

Welcome to the



**Building Blocks Learning Center  
Cambria County Child Development Corporation**

**Located at:**

**Greater Johnstown High School  
222 Central Avenue  
Johnstown, PA 15902**

**Phone:**

**814-792-3625 Choose Option “2” for high school and then extension 5315**

Full Parent Handbook is located on the CCCDC website:  
[www.cccdc.us](http://www.cccdc.us) under “Forms” or request a copy.

Welcome to our “Building Blocks” family. This program primarily provides childcare services to children of teen parents who are enrolled in the Greater Johnstown School District. Depending upon that enrollment, the availability of childcare slots will be opened to the staff of the Greater Johnstown School District, and then the public. This facility is licensed and regulated by the Department of Human Services (DHS). This facility also participates in the Keystone STARS quality initiative statewide program. Competent and experienced personnel holding Degrees in Education, as well as those with many years of childcare experience, combine their teaching knowledge with patience and creativity to provide quality care in a developmentally appropriate, inclusive, learning experience. Activities include fine motor, cognitive and social skills. Time is allotted each day for free play. The curriculum is developed to enable the children to thrive in this multi-cultural, multi-racial, multi-ethnic world. The child care professionals of this program will be happy to discuss the schedule with you. In addition to child care, Building Blocks serves as a learning environment for observation and supervised hands-on experience for students enrolled in the GJHS Early Childhood Care program.

The program’s focus is directed to the individual needs and talents of each child and their families. Communication between parents and the childcare staff is paramount to the success of our program. With on-going Early Childhood Education classes and training in CPR, Pediatric First Aid and Fire Safety, the staff maintains a high standard of professionalism. The child care program participates in the Pennsylvania Department of Education Child and Adult Care Food Program (CACFP), which provides breakfast, lunches, and snacks to the children at no additional cost.

***OPERATING SCHEDULE:***

Monday through Friday 6:30 AM until 4:30 PM based on the needs of the *majority* of the children, subject to change.

Building Blocks is closed on the following days and aligns with the Greater Johnstown School District calendar and snow cancellations and delays: New Year’s Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Thanksgiving Vacation, Christmas Vacation. Any additional closure days will be given in advance.

***PARENTAL ACCESS:***

A parent of a child in our care is permitted full access, (under the school district’s guidelines), whenever children are in care *unless* a court has limited a parent or guardian’s right of access.

Under the guidelines of the Greater Johnstown School District, the only time a parent is permitted to visit their child is during the regularly scheduled GJSD lunch period. With prior, written scheduled arrangements with the child care provider, and if your child is not sleeping, you will be permitted to visit with your child at that time. Please eat your lunch in the cafeteria at your regular lunchtime and secure a proper pass as required by the GJSD, *prior* to coming into the childcare facility. ***Friends may not accompany you.*** You must leave at the end of your lunch period. No late passes will be given.

Visitors are *not* permitted to bring food into the child care facility.

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

Visits at other times will be discouraged, as a courtesy to all of the children, as that will disrupt the normal schedule of the child care program.

In an effort to enhance communication between the child care professionals and each child’s family, the infants’ and toddlers’ families will be offered daily communication via the Brightwheel App.

***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. If you will not be coming to the program and do not call by 9:00 AM, you may be charged the full-day rate.

Breakfast 8:00-8:30 am      Lunch 11:15-11:45 am      Snack 2:30 pm

In case of any questions concerning your child during the course of the day, it would be very important for the Director of the program to be able to notify you immediately. Please provide

your school-class schedule with times and room numbers. The Director will also need all information concerning any after school activities you may be attending while your child is in our care.

Children must be accompanied into the program. Children will become the responsibility of the program upon drop-off and signed into Brightwheel. Upon pick-up, children will be signed-out of Brightwheel and become the parent's responsibility.

If the staff of Building Blocks Learning Center have not been notified by the parents of any changes to their child(ren)'s schedule, and no children have arrived by the beginning of the school day (7:40 AM), the staff will remain at the center until 9:00 AM. After 9:00 AM staff will be released and the parents will be responsible for alternate care.

If the parent is receiving child care Subsidy the child may remain in childcare for up to 10 hours if the parents are attending school, school related activities or working. After 10 hours a day, and/or until the program closes at 4:30 PM, the child may remain, but the parents will be expected to pay for childcare at the regular private pay rate.

If both Teen Parents are working after school and are not receiving Subsidy, the private pay rate will be charged from when the child arrives until the end of the regular school day (3:00 PM) or until the child is picked up prior to 4:30 PM when Building Blocks closes.

If the teen parent must leave school, and is not planning on returning for the remainder of the school day, and that parent has custody of the child attending the child care, the child must also leave the child care. If the student anticipates a return before the end of the school day (example: Doctor's appointment), the child may stay at the child care center; however, the staff **MUST** have the time the parent will be leaving school, returning to school as well as information for an adult emergency contact during those hours when the parent will not be available.

If there is shared custody of the child attending the child care, and both teen parents attend the Greater Johnstown High School, and one parent must leave the school during a regular class day, the child may remain in the daycare until the end of the **teen parents' school day** (3:00 PM, or after school activity).

Through the cooperation of the Teen Parenting Counselors, contact will be established with both teen parents so arrangements for pick-up can be made.

The child will be released at the end of **the teen parents' school day** to another responsible adult (over 18 years of age) listed on the emergency form if neither teen parent can pick-up the child at the close of the **teen parents' school day**.

**Parking/Entrance:** When picking up or dropping off your child at the child care center, all parents must use the ***Building Blocks Learning Center*** entrance located outside of the "B" Wing of Greater Johnstown High School. For safety reasons Teen Parents are **not** permitted to walk through the high school halls with their children. Students must enter the building for school through the approved main entrances....you may NOT enter the school through the inner child

care door; **you must enter the school through the main student entrance.** Parking is available in any available lot.

**Parents must accompany the child into the child care center classroom.** The parent must drop-off and pick-up the child at agreed upon times. Make sure you and your child has been acknowledged by a staff person before leaving the center.

**No one other than the parent or designated guardian is permitted to enter the child care.**

It is the parent's responsibility to be at school **ON TIME** every day. Please call Building Blocks if your child will be late, or if you will be absent from school. Please plan to arrive each day with enough time to give the staff any necessary information to properly care for your child.

If the child care professionals find it necessary to discuss a child's needs with the teen parent, on an immediate basis, as the child arrives in the morning, the Teen Parenting Counselors at GJHS will be notified by telephone with an explanation. The delay of the Teen Parent for this meeting will be considered "instruction time" if the child care professional requests this emergency conference to discuss the physical or emotional needs of the child. These meetings will be logged and monitored.

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 child care program.

In an emergency, the child will only 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. The information on that photo identification will be copied and placed in the child's file as official documentation. ***Children will not be permitted to leave the facility with an alternate pick-up person under 18 years of age.***

If any emergency arises, and **911** must be contacted, our staff will do so and then immediately contact the parent. If the parent cannot be reached the staff will call numbers on **EMERGENCY CONTACT FORM** until an adult is reached.

It is very important for us to have all current home and/or work numbers, 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 all appropriate information where **you** can be reached while your child is in our care.

### ***ABSENCES OR TARDINESS***

Please report your child's absence or tardiness to the Building Blocks Learning Center before 6:15 AM through the Brightwheel App. Our staffing and lunch count depends on the anticipated participation of each child. ***One absence does make a difference.***

In accordance with the GJHS Attendance Policy Regulations, if the Teen Parent is bringing their child to the day care at or after 7:40 AM, the GJHS will be notified. The Teen Parent may then be subject to administrative disciplinary action as described in the *GJSD Student Code of Conduct*

***EMERGENCY INFORMATION:***

Fire/Emergency drills are conducted at Building Blocks once a month. In the case of a true evacuation emergency, the children participating in our program will be relocated to either the *Masonic Temple, located 130 Valley Pike, Johnstown, or Morrell Neighborhood School, 413 Power Street, Johnstown, or Treasured Times Learning Center, 728 Ben Franklin Hwy, Ebensburg, 814-471-3870*. 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 information and procedures. You will still be required to sign-out your child before taking them home. Please do not try to contact the program during emergencies as the phone line needs to stay open for emergency management communication, the program will contact you via Brightwheel or phone.

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. This plan is available in the Parent/Teacher Resource Book located near the parent resource center.

