASSOCIATES OF Waynesboro Day Care Center:

While it is understood that parents will not always agree with the employees of Waynesboro Day Care Center or the parents of the other children, it is expected that all disagreements be handled in a calm and respectful manner. Confrontational interactions are not an appropriate means by which to communicate a point and are strictly prohibited.

9.7 VIOLATIONS OF THE CONFIDENTIALITY POLICY:

Waynesboro Day Care Center takes very seriously the responsibility of maintaining the confidentiality of all persons associated with the agency. Parents must understand the implications of this responsibility. Parents need to recognize that the Confidentiality Policy not only applies to their child or family, but all children, families and employees associated with Waynesboro Day Care Center. Any parent who shares any information considered to be confidential, pressures employees or other parents for information which is not necessary for them to know, will be considered to be in violation of the Confidentiality Policy.

Waynesboro Day Care Center

POLICY: PARENT'S RIGHT TO IMMEDIATE ACCESS

POLICY NO.: 10

APPROVED BY: \_\_\_\_\_

EFFECTIVE DATE: \_\_\_\_\_

BOARD OF DIRECTORS: \_\_\_\_\_

DATE: \_\_\_\_\_

POLICY COUNCIL: \_\_\_\_\_

DATE: \_\_\_\_\_

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Parents of a child in our care are entitled to immediate access, without prior notice, to their child whenever they are in care at Waynesboro Day Care Center, as provided by law.

In cases where the child is the subject of a court order (e.g., Custody Order, Restraining Order, or Protection from Abuse Order) Waynesboro Day Care Center must be provided with a **Certified Copy** of the most recent order and all amendments thereto. The orders of the court will be strictly followed unless the custodial parent(s) requests a more liberal variation of the order in writing. In the case where both parents are afforded shared/joint custody by order of the court, both parents must sign the request for more liberal interpretation of the order.

**In the absence of a court order** on file with Waynesboro Day Care Center, **both** parents shall be afforded equal access to their child as stipulated by law. Waynesboro Day Care Center can not, without a court order, limit the access of a one parent by request of the other parent, regardless of the reason. If a situation presents itself where one parent does not want the other parent to have access to their child, Waynesboro Day Care Center suggests that the parent keep the child with them until a court order is issued, since our rights to retain your child are secondary to the other parent's right to immediate access. Waynesboro Day Care Center staff will contact the local police should a conflict arise.

Visitors are asked to schedule appointments with the Center Director, and are allowed in the child care facility only at the discretion of the Center Director. An employee of Waynesboro Day Care Center will accompany visitors at all times, throughout the center.

Waynesboro Day Care Center will dismiss any child whose parent is prohibited from entering upon agency property. Due to the parents' right to immediate access policy, as well as state and federal regulations, Waynesboro Day Care Center can not have a child at the agency when the child's parent is prohibited access. Waynesboro Day Care Center will not agree to any request to maintain

a child's enrollment even if the parent agrees to stay out of the center. Such an agreement is a violation of the law and will not be entertained.

Waynesboro Day Care Center

POLICY: DISMISSAL

POLICY NO.: 11

APPROVED BY: \_\_\_\_\_

EFFECTIVE DATE: \_\_\_\_\_

BOARD OF DIRECTORS: \_\_\_\_\_

DATE: \_\_\_\_\_

POLICY COUNCIL: \_\_\_\_\_

DATE: \_\_\_\_\_

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Waynesboro Day Care Center reserves the right to dismiss any child at any time, with or without cause.

Parents will be refunded any unused tuition within two weeks of the dismissal. An agency check will be mailed to the address indicated in the child's file. Any past due balances must be paid within 30 days of the dismissal. An invoice detailing the past due balance will be forwarded to the address indicated in the child's file within one week of the dismissal. Any balances remaining after the 30 day period will be referred to the agency's legal counsel for collection.

The Center Director or designee will assist the parent in gathering their child's belongings at the time of dismissal and parents are required to leave agency property in a calm and respectful manner, immediately. Waynesboro Day Care Center will request assistance from local police should any parent become disruptive and/or uncooperative while gathering their child's belongings upon dismissal.

A dismissed child and his/her parents are required to call and request an appointment with the Center Director if they wish to return to agency property following a dismissal. Appointments are made at the discretion of the Center Director and are not a right of the dismissed child or parent.

Following a dismissal, any parent or child who harasses, threatens or in any manner causes harm to anyone affiliated with the agency by calling, writing, or any other means, will be prosecuted to the fullest extent of the law, by Waynesboro Day Care Center.

Waynesboro Day Care Center

POLICY: WITHDRAW

POLICY NO.: 12

APPROVED BY: \_\_\_\_\_

EFFECTIVE DATE: \_\_\_\_\_

BOARD OF DIRECTORS: \_\_\_\_\_

DATE: \_\_\_\_\_

POLICY COUNCIL: \_\_\_\_\_

DATE: \_\_\_\_\_

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Two weeks written notice is required when withdrawing a child for any reason. If the proper notice is given, any unused tuition and deposit will be refunded within thirty days of the withdrawal. If the required notice is not given, parents will be charged tuition for two additional weeks and will not have their deposit refunded.

The parents and child, following their last day of enrollment, are not permitted to re-enter agency property without prior permission of the Center Director. A withdrawn child and his/her parents are required to call and request an appointment with the Center Director if they wish to return to agency property following the last day of enrollment at Waynesboro Day Care Center. Appointments are made at the discretion of the Center Director and are not a right of the withdrawn child or parent.

Parents who wish to change their child's days or times of enrollment at Waynesboro Day Care Center, must submit a request to do so two weeks in advance of the proposed change.

The Center Director will notify the parents in writing if the new schedule is available. A schedule change will not be considered to be final until a new fee agreement is signed. If the requested schedule is not available parents may choose to continue with the current schedule until such time as the requested schedule becomes available, or may choose to withdraw their child from the program. The date the request for the Center Director receives the schedule change will be used to toll the two weeks notice required for withdraw.



Waynesboro Day Care Center

POLICY: COURT ORDERS EFFECTING ENROLLED CHILDREN

POLICY NO.: 13

APPROVED BY: \_\_\_\_\_

EFFECTIVE DATE: \_\_\_\_\_

BOARD OF DIRECTORS: \_\_\_\_\_

DATE: \_\_\_\_\_

POLICY COUNCIL: \_\_\_\_\_

DATE: \_\_\_\_\_

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In cases where an enrolled child is the subject of a court order (ex... Custody Order, Restraining Order, or Protection from Abuse Order) Waynesboro Day Care Center must be provided with a **Certified Copy** of the most recent order and all amendments thereto. The orders of the court will be strictly followed unless the custodial parent(s) requests a more liberal variation of the order in writing. In the case where both parents are afforded shared/joint custody by order of the court, both parents must sign the request for more liberal interpretation of the order.

**In the absence of a court order on file with Waynesboro Day Care Center administration, both parents shall be afforded equal access to their child as stipulated by law.** Waynesboro Day Care Center can not, without a court order, limit the access of a one parent by request of the other parent, regardless of the reason. If a situation presents itself, where one parent does not want the other parent to have access to their child, Waynesboro Day Care Center suggests that the parent keep the child with them until a court order is issued.

If conflicting court orders are presented, the most recently dated court order will be followed.

Once presented with a Protection from Abuse Order or a Restraining Order, Waynesboro Day Care Center is obligated to follow the order for the entire period it is in affect. Employees of Waynesboro Day Care Center can not, at the request of anyone, except the issuing judge, allow a Protection from Abuse Order and/or a Restraining Order to be violated. Waynesboro Day Care Center will report any violations of these orders to the court.

Waynesboro Day Care Center

POLICY: ARRIVAL PROCEDURES

POLICY NO.: 14

APPROVED BY: \_\_\_\_\_

EFFECTIVE DATE: \_\_\_\_\_

BOARD OF DIRECTORS: \_\_\_\_\_

DATE: \_\_\_\_\_

POLICY COUNCIL: \_\_\_\_\_

DATE: \_\_\_\_\_

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Upon arrival at Waynesboro Day Care Center, the parents or the adult dropping the child off must sign the child into care on the sign-in sheet located with the opening teacher. Children are required to be escorted by their parent or the adult dropping them off, to their designated classroom. Children are required by law to be supervised at all times while in the child care facility. Parents are required to help children put away their outerwear and get settled for the day.

Waynesboro Day Care Center discourages parents from sneaking out of the center. Some children exhibit separation anxiety when it is time for their parent to leave. Waynesboro Day Care Center believes it is best for parents to tell the anxious child upon arrival that after all of the child's things are put away, the parent will kiss, hug and say goodbye to the child. This will prepare the child for their departure. The employee present in the classroom will comfort and assist the child through the anxious time. Parents are asked to leave after saying goodbye. The longer the parent of an anxious child drags out the departure, the more anxiety the child is likely to feel. The professional employees of Waynesboro Day Care Center are available to discuss other options if the child does not settle into the arrival routine after a reasonable period of time.

At arrival, parents are required to follow the Medication Policy if a child must receive medication during the course of the day.

Parents are required to notify the child's teacher or Center Director of any special instructions or needs for the child's day. The parent must present the special instructions in the form of a letter and verbally discuss them with either the classroom teacher or Center Director. These special instructions include but are not limited to: Early Pick Up, Alternative Pick up Person, health issues over the previous night which need to be observed and/or any general issues of concern which the child care providers should be aware to best meet the needs of your child throughout the day.

14.1 NOTIFICATION OF ABSENCE

Parents are required to inform the center by 8:00 am if a child will not be at the center on a scheduled day. This will enable the center to more effectively maintain appropriate ratios and help the classroom teacher effectively plan for the day.

Waynesboro Day Care Center

POLICY: PICK UP PROCEDURES

POLICY NO.: 15

APPROVED BY: \_\_\_\_\_

EFFECTIVE DATE: \_\_\_\_\_

BOARD OF DIRECTORS: \_\_\_\_\_

DATE: \_\_\_\_\_

POLICY COUNCIL: \_\_\_\_\_

DATE: \_\_\_\_\_

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Parents or other authorized adult are required to sign their child out of care on the sign-out sheet located with the closing teacher. Once a parent signs their child out, the parent is then solely responsible for supervising their child while on agency premises. The parent may not allow a child to wander through the hallways, bathrooms, other classrooms and/or playground. Parents are required to handle all business issues prior to signing out their child, and are required to directly exit the building once they have signed their child out of care.

Parents must take home all papers in the child's cubby or school bag each day.

Parents or persons designated to act "in loco parentis" are required to sign any incident/accident reports from the day at pick-up. The classroom teacher will be able to briefly discuss the matter with you or other authorized adult at pick-up. However, should you feel it necessary to have an in depth discussion or meeting, it is most appropriate to schedule the meeting for a later date because the teacher is responsible for supervising the remaining children in the classroom. A telephone conference may be scheduled for later in the day or for the next day at nap/rest time if the parent(s) is unable to meet at the center during the course of the day.

 15.1 LATE PICK-UP:

A parent is considered late when arriving after 6:00 pm. All measurements of time are to be according to the Waynesboro Day Care Time Clock located in the Resource room and/or the computer clock that maintains the security door system.

The late fee is \$1.00 per minute and is to be paid at pick-up.

A child's services will be terminated should the child be picked-up late on three occasions in one school year regardless of the reasons for the late pick-up.

**It is the parent's responsibility to ensure that someone (either a parent or Emergency/Alternate pick-up person) is available to pick up the child on time.**

If your child is ill, we request that you notify the center director not only of the absence, but also of the nature of the illness. This enables our faculty to keep track of any illnesses, which may occur at our school. This information will only be shared with staff on a "need to know" basis. If your child has a communicable disease, we ask that you share the diagnosis with the Center Director, so that the parents of the children in the school may be notified that a communicable disease is present. Once again, only the communicable disease information will be shared. Waynesboro Day Care Center will take all measures necessary to protect your child's confidentiality. Parents are not required to disclose this information by law, and your continued enrollment will not be based whatsoever on your decision to share, (or not) the reason for your child's absence from school.

Parents who know in advance that a child will be late, are required to notify the center by 8:00am so as to maintain the appropriate number of employees to ensure ratios is met when the child arrives to school.

#### 14.2 AGENCY'S RIGHT TO REFUSE ADMISSION

Waynesboro Day Care Center reserves the right to refuse admission to any child at any time with or without cause.

Waynesboro Day Care Center strives to maintain an ample list of substitutes in anticipation of staff absences, however, there are times when substitutes are not available, and classrooms need to be closed to maintain compliance with licensing regulations. Refusal will be based on a "first come first served" basis when seeking to maintain appropriate staff to child ratios and/or when closing classrooms.

Possible reasons for the refusal of admission include but are not limited to:

1. Lack of staff to maintain appropriate Staff to Child Ratios as determined by State Licensing Regulations.
2. The need to maintain compliance with Licensing Regulations.
3. Staff deems the child to ill to attend.
4. Domestic Situations that present a safety risk to the child, staff or other children enrolled at Waynesboro Day Care Center if the child were to be present at the center.
5. Parent's failure to maintain accurate, up to date records.
6. Parents' failure to complete and return required documentation in a timely fashion.

Parents will not be reimbursed tuition for days when their child is refused admission to the program.

## 15.2 PERSONS APPEARING TO BE IMPAIRED BY DRUGS/ALCOHOL AT PICK-UP

The staff of Waynesboro Day Care Center will contact local police and/or the other custodial parent should a parent appear to the staff of Waynesboro Day Care Center to be under the influence of drugs and/or alcohol. The parent's right to immediate access does not permit the agency from denying a custodial parent access to their child even if the parent is or appears to be impaired. However, Waynesboro Day Care Center staff will delay the impaired parent as long as possible, while contacting the other parent, the local police and Child Protective Services.

Any other authorized person who attempts to pick-up a child, and appears to the staff of Waynesboro Day Care Center to be under the influence of drugs and/or alcohol will be denied access to the child. The staff of Waynesboro Day Care Center will contact the child's parents, local police and Child Protective Services to notify them of the situation.

## 15.3 EMERGENCY FORMS

At enrollment, parents will be presented with an Emergency form. Parents are encouraged to include on this form any, and all persons who, in the course of events, may at one time be asked to pick-up their child from Waynesboro Day Care Center. In an emergency situation the child's parents will be called first. If they can not be reached staff will call the persons listed on this form until someone can be reached.

Should the staff contact a parent, and the parent is unable to pick up the child, it is then the responsibility of the parent to arrange for their child to be picked up by someone on the emergency list. Failure of the parent to make such arrangements will result in dismissal from the program.

Parents do not need to be listed on the Emergency Contact Form. The nature of the parental relationship affords the parents (in the absence of a court order indicating otherwise) the right to pick-up their child.

Parents will be asked to determine which persons (if any) on the Emergency form has the right to act "In Loco Parentis." In Loco Parentis status affords the pick up person the right to discuss confidential information about the child's day including but not limited to, incident/accident reports, and behavior issues. In the absence of this designation the people on the Emergency Form are only

afforded the right to pick up the child. Staff is not permitted to discuss the child's day with them.

The persons on the Emergency form will be required to provide a current Driver's license with a picture I.D. prior to the agency releasing the child. There will be no exceptions to this rule.

All changes and/or additions to the Emergency form must be made in writing and be dated and signed. Only custodial parents have the right to make changes or additions to this form.

Waynesboro Day Care Center reserves the right to refuse/ban any person listed on the Emergency Form for any reason, including but not limited to violations of the policies/procedures contained herein. It is the responsibility of the enrolling parent(s) to inform each person on the Emergency Form of the policies/procedures contained herein.

Waynesboro Day Care Center

POLICY: TRANSPORTATION

POLICY NO.:     16    

APPROVED BY: \_\_\_\_\_

EFFECTIVE DATE: \_\_\_\_\_

BOARD OF DIRECTORS: \_\_\_\_\_

DATE: \_\_\_\_\_

POLICY COUNCIL: \_\_\_\_\_

DATE: \_\_\_\_\_

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Waynesboro Day Care Center may transport children to and from school through public vehicles. If children are not "dropped off" in the morning at the Center, it is the parents' responsibility to inform the Director/staff that their child(ren) are to return to Waynesboro Day Care Center in the afternoon. If "pick up" is to take place at school by the parent, notification to the Director is required.

Waynesboro Day Care Center

POLICY: SCHOOL CALENDAR

POLICY NO.: \_\_\_\_ 17 \_\_\_\_

APPROVED BY: \_\_\_\_\_

EFFECTIVE DATE: \_\_\_\_\_

BOARD OF DIRECTORS: \_\_\_\_\_

DATE: \_\_\_\_\_

POLICY COUNCIL: \_\_\_\_\_

DATE: \_\_\_\_\_

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A current copy of the Center's current calendar is posted on our web site:

[www.waynesborodaycarecenter.com](http://www.waynesborodaycarecenter.com)

or may be asked for in the office.



Waynesboro Day Care Center

POLICY: EMERGENCY CLOSING AND INCLEMENT  
WEATHER INFORMATION

POLICY NO.: 18

APPROVED BY: \_\_\_\_\_

EFFECTIVE DATE: \_\_\_\_\_

BOARD OF DIRECTORS: \_\_\_\_\_

DATE: \_\_\_\_\_

POLICY COUNCIL: \_\_\_\_\_

DATE: \_\_\_\_\_

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In the event of an emergency closing and/or inclement weather, parents will be notified of the closing by these radio stations: WAYZ 104.7, WQCM 96.7, and WIKZ 95.

Should the school need to close in the middle of the day, the school staff will attempt to reach the child's parents first to arrange for pick up. Should the staff be unable to reach the parents, the persons listed on the emergency contact form will be called until pick up arrangements can be made. Staff will notify the parents or emergency contact person at the time of the call; of the pick up location should the children need to be evacuated from the child care center. Parents or emergency contact persons should report directly to the alternate location if one is indicted.

Should the center need to close for any reason, tuition will not be refunded or reduced for closures of less than two school days. If the closure extends beyond two school days, parents will have their tuition refunded as per the following schedule, for each day closed after the first two, as noted.

Waynesboro Day Care Center

POLICY: CURRICULUM INFORMATION

POLICY NO.:     19    

APPROVED BY: \_\_\_\_\_

EFFECTIVE DATE: \_\_\_\_\_

BOARD OF DIRECTORS: \_\_\_\_\_

DATE: \_\_\_\_\_

POLICY COUNCIL: \_\_\_\_\_

DATE: \_\_\_\_\_

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19.1 Each classroom has daily schedules, menus, lesson plans, and lunch/nap information posted on the Parent Boards. A rest period will be provided for all children attending a full day of child care. Each class schedule reflects the amount of time appropriate for that age group.

19.2 Toddler program- Toddler activities are plentiful and chosen to keep each child engaged, active and stimulated. WDCC staff is trained to keep the child motivated and safe. Toys and equipment are carefully selected for the combined needs of the child's safety and education. This program promotes intellectual, social, emotional, and physical development. A stimulating environment is created to nurture curiosity and motivate each child to explore, experiment and problem solve. The child is advancing into the preschool years and WDCC will guide each child to develop strong language skills and socialization skills. Activities enrich the child's vocabulary by making reading a part of the everyday routine.

Three year old program- This program helps the child put all of his or her new skills together to promote a feeling of competency and confidence. The child may still be as physically active as last year; however, he or she is becoming interested in activities with structure. Language and vocabulary development, and socialization skills are an integral part of the three year old program. WDCC has integrated these growth areas into all of the planned activities. We give children choices to promote their sense of importance and support their own decision-making processes.

Four year old program- This program helps to focus the child and promote the building of a secure foundation as the child nears his/her emergence into the world of kindergarten. WDCC's curriculum prepares the child for school by providing a wide range of hands-on materials and activities that promote language arts, math, science and social skills. Each child will progress through our program, gaining a love of learning and confidence to try new challenges developed by trained caregivers. The ultimate goal

is to prepare the child for the beginning of formal education by developing a wide array of skills in addition to building a joy of learning which will result in future academic success. Caregivers meet with parents throughout the year to keep you up to date on all the wonderful new developmental milestones the child will reach. WDCC and parents work as a team to provide the child with individualized education and care.

Five year old program- This program is designed to recognize each child as an individual. One child's special talents and interests are not the same as another child's, and WDCC celebrates and builds upon these differences. The academic program includes organized daily activities in language arts, math, science, social studies, drama, creative arts, music and construction. Parent communication and involvement are encouraged. Caregivers are always available to talk with parents.

School Age program- For parents seeking before and after school care, WDCC offers a safe, secure and stimulating environment. Activities such as arts and crafts, science and discovery, dramatic play and constructive building are available to children. Children may relax, have fun with friends, or receive assistance from caregivers with school assignments. Most importantly, each child is given the opportunity to choose from a variety of individual or group activities.

Summer program- During the summer months, our program focuses on fun, recreation and outdoor experiences. Activities are planned around the theme of the week and the children explore learning through planned activities and special visitors. The themes are posted so that you will be aware of what activities your child is doing each week. A daily schedule for each group considers the age, developmental needs and special interests of the group of children. Each schedule includes directed activities, group learning time, free choice activities, outdoor play, quiet play, active indoor play, and time for one-on-one interaction with each child.

Toilet Training- When you enroll your child at WDCC, you will be asked to complete a Personal Childhood History. Among other information, this will introduce the caregivers to your child's toilet training habits and routine. Upon parent direction, WDCC caregivers will work with you and your child to promote consistency in toilet training between home and the Center.

Outdoor play- We will go outside every day unless it is raining, very cold or excessively hot. Please dress your child so that he/she is comfortable and can enjoy the outdoor experience. No flip-flops. Secure footwear is

needed to prevent injury while running, jumping and climbing, even in the summer.

Classroom transition- WDCC will advise you when your child is ready to move to the next level. Criteria include chronological age, the development of social skills and self help skills. Each classroom has set guidelines regarding this policy.

### 19.3 NAP/REST TIME

Toddlers and Preschoolers will have nap/rest time daily. The Center provides a mat. Children who do not fall asleep after one (1) hour of rest will be offered quiet table activities or "cot toys". At this time, children are required to rest quietly on their cots with their pillow and blanket brought from home. Children may bring a small stuffed animal to sleep with at naptime. Please mark all items with your child's name. We do not accept responsibility for damage to or loss of any items. All bedding must be taken home and washed weekly.

### 19.4 EDUCATIONAL/PERSONAL CARE SUPPLIES NEEDED

The equipment and play material at the Center are chosen carefully. With this in mind, we ask that you leave your child's toys at home for the following reasons:

- They may create tension or feelings of jealousy.
- They may hurt or injure other children.
- They may get lost or broken.
- Staff cannot monitor toys at the expense of supervising children.

Your child may bring a soft stuffed toy and a blanket for rest time only.

Your child must have a seasonal appropriate change of clothes.

All children who are not potty trained must bring disposable diapers and wipes.

### 19.5 BIRTHDAY/HOLIDAY CELEBRATIONS

Your child's birthday can be celebrated in the classroom. Arrangements must be made with the teacher or Office.

### 19.6 PARENT/TEACHER CONFERENCES/COMMUNICATION

Parents are encouraged to participate in the Center's activities and events. Communication between families and the Center will ease the anxiety some children may feel when beginning child care.

Suggestions for ways to participate include:

- Volunteer to read stories to a class
- Share your occupation or travels with a class
- Share cultural information or special talents

Visit the Center during the day (for lunch or anytime)  
Bring your family to the special events offered throughout the year  
Participate in the fund raising events

Parent conferences-Parent/caregiver conferences may be requested by parents, caregivers or the Center Director at any time to discuss issues that may arise. Two formal parent conferences will be offered during the year, with a written progress report included.

Newsletters- Newsletters are available to parents quarterly, and is provided to give you an overview of upcoming activities, reminders, etc...

Waynesboro Day Care Center

POLICY: DISCIPLINE

POLICY NO.:     20    

APPROVED BY: \_\_\_\_\_

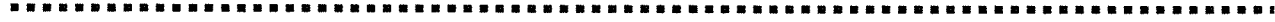
EFFECTIVE DATE: \_\_\_\_\_

BOARD OF DIRECTORS: \_\_\_\_\_

DATE: \_\_\_\_\_

POLICY COUNCIL: \_\_\_\_\_

DATE: \_\_\_\_\_



WDCC operates under the following policies:

No corporal punishment, including spanking will ever be used.

No child shall be subjected to cruel or severe punishment or verbal abuse, including those that are shaming, frightening or humiliating.

No child shall be denied food, toileting or rest privileges as punishments.

No harsh or profane language or implied threats promising physical punishment shall be used.

No child shall be punished for soiling, wetting or not using the toilet.

WDCC has devised policies for behavioral limits and discipline to promote consistency throughout the Center. The goal of our program is to emphasize respect for self, respect for others, respect for work and respect for materials.

The purpose of discipline is to teach children self-control with an emphasis on correcting behaviors for the future. This will result in children becoming secure, and gaining self- knowledge and confidence in the world around them. Children need to learn self-control enabling them to function in society.

At an early age, children begin to learn to develop responsibility for their own actions. They become more independent and self-sufficient when they have to take responsibility for their own behaviors.

We recognize and praise appropriate and positive behaviors. A caregiver's response to inappropriate or negative behaviors may include redirecting the child's activity, reasonably discussing the problem or ignoring the behavior. When necessary, the child is separated from the group and ongoing activities for a brief period, but remains within site of the caregiver. This usually involves a discussion of the behavior between the caregiver and the child.

In the unlikely event that inappropriate behavior continues, the Center Director will observe the classroom and the child's behavior, then set up a meeting with parents and staff and develop a specific program agreed to by all parties to implement during daily programming. In the event that such efforts do not improve behaviors, disenrollment of the child may occur.

Waynesboro Day Care Center

POLICY: TOYS FROM HOME

POLICY NO.:     21    

APPROVED BY: \_\_\_\_\_

EFFECTIVE DATE: \_\_\_\_\_

BOARD OF DIRECTORS: \_\_\_\_\_

DATE: \_\_\_\_\_

POLICY COUNCIL: \_\_\_\_\_

DATE: \_\_\_\_\_

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Due to the risk of damage, sharing issues, and loss, children are not permitted to bring in toys from home, unless specifically requested by the classroom teacher for use as part of the curriculum. Parents are responsible for enforcing this policy with their child. Parents are encouraged to consult the classroom teacher should they find their child is having difficulty with this policy.

If the parents fail repeatedly to enforce this policy with their children, the staff will call the parents and require that they come to the school and remove the toy.

Children in classrooms with nap/rest time are permitted to include with their bedding supplies, one plush/non-musical toy with which to nap/rest. This toy is to be placed with the bedding supplies and use of it will only be allowed at nap/rest time.

All toys brought in for use as part of the curriculum, and/or for nap/rest time will be inspected by Waynesboro Day Care Center staff for safety and appropriateness, and may be prohibited at the sole discretion of Waynesboro Day Care Center.



Waynesboro Day Care Center

POLICY: DRESS CODE

POLICY NO.: 22

APPROVED BY: \_\_\_\_\_

EFFECTIVE DATE: \_\_\_\_\_

BOARD OF DIRECTORS: \_\_\_\_\_

DATE: \_\_\_\_\_

POLICY COUNCIL: \_\_\_\_\_

DATE: \_\_\_\_\_

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22.1 CHILDREN

Clothing:

Children are engaged in various activities during the course of the day; some of these activities can be messy, and/or athletic in nature. Additionally, children are engaged in outdoor play daily, weather permitting. Due to these activities, children are required to be dressed in seasonably appropriate, comfortable, and clothing.

Parents are prohibited from dressing children in overalls, or clothing with difficult closures. These types of clothing present particular challenges for children in relation to toileting.

Coats, hats, gloves, scarves and winter boots must be provided in the winter months. It is not necessary for the children to wear their winter boots to school. Teachers will change the children into their winter boots when they go outdoors.

Children are not permitted to wear flip-flops. The most appropriate type of shoes for participation in school activities are rubber-soled, sneakers/tennis shoes.

Children ages 3 through 5 are required to have one seasonably and size appropriate complete change of clothing at the center at all times. Children under 3 years of age are required to have two seasonably and size appropriate, complete changes of clothing at the center at all times. A complete change of clothing includes shirt, pants, underwear, socks, and shoes. Teachers will post reminders for parents to update changes of clothing as the weather begins to change.

All clothing items must be clearly labeled with the child's first and last name. This includes coats, hats, gloves, scarves, and boots. Waynesboro Day Care Center is not responsible for lost or damaged items of clothing.

### Jewelry/Accessories:

Children are not permitted to wear jewelry of any kind. It is a safety hazard for your child as well as the other children enrolled in the program. In addition, Waynesboro Day Care Center will not be responsible for lost or stolen valuables. It is the parents' responsibility to enforce this policy with their children. Should a child come to school wearing any jewelry, parents will be required to take it with them, or to return to the school to remove the jewelry if it discovered after the parent leaves. Repeated (more than 3 violations per school year) violations of this policy are considered to be violation of SAFETY POLICIES and will result in dismissal from the program.

Hair beads, barrettes, bobby pins, etc. are discouraged to be worn by children. These accessories are considered to be safety hazards. When choosing accessories for your children be mindful of the potential safety issues they present not only for your child, but also for the older and younger children attending Waynesboro Day Care Center.

Waynesboro Day Care Center is not responsible for damage to or loss of any articles of clothing.

## 22.2 PARENTS

### Clothing:

Parents are required to be dressed in appropriate clothing while at Waynesboro Day Care Center or involved in any Waynesboro Day Care Center sponsored events. Inappropriate clothing would include, revealing, extremely short, ripped/torn (in inappropriate places), and/or see through articles of clothing. Anything with suggestive or vulgar language is prohibited.

Parents wearing high heel work boots, or shoes with wet/dirty soles, will be required to remove their shoes prior to entering any classroom with children under 2 ½ years of age. This will reduce the risk of injury to a child on the floor, and will help to maintain a clean floor. Parents can simply leave their shoes outside the classroom door prior to entering the classroom.

### Jewelry:

While volunteering in the classroom or at any Waynesboro Day Care Center sponsored event, parents are expected to honor the staff's dress code policy outlined above. Parents will be restricted from volunteering if they are not in compliance with this policy.

Waynesboro Day Care Center

POLICY: FIELD TRIPS

POLICY NO.: 23

APPROVED BY: \_\_\_\_\_

EFFECTIVE DATE: \_\_\_\_\_

BOARD OF DIRECTORS: \_\_\_\_\_

DATE: \_\_\_\_\_

POLICY COUNCIL: \_\_\_\_\_

DATE: \_\_\_\_\_

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Waynesboro Day Care Center supplements the in class curriculum with off premise field trips. Parents are required to give written permission for their child to attend each field trip. Notification of a field trip will be sent home in advance of the trip, with all pertinent trip information including, destination, date, time, reason for trip, cost, and mode of transportation. Accompanying the notification paper, teachers will include a permission slip to be filled out, signed, and returned to the teacher prior to the date of the trip. The field trip permission slip must be filled out completely and accurately, and all trip costs must be paid in advance in order for your child to attend.

If parents wish to attend the trip with their child, they should discuss attending with the classroom teacher.

Waynesboro Day Care Center provides all required supervision for all field trips, but always invites and welcomes parents to attend.

Parents will not be permitted to transport any child, other than their own, on a Waynesboro Day Care Center sponsored trip.

If your child is not scheduled to attend on the day of a field trip and you wish for your child to participate in the trip, please discuss this with your child's teacher at least three days prior to the date of the trip. Your child will be permitted to attend if required ratios can be maintained with his/her addition to the class. An additional day fee, as well as the cost of the trip and signed permission slip will be due prior to the date of the trip.

Waynesboro Day Care Center

POLICY: PARENT PARTICIPATION/VOLUNTEERS

POLICY NO.: 24

APPROVED BY: \_\_\_\_\_

EFFECTIVE DATE: \_\_\_\_\_

BOARD OF DIRECTORS: \_\_\_\_\_

DATE: \_\_\_\_\_

POLICY COUNCIL: \_\_\_\_\_

DATE: \_\_\_\_\_

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Parents are invited and encouraged to be involved in their child's school activities. There are many different ways in which parents can participate and volunteer at the child care center. Parents may volunteer to attend trips, read in the classroom, assist teachers, and/or coordinate special events. Teachers will have posted in their classrooms any volunteer opportunities available. Parents not interested in volunteering directly in the classroom may donate items, do maintenance work, or assist in the front office. These volunteer opportunities are posted in the main office area on the parent bulletin board.

Any parent who volunteers in the classroom on a regular basis will be required to pay for and secure all criminal background checks, as required by our licensing regulations. Any person, including parents, with felony convictions, sex offender convictions and/or open investigations into any criminal activities will not be permitted to volunteer in the classroom, or on field trips.

Parents with court orders detailing custodial arrangements will only be permitted to volunteer on days in which they are afforded custody (joint/shared custody arrangement) as per the court order. For example, if a parent is afforded custody on Tuesdays and Wednesdays that parent will only be able to volunteer on those days. Parents with visitation only (sole/exclusive custody arrangements), will only be permitted to volunteer with the express written permission of the custodial parent.

Waynesboro Day Care Center reserves the right to make Volunteer assignments. Waynesboro Day Care Center does not guarantee the volunteering parents will be assigned to locations where their child(ren) is present.

Waynesboro Day Care Center

POLICY: HEALTH AND SAFETY

POLICY NO.: 25

APPROVED BY: \_\_\_\_\_

EFFECTIVE DATE: \_\_\_\_\_

BOARD OF DIRECTORS: \_\_\_\_\_

DATE: \_\_\_\_\_

POLICY COUNCIL: \_\_\_\_\_

DATE: \_\_\_\_\_

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25.1 PRE-ENROLLMENT REQUIREMENTS

Each child is required to have a completed pre-enrollment packet of information. This packet is to be returned to the center's office prior to the child's first day of attendance. All children are required to have a complete up to date immunization record on file at Waynesboro Day Care Center. This is per our licensing regulations. If you have chosen not to have your child immunized, please ask the center director for an immunization waiver form. Immunizations may be waived for certain reasons. Please discuss this with the center director to determine whether you have the right to be enrolled and not have your child immunized. Parents are required to have a wavier on file in place of an immunization record, so that the center can maintain compliance with licensing regulations.

All children are required to have a physical examination form filled out by a licensed medical professional, in order to attend Waynesboro Day Care Center. The Physical Examination Form, indicating the child's fitness to attend Waynesboro Day Care Center, must be completed by a licensed healthcare professional and returned to the Center Director within the first 60 days of enrollment.

25.2 Care of ILL Children

Exclusion will be based on whether there are adequate facilities and staff available to meet the needs of both the ill child and the other children in the group. Children will be excluded if:

- 1) The child's illness prevents the child from participating in routine activities.
- 2) The illness requires more care than the child care staff is able to provide without compromising the needs of the other children in the group.
- 3) Keeping the child in care poses an increased risk to the child or to other children or adults with whom the child will come in contact as defined in the Exclusion Guidelines.

If the child care staff is uncertain about whether the child's illness poses an increased risk to others, the child will be excluded until a physician notifies the child care program that the child may attend. Children whose illness does not meet any of these conditions listed do not need to be excluded.

Specific conditions that do not require exclusion are:

1) Children who have a type of germ in their bowel movement or urine that can cause disease, but that is not giving any symptoms to the child whose stool or urine contains the germ.

2) Children with conjunctivitis that have a clear, watery eye discharge and do not have any fever, eye pain, pus coming from the eye, or eyelid redness.

3) Children with a rash, but no fever or change in behavior.

4) Children with cytomegalovirus infection, carriers of hepatitis B, and HIV infection.

The Executive Director will decide whether a child who is ill will be permitted to come for the day or remain in the program. If a child appears mildly ill, but will be staying for the day

1) The child's caregiver will complete a symptom record to document date, time, and symptoms of illness.

2) The caregiver and the parent will discuss treatment and develop a plan for the child's care. The child's health care provider should be contacted if the caregiver has questions or does not understand the instructions provided by the health care provider.

3) The caregiver will complete the symptom record during the period the child is in care and give a copy of the symptom record to the parent when the child leaves the program for the day.

4) The symptom record will be given to the parent so that the parent has the information needed to continue care and, if necessary, to consult the child's health provider for management of the child's illness.

5) If the child is too ill to stay in child care, the child will be provided a place to rest until the parent, legal guardian or designated person arrives. The child will be supervised at all times by someone familiar with the child.

Dr. Bruce Weneck will provide ongoing consultation to Waynesboro Day Care Center and will help develop and approve all written policies relating to health. The health consultant will provide advice about accommodations required for children with specific health problems, design and review surveillance systems for injury and illness, assist with staff and family education, and be a source of contact within the health care community.

### 25.3 CHILDREN WITH SEVERE ALLERGIES

For the safety of your child, parents are required to provide a signed copy of the "Authorization for Emergency Care for Children with Severe Allergies" form, detailing any allergies, food or otherwise, from which their child suffers, at the time of enrollment or when the allergy is discovered. This form must be completely filled out by the child's physician and parent(s) or legal guardian(s), and must be updated every six months, or more frequently, as needed. In addition to this form, parents must provide a copy of any additional physician's orders and procedural guidelines relating to the prevention and treatment of the child's allergy. This form can be obtained by request from the Executive Director.

Parents must also execute a "Release and Waiver of Liability for Administering Emergency Treatment to Children with Severe Allergies" form. This form releases Waynesboro Day Care Center from liability for administering treatment to children with severe allergies and taking other necessary actions set forth in the "Authorization for Emergency Care for Children with Severe Allergies" form, provided Waynesboro Day Care Center exercises reasonable care in taking such actions.

Any medication required to treat an allergic reaction must be provided in accordance with the Medication Policy detailed herein.

### 25.3 COMMUNICABLE DISEASES

Waynesboro Day Care Center follows all health/communicable disease policies as outlined in the American Academy of Pediatrics Model Health Policies and Procedures Manual. A copy of this manual is on file with the Center Director and is available upon request for review. Additionally, copies can be purchased, for a nominal fee, from the National Association for the Education of the Young Child or ask the Executive Director for further information.

Parents are required to pick up an ill child within 45 minutes of notification by phone. If a parent is reached, but can not pick their child up within 45 minutes, it becomes the parent's responsibility to arrange for alternate pick up with someone listed on the child's emergency contact form. The staff will not continue to call those listed on the emergency contact list once a parent is reached. If a parent can not be reached, the staff will begin to call the people listed on the emergency contact form, until arrangements can be made for the child to be picked up.

Children will be excluded from participation in the program if they exhibit symptoms of any communicable disease. They will not be permitted to return to the program until they are no longer contagious. Guidelines for determining the contagious period for a specific illness are based on the recommendations by

the American Academy of Pediatrics. Children must present a doctor's note stating they are no longer contagious and can return to the program. Waynesboro Day Care Center reserves the right to refuse to allow a child to return if the center director or designee believes the child to be too ill to participate in the program.

Children excluded from the program due to a fever may not return to the program until they are fever free, without fever reducing medication, for 24 hours. If your child is sent home due to a fever, he/she is not permitted to return to the program the following day at a minimum. A fever is defined as a temperature reading on a thermometer of at least 101 degrees Fahrenheit.

Children are required to be excluded from the program for loose bowels or diarrhea which occur 3 or more times in a 24 hours period of time. Children may return to the program when normal bowel movements resume.

If your child will be absent due to illness, we request that you notify the center director. This enables our faculty to keep track of any illnesses, which may occur at our school. This information will only be shared with faculty on a "need to know" basis. If your child has a communicable disease, we ask that you share the diagnosis with the center director, so that the parents of the children in the school may be notified that a communicable disease is present. Once again, only the communicable disease information will be shared. Waynesboro Day Care Center will take all measures necessary to protect your child's confidentiality. You are not required to disclose this information by law, and your continued enrollment will not be based whatsoever on your decision to share, (or not) the reason for your child's absence from school.

#### 25.4 BITING

Waynesboro Day Care Center recognizes that biting is a developmentally appropriate behavior for children in the infant through 2 ½ year old classrooms. Parents with children in these classrooms should expect that their children may be bit, or will bite another child. The staff understands that parents are concerned and can be upset when their child is involved in a biting incident. We ask that you remember this is a developmentally appropriate behavior, and that the staff is working to identify situations which, provoke, or elicit this behavior so it can be prevented in the future. The staff will not punish, or harshly discipline children in the younger classrooms for biting behavior; they will simply redirect the children to different activities in separate areas of the classroom. Parents are expected to work with staff to identify methods and strategies to curb this behavior. Uncooperative parents will have their child's services terminated.



Children older than 3 years of age, may occasionally be involved in a biting incident. For children in this age group who bite, the staff will use the discipline procedures outlined in the discipline section of this handbook, as well as observe the child to determine what provokes or elicits this inappropriate behavior. Parents are expected to cooperate with staff to help their child control this behavior. Uncooperative parents will have their child's service terminated. Furthermore, children, in the older age groups, who bite 3 times in a school year will have their services terminated since, the safety of all the children in the program is of the utmost concern of Waynesboro Day Care Center.

Parents will be notified by incident/accident report that a biting incident occurred during the course of the day. The staff may not discuss with either parent the identity of the other child involved in the incident. This information is considered to be confidential and can not be disclosed. The staff of Waynesboro Day Care Center can not discuss the medical history of any child involved in a biting incident with the other party. It is recommended that any child involved in a biting incident be seen by their family physician if the parents are concerned about communicable diseases possibly resulting from the biting incident.

## 25.5 DISPENSING MEDICATION

Waynesboro Day Care Center will only dispense over-the-counter and/or prescription medication that is in original, labeled containers, and is accompanied by a doctor's note with explicit dosage and administration instructions. Waynesboro Day Care Center will only give medication to the child for whom the doctor's note is written and for whom the medication container is labeled. One doctor's note per course of treatment is required. If a child, for example, is to be given a course of antibiotics for 10 days, the doctor's note must identify the dates that the medication is to be given.

Parents are required to complete a Medication Form each day that medication is to be dispensed. Medication Forms can be found with the teacher or at the office. Medication Forms, doctor's notes and medication are to be turned into the teacher.

Waynesboro Day Care Center will dispense over-the-counter, fever reducing/pain medication (ex. Children's Tylenol, Children's Motrin) on an as needed basis, with a doctor's note detailing the recommended reasons for administration and appropriate dosage. Parents are required to supply an unopened bottle of the fever reducing/pain medication clearly labeled with their child's name. (One note and bottle of fever reducing/pain medication is required per child.) Prior to administering fever reducing/pain medication, staff will contact a parent or person listed on emergency contact form, if a parent

can not be reached, to inform them of our need to administer the medication. Staff will also inform the parent or emergency contact person if it is necessary for the child to be picked up due to illness. Refer to the policy listed above regarding picking up ill children.

Parents are responsible for ensuring that all prescription medication is properly labeled by a pharmacist and replaced prior to the expiration date.

## 25.6 FIRE/EMERGENCY DRILLS

Waynesboro Day Care Center conducts monthly fire and emergency/evacuation drills. Parents, staff and children will not be made aware of drill dates or times, as this is the most effective way to assess the effectiveness of fire and emergency/evacuation plans.

During a fire/emergency drill or real fire/emergency situation, parents may not sign children into or out of the program. Parents must wait until the drill is complete and children have returned to the building to sign their child into the program. Parents may feel free to wait with the child's class in the designated safe-zone outside of the building until the drill is complete.

In the event of a real fire/emergency situation, the director or designate will inform each classroom teacher that the school will be closing. At this time any parents waiting to sign their child in will have to leave the premises with their child. All other parents or emergency contact persons will be notified by telephone of the situation. As with the sick child pick up policy, children must be picked up within 45 minutes of the telephone call.

Parents wishing to sign their child out of the program during a fire/emergency drill or real fire/emergency situation are expected to have patience with the staff as they are trying to maintain order during a often hectic and dangerous situation. If the center is in the midst of a fire/emergency drill, parents will be required to wait until the drill is completed and the staff and children are returned to the building to sign their child out of the program. If the center is having a real fire/emergency situation, parents will be asked to wait until the director or designee has accounted for all staff and children and gives the staff permission to release children. Once again, it is important for parents and staff to work together, remain calm, and cooperate with the fire/emergency personnel and center administration during these important and critical situations.

## 25.7 ALTERNATE SAFE LOCATION

Should the administration of Waynesboro Day Care Center or any emergency services personnel determine the building which houses the child care agency to be too dangerous to be occupied, the staff and children will be taken to the Washington Township Building. Once the children are assembled here, the staff will begin contacting parents or emergency contact persons for pick up. As stated before, children must be picked up within 45 minutes of the telephone call.

## 25.8 INCIDENT/ACCIDENT REPORTS

Should your child be involved in an incident/accident during the course of the school day, a staff member will complete an Incident/Accident Report.

Parents or persons designated to act "in loco parentis" are required to sign any incident/accident reports from the day at pick-up. The classroom teacher will be able to briefly discuss the matter with you at pick-up. However, should you feel it necessary to have an in depth discussion or meeting, it is most appropriate to schedule the meeting for a later date because the teacher is responsible for supervising the remaining children in the classroom. A telephone conference may be scheduled for later in the day or for the next day at nap/rest time if the parent(s) is unable to meet at the center during the course of the day.

Should a person other than the parent or one designated to act "in loco parentis" pick-up the child, a parent or person designated to act "in loco parentis" must sign the Incident/Accident Report and return a copy to the center director within 24 hours. Failure to sign and return an Incident/Accident in this time period will result in your child's exclusion from the program until such time as the Report is returned signed.

## 25.9 FOODS

### **All age groups:**

All food items must be labeled with your child's name. Waynesboro Day Care Center does not permit children to share or exchange food items.

For the safety of your child, parents are required to provide notification, in the form of a doctor's note, of any allergies (food or otherwise), with instruction for treatment should a child have an allergic reaction. Please refer to the Health and Safety Policies contained herein for further information.

Parents are required to provide written notification of any food/dietary restrictions. (I.e. lactose intolerance, vegetarian diets, wheat free/gluten free diets)

Waynesboro Day Care Center never uses food as a punishment. Children will never be denied participation in lunch or snack time for behavior reasons.

Food can be used by teachers as a reward for good behavior and/or for classroom lessons. Any food given as a reward (i.e. lollipops, candy) will be placed in the child's cubby/school bag to be enjoyed at home.

### **All classrooms:**

Waynesboro day Care Center offers children a breakfast at approximately 7:30a.m. for school age and kindergarten, cut-off\* is at 7:45am, and 8am for Infant/toddler and Preschool with cut-off at 8:15am. a half-hour lunch at approximately 10:50am for Infant/Toddler, cut-off at 11:10am, 11:30am for preschool, cut-off at 11:45, kindergarten and School age(summer and when here) at noon, cut-off at 12:15 and an afternoon snack at approximately 3:00 p.m. Waynesboro Day Care Center does serve breakfast.

\*Cut-off - If your child arrives after the cut-off time for any meal they will not be served that meal. No child should bring in food from home and eat in the classroom due to missing a meal, Person responsible for dropping child off can take them to the cafeteria to eat and must stay with child.

All meals are family style, with the children sitting at tables, to promote good manners, eating habits and socialization skills. Staff will encourage children to eat their main entree first, followed by healthy snacks. Candy and junk food will be reserved for a "dessert" when an adequate amount of their lunch has been eaten and only on special occasions.

Waynesboro Day Care Center will provide a healthy morning and afternoon meal for all children in all age groups, including water, fruit juice and/or milk. A menu will be posted in the classroom on a weekly basis.

### **25.10 PEANUT FREE CENTER**

Due to the extreme nature of allergic reactions to Peanuts and products containing peanuts in some children, Waynesboro Day Care Center is working to prohibit peanuts and/or foods containing peanut products on Waynesboro Day Care Center property, and/or at Waynesboro Day Care Center sponsored events. These peanut allergies can be so severe that exposure to peanuts can result in an anaphylactic reaction. An allergic child can have a reaction from simply smelling peanuts on someone's breath, or touching peanut oil residue left on a counter top, not only from consuming peanuts or peanut products.

Parents are responsible for providing foods that are peanut and peanut product free for their child's lunch and/or snack. We have included for your reference a list of acceptable food items that are peanut, and peanut product free. However, this is only a partial listing of foods. There are many acceptable food items that are peanut, and peanut product free in stores. The important thing to

remember is to read the label of every food item you send to school with your child. Many foods which we do not think of as containing peanuts, or peanut products have in fact been made in the same factories as peanut containing foods and are therefore considered to be contaminated. When reading the label look at not only the ingredients listed, but for statements such as, "may contain traces of peanuts." For example, Plain Chocolate M & M's have this statement on the label.

#### 25.11 FIREARMS AND WEAPONS

At no time is any person permitted to carry any type of Firearm, Ammunitions and/or Weapon on agency property for any reason. Violation of this policy will result in immediate dismissal from the program.

## PEANUT FREE FOOD IDEAS

Carrot Sticks	Oreos
Celery	Chips Ahoy (Large Cookies)
Peppers	Teddy Grahams
Broccoli	Shortbread
Applesauce	Rice Krispy Treats (Original Flavor)
Grapes	Fruit by the Foot
Oranges	Fruit Gushers
Apples	Nutri Grain Fruit Bars
Bananas	Full Size Ritz Crackers (Not Ritz Bits)
Melon	Chicken Salad
Raisins	Dried Fruit
Plain Cherrios	Cashews
Pistachios	Yogurt
Cheese	Lunch Meat
Cream Cheese	Jelly (Not contaminated by peanut butter)
Tuna Fish	Egg Salad
Pretzels	Potato Chips (Not Fried in Peanut Oil)
Goldfish Crackers	Graham Crackers
Popcorn	Jell-O
Pizza	Popsicles

This list is not inclusive and is only meant as a guide. Please read the labels of all food brought to the center to be sure that it does not contain peanuts and/or peanut products.

Peanuts are not from the NUT family. They are a legume. This is why cashews and pistachios (and other items in the NUT family) are permitted.

Waynesboro Day Care Center

POLICY: STAFF EMPLOYMENT BY CLIENT'S POLICY

POLICY NO.: 26

APPROVED BY: \_\_\_\_\_

EFFECTIVE DATE: \_\_\_\_\_

BOARD OF DIRECTORS: \_\_\_\_\_

DATE: \_\_\_\_\_

POLICY COUNCIL: \_\_\_\_\_

DATE: \_\_\_\_\_

\*\*\*\*\*

The staff of Waynesboro Day Care Center is prohibited from being employed by any client (current or former). Parents are prohibited from soliciting any staff member for the purpose of employment. Parents who employ Waynesboro Day Care Center staff will have their services terminated and any deposits will be forfeited. Staff who become employed by current or former clients of Waynesboro Day Care Center will have their employment with Waynesboro Day Care Center terminated.

Employment refers to any relationship outside of the agency's services which involves an employee of Waynesboro Day Care Center to interact with a current or former client's of Waynesboro Day Care Center. Such relationships include but are not limited to, baby-sitting, house-sitting, mother's helper, nanny services, and carpooling regardless of whether or not those services are voluntary or paid.

Waynesboro Day Care Center

POLICY: AGENCY CONTACT INFORMATION

POLICY NO.: 27

APPROVED BY: \_\_\_\_\_

EFFECTIVE DATE: \_\_\_\_\_

BOARD OF DIRECTORS: \_\_\_\_\_

DATE: \_\_\_\_\_

POLICY COUNCIL: \_\_\_\_\_

DATE: \_\_\_\_\_



Waynesboro Day Care Center

1801 East Main Street

Waynesboro, PA 17268

Phone: 717-762-9711

Fax: 717-762-5088

Email: [wdcc@innernet.net](mailto:wdcc@innernet.net)

Executive Director: Denise Feeser



## **FORMS**

Signature Page(s) One for each Custodial Parent and/or Legal Guardian

A

Authorization for Emergency Care of Children with Severe Allergies

B

Release and Waiver of Liability for Administering Emergency Care to  
Children with Severe Allergies

C

FORM A

**[Example page only]**

I/We, \_\_\_\_\_, the parent(s)/legal guardian(s) of \_\_\_\_\_, acknowledge that I/We have received a copy of Waynesboro Day Care Center's Parent Handbook and have been given the opportunity to read the manual and ask questions about and understands the policies contained therein. Furthermore, I/We agree to abide by the policies set forth in the manual.

I/We have attended a Parent Orientation, which covered the policies contained in the Parent Handbook on \_\_\_\_\_ Date

I/We understand that the policies described in the Parent Handbook are not conditions of enrollment, and the language does not create a contract between Waynesboro Day Care Center and the parents. Waynesboro Day Care Center reserves the right to alter, amend, or otherwise modify these guidelines, in its sole discretion, without prior notice.

I/We acknowledge that this Parent Handbook is the property of Waynesboro Day Care Center, and must be returned to Waynesboro Day Care Center when the aforementioned child is no longer enrolled at Waynesboro Day Care Center. I/We acknowledge that our failure to return the Parent Handbook to Waynesboro Day Care Center, within 5 business days following the end of enrollment, will result in \$25.00 being deducted from the deposit taken at the time of enrollment.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

**AUTHORIZATION FOR EMERGENCY CARE OF  
CHILDREN WITH SEVERE ALLERGIES**

Date:

Dear Health Care Provider,

Your patient, \_\_\_\_\_ is enrolled in Waynesboro Day Care Center and we have been requested to provide certain emergency care for the prevention of anaphylaxis in the event the child comes into contact with a certain allergen(s), as described below. Please complete Part I of this instruction record. This record will remain in the child's file at Waynesboro Day Care Center so we may assist with the allergy care and needs of the child. If you need to provide further instructions or clarifications, please do so on a separate sheet of paper, which will become a part of this record and will be kept with this form in the child's file at Waynesboro Day Care Center.

**PART I (to be completed by a Licensed Health Care Provider)**

Child's Name: \_\_\_\_\_ Child's Birth Date: \_\_\_\_\_

**Known Allergens:** (Please provide a complete list of all events and/or substances that may trigger a severe allergic reaction (i.e. Anaphylactic shock) in the child.)

\_\_\_\_\_ Bee Sting

\_\_\_\_\_ Other Insect Bite(s): (identify): \_\_\_\_\_

\_\_\_\_\_ Animal(s): (identify): \_\_\_\_\_

\_\_\_\_\_ Food Allergy: (identify all foods or groups of foods that must be avoided):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ Other: (identify): \_\_\_\_\_

**SYMPTOMS:** (Please provide a complete list of all symptoms that indicate the child has come into contact with an allergen and requires emergency treatment.)

\_\_\_\_\_ Shortness of Breath

\_\_\_\_\_ Swelling of the Face or Lips

\_\_\_\_\_ Hives

\_\_\_\_\_ Vomiting

\_\_\_\_\_ Diarrhea

\_\_\_\_\_ Other: (explain): \_\_\_\_\_

**PROCEDURES:** (Please indicate all steps necessary and the order in which they should be taken.)

\_\_\_\_\_ Administer the following Medication: (provide name, dosage, and method of Administration): \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ Administer EPI-PEN: (provide instructions for administration)

\_\_\_\_\_ Call Emergency Medical Services (911)

\_\_\_\_\_ Call the child's parent or guardian

\_\_\_\_\_ Other (explain): \_\_\_\_\_

\_\_\_\_\_ DO NOT administer medication in the absence of KNOWN exposure to allergen

**RECREATIONAL ACTIVITIES:**

1. The child may participate in recreational activities. [ ] yes [ ] no

2. Recreational Activity Restrictions: [ ] none [ ] some restrictions  
(Explain recreational activity restrictions): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**HEALTH CARE PROVIDER INFORMATION:**

Office: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**PART II: (to be completed by the child's Parent(s) and/or Legal Guardian)**

By signing this form, I/We authorize Waynesboro Day Care Center to follow the instructions contained in this Authorization for Emergency Care of Children with Severe Allergies Form. I/We agree to update this form every six (6) months, or sooner if my/our child's needs change.

**PARENT(S)/LEGAL GUARDIAN(S):**

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Address: \_\_\_\_\_

Phone #: \_\_\_\_\_ Cell Phone #: \_\_\_\_\_

Emergency Contact #: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Address: \_\_\_\_\_

Phone #: \_\_\_\_\_ Cell Phone #: \_\_\_\_\_

Emergency Contact #: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

This completed Authorization for Emergency Care for Children with Severe Allergies Form was received by Waynesboro Day Care Center on (date) \_\_  
This Form must be updated by (date) \_\_\_\_\_.

Received By: (Print Name) \_\_\_\_\_

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

FORM C

**RELEASE AND WAIVER OF LIABILITY FOR ADMINISTERING  
EMERGENCY CARE TO CHILDREN WITH SEVERE ALLERGIES**

This is a RELEASE AND WAIVER OF LIABILITY FOR ADMINISTERING EMERGENCY TREATMENT TO CHILDREN WITH SEVERE ALLERGIES (hereinafter, referred to as the "Release")

Made this \_\_\_\_\_ day of \_\_\_\_\_, 200\_\_\_\_, by and between  
Waynesboro Day Care Center and \_\_\_\_\_  
\_\_\_\_\_ (Parent(s)/Legal Guardians) who are the Parent(s) and/or Legal  
Guardian(s) of \_\_\_\_\_ (child's name).

WHEREAS, Waynesboro Day Care Center provides child care services and the Parent(s)/Legal Guardian(s) have engaged Waynesboro Day Care Center to provide child care services for \_\_\_\_\_ (child's name);

WHEREAS, Waynesboro Day Care Center has been requested by the Parent(s)/Legal Guardian(s) to administer emergency treatment (including the administration of epinephrine) to the child during certain emergency situations when the child has come in contact with an allergen and is in danger of anaphylaxis, as prescribed in writing on the child's "Authorization for Emergency Care of Children with Severe Allergies Form" all in accordance with and subject to Waynesboro Day Care Center's policy for administering emergency treatment to children with severe allergies.

NOW THEREFORE, in consideration of the agreements and covenants contained herein and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties hereto hereby agree as follows:

1. Parent(s)/Legal Guardian(s) hereby release and forever discharge Waynesboro Day Care Center and its employees or agents from any liability arising in law or equity as a result of Waynesboro Day Care Center's employees or agents administering epinephrine and providing other emergency care in conformance with the child's "Authorization for Emergency Care of Children with Severe Allergies Form" (hereinafter referred to as the "Authorization"), provided that Waynesboro Day Care Center has used reasonable care in administering epinephrine and in providing other authorized care in accordance with the Authorization.
2. This Release shall be governed by the laws of the State of Pennsylvania which is the location of the Waynesboro Day Care Center facility in which the child is enrolled, excluding its choice of law Provisions.

3. This Release supersedes and replaces all prior negotiations and all agreements proposed or otherwise, whether written or oral, concerning all subject matters covered herein. This instrument, along with the Authorization (including any additional health care provider's instructions or clarifications), that is hereby incorporated by reference, constitutes the entire agreement among the parties with respect to the subject matters discussed herein.
4. The reference in this Release to the term Waynesboro Day Care Center shall include Waynesboro Day Care Center its affiliates, successors, directors, officers, employees, and representatives. The terms Parent(s)/Legal Guardian(s) shall include the dependents, heirs, executors, administrators, assigns, and successors or each.
5. If one or more of the provisions of this Release shall for any reason be held invalid, illegal or unenforceable in any respect, such invalidity, illegality, or unenforceability shall not affect or impair any other provision of the Release. This Release shall be construed as if such invalid, illegal, or unenforceable provisions had not been contained herein.

Waynesboro Day Care Center:

Center Address: 1801 East Main Street  
Waynesboro, PA 17268

Name: (print) \_\_\_\_\_

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

PARENT(S)/LEGAL GUARDIAN(S):

Name: (print) \_\_\_\_\_

Signature: \_\_\_\_\_

Relationship: \_\_\_\_\_

Date: \_\_\_\_\_



Name: (print) \_\_\_\_\_

Signature: \_\_\_\_\_

Relationship: \_\_\_\_\_

Date: \_\_\_\_\_

