

Cambria County Child Development Corporation  
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 Early Learning and School-Age 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 Early Learning Centers and School-Age Programs of the Cambria County Child Development Corporation provide high quality education and care designed to enhance the development of each individual child in our program. 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 high quality education and care in developmentally appropriate learning environments for children from infancy through school age.

As participants in our programs, children are involved in activities that include fine motor, gross motor, cognitive and physical skills to promote social and emotional development, learning skills, and improve school readiness. The staff's focus is directed toward the individual needs and talents of each child and their families.

### **Mission Statement**

Our mission is to help children soar by providing high-quality, inclusive early childhood education, child care, and before- and after-school programming. We create opportunities for families and children to thrive by offering comprehensive support services that nurture development, promote school readiness, and build strong community connections.

### **Vision Statement**

We envision a future where every child has the opportunity to soar—supported by caring adults, enriched environments, and strong families. By creating opportunities for success, we aim to build a world where all children and families can reach their fullest potential.

## Helping Children Soar!

All CCCDC Policies and Procedures are created using the following resources: Department of Human Services (DHS) regulations, Caring for Our Children: National Health and Safety Performance Standards, Keystone STARS Performance Standards, PA Pre-K Counts guidelines, etc.

**\*\*\* A video surveillance operates inside and outside 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 OCDEL approved curriculum and assessment

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:**

- Building Blocks Learning Center, Greater Johnstown High School, Johnstown  
Monday through Friday from 6:30 AM until 5:00 PM
- Treasured Times Learning Center, Bishop Carroll High School Campus, Ebensburg  
Monday through Friday from 7:00 AM until 5:00 PM

**School-Age Programs:**

- Conemaugh Valley School-Age Child Care program, Conemaugh Valley Elementary,  
Monday through Friday from 6:00 AM until start of school to the start of school and the end of school until 6:00 PM.
- Treasured Times School-Age program, Monday through Friday from 7:00 AM until bus pick-up and upon bus drop-off until 5:00 PM.
- Penn Cambria Before and After School program, Penn Cambria Pre-Primary Building,  
Monday through Friday from 6:30 AM until start of school to the start of school/bus pick-up and the end of school/bus drop-off until 6:00 PM.

Snow delays and early dismissals: School-age programs will be open unless directed otherwise. School Cancellations: You will be asked to pick up your child as soon as possible at Conemaugh Valley. Treasured Times and Penn Cambria will remain open and you will be charged for the full-day rate.

**All child care programs will be CLOSED:**

New Year's Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Thanksgiving Day & Day after, and Christmas Day. Programs will be closed an additional day in the spring for Professional Development, we will notify you of that date. If the holiday falls on a Saturday it will be observed on Friday. If the holiday falls on a Sunday, it will be observed on the following Monday. Programs may survey families for need of care on days before/after holidays to determine need for care (i.e. Easter, Christmas Eve, etc.). If the program stays open on these survey days, families that sign up will be required to pay full-day rate regardless of attendance.

**PreK Counts Programs:**

- MAC Learning Center, Mount Aloysius College campus, 5 College Drive, Cresson
- Morrell Neighborhood School, ACRP Building, 317 Power St., Johnstown
- Northern Cambria Learning Center, Northern Cambria School District Elementary, 601 Joseph St., Northern Cambria

Each program follows their respective school district's yearly school schedule with adaptations to the schedule to meet Pre-K Counts guidelines. You will be provided a school schedule.

**Transferring Care between Child Care Facilities, Families and Schools**

Supervision of children by a CCCDC facility will begin when families’ drop-off children and/or children arrive via school bus or school dismissal to the program. Supervision of children will cease upon parental pick-up, children dismissed from program to school or via school bus. Students will be escorted to and from the bus. Children will be signed-in/out of Brightwheel upon arrivals or dismissals of children.

***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 early learning programs via Brightwheel messages. ***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 center, the parents will be responsible for their child’s needs including feeding and diapering/toilet training. All activities occurring within the facility will be completed in accordance with the policies and procedures of CCCDC.

***COMMUNICATION:***

- CCCDC uses the Brightwheel app to communicate with families regarding their children.
- A monthly newsletter and/or information is distributed via Brightwheel app detailing upcoming events, important dates and other information about the center, community events and supports.
- 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, in-service). 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.

### **Pre-K Counts**

The Office of Child Development and Early Learning (OCDEL) require regular attendance of all children participating in Pre-Counts. Students enrolled are full-time and must attend 5 days per week for a minimum of 180 days. Daily attendance is recorded by the teacher. Families will be contacted if your child is absent for 3 consecutive days. If your child is absent for more than 5 consecutive days; you will be required to have a meeting with your teacher to develop a plan to overcome obstacles. If your child has 10 or more unexcused absences over the course of the school year, and you have not responded to program support, your child may be dismissed.

Basic excuses that are considered "legal" reasons for being absent from school: Religious reason death in immediate family, natural disaster and/or severe weather reasons agreed upon by administration in advance.

### **Child Care**

Any child that has been absent more than 3 days without communication is to be reported to the CCCDC Enrollment clerk. Any child that is receiving Child Care Work (CCW) subsidy that has been absent for 5 consecutive days, is to be reported to CCCDC enrollment clerk and CCW caseworker.

### ***PARENTAL OBLIGATIONS:***

As a parent with children attending a 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 community, your responsibilities are to respect the professionals, other families and their children, and the 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, policies & procedures, curriculum, communication, transitions and overall operations of our program. Please look forward to family surveys, parent-teacher conferences, curriculum open house, and other program activities where your input valued.

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 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 early childhood education programs use an OCDEL approved curriculum (Success for All, Frogstreet, Wonders) and assessment which 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 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 childhood education 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:**

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.

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

Staff complete many hours of professional development to maintain each center and provide the programming for the children. 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 the program.

An initial screening is completed within 45 days of the child’s enrollment using the Ages & Stages Questionnaire and shared during the “Getting to Know You” meeting conducted within

the first 60 days of enrollment. 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>.

Using the results of the Ages & Stages, observations, Cognitive Toybox assessment, School-Age developmental checklists, and portfolio items, Parent/Teacher conferences will be offered two times per year, or as needed. If a parent does not wish to participate in a conference or the “Getting to Know You” meeting, all information will be maintained in the child’s file and the parent will receive a copy. Parents/guardians will have access to that information.

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

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.). When transitioning between classrooms, teachers will hold a transition meeting with families to discuss the differences and plan to move a child. When children are preparing to transition to another classroom, teachers will meet with parents/guardians one month prior to transition. Teachers will discuss the Transition to Another Classroom Meeting form. This meeting should include discussion concerning the move, meeting the new teachers, the transition schedule, and any other concerns the family may have. 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. School-age children will participate in the *Kids in Control* transition to self-care module in the spring prior to transition to self-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 prior to starting. 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 upon request.

Programs of CCCDC strive to maintain the same teachers and staff in our programs to maintain continuity of care. Programs attempt to keep children in the same placement as long as possible and with similar age groups.

### ***INCLUSIVE PRACTICES:***

In accordance with §3270.17, the programs of CCCDC makes all reasonable accommodations (adding environmental print and books in child’s home language, using translation programs, arranging and adapting the learning environment, etc..) 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. Staff will also seek out and take any professional training that needed to promote inclusive practices within the classroom when needed.

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

### **Resources and Referrals:**

Each program of CCCDC will work with families and area agencies in order to support each and every child and their families in our programs. If your child currently has an IEP/IFSP, please share with us so we can best serve your child by individualizing instruction. Please also ask that your child's teacher is included in planning meetings. Using observations (anecdotal/running records, behavior tracking forms, conferences/meetings, etc.), assessments and the Ages & Stages screener tool, when the staff of the child care center recognizes the necessity to suggest additional services (early intervention, community services, health resources, etc. 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 and implement 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. Teachers complete child observations using anecdotal records, behavioral observations/charts, running records, etc.
2. Complete Ages & Stages 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 for families (early intervention, community agencies, etc.), professional development training for teachers
6. Team-Family meeting to discuss progress and next steps
7. Design intensive intervention plan and supports. Work with Early Intervention services and other agencies
8. Team-Family meeting to discuss progress and future steps. If suspension/expulsion is next steps, the program will contact CONNECT Helpline 1-800-692-7288 or <http://www.surveymonkey.com/r/PAExpulsionHelp> for next referrals

If you need to request assistance from OCDEL, complete online form at [www.surveymonkey.com/r/PAExpulsionHelp](http://www.surveymonkey.com/r/PAExpulsionHelp)

If your child has an IEP/IFSP with the parent permission an IEP meeting will be requested within 10 Early Intervention Calendar Days of the request.

*Revised 4-2022*

***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.*** The parent must drop-off and pick-up the child at agreed upon times. 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 closing time, 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 within 15 minutes of closing time, the local police department will be contacted to assist the program staff in locating a parent/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 or Emergency drills are conducted every 30 days. In the case of a true evacuation emergency, the 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. Children will only be released to authorized persons on the Emergency Contact form. A copy of each program's emergency plan is located in the Parent/Teachers DHS resource binder located in the Family information area at each facility. The 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.**

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.

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

The parent can authorize the teacher to administer the prescription 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 (OTC) medications (such as Children's Tylenol or Children's Motrin) in its original container with a signed Medication Administration Packet.

Child Health Assessment: All enrolled children must have an age-appropriate health report on file *no later than 30 days after enrollment date*. **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 DHS health assessment form must be complete, 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, until they are picked 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. *Please make alternative care plans for when your child is sick.*

Alert the staff if your child has been diagnosed as having COVID, 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 not contained in diaper) or fever
  - 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.
- 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 children.***

**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.

#### **Incident Forms**

Incident forms will be issued to a parent for any injuries the children acquire while in our care. The parent will be asked to sign the “Incident Report” form and will receive the original. Parents will be notified via the Brightwheel app in their “Feed.” In case of more serious injury or situational incident, a phone call will be made.

***NUTRITION:***

Our facility participates in the Child and Adult Care Food Program (CACFP). You will be asked to complete an annual 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 (Penn Cambria-summer and full-day only), we strongly recommend that the foods be nutritious and well balanced. **Do not pack soda, peanut butter or tree nuts of any kind.** The program will provide milk as the children's beverage. Please pack your child's *cold* lunch in an insulated lunch tote with an ice pack; the program cannot be responsible for heating lunches. 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 program 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 cereal, fruits, vegetables according to the schedule of the CACFP. The feeding schedule will be posted and food introduced when the parent and/or the physician approve.

**Allergies:** If your child requires a change in the meal plan due to an allergy or disability, the parent must have a **Diet Modification Request Form** completed and signed by a physician. The program will offer approved alternatives, when possible.

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:

Mail:

U. S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410  
Fax: (202) 690-7442

E-mail: [program.intake@usda.gov](mailto:program.intake@usda.gov).

This institution is an Equal Opportunity provider.

**“No NUT Policy”**

Peanut butter and tree nut products are prohibited in CCCDC programs; due to potential life-threatening tree nut/peanut allergies. Nut allergies are life-long allergies and a trace amount can be fatal to those who are sensitive to nuts.

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

Fruit (cups, fresh, salad, with dip)	Real fruit popsicles
Vegetables with dip	Granola bars (no tree nuts/peanuts)
Tortilla chips and cheese/salsa	Fruit Smoothies
Cheese cubes or string cheese	Rice crispy treats
Rice cakes	Chex Mix
Fruit cobbler	Fruit muffins
Animal crackers	Apple crisp
Graham crackers	Milkshakes (with milk)
Yogurt	

*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 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, bows/arrows or any other weapons.

**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. For their safety during play, **do not** allow your child to wear flip-flops or other ill-fitting 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 highly 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.

***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.

***PARENT/GUARDIAN CODE OF CONDUCT:***

At CCCDC we believe that a strong partnership between home and school is vital to students’ success. This Code of Conduct outlines the expectations for parent and carer behavior to ensure a respectful, inclusive, and safe learning environment for all.

We ask that all parents/guardians:

1. **Communicate Respectfully**
  - Speak to staff, students, and other parents with courtesy and respect.
  - Use appropriate language in all communication, verbal and written.
  - Address concerns or complaints calmly and through proper channels.
2. **Support School Policies**
  - Encourage your child to follow the school's rules and expectations.
  - Respect school decisions and collaborate in the best interest of students.

- Ensure children attend school regularly and on time.
- 3. **Engage Positively**
  - Participate in school activities, events, and meetings where possible.
  - Value the professional expertise of school staff.
  - Model respectful behavior for children.
- 4. **Use Social Media Responsibly**
  - Refrain from posting negative or harmful comments about the school, staff, students, or families.
  - Avoid sharing confidential or private school matters online.
  - Direct concerns to the school rather than airing them on social media.

The following are not acceptable and may result in restricted access to school events or property or termination of services:

- Aggressive or threatening behavior, including shouting or physical intimidation.
- Discrimination, harassment, or offensive comments.
- Disruption of school operations or events.
- Recording or photographing students or staff without permission.

We value your feedback. If you have a concern or issue, please:

- Contact the school/director directly and respectfully.
- Follow the school's communication protocol for raising concerns or complaints.

By engaging with our school, parents and carers agree to uphold this Code of Conduct. Together, we can create a nurturing and respectful environment for every student.

***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. The Administration Office needs to be notified with a Change in Care form, the form is available on the website or from the program Director.

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 Code of Conduct, fee payment, health appraisal schedules, DHS requirements, or arrival and departure times.

***RATE SCHEDULES:***

Please refer to the 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 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 continue to be billed.**

Parents must also complete a *Change in Care Form* as provided at the end of this packet, at [www.cccdc.us](http://www.cccdc.us) or from the program Director.

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.” 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. 2 or [wvought@cccdc.us](mailto:wvought@cccdc.us)

***QUESTIONS AND CONCERNS:***

If you have any questions or concerns about the CCCDC programs, 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.

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

**Community Resources:**

Additional family resources are available on CCCDC’s webpage: [www.cccdc.us](http://www.cccdc.us) under “Resources”

Find all resources in PA

**United Way 211**

Dial 211 or [pa211.org](http://pa211.org)

**Alternative Community Resource Program (ACRP)**

814-535-2277

**Behavioral Health/Intellectual Disabilities/Early Intervention Program**

814-535-8531

**Community Action Partnership of Cambria County**

814-536-9031

**Cambria County Assistance Office (CAO)**

814-533-2491

**Early Learning Resource Center**

**Child Care Works (subsidy)**

1-800-323-9997

**Women, Infants and Children (WIC)**

814-536-9031

**Cambria County Child Development Corporation**

**School –Age Programs:**

**Conemaugh Valley  
Child Care Program**

**Elementary Cafeteria**  
1340 William Penn Avenue  
Johnstown, PA 15906  
814-539-0405  
Elem. 814-535-6970

**Penn Cambria, SACC**  
376 Wood St.  
Lilly, PA 15938  
814-886-5884

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

**Early Childhood Learning Centers:**

**Building Blocks Learning Center**  
Greater Johnstown High School  
222 Central Avenue  
Johnstown, PA 15902  
814-792-3625 Ext. 5315

**Treasured Times Learning Center**  
728 Ben Franklin Highway, Suite 500  
Ebensburg, PA 15931  
814-471-3870

**Pre-K Counts Program:**

**MAC Learning Center Pre-K Counts**  
Mount Aloysius College  
5 College Drive,  
Cosgrave Student Center, Lower Level  
Rm 15  
Cresson, PA 16630  
814-408-2364

**Morrell Neighborhood School  
Pre-K Counts  
ACRP Building**  
317 Power Street  
Johnstown, PA 15906  
814-262-8184

**Northern Cambria Learning Center  
Pre-K Counts  
Northern Cambria Elementary**  
601 Joseph Street  
Northern Cambria, PA 15714  
814-948-5880

**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 the 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: Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

\*\* Vacation week must be Monday through Friday (5 consecutive days)

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

*Revised 12-2019*

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 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 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 (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.

- Brightwheel  in classroom/center
- CCCDC Facebook page  website
- public displays/poster presentations  advertising/promotion

NO, do not take or use photos of my child.

\*\*\*\*\*

**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 7-20*

**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 Family Handbook of the CCCDC program located on the CCCDC website or paper copy. 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.

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

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

- school district     newspaper     television     Facebook     web search  
 billboard         flyer         a friend \_\_\_\_\_  
 Other: \_\_\_\_\_