

Cambria County Child Development Corporation



Conemaugh Neighborhood School

Pre-K Counts
Family Handbook

Location: Sacred Heart Parish Building
209 3rd Street
Johnstown, PA 15909

Telephone: 814-410-6061

Cambria County Child Development Corporation
300 Prave Street, Suite 101, Ebensburg, PA 15931
www.cccdc.us
814-472-6341

Welcome to the Cambria County Child Development Corporation Pre-K 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 (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.

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

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

The Conemaugh Valley Neighborhood School is operated by Cambria County Child Development Corporation in partnership with the Conemaugh Valley School District (CVSD). This preschool program follows the curriculum and policies of the CVSD.

***** 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.

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.

SCHEDULE:

YEARLY SCHOOL CALENDAR:

The Conemaugh Neighborhood School Preschool Program will follow the Conemaugh Valley School District’s school calendar. This includes any holidays, snow delays, early dismissals, and cancellations with the exception of added days to equal 180 program days. You will receive additional information via Brightwheel regarding these virtual learning 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 additional days.

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, 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:

8:15-8:20	Arrival
8:20-8:45	Breakfast/Bathroom
8:45-9:30	Learning Labs/Gross Motor
9:30-10:30	Small Group/Learning Labs
10:30-11:30	Learning Labs/Gross Motor
11:30--12:00	Lunch
12:00-1:30	Learning Labs/Gross Motor
1:30-2:45	Math Moments/Story Telling and Retelling
2:45-3:30	Snack/Bathroom/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 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. Conemaugh 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 Conemaugh Valley 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 and other information.
- Parents are encouraged to sign up on the Brightwheel 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:

9:15 AM	Breakfast
12:00 PM	Lunch
2:30 PM	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 aligns with the curriculum used in the Conemaugh Valley School District: Success For All: Curiosity Corner, which has been approved by the Office of Child Development and Early Learning (OCDEL) and Heggerty: Phonemic Awareness. The curriculum is aligned 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 1st – October 1st, October 1st – January 1st, January 1st – May 1st. 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. A "Getting to Know You" meeting will be conducted within the first 60 days of enrollment to discuss any concerns regarding your child's development.

Using the results of classroom observations, Cognitive Toybox 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.

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 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 Conemaugh 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 onto Kindergarten at CVSD will begin transition activities in the spring of the school year. The children are able to be acquainted with the elementary during Step Up Day and the families are invited to attend at Kindergarten Orientation.

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/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 director of the child care center.
2. The director will notify the CCCDC Education Director to discuss the site director's plan to address the concern.
3. Upon the site director's recommendation and through discussion, approval will be given to allow the site director to refer the parent/guardian to the appropriate community service agency.
4. As a follow-up, after a two-week period, the site director 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.
5. 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 and have a zero-tolerance policy for the abuse and maltreatment of children. 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 CVSD
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 Church of the Transfiguration, 220 Oak Street, Johnstown, PA; it is within walking distance of our facility. The secondary evacuation location is at the CV 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 following our Response to Intervention (RTI) plan.

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.

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 school.

Alert the staff if your child has been diagnosed as having meningitis, measles, chicken pox, mumps, pneumonia, strep infections, or scabies.

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)
- 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.
- Rash with fever or other symptoms.

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.***

Pandemic Plan: The programs of CCCDC follow an approved Pandemic Plan that is available in the Family Resource Binder, if the need arises, the specific guidelines will be shared with families.

NUTRITION:

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

“No NUT Policy”

Peanut butter, peanuts, tree nuts and tree nut products are prohibited in the program. Nut allergies are life-long allergies and a trace amount can be fatal to those who are sensitive to nuts.

*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 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 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.

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

Pre-K and Kindergarten Bus Return Procedure:

An adult must be present at the bus stop for both morning pick-up and afternoon drop-off for all PreK Counts and Kindergarten students. If an adult is not at the bus stop during drop off, these students shall be returned to the Conemaugh Valley School Afterschool Care program. The family will be notified that the child was returned to the school.

Please make sure to keep current telephone numbers and emergency contact information on file with the school offices. It is the responsibility of the parent/guardian to transport the student from the school back home.

The phone number for the program is listed below:

Conemaugh Valley- Before/Afterschool Care:
Elementary Cafeteria (doorbell at rear of building)
1340 William Penn Avenue, Johnstown, PA
(814) 539-0405

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

CCCDC 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 CCCDC'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 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

FAMILY RESOURCES

Dear Parents/Guardians,

Many services are offered in Cambria County to benefit your family. Below you will find a few of the local agencies and the services provided. If you would like any additional resources, please see your program's director.

Resource Locator

Call 2-1-1 or visit www.pa211.org

Early Intervention

Alternative Community Resource Program (ACRP)-Parent support services, recreational activities/programs

814-535-2277 or 888-308-6783

Appalachia Intermediate Unit 08- Child development, literacy, parent support services

814-940-0223

Beginnings, Inc-Child development, parent resource services, recreational activities/programs

814-539-1919

Cambria County Behavioral Health, Intellectual Disabilities, Early Intervention

814-535-8531

New Day, Inc.- Parent support services

814-535-8202

Nulton Diagnostics- Child development

814-262-0025

Adult/Family Services

Cambria County Assistance Office- Emergency and financial assistance

877-315-0389

Cambria County PA Career Link-Career services

814-534-2500

Early Learning Resource Center-Child care information, financial assistance

814-846-5130

Goodwill Industries-Career services

814-536-3536

Salvation Army-Emergency/financial assistance

814-539-3110

St. Vincent DePaul- Emergency/financial assistance

814-535-4347

Victim Services- Free, confidential advocacy to victims of sexual assault and violent crimes, prevention education

800-755-4961

Women's Help Center 814-536-5361 or 800-999-7406

**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

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

Penn Cambria SACC
5 College Drive
Cresson, PA 16630
(814) 408-2364

CCDC Pre-K Counts Programs

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

Conemaugh Neighborhood School
209 3rd Street
Johnstown, PA 15909
814-410-6061

MAC Learning Center
Mount Aloysius College
5 College Drive
Cresson, PA 16630
(814) 408-2364

**CCDC Early
Child Care Programs**

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

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

Northern Cambria Learning Center
601 Joseph Street
Northern Cambria, PA 15714
814-948-5880

Cambria County Child Development Corp.

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

300 Prave Street, Suite 101, Ebensburg, Pennsylvania 15931

Dear Parents/Guardians of Conemaugh Neighborhood School:

This letter is to assure you of our concern for the safety and welfare of children attending **Conemaugh 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 Church of the Transfiguration or Conemaugh Valley Elementary School. 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 **automated** system that will send information via email and phone and 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 (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 Conemaugh Valley School District and the Conemaugh 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 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**

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.

Parent/Guardian Signature Date

*

*

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.

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

Parent/Guardian Signature Date

PLEASE RETURN THIS FORM

Parent Guide

Guardian Acknowledgement Page

Conemaugh 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 Conemaugh Valley School District program.

(signature of parent)

(date)

PLEASE RETURN THIS FORM

How did you hear about Conemaugh Neighborhood School?

___ CV Elementary school

___ Doctor Office

___ CV Facebook

___ Other _____

___ CV Twitter

___ CCCDC Facebook

___ Billboard

___ Head Start