

Cambria County Child Development Corporation



# Morrell Neighborhood School

Pre-K Counts  
Family Handbook

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.cccdc.us](http://www.cccdc.us)  
814-472-6341

**Welcome to the Cambria County Child Development Corporation  
PA Private Academic Preschool & PreK Counts 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 (CCCDC) 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.

All CCCDC Policies and Procedures are created using the following resources: PA Academic School regulations, Caring for Our Children guidelines, Keystone STARS performance standards, Pre-K Counts guidelines, etc.

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.

**\*\*\* A video surveillance operates in this center 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.

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

***SCHEDULE:***

**YEARLY SCHOOL CALENDAR:**

The Morrell Neighborhood School will follow the Greater Johnstown School District’s school calendar. This includes any holidays, snow delays, early dismissals, and cancellations with the exception of the following added days to equal 180 program days:

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 6, 9, 23 January 12 March 15, 18**

**There will be NO BUS transportation, transportation will be the responsibility of the parent/guardian, for the dates listed above. These dates may be virtual school day TBA**

**DELAYED STARTS AND EMERGENCY CLOSINGS:**

If for any reason it is necessary to delay the start or close the school early, announcements 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 the 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 complete the **Release of Information** form to verify your consent. IEP meetings can be held at the school with your child's IEP team.

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. Morrell Neighborhood School will also transfer copies of your child's records to your child's new school.

Transitions from one area/activity to another area/activity in the classroom are limited, smooth, and without long waiting periods. To make transitions easier, teachers use the following: announce ahead of time the upcoming transition, use low-key signals (bell, timer, singing a song, etc.), and have activities ready if there is a waiting period (singing songs, reading stories, playing games, etc.).

You and your child will have opportunities to participate in Kindergarten transition activities that will be announced. Prior to transition to Kindergarten, teachers will prepare lessons and hand out *Kindergarten, Here I Come* calendars/website links to families for activities to do at home to help prepare children for transition to Kindergarten. Teachers will also give information regarding the Early Learning GPS. The preschool program will provide families with information regarding Kindergarten registration and offer a Kindergarten transition checklist. If your child has an IEP, you will be offered a transition meeting in the spring with the Greater Johnstown School District.

## ***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.
- Parents are encouraged to sign up on the Brightwheel app to send/receive messages and pictures/videos with their child's teacher.
- 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 or Brightwheel app. When a student is absent from school, he/she must bring in an "Excuse from Home" card or note from the parent/guardian to 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.***

As your child is participating in a PA Pre-K Counts program, that is funded through the state. If your child misses more than 2 unexcused days, you will be asked to have a meeting regarding your child's attendance.

## ***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: World of Wonder. 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 Ages and Stages Questionnaire-3 screening is completed within 45 days of the child's enrollment, followed by the Ages & Stages Social-Emotional Questionnaire.

Using the results of classroom observations, Cognitive Toybox, 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.

### **Transitions and Continuity of Care:**

Every effort is made to ease transition into and out of the program. When entering the program, families are asked for portfolios, files, assessments and IFSP/IEP for each child. Children and their families are invited to tour the program and attend orientation prior to starting. At orientation, children can meet other children, their teachers, have bus orientation and receive special information regarding the school and community resources.

The Morrell Neighborhood School strives to maintain continuity of care by retaining children with the same teachers for the whole school year.

When transferring out of the program, a copy of the child's file will be given to the parent or sent to the next education setting. Children that will be going into Kindergarten at GJSD will begin transition activities in the spring of the school year. The children are able to be acquainted with the elementary school during Step Up Day and the families are invited to attend Kindergarten Orientation.

### **Resources and Referrals:**

Using observations, assessments and the Ages & Stages screener tool, when the staff of the school 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 Family Support Specialist.
2. Upon the Family Support Specialist's recommendation and through discussion, the FSS will refer the parent/guardian to the appropriate community service agency.
3. As a follow-up, after a two-week period, the Family Support Specialist 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.
4. Teachers will attend child IEP meetings and follow-up with families to follow program guidelines.

## ***RESPONSE TO INTERVENTION:***

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. These are the steps:

1. Child observations
2. Complete developmental screeners
3. Modifications to classroom environments, adaptations to activities, implement social-emotional strategies
4. Team-Family meeting to create a plan of action
5. Complete observations/assessments, implement additional adaptations, agency referral
6. Team-Family meeting to discuss progress and next steps
7. Design intensive intervention plan and supports. Work with Early Intervention services, and GJSD
8. Team-Family meeting to discuss progress and future steps. If suspension/expulsion is next steps, program will call 1-800-CONNECT for next referrals

### ***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 GJ 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 with 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 until an adult picks them up. 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		Fevers
Pinkeye	Earache	- A fever of 101 degrees or higher
Diarrhea	Sore throat	
Headache	Breathing Problems	
	Rashes	
	Vomiting	

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 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. The child can return to school after being symptom free for 24 hours.***

## ***NUTRITION:***

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

***“No NUT Policy”***

Peanut butter, peanuts, 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 SCHOOL** 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 undergarments, 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 rollerblade 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.

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

### **BUS TRANSPORTATION:**

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

Bus Conduct

Bus Conduct Form-The Bus Driver and/or Monitor shall be responsible for documenting inappropriate student behavior on the bus on the Bus Conduct form. The School, Contractor and Parent/Guardian shall receive a copy of the form. The Education Coordinator shall meet with the student and parent/guardian to discuss the behavior and determine the appropriate action. Discipline shall follow the guidelines set forth in the Student Code of Conduct. Bus Discipline- Building Administrators shall have the right to suspend and/or remove students from the bus when necessary. Discipline shall follow the Student Code of Conduct with violations documented on the district Bus Conduct form. Parents/guardians shall receive notification from the school of written offenses.

Bus discipline and safety are top priorities of the Greater Johnstown School District and Morrell Neighborhood School. 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. The bus write up will be sent home to the parent.

**Second Written Notice:**

The students will receive a verbal warning by the principal or assistant principal. The bus write up will be sent home to the parent along with a phone call to the parent/guardian.

**Third Written Notice:**

The student is suspended from riding the bus for 3 days.

**Fourth-Sixth Written Notice:**

The student will receive 2 more written warnings, notifying the parent/guardian each time. With the sixth write up, the student will be suspended from the bus for 5 days. A parent/guardian is required to attend a meeting at the school before the student is allowed back on the bus.

**Seventh-Ninth Written Notice:**

The student will receive 2 more written warnings, notifying the parent/guardian each time. With the ninth write up, the student will be suspended from the bus for 10 days.

**Tenth-Twelfth written Notice:**

The student will receive 2 more written warnings, notifying the parent/guardian each time. With the twelfth write up, the student will be suspended from the bus for 20 days or possible one calendar year. A parent/guardian is required to attend a meeting at the school before the student is allowed back on the bus.

**\*\*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 the 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 Morrell Neighborhood School office. District-wide transportation policy limits the request to change a bus assignment.

Under no circumstances will any student be assigned to different buses to accommodate child care, babysitting, etc. Requests 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.

**Children Returning from Drop-Off to school building:**

The designated staff person will contact McIlwain Bus Company 814-288-1594 at 4:35 PM daily to ensure all children have been dropped off before leaving the building. Students that do not have a designated person to get them off the bus will be returned to the Morrell Neighborhood School. Parents will be notified to pick up their child at the school immediately, via phone and Brightwheel message alert. If a parent is not available, or able to be reached, the emergency contact person(s) will be contacted. If a parent or authorized person is not available or able to be reached by 4:50 PM, then the authorities will be notified. If a child has been dropped off at the school and has had no response from the parent and/or emergency contacts by 4:50 PM, then the staff person will notify the Johnstown Police Department non-emergency number at 814-472-2100. Once the police have been contacted, additional measures may be taken.

**Student AM Drop Off:**

Parents who transport their children to school are to drop off their children at the school between 9:20 and 9:30 AM.

***LIMITED ENGLISH PROFICIENCY:***

In accordance with §3270.17, the programs of Cambria County Child Development Corp. makes all reasonable accommodations to include children in all activities with special needs in accordance with applicable Federal and State laws.

Upon enrollment, a meeting with parents/guardians, early intervention specialists, teachers, and the director will focus on planning for inclusion, IEP, medicine, language, physical needs, nutritional needs or any resources needed by the family or center to ensure the child's needs are met. Individual Education Plans (IEP), Individualized Family Service Plans (IFSP), medical care plans, etc. will be taken into consideration when creating a Service Plan for the child.

Caring for Our Children: 8.0 Special health care needs

English as a Second Language

CCDC programs comply with the Civil Rights Act of 1964 as it pertains to Persons with Limited English Proficiency (LEP). Pennsylvania's English Language Development Standards for English Learners (ELDS for ELs) have been carefully developed to meet compliance with federal requirements by providing a framework for standards-based instructional and assessment planning for ELs so that they may attain English proficiency, develop high levels of academic attainment in English, and meet the same challenging academic content standards that all children are expected to meet. These standards will be used for children in CCDC's programs. Referrals will be made for any family that is in need of translation services or instruction in English as a Second Language (ESL).

Resources for ESL instruction are available:

Colorin' Colorado

Standards Aligned System

ESL Portal PA

World Class Instructional Design and Assessment Consortium (WIDA)

Teachers will seek out and implement program adaptations such as: adding environmental print and books in child's home language, using translation programs, etc.

Standards for English Language Development Learning PDE 2017

### ***SMOKING and PROHIBITED SUBSTANCES:***

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

### ***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

**Conemaugh Valley  
Child Care Program**  
1340 William Penn Avenue  
Johnstown, PA 15906  
(814) 539-0405

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

**Penn Cambria SACC**  
Pre-Primary Building,  
205 6<sup>th</sup> Street  
Cresson, PA 16630  
(814) 886-5884

**Conemaugh Neighborhood  
School Pre-K Counts**  
209 3rd Street  
Johnstown, PA 15909  
814-410-6061

**MAC Learning Center Pre-K Counts**  
Mount Aloysius College  
5 College Drive  
Cresson, PA 16630  
814-408-2364

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

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



## Cambria County Child Development Corporation

Phone: (814) 472-6341 Fax: (814) 472-6460

300 Prave Street, Suite 101, Ebensburg, Pennsylvania 15931

Dear Parents/Guardians 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 Johnstown Elementary. Staff will post the location on the door prior to leaving the 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 arised.
- *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 automated system that will send information via email and phone or via Brightwheel. 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 (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/Teacher 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/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 School 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 CCCDC 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**

The children attending the CCCDC 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 CCCDC program will not be held responsible if my child receives a sunburn.

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

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**PUBLICITY AUTHORIZATION**

In this age of information technology the programs of Cambria County Child Development Corporation (CCCDC) 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 CCCDC program to use my child's photo in the following circumstances.

- |   |  |
|---|--|
| <input type="checkbox"/> child portfolios                           | <input type="checkbox"/> in classroom/center   |
| <input type="checkbox"/> CCCDC/GJSD Facebook page                   | <input type="checkbox"/> website               |
| <input type="checkbox"/> public displays/poster presentations       | <input type="checkbox"/> advertising/promotion |
| <input type="checkbox"/> NO, do not take or use photos of my child. |  |

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

**PLEASE RETURN THIS FORM**

# Parent Guide

## Guardian Acknowledgement Page

Morrell Neighborhood School

*(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. 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)

\_\_\_\_\_  
(date)

### **PLEASE RETURN THIS FORM**

How did you hear about Morrell Neighborhood School?

\_\_\_ Elementary school (GJSD)

\_\_\_ GJSD Facebook

\_\_\_ GJSD Twitter

\_\_\_ CCCDC Facebook

\_\_\_ Billboard

\_\_\_ Head Start

\_\_\_ Doctor Office

\_\_\_ Other \_\_\_\_\_