

# Cambria County Child Development Family Handbook



**Cambria County Child  
Development Corporation**  
300 Prave Street, Suite 101,  
Ebensburg, PA 15931  
[www.cccdc.us](http://www.cccdc.us)  
814-472-6341  
Fax 814-472-6460

## **Welcome to the Cambria County Child Development Corporation Child Care Programs**

The Pennsylvania Department of Human Services (DHS) certifies our child care programs. Facilities are inspected yearly to ensure the health and safety of the children. Certificates of Compliance and regulations are posted in each facility. The child care programs of the Cambria County Child Development Corporation participate in the Keystone STARS quality initiative statewide program. Care is available for children from infancy to 12 years of age.

Information for DHS regulations for child care programs can be found in the Parent/Teacher Information Book or at: <http://www.pacode.com/secure/data/055/chapter3270/chap3270toc.html>  
The Central Regional Office of Child Development and Early Learning  
PO Box 319  
Hollidaysburg, PA 16648  
1-800-222-2149

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

The Child Care Centers 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 the building to ensure the safety and well-being of the program.\*\*\***



Keystone STARS is an initiative of the Office of Child Development and Early Learning (OCDEL), to enhance, support, and recognize the continuous quality improvement efforts of early learning programs in Pennsylvania.

The Keystone STARS Performance Standards provide the foundation for the program. The Performance Standards are grouped into four levels: STAR 1, STAR 2, STAR 3, and STAR 4. Each level builds on the previous level and utilizes research-based best practices to promote quality learning environments and positive child outcomes. The standards address staff qualifications and professional development, the learning program, partnerships with family and community, leadership and management.

By participating in the Keystone STARS initiative, the programs of CCCDC can provide caring staff with excellent educational credentials and diverse programming that is assessed for quality and best educational practice. The curriculum, encompassing **goals** and **experiences** for the children, **materials** needed to accomplish those goals and defined **roles** of staff and parents are offered at the CCCDC facilities meeting the Pennsylvania Department of Education's Academic Standards and the Early Learning Standards.

When each Child Care Program reaches its STARS Designation, grants become available. With the grant funds, CCCDC purchases materials and equipment and provides professional development and staff recognition to maintain the highest quality advantages for the children and families being served.

To continue Keystone STARS quality, OCDEL requires ongoing evaluations of staff, children and programming. Through their attendance in the Keystone STARS child care program, the children will participate in the Work Sampling System and Early Learning Network (ELN); a confidential information and data gathering system meeting all State and Federal requirements. The collective data (non-specific or personal), of children will be used to inform state policy decisions, investments and improvement efforts for educational programs.

The child care providers of the Cambria County Child Development Corporation are determined to offer the best programs for the children and their families enrolled in their programs.

## **OPERATING SCHEDULE:**

### **Child Care Centers:**

Monday through Friday from 5:45 AM until 6:15 PM

- Creative Care South, Johnstown City Center Head Start, Johnstown
- Treasured Times Preschool and Child Care Center, Bishop Carroll High School Campus, Ebensburg

Monday through Friday from 6:30 AM until 5:00 PM

- Building Blocks Learning Center at Greater Johnstown High School

### **School-Age Programs:**

Monday through Friday from 5:45 AM until start of school to the start of school and the end of school until 6:15 PM.

- Conemaugh Valley School-Age Child Care program
- Penn Cambria Before and Afterschool Program
- Treasured Times School-Age program
- West Side Before and Afterschool Program at Greater Johnstown Elementary

Snow delays and early dismissals: School-age programs will be open.

School Cancellations: You will be asked to pick up your child as soon as possible at Conemaugh Valley and West Side at Johnstown Elementary. Treasured Times and Penn Cambria will remain open and you will be charged for the full-day rate.

### **All programs will be CLOSED:**

New Year's Day, President's Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Thanksgiving Day, and Christmas Day.

## ***In the case of your child's absence or delay:***

To ensure we have adequate staff to serve the needs of the children please report your child's change of schedule (absence or delay) before 6:00 AM for school-age and by 9:00 AM for child care. **Especially if your child is expected to arrive via bus.**

**Please check your child's classroom for the posted daily schedule and lesson plans.**

## **PARENTAL ACCESS:**

A parent of a child in our care is permitted full access, whenever children are in care **unless** a court has limited a parent or guardian's right of access. As a courtesy to all children in the program, we ask when visiting, the adult not disrupt the normal schedule of the program.

While at the child care center, the parents will be responsible for their child's needs including feeding and diapering/toilet training. All child care activities occurring within the child care facility will be completed in accordance with the rules of the child care program.

## ***TRANSITIONING:***

The children entering the child care programs of the Cambria County Child Development Corporation are very important to us. We wish to assist them as well as their parents in any transitioning situations that may occur in their lives.

Our child care professionals are willing to listen to your concerns and, if they cannot answer questions, they will help parents and children research to find solutions.

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 you are new to our program, please read through this parent orientation packet. You will find an explanation of the program and information that may help you in financing the cost of childcare.

If your family is exiting our program to transition to another childcare 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.

## ***COMMUNICATION:***

- Parents may call the program at any time during the day to check on their child(ren).
- Parents may also use the Brightwheel App to communicate with staff regarding their children
- A monthly newsletter and/or information is distributed detailing upcoming events, important dates and other information about the child care center and program
- In an effort to enhance communication between the program staff and each child's family the Brightwheel app is used to report eating habits, diapering/toilet training times, needs, newsletters, menus, and other information. ***\*please see handout regarding enrollment and privacy information.***

## **ABSENCES OR DELAYS:**

**Please report your child's absence or tardiness to the program before 9:00 AM.** Our staffing and lunch count depends on the anticipated participation of each child. If you do not let staff know that your child will be absent before 9:00 AM, you may be charged for the full-day rate. ***One absence does make a difference.***

School-age: Please report your child's absence or delay as soon as possible. The staff expect children to get on or off the bus and having current information ensures the safety of your child.

Optional Days: Throughout the year, there may be days that the program will be open depending on the need of our families (ex. Act 80, holidays). If you choose to sign-up for these optional days and do not cancel by the survey end date, you will be charged for the full-day rate.

## **PARENTAL OBLIGATIONS:**

As a parent with children attending a child care facility operated by the Cambria County Child Development Corporation, you may be coming into contact with other children and families participating in the program. As a member of this child care community, your responsibilities are to respect the child care professionals, other families and their children, and the child care facility.

As a stakeholder, your suggestions and comments are important to the quality of programming we provide for your children. We welcome your suggestions regarding: programming, curriculum, communication, transitions and overall operations of our program.

Parents are invited into the program to share their experiences or share special moments with their children. Parents are also invited to participate in conferences with their child's teacher to discuss their progress.

Pets: Please do not bring pets into the center without *prior approval* by the Director. This is to ensure the health and safety of the center

## **CURRICULUM AND ASSESSMENT:**

Curriculum, in the setting of the School Age and Early Childhood 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 care.

**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 Creative Curriculum of the Early Child Care Programs of the CCCDC aligns with the Pennsylvania Early Learning Standards and 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. The School-Age Programs of the CCCDC use the Pennsylvania Academic Standards that also include the following areas: Speaking and Listening, Environment and Ecology, Civics and Government, Economics, Geography, and History.

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

Experiences will be made available to the children attending the Early Child Care Programs of the CCCDC that are formatted to prepare children for their eventual Kindergarten experiences within the various school districts served.

Experiences will be made available to the children attending the CCCDC School-Age Programs at a developmentally appropriate level to enhance thematic units. Often due to the time constraints of a SACC program, and the irregular attendance of students as per parent schedules, adjustments are often made in the pre-approved lesson plans. Flexibility and creativity of staff is essential when providing experiences to achieve stated goals.

PA Academic and Early Learning Standards are used in the facilities as resources when preparing lesson plans.

### **Materials needed to provide proper experiences to achieve the stated goals of the curriculum of CCCDC:**

By using what is presently available at each child care location, the Director of the program ensures enough equipment or consumable materials are provided for the children's and employees use. When supplies are needed that are not available, the Director is responsible for requisitioning the materials needed. By maintaining the STAR designation, additional grant funding is utilized to purchase needed supplies and materials.

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

Staff complete many hours of professional development to maintain each child care center and provide the programming for the children in their care. The parent role is to support the program through regular communication and by formally offering suggestions through an annually distributed parent survey. The programs offer an open-door policy to all parents and guardians of the children in their care.

Programs of the 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, Teaching Strategies GOLD assessment, School-Age developmental checklists, and portfolio items, Parent/Teacher conferences will be offered three times per year. If a parent does not wish to participate in a conference or the “Getting to Know You”, all information will be maintained in the child’s file. Parents/guardians will have unlimited access to that information.

### **Resources and Referrals:**

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

1. The staff person will address their concern with the director of the child care center.
2. The director will notify the CCDC Education Director to discuss the site director’s plan to address the staff person’s concern.
3. Upon the site director’s recommendation and through discussion, approval will be given to allow the site director to refer the parent to the appropriate community service.
4. As a follow-up, after a two-week period, the site director may ask the parent, (in the spirit of general concern but in respect of the situation), if contact was successful with that recommended service organization.

*Revised 07-2019*

### ***SCHEDULING, ARRIVAL and DEPARTURE:***

A weekly schedule of your child’s attendance must be provided one-week prior to care. Please inform the staff of any changes in your schedule with at least a one-week notice. Occasional care attendance is based upon space and availability.

Plan to arrive each day with enough time to give the staff any necessary information to properly care for your child.

**Parents must accompany the child into the classroom, and sign the child in at the Brightwheel I-Pad Kiosk. The parent must drop-off and pick-up the child at agreed upon times. At the end of the day, the parent *must* sign-out the child. If you fail to sign your child in or out, you will be charged for the full-day. Inform the staff of any changes in your schedule with at least a one-week notice, if possible.**

- If your child remains in the program after it closes, there will be an additional charge for every 15 minutes prior to pick-up.
- If your child is not picked-up by 6:15 PM, and no prior arrangements have been made, parents and emergency contacts will be called.
- If no contact has been made between the center and the child's parent/guardian or emergency adult by 6:30 PM, the local police department will be contacted to assist the program staff in locating a guardian for the child.

On a normal schedule, your child will only be released to you, the parent, or until the person designated by you as an alternative pick-up guardian. As our staff becomes familiar with the families and the children being served, we will be asking for photo identification prior to the children being signed out from the child care 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 18 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. 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.

**\*\*\*Please see program director for specific information.**

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

Fire/Emergency drills are conducted every 30 days. In the case of a true evacuation emergency, the day care children will be relocated to a building within walking distance of our facility. 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 childcare programs of the Cambria County Child Development Corporation also comply with the Day Care Emergency Operation Plans outlined by the Pennsylvania Emergency Management Agency.

## ***DIAPERING/TOILET LEARNING:***

\*\*\*Families are responsible for supplying diapers, wipes, and any diapering creams. Reminders for supply needs will be sent through Brightwheel daily communication. **\*\* If your child is out of any diapering supplies, you will need to find alternate care until supplies are provided.**

***Treasured Times*** offers the Cuties premium diapering program. This program provides diapers, training pants and wipes for an additional cost to the parent. To participate, families need to sign a diapering agreement. If you choose not to participate, you will be responsible for supplying the center with diapers and wipes.

Toilet learning usually takes place between the ages of 2 and 4. It may take days, weeks, or months until your child is completely out of diapers. There is NO correct age for children to master this skill. The child may be good at toileting at home, but may have difficulty in the center for many reasons. The child may become busy during play and forget to tell the staff of their needs. The child must be able to verbalize to the staff their need to toilet. Our staff will assist with toilet learning ***ONLY*** after a discussion between staff and parent has occurred concerning the readiness of the child. Please keep the child's best interest in mind in all developmental decisions.

The child care professionals will explain, in detail, and demonstrate the procedures used in this center for diapering and toilet learning. These procedures are regulated by the Department of Human Services for child care centers. To avoid confusing your child, we recommend you follow the same procedures at home.

## ***DISCIPLINE POLICY:***

The programs of the 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 plan, your child's teacher/director will schedule a meeting to discuss alternatives and to collaboratively develop a plan of action to follow.

## ***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 child care providers 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.

Child Health Assessment: All enrolled children must have an age-appropriate health report on file *no later than 30 days after enrollment.* **CARE CAN BE DENIED FOR FAILURE TO OBTAIN THE DHS REQUIRED HEALTH ASSESSMENT FORM.** Documented copies of immunizations are required. Physicals are acceptable if they are current and signed by a physician, HOWEVER, the required addendums or health assessment form must be signed and dated. 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 (DHS) and Human Services Center for Disease Control and Prevention (CDC) Advisory Committee on Immunization Practices (ACIP).

The children enrolled in the childcare 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 them. 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:

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

Head Lice/Bed Bugs/Fleas:

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

- Telephone the parent/guardian of the child and confidentially discuss the situation and treatment options.
- Families will be required to pick up their child as soon as possible.
- The child may return to our facility after the child is free of all traces of insects.

**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)
  - If your child is on medication that causes loose stool, or is experiencing diarrhea due to teething or another medical situation, and is under the care of a physician, please supply written documentation from the doctor to verify ***permission for continued attendance in the child care program as long as no other symptoms are present.***
- 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 children.***

### **Incident Forms**

Incident forms will be issued to a parent for any situations or injuries the children acquire while in our care. The parent will be asked to sign the “Incident Report” form and discuss the incident with their child.

## ***NUTRITION:***

Our facility participates in the Child and Adult Care Food Program (CACFP). You will be asked to complete an enrollment form and a Free/Reduced Price Application necessary to take part in the program. All financial information will remain confidential.

**School-Age Program:** If your children bring lunches to the SACC Program (*summer and full-day care*), we strongly recommend that the foods be nutritious and well balanced. **Do not pack soda, peanut butter or nuts of any kind.** The program does have milk and juices available as the children’s beverage. The program will provide school-age children breakfast and an afternoon snack on full days.

Breakfast, lunch and one snack are served each day. Children are not permitted to eat any food in the facility that is not served by the child care professionals at the facility. Discuss the meal times with the child care staff, breakfast, lunch and snacks are served at specific times regulated by a submitted schedule to the Child and Adult Care Food Program. Weekly menus are posted. Parents of infants have the option of accepting our approved brand of formula, or supplying their own formula. We will supply the infant cereals, fruits, vegetables and meats according to the schedule of the CACFP. The feeding schedule will be posted and food introduced when the parent and/or the physician approve.

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

1. Mail:  

U. S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410
2. Fax: (202) 690-7442
3. E-mail: [program.intake@usda.gov](mailto:program.intake@usda.gov).

This institution is an Equal Opportunity provider.

### **“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.

The CCCDC staff offer the following suggestions of a *HEALTHY SNACK LIST*:

- Fruit (cups, fresh, salad with dip)
- Vegetables with low fat dip
- Tortilla chips and salsa
- Cheese cubes or string cheese
- Rice cakes (caramel apple or flavored)
- Fruit cobbler
- Animal crackers
- Graham crackers
- Yogurt
- Real fruit popsicles
- Granola bars (no nuts/peanuts)
- Bread sticks
- Rice crispy treats (no peanut butter)
- Chex Mix
- Fruit muffins
- Apple crisp
- Milkshakes (with milk)

*If you are providing a snack to all the children for a holiday celebration or other special occasion, please use this list or obtain approval from the Director. 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.** Children may bring in items by the request of your child’s teacher on special instruction days. 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. Send your child to the program in play clothes rather than dress clothes. It is a good idea to keep two (2) complete changes of clothes, including under garments, at the center. 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 flip-flops, crocks, or jelly shoes. If wearing inappropriate shoes or clothing, they may not be permitted to participate in some activities. Sneakers and sturdy shoes with a front and back are recommended.

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.

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

All children should be dressed according to the weather. The children are taken outside daily for recreation.

- PA Code § 3270.114 Outdoor Activity states that Weather permitting, children shall be taken outdoors daily.
- The PA Position Statement referring to Indicators #34 and #35 for the Environmental Rating Scale states that:

Children are expected to go outside daily when the forecast/temperature/wind chill are **above 25 degrees**, the forecast temperature/heat index is **less than 90 degrees**, there is **no precipitation falling**, and there is no current air quality alert. It is understood that given these parameters, there may be portions of some days that do not meet the conditions of "weather permitting" since forecasts are generally targeted to "a point in time" in the day.

***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 **Language Line** staff and other resources.

***SMOKING and PROHIBITED SUBSTANCES:***

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

### ***WEAPONS:***

No guns or potential weapons will be permitted on the program 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. After discussing and recording the suspicion of child abuse with the facility director, the staff person responsible will immediately notify ChildLine at 1-800-932-0313 or Children and Youth Services at 814-539-7454.

### ***TERMINATION of SERVICES:***

Children can remain enrolled through 12 years of age. There are circumstances when a child may be withdrawn. Please notify the staff of all schedule changes.

Child Care services may be terminated if the child fails to adjust to the program after a reasonable length of time; or if the parent does not adhere to established policies of fee payment, health appraisal schedules, or arrival and departure times.

### ***RATE SCHEDULES:***

Please refer to the signed Fee Agreement for program rates.

Parents may be eligible for subsidized child care funding to help you pay for your childcare services. The childcare staff will discuss the possible funding sources at the time of your registration. You may call the **Early Learning Resource Center (ELRC) at 1-800-323-9997** for more information. PARENTS ARE RESPONSIBLE FOR COMPLETING ALL PAPERWORK FOR THE FUNDING SOURCES.

### ***PAYMENT PROCEDURES:***

**Parents must notify the child care staff and the Administrative Office of the CCCDC your child's exit from the childcare program or you will be continued to be billed.**

Parents must also complete a *Change in Care Form* as provided at the end of this packet.

Options for payments:

- Brightwheel App or Brightwheel website [www.mybrightwheel.com](http://www.mybrightwheel.com) (Visa, Mastercard, Discover, check) or
- Make checks payable to:  
    “Cambria County Child Development Corp.” or
- Mail checks or hand deliver to the main office at the address below:

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

Any questions regarding payments- Wendy 814-472-6341 ext. 26 or [wvought@cccdc.us](mailto:wvought@cccdc.us)

***QUESTIONS AND CONCERNS:***

If you have any questions or concerns about the Child Care Program, the scheduling or the activities of your child, discuss those matters with the staff working with your child, or the director 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

**School –Age Programs:**

**Conemaugh Valley  
Child Care Program  
AM-Elementary Cafeteria  
PM-High School Cafeteria**  
1340 William Penn Avenue  
Johnstown, PA 15906  
814-539-0405  
Elem. 814-535-6970

**Penn Cambria, SACC**  
Pre-Primary Building,  
**201 Sixth Street,**  
**Cresson, PA 16630**  
814-886-5884

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

**West Side SACC  
at Johnstown Elementary**  
196 Westgate Drive  
Johnstown, PA 15905  
814-254-1019  
Elem. 814-533-5540

**Pre-K Counts Program:**

**Morrell Neighborhood School**  
413 Power Street  
Johnstown, PA 15906  
814-262-8184

**Early Childhood Child Care  
Centers:**

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

**Creative Care South at Johnstown  
Head Start Building**  
401 Broad Street, Suite 120  
Johnstown, PA 15901  
814-254-4296

**Treasured Times  
Preschool and Child Care  
Program**  
728 Ben Franklin Highway, Suite 500  
Ebensburg, PA 15931  
814-471-3870

**CHANGE IN CARE**

CCCDC Program: \_\_\_\_\_

Child's name: \_\_\_\_\_

Parent's name: \_\_\_\_\_

\_\_\_\_\_ Change to Occasional Care

\_\_\_\_\_ Change to Full Time Care

\_\_\_\_\_ Exit Program

Change effective: \_\_\_\_\_

Changes can only be made from current date and will not be back dated. This Change in Care notice must be received at the main office to take effect.

Vacation Week: \_\_\_\_\_ to \_\_\_\_\_  
Must be Monday through Friday

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Provider Signature

\_\_\_\_\_  
Date

*Revised 07-2019*

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 (CCCDC). 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 of the CCCDC 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 of the childcare site, the information requested from the child’s personnel file will be copied and sent.

.....

I authorize this childcare 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 of the CCCDC child care facility my child attends may request additional information, including what may be a part of my child’s IEP or IFSP, from other child care professionals in my child’s life. That Director 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)

**Cambria County Child Development Corporation**  
**SELF-MEDICATION FORM**

Date \_\_\_\_\_

To Whom It May Concern:

I have instructed the staff of the

\_\_\_\_\_ School Age Child Care

Program that my child \_\_\_\_\_ is

permitted to self-medicate, in an emergency, the following medication:

\_\_\_\_\_  
*(Name of medication)* *(dosage)*

\_\_\_\_\_  
*(Name of medication)* *(dosage)*

for the following reason:

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

This prescription medication will be in the original container obtained from the doctor or pharmacists, with the child's name, the name of the medication, instructions for administering the medication, the date prescribed, and the name of the Physician who prescribed the medication printed on the label.

I understand that the staff is not responsible for the administration of these said medications or therapies.

Thank you,

\_\_\_\_\_  
Parent/Guardian signature Date

Additional notes:

**SUNSCREEN APPLICATION AUTHORIZATION**

The children attending the CCDC programs participate in outside activities daily; exposure to the sun is a safety concern. Sunscreen must be provided by parents to be applied on the children. Please make sure a sunscreen product is available to the staff with your child’s name on the container.

\_\_\_ I give my permission for the staff of Cambria County Child Development Corporation to apply \_\_\_\_\_ (brand of sunscreen), that I have supplied, on my child, \_\_\_\_\_ (child’s name).

\_\_\_ No, I will not be supplying sunscreen and understand the child care program will not be held responsible if my child receives a sunburn.

\*\*\*\*\*

**PUBLICITY AUTHORIZATION**

In this age of information technology the programs of Cambria County Child Development Corporation (CCDC) will be recording the activities of the children through digital imaging. These photos may be used for the children’s portfolios, postings on the corporation’s website, public displays/poster presentations, and possibly advertising or promotions. Please indicate below your preference in the use of your child’s photo.

Yes, I give my permission for the CCDC program to use my child’s photo in the following circumstances.

- \_\_\_ child portfolios
- \_\_\_ CCCDC Facebook page
- \_\_\_ public displays/poster presentations
- \_\_\_ NO, do not take or use photos of my child.
- \_\_\_ in classroom/center
- \_\_\_ website
- \_\_\_ advertising/promotion

\*\*\*\*\*

**HAND SANITIZER AUTHORIZATION**

Our program uses hand sanitizer in the classroom to supplement hand washing requirements. Children are NOT allowed to bring hand sanitizer from home.

- \_\_\_ I give permission to use hand sanitizer at the program under supervision.
- \_\_\_ I DO NOT give permission to use hand sanitizer in the program.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

*Revised 3-2017*

## Parent Guide

### Guardian Acknowledgement Page

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(Name of CCCDC Program)

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

have read and understand the Parent Guide of the CCCDC program located on the CCCDC website. I have asked questions and had them answered to my satisfaction by the Director of the program. I, and my child, will comply with the policies and procedures of this Cambria County Child Development Corporation Program.

I understand that I must render a one (1) week notice before removing my child/children from this or any of the other childcare programs of the Cambria County Child Development Corporation. I also understand that failure to do so will result in my being charged monetarily for the one (1) week of service even if my child does not attend.

\_\_\_\_\_  
(Signature of parent)

\_\_\_\_\_  
(Date)

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**Please complete the following check all that apply:**  
**I learned about this CCCDC program from:**

the school     the newspaper     the television     telephone book  
 a billboard     a poster     the internet     a friend \_\_\_\_\_