

Welcome to the



**Treasured Times Learning Center  
Cambria County Child Development Corporation**

**Located at:**

**Bishop Carroll High School Campus  
728 Ben Franklin Hwy, Suite 500  
Ebensburg, PA 15931**

**Phone:**

**814-471-3870**

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

***ARRIVAL, DEPARTURE, PARKING:***

Please park in the lot adjacent to the child care center, additional parking is available across the street. Please drive cautiously as many of our children are arriving or departing. For the safety of the children, please do not leave your car running in the parking lots, nor leave any child unattended in your vehicle.

When in the vestibule, please ring the buzzer on the left wall. Wait until the door is buzzed open, or a staff person lets you in the door. If staff cannot identify you via the camera, please be patient as they identify you via intercom or visually.

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. For school-aged children, children will be escorted to the bus. Once children are signed-out, they will no longer be the responsibility of the program. Children will be escorted from the bus and become the responsibility of the program upon receiving children off the bus and signing them into the program.

***OPERATING SCHEDULE:***

Treasured Times operates from 7:00 AM until 5:00 PM.

Breakfast 8:00-8:30 am      Lunch 11:15-11:45 am      Snack 3:00 pm

**Treasured Times will be closed:** Weather related closing days, New Year’s Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Thanksgiving Day and Day after, Christmas Day. A survey will be posted for days preceding or following the above closed days to determine availability.

***In the case of your child’s absence or tardiness:***

To ensure we have adequate staff to serve the needs of the children please report your child’s change of schedule (absence or tardiness) before 9:00 AM via Brightwheel.

***EMERGENCY INFORMATION:***

Fire/Emergency drills are conducted at Treasured Times once a month. In the case of a true evacuation emergency, the children participating in our program will be relocated to either the *Acquinas Hall, Bishop Carroll Campus, or MAC Learning Center, Cresson*. 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.

