

Cambria County Child Development Corporation  
Child Care Programs



# Morrell Neighborhood School

## Parent Manual

Location: 413 Power Street  
Johnstown, PA 15905

Telephone: 814-262-8184

**Cambria County Child  
Development Corporation**  
300 Prave Street, Suite 101,  
Ebensburg, PA 15931  
[www.ccdc.us](http://www.ccdc.us)  
814-472-6341

Cambria County Child Development  
Corporation  
Child Care Programs



# Parent Manual

**Main Office Located at:**

Cambria County Child  
Development Corporation  
300 Prave Street, Suite 101  
Ebensburg, PA 15931

**Main Office Contact Information:**

Telephone: 814-472-6341

Fax: 814-472-6460

## **Welcome to the Cambria County Child Development Corporation Preschool Program**

### **Philosophy and Mission Statement Cambria County Child Development Corporation**

The child care centers, preschools, and school-age child care programs of the Cambria County Child Development Corporation (CCDC) provide quality care designed to enhance the development of each individual child in our care. Competent, experienced personnel with many combined years of childcare experience blend their patience, creativity and knowledge with employees holding degrees in the areas of Early Childhood Education, Elementary Education and the Human Service fields to provide quality care in a developmentally appropriate learning environment for children from infancy through school age.

**\*\*\* A video surveillance operates in this center to ensure the safety and well-being of the program.\*\*\***

**The Morrell Neighborhood School is operated by Cambria County Child Development Corporation in partnership with the Greater Johnstown School District (GJSD). This preschool program follows the curriculum and policies of the GJSD.**

## **SCHEDULE:**

### **YEARLY SCHOOL CALENDAR:**

The Morrell Neighborhood School Preschool Program will follow the Greater Johnstown School District's school calendar. This includes any holidays, snow delays, early dismissals, and cancellations.

In accordance with the Pennsylvania Pre-K Counts Statute, Regulations, and Guidelines, § 405.41., School Term, it is mandatory for Pre-K Counts to operate 180 instructional days each year. This requires that class must be held for all students enrolled in the Pre-K Counts Program each of the following days:

**October 5    October 26    December 7    January 18    February 4    March 18    May 6**

**Transportation will be the responsibility of the parent/guardian, for the dates listed above.**

### **DELAYED STARTS AND EMERGENCY CLOSINGS:**

If for any reason it is necessary to delay the start or close the school early, announced will be made by local radio (KEY 96, 95.5FM, WCRO 1230 AM), One Call Now System and local television stations. Parents are urged to make appropriate arrangements for the care and safety of their children, in case the schools are closed.

### **DAILY SCHEDULE:**

9:30	Arrival
9:30-10:00	Breakfast/Bathroom
10:00-	Transition/Meet & Greet
10:00-11:00	Circle Time
11:00-12:00	Learning Labs/Gross Motor
12:00-12:30	Lunch
12:30-1:30	Learning Labs/Gross Motor
1:30-2:00	Math Moments
2:00-2:30	Story Telling and Retelling
2:30-3:30	Learning Labs
3:30-3:45	Snack
3:45-4:00	Departure

## **SECURITY:**

Automatic security doors are in place at the main entrance. In order to enter the building it will be necessary to follow the following procedure:

1. Press the buzzer button on the right face of the brick near entrance.
2. Wait for personnel from the office to "buzz" you into the building.
3. Promptly report to the main office.

## **TRANSITIONING:**

The professionals employed by CCCDC have the education, knowledge and experience to facilitate criteria outlined in Individualized Education Plan (IEP) and Individualized Family Service Plans. If your child has an IEP, or IFSP, please feel free to discuss any part of the plan that we can assist with while your child is in our care. Please sign the **Transferring Children's Personal Information** form located in the back of this booklet to verify your consent.

If your family is exiting our program to transition to another situation please allow us to assist you. Our program can provide you with valuable information about health, safety and other issues that may arise concerning these changes in your child's life.

You and your child will have opportunities to participate in Kindergarten transition activities that will be announced.

## **WHAT YOU CAN DO FOR YOUR CHILD AT SCHOOL**

- Parents may call the program to check on their child(ren). However, keep in mind that many interruptions can disrupt the child's day and the learning environment.
- A monthly newsletter is distributed detailing upcoming events, important dates and other information about the program.
- In an effort to enhance communication between the program and each child's family; **check the folder in your child's backpack daily** for information, Homelinks, and other information.
- Forms may be shared at pick-up or drop-off time, or at any other pre-scheduled conference time.
- Parents/guardians will be invited and encouraged to participate in teacher conferences, curriculum planning, workshops, and activities.

## **ABSENCES OR LATE ARRIVALS/EARLY PICK-UPS**

Please report your child's absence or delay to the program via phone. When a student is absent from school, he/she must bring in an "Excuse from Home" card or note from the parent/guardian explain the absence. The card or note is to be presented to the student's teacher on the day the child returns to school.

\*\*\*Meal times are as follows:

9:30 AM – 10:15 AM Breakfast  
12:00 PM – 12:30 PM Lunch  
3:30 PM – 3:45 PM Snack

**\*\*\*IF YOUR CHILD(REN) WILL BE DELAYED, PLEASE MAKE SURE THAT YOUR CHILD HAS EATEN PRIOR TO ARRIVAL AT THE PROGRAM.**

# **Curriculum Guidelines**

Curriculum, in the setting of the programs of the CCCDC, is described as the body of material that defines the content to be taught and the methods used to foster cognitive, emotional, and physical growth of the child while in our program.

## **Goals of the curriculum of CCCDC:**

The goals of the CCCDC programs are to provide a safe and relaxing atmosphere for the children attending, to care for the immediate physical and emotional needs of the children, and to offer activities that will address the appropriate Pennsylvania Learning Standards for each age group.

The curriculum used by the preschool program follows the curriculum used in the Greater Johnstown School District: Success for All: Curiosity Corner. The curriculum is aligned to the PA Common Core Standards and with the Pennsylvania Early Learning Standards. It addresses the needs of children in the areas of Approaches to Learning, Creative Arts, Language and Literacy, Logical-Mathematical, Personal and Social, Physical-Health, Program Partnerships, Science, and Social Studies.

## **Experiences to achieve these stated goals of the curriculum of CCCDC:**

Experiences will be made available to the children attending the programs of the CCCDC that are formatted to prepare children for their eventual Kindergarten experiences.

## **To achieve the stated Curriculum Goals of CCCDC:**

Programs of CCCDC participate in three observation periods June 1<sup>st</sup> – October 1<sup>st</sup>, October 1<sup>st</sup> – January 1<sup>st</sup>, January 1<sup>st</sup> – May 1<sup>st</sup>. An initial screening is completed within 45 days of the child's enrollment. A "Getting to Know You" meeting will be conducted within the first 60 days of enrollment.

Using the results of the observations, a Work Sampling Assessment, and portfolio items, Parent/Teacher conferences will be offered two times per year. Additional conferences may be requested by the parent/guardian.

Progress reports are prepared for students according to their grade level at the end of each quarter: 90 days. Each progress report has a set of evaluation codes and an explanation of the grading procedures for the parent/guardian. A copy of the student Progress Report is sent home with each student. Parents are to keep this copy. Each parent is also to sign and return the report card envelope within (5) days. The signature

space on the report card envelope has a section that either the parent or teacher may check to request a parent/teacher conference.

### **Resources and Referrals:**

Using observations, assessments and the Ages & Stages screener, when the teacher recognizes the necessity to suggest additional services to a parent/guardian either for the children in care, the family, or the individual adult, the following strategy will be used:

1. The teacher will address their concern with the Head Teacher and Education Director.
2. Upon the Education Director's recommendation and through discussion, approval will be given to allow the site director to refer the parent to the appropriate community service.
3. As a follow-up, after a two-week period, the teacher may ask the parent/guardian, (in the spirit of general concern but in respect of the situation), if contact was successful with that recommended service organization.

### ***ARRIVAL and DEPARTURE:***

Your child will only be released to you, the parent, or to the person designated by you as an alternative pick-up guardian. As our staff becomes familiar with the parents as well as the children of the families being served, **we will be asking for photo identification prior to the children being signed out from the program.**

In an emergency, the child will be released to an individual listed on the emergency contact form. Photo identification will always be required of the emergency pick-up adult before the child will be released. Children will not be permitted to leave the facility with a person under 16 years of age.

If an emergency situation arises, and there is a need to telephone **911**, our staff will do so and then will immediately call the parent/guardian. If a parent cannot be reached, the staff will call all of the numbers on the **EMERGENCY CONTACT FORM** until an adult is reached.

It is very important for us to have a current home and/or work number, and address, where you and an alternate adult pick-up can be contacted in case of an emergency or illness of your child. Please provide us with a phone number ***where you can be reached while your child is in our care***, especially if it is not your regular work or home number.

### ***EMERGENCY INFORMATION:***

Fire/Emergency drills are conducted every 30 days. In the case of a true evacuation emergency, the children will be relocated to the ACRP Building, Head Start, City Center Building, 401 Broad Street, Johnstown, PA; it is within walking

distance of our facility. The secondary evacuation location is at the West Side Elementary building. If an emergency does occur, and we cannot return to our regular facility, you will be contacted by one of our staff members who will explain the emergency pick-up location and procedures, you will still be required to sign-out your child before taking them home.

The programs of the Cambria County Child Development Corporation also comply Emergency Operation Plans outlined by the Pennsylvania Emergency Management Agency.

Please refer to the emergency evacuation form and letter at the end of this booklet.

## ***DISCIPLINE POLICY***

The programs of CCCDC do not use any form of physical punishment as a form of discipline. Teachers follow a classroom management plan; implementing various, research-based classroom management techniques. If behavior has not been controlled after following a designated plan, your child's teacher/director will schedule a meeting to discuss alternatives. **\*\*\*See GJSD Code of Conduct\*\*\***

## ***MEDICAL/ HEALTH CARE INFORMATION:***

**Only prescription medicines will be administered.** The parent can authorize the teacher to administer the medicine by completing a Medication Administration Packet. All medications must be in the original container with the child's name, the name of the medication and instructions for administering the medication, the date prescribed, and the name of the Physician who prescribed the medication.

The program will dispense over the counter medications (such as Children's Tylenol or Children's Motrin) with a prescription, signed by a physician, dated within a two week period and specifying the exact dosage and reason for medication. Each Doctor's prescription will only be acceptable for a 7-10 day period.

All enrolled children must have an age-appropriate health report on file no later than 30 days after enrollment. **THE CHILD CAN BE DENIED FOR FAILURE TO OBTAIN THE HEALTH REPORT.** Documented copies of immunizations are required. Physicals are acceptable if they are current and signed by a physician. It is the policy of CCCDC *to deny care for failure to submit the Health Report or proper Immunization Report as recommended by the Department of Health and Human Services Center for Disease Control and Prevention (CDC) Advisory Committee on Immunization Practices (ACIP).*

The children enrolled in the facilities of the CCCDC are screened daily and the results are recorded on a form entitled: *The Enrollment-Attendance-Illness Record*. When using this form, the staff evaluate children for the following: asthma/wheezing, behavior change with no other symptom, diarrhea, fever,



respiratory (cold, cough, runny nose, earache, sore throat, pink eye), headache, rash, vomiting, stomachache, urine problem, fatigue, bruises, scratches and/or red marks. By using this form, the staff can better tend to your child's needs.

**IF YOUR CHILD IS ILL AT HOME...PLEASE KEEP THEM AT HOME!!!**

The programs of the CCCDC are ***not*** equipped to provide care for sick children. If your child is too ill to participate in program activities, we cannot care for the child. If your child becomes sick during their stay at our program, all attempts will be made to make your child comfortable. If your child becomes ill while in our care, you, or the emergency contact persons stated on the **EMERGENCY CONTACT/PARENTAL CONSENT FORM** will be called to pick your child up from the child care facility.

Alert the staff if your child has been diagnosed as having meningitis, measles, chicken pox, mumps, pneumonia, strep infections, or scabies. Children with the following symptoms should not be present in our facility until the symptoms are gone, or when the doctor provides written documentation stating your child can return to child care:

**Bed Bugs		Vomiting
Severe coughing	**Lice	Fevers
Pinkeye	Earache	- A fever of 101 degrees or higher
Diarrhea	Sore throat	
Headache	Breathing Problems	
	Rashes	

**\*\* Lice/Bed Bugs:**

When personnel of Cambria County Child Development Corporation suspect a child has been infected by the parasitic insect known as Head Lice/Bed Bugs, they will:

- ❖ Immediately give the child an activity away from the other members of the group to lessen the risk of further spreading the insects.
- ❖ Telephone the parent/guardian of the child and confidentially discuss the situation asking that the child be taken out of the center's care as soon as possible and taken for a professional diagnosis.

The child may return to our facility after a medical professional has given a written verification that the child is free of all traces of head lice.

**If your child has a fever *and* if any of the following conditions exist, you *will* be called to pick-up your child:**

- A child under four months with a temperature of 101° or higher
- A child with a temperature of 101° or higher, with a history of complications
- A child with a temperature of 101° or higher and is vomiting
- A child with diarrhea (two or more episodes)
- A child with a temperature of 102° or higher who has been ill for several days
- A child with a temperature of 102° or higher who looks and acts sick or seems to worsen quickly.

Illnesses spread quickly among young children. Remember, if you are called it is because we feel your child is sick; ***we are acting in the best interest of your child.***

### ***NUTRITION:***

The preschool follows the Johnstown Elementary breakfast/lunch schedule posted on GJSD website.

**~ If your child has allergies, please let us know.**

#### ***“No NUT Policy”***

Peanut butter and other nuts and nut products present a choking hazard in children; additionally in 1% of the population, nut allergies are life threatening. Nut allergies are life long allergies and a trace amount can be fatal to those who are sensitive to nuts. The staff avoid purchasing and serving all food items that contain nuts, including peanut oil, peanut butter and peanut flour.

*If you are providing a snack to all the children for a holiday celebration or other special occasion, please use this list. All items must be nut free in unopened, prepackaged condition. **No homemade items will be distributed.***

### ***TOYS:***

The CCCDC programs have an adequate supply of toys and learning materials. These items are sanitized on a regular basis. **DO NOT SEND TOYS FROM HOME TO THE CHILD CARE PROGRAM** unless a teacher has requested. The children **will not** be permitted to engage in play using guns, swords, or bows and arrows.

### ***CLOTHING:***

Dress your child appropriately for both indoor and outdoor play, and according to the weather. Provide appropriate outerwear. **Please keep a complete change of clothes, including under garments, at the program or send daily in their backpacks.** Mark all of your children’s clothing with the child’s name. The staff cannot be responsible for items that have not been properly marked.

Please wear sturdy shoes on your child, such as school shoes or sneakers. For their safety during play, **do not** allow your child to wear sandals, flip-flops, crocks, jelly shoes or roller blade sneakers. If wearing inappropriate shoes or clothing, they may not be permitted to participate in some activities.

It is recommended that children do not wear loose jewelry, beads, barrettes, hoop earrings, etc. to the center. This is to ensure the safety of your children in the center.

**CCDC employees are not responsible for any lost, stolen or damaged items.**

## **BUS TRANSPORTATION:**

**\*\*\*See GJSD Transportation/Bus Policy\*\*\***

Bus discipline and safety are top priorities of the Greater Johnstown School District. The bus policy in place outlines the consequences for students who are chronic bus safety offenders.

*First Written Notice:*

The student will receive a verbal warning by the principal or assistant principal.

*Second Written Notice:*

The student is suspended from riding the bus for 3-5 days as per the building administrator's judgment.

*Third Written Notice:*

The student is suspended from riding the bus for 5-10 days as per the building administrator's judgment.

*Fourth Written Notice:*

The student is suspended from riding the bus for one calendar year. Upon the fourth bus suspension, the parent/guardian may request a hearing with the Principal and Superintendent or the Transportation Coordinator.

**1<sup>st</sup>**

Bus drivers and monitors are responsible for order and safety on their bus. If a verbal warning to the student is not sufficient, the driver will file a conduct report with the school principal/assistant. The principal/assistant will then meet with the student cited, record the incident, and contact the parent as necessary. Reports of the incident are sent to the parent, the bus company, and the student's file.

**2<sup>nd</sup>**

A second offense will result in parent notification. At this time, the offending student will be suspended from the bus for a minimum of three days. Once a student is assigned a bus suspension, the District policy, listed above, goes into effect.

**3<sup>rd</sup>**

Upon the third bus suspension, the student will lose bus transportation privileges for five to ten days.

**4<sup>th</sup>**

Some offenses are more serious than others. Major violations and disruptions such as fighting will result in bus suspension, even on the first offense. Once a student is suspended from the bus and does not attend school, the absence will be recorded as "illegal." Following three illegal absences, a fine will be incurred by the parent/guardian.

### **Rules for the School Bus:**

#### Waiting for the Bus:

- Remain on the sidewalk. Do not go into the street, sit in your car, or onto private property.
- Wait for the bus to come to a complete stop, with doors open. Do not push or shove while boarding the bus.

#### While on the Bus:

- Go directly to your assigned seat and stay seated.
- Keep arms and head inside the bus.
- Open windows only with permission of the bus driver.
- Sit quietly. Talk in a normal voice.
- Wait until the bus comes to a complete stop before leaving your seat.
- Leave bus in an orderly manner. Keep hands, feet, and objects to yourself.
- Obey and cooperate with the bus driver and matron.
- Food and beverages are prohibited on the bus.

### **Bus Stop Policy:**

Children are required to board their assigned bus at the same stop and ride the same bus to and from school. Any change of assigned bus must be approved through the West Side Elementary office, or in case of a permanent change, the transportation director at the Central Office. District-wide transportation policy limits the request to change bus assignment. Under no circumstances will any student be assigned to different buses to accommodate daycare, babysitting, etc. Request must be made in writing by the parent/guardian.

K4 program policy requires a parent or designated adult (name to be on file at the school) to take and meet K4 students at the bus stop. Parents are to designate a responsible adult (at least 16 years of age) in case they themselves are unable to meet their child at the bus stop. Parents must submit to their child's teacher the name, phone number, and relationship to the child for each designee. This person must also have photo identification.

#### Student Drop Off:

Parents who transport their child to school are reminded that they are to discharge their children at the school between 8:45-9:05 AM.

Students that do not have a designated person to get them off the bus will be returned to West Side Elementary School Age Child Care (SACC) program.

**Parents will be charged a fee for the SACC service.** If your child is not picked up by program closing, the appropriate authorities will be contacted.

**LIMITED ENGLISH PROFICIENCY:**

CCCDC programs comply with the Civil Rights Act of 1964 as it pertains to Persons with Limited English Proficiency (LEP). Notify the program director if you need translation services. Referral will be made to the Child Care Information Services. LEP clients will be notified at the time of their interview with the Child Care Information Services (CCIS) of languages and translation services, assisted by the **LanguageLine** staff.

**SMOKING and PROHIBITED SUBSTANCES:**

Smoking and use of prohibited substances shall be forbidden in all areas of the classrooms, restrooms, hallways, and offices of the CCCDC.

**WEAPONS:**

No guns or potential weapons will be permitted on the childcare site. If a weapon is found, the parent/guardian and the proper authorities will be notified immediately. Appropriate action will then be taken.

**MANDATED REPORTERS:**

In accordance with the Commonwealth of Pennsylvania, Pennsylvania Code, section 3270.19, if a staff person has reason to believe that a child has been abused, they are required to report that suspected child abuse to ChildLine as mandated by the Child Protective Service Law.

**INCIDENTS/ACCIDENTS:**

Incident forms will be issued to a parent for any situations the staff deem important enough to be in a written report. The parent will be asked to sign the "Incident Report" form and discuss the incident with their child.

**QUESTIONS AND CONCERNS:**

If you have any questions or concerns about the program, the scheduling or the activities of your child, discuss those matters with the staff working with your child, or the Head Teacher of that facility. If you feel there is a problem that cannot be resolved, please call the CCCDC Education Director at the Ebensburg Office, 814-472-6341 ext. 15.

The Cambria County Child Development Corporation is an Equal Opportunity Employer. Services are provided regardless of race, color, national origin, sex, age, or disability. There is no discrimination in the admissions policy, meal service or use of the facilities.

Any discrimination concerns should be submitted to the USDA, Director, Office of Civil Rights, Washington, DC 20250

**Cambria County Child Development Corporation  
School-Age Child Care Programs**

**Conemaugh Valley  
Child Care Program**

1340 William Penn Avenue  
Johnstown, PA 15906  
(814) 539-0405

**Penn Cambria SACC**  
Pre-Primary Building, 6<sup>th</sup> Street  
Cresson, PA 16630  
(814) 886-5884

**West Side SACC**

Johnstown Elementary School  
196 Westgate Drive  
Johnstown, PA 15905  
(814) 254-1019

**Treasured Times SACC**  
Bishop Carroll campus  
728 Ben Franklin Highway  
Suite 500  
Ebensburg, PA 15931  
(814) 471-3870

**CCDC Early  
Child Care Programs**

**Treasured Times**

Preschool and Child Care Program  
Bishop Carroll campus  
728 Ben Franklin Highway  
Suite 500  
Ebensburg, PA 15931  
(814) 471 – 3870

**Creative Care South**  
401 Broad Street, Suite 120  
Johnstown, PA 15901  
(814) 254-4296

**Building Blocks Learning Center**  
Greater Johnstown High School  
222 Central Avenue  
Johnstown, PA 15902  
(814) 792-3625

**Cambria County Child Development Corp.**  
Child Care Information Services of Cambria County

Phone: (814) 472-6341 and 536-5443

Toll Free: 1-800-492-9292

Fax: (814) 472-6460

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Ronald A. Kikta, Executive Director      300 Prave Street, Suite 101, Ebensburg, Pennsylvania 15931

Dear Parents of Morrell Neighborhood School:

This letter is to assure you of our concern for the safety and welfare of children attending **Morrell Neighborhood School**. Our Emergency Plan provides for response to all types of emergencies. Depending on the circumstance of the emergency, we will use one of the following protective actions:

- *Immediate evacuation*      Students are evacuated to a safe area on the grounds of the facility in the event of a fire or hazard. Total evacuation of the facility may become necessary if there is a danger in the area. In this case, children will be taken to a relocation facility at either Broad Street Head Start building or the West Side Elementary. Staff will post the location on the door prior to leaving facility.
- *In-place sheltering*      Sudden occurrences in the community, weather or hazardous materials related, may dictate that taking cover inside the building is the best immediate response.
- *Lockdown*      Students will remain in a dark, quiet, locked room when a hostile intruder or violent situation has arisen.
- *Modified Operation*, May include cancellation/postponement or rescheduling of normal activities. These actions are normally taken in case of a winter storm or building problems (such as utility disruptions) that make it unsafe for children but may be necessary in a variety of situations.

We will try to inform parents of emergencies via the **One Call Now** system that will send information via email and phone. Also listen to local television and radio stations for announcements relating any of the emergency actions listed above.

We ask that you not call during the emergency. This will keep the main telephone line free to make emergency calls and relay information to authorities or to families.

The form designating persons to pick up your child is included with this letter. Please complete and returned it to the day care facility no later than your child's second day attending the facility. This form will only be used in case of an emergency. Please ensure that only those persons you list on the form attempt to pick up your child.

We specifically urge you **not** to attempt to make different arrangements during an emergency. This will only create additional confusion and divert staff from their assigned emergency duties.

In order to assure the safety of your children and our staff, we ask your understanding and cooperation. Should you have additional questions regarding our emergency operating procedures please feel free to contact the Education Director at Cambria County Child Development Corporation 814-472-6341 ext. 15

The Cambria County Child Development Corporation

**SUBJECT: TRANSFERRING CHILDREN’S PERSONAL INFORMATION**

.....  
Parents may at any time have access to any and all records pertaining to their children, or the children of which they have legal custody, that are kept on file by the staff of the Cambria County Child Development Corporation (CCDC). Upon written request, as described below, copies will be made of any and all information contained in the child’s file.

This form will also grant permission to the Director/Teacher of the CCDC program your child attends to confidentially discuss, either by written or verbal means, educational and behavioral issues with parents and other professionals involved in your child’s development; including but not limited to the information presented in IEP or IFSP documentation. If at any time a parent or legal guardian of a child request records sent to another agency or person, they must complete the form below giving permission.

Upon receipt of the form, signed and witnessed by the director/teacher of the program, the information requested from the child’s personnel file will be copied and sent. **Please note: information is shared between the Greater Johnstown School District and the Morrell Neighborhood Schools to ensure a seamless transition.**

.....  
I authorize this facility, of the Cambria County Child Development Corporation to release the records of my child:

\_\_\_\_\_  
(child’s complete name – please print) (child’s date of birth)

to the following agency or person (please print):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
(parent/guardian name – print) (signature of parent/guardian) (date)

I also understand, that by signing this form, the Director/Teacher of the CCDC program my child attends may request additional information, including what may be a part of my child’s IEP or IFSP, from other professionals in my child’s life. That Director/Teacher will hold all information in confidence and only use that information to better understand and care for my child.

\_\_\_\_\_  
(parent/guardian name – print) (signature of parent/guardian) (date)

\_\_\_\_\_  
(signature of Teacher) (date)



**CAMBRIA COUNTY CHILD DEVELOPMENT CORPORATION  
SUNSCREEN APPLICATION AUTHORIZATION**





### CHILD EMERGENCY PICK-UP AUTHORIZATION

I, \_\_\_\_\_, authorize **Morrell Neighborhood School** to release my child(ren) to the person(s) designated .

<u>Child's Name</u>	<u>Designated Custodian (s) Name &amp; Relationship</u>		
_____	(Name)	(Relationship)	(phone)
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

In the event of an emergency evacuation, I give permission to the staff of the **Morrell Neighborhood School** to use their best judgment in the transportation of my child(ren) to a safe facility.

Parent/Guardian Signature	Relationship	Date
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\_\_\_\_\_  
Print Parent/Guardian Name

\_\_\_\_\_  
Home Address

Name of Workplace	Address of Workplace
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(Home Phone)	(Work)	(Cell)
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***NOTE: Parents and guardians should designate themselves as designated custodians. Friends, neighbors and other relatives may also be designated.  
PLEASE PRINT CLEARLY.***

## **Parent Guide**

## Guardian Acknowledgement Page

Morrell Neighborhood School

*(name of CCCDC Program)*

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I \_\_\_\_\_, guardian of \_\_\_\_\_  
(printed name of child's guardian) (printed name of child)

have read and understand the Parent Guide of the CCCDC program. I have asked questions and had them answered to my satisfaction by the program. I, and my child, will comply with the policies and procedures of this Cambria County Child Development Corporation and Greater Johnstown School District program.

\_\_\_\_\_  
(signature of parent)

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### **PLEASE RETURN THIS FORM**

How did you hear about Morrell Neighborhood School?

\_\_\_\_ Elementary school (GJSD)      \_\_\_\_ Other \_\_\_\_\_

\_\_\_\_ GJSD Facebook

\_\_\_\_ GJSD Twitter

\_\_\_\_ CCCDC Facebook

\_\_\_\_ Billboard

\_\_\_\_ Head Start

\_\_\_\_ Doctor Office