



Wyoming Valley Children's Association

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Parent Handbook



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MISSION STATEMENT

Wyoming Valley Children's Association is dedicated to providing the highest quality educational, therapeutic and supportive services to ensure the greatest developmental potential of children in partnership with their families.

PHILOSOPHY

The staff of the Wyoming Valley Children's Association's "TOGETHER WE GROW" preschool implements a variety of curricula, all based on the general premise that children learn best from one another, in an environment that is rich with developmentally appropriate materials and a staff who recognize children's strengths and needs. We believe that children need "hands-on" experiences every day in order to develop independence, confidence, and self-esteem.

We provide learning environments that encourage exploration, experimentation, and creativity. We also provide structure and "ground rules" that give children a sense of security and accomplishment. Our learning centers are set up to enhance all facets of motor, verbal, and cognitive development.

Children who need therapy receive these services in the most appropriate manner for each individual child—either as part of the preschool, or in a one-on-one session with the therapist. At times small group therapy is the best tool to provide motivation and encourage interaction. Our therapy staff engage all children in group activities designed to stimulate growth and cooperation.

We also believe that YOU, the parent/caregiver, are the child's primary teacher. Therefore, we encourage your input about our programs and welcome you, as a family, to "GROW TOGETHER" with us.

LICENSURE

The "TOGETHER WE GROW" preschool is licensed by the Commonwealth of PENNSYLVANIA STATE BOARD OF PRIVATE ACADEMIC SCHOOLS. Licensure is updated annually. All of our teachers are likewise certified by the Pennsylvania Department of Education. Because Wyoming Valley Children's Association is under contract with Hazleton Area School District to provide Early Intervention Services to children with IEP's, we are subject to the same standards as that provider and undergo the same periodic compliance monitoring mandated by the State Department of Education.

{WVCA preschool is licensed by the PENNSYLVANIA DEPARTMENT OF PUBLIC WELFARE, OFFICE OF CHILD DEVELOPMENT-EARLY LEARNING. WVCA is a participating agency for Coordinated Child Care in Luzerne County.}

Wyoming Valley Children's Association has been awarded the coveted PENNSYLVANIA ASSOCIATION OF NON-PROFIT ORGANIZATION'S (PANO) "STANDARDS OF EXCELLENCE," a voluntary, peer-review and certification program that measures the ethics and accountability of non-profit agencies

NON-DISCRIMINATION

Wyoming Valley Children's Association prohibits discrimination against its families (parents and children), on the bases of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department

ABSENCE FROM PRESCHOOL

Each day that your child is not attending a scheduled day of preschool, we would appreciate your calling that day to inform us. The office opens at 8:00 AM and the phone number is 570-714-1246. You can leave a message with the office staff. For your convenience, an answering machine is in operation before and after hours. If you are leaving a message, please leave your child's full name, and the reason for the absence.

It will also be necessary *for you* to call your child's van driver if he/ she is transported by your school district. Please get your driver's numbers as well as that of the contractor on the very first day you meet the driver. Ask the driver to update you if any of his/ her numbers change during the course of the school year.

PARENTS SHOULD NOT SEND CHILDREN TO SCHOOL IF...

- ❖ There has been an **elevation in the child's temperature**—100 degrees or higher—the night before or the day of the program.
- ❖ The child has **symptoms of an upper respiratory infection** such as: thick and colored discharge from the nose, productive cough, wheezing, and complaint of pain in ears or throat, vomiting or diarrhea **the night before or the morning of the program**.
- ❖ The child has a **rash** that is unaccounted for.
- ❖ The child has **any other symptoms** which parents think a doctor should be notified about.

WVCA staff cannot make a diagnosis, nor can any staff member recommend treatment, but staff members reserve the right to contact parents and send the child home if any of the about conditions are present. **(Another reason to keep EMERGENCY NUMBERS UP-TO-DATE!!)** We apologize for any inconvenience, but efforts are made to ensure a healthy environment for all children and staff.

ADAPTIVE EQUIPMENT

Our children with special needs require a variety of therapeutic equipment to meet their individual needs. From simple communication boards to sophisticated communication computers, we use any means including sign language to help our children communicate their wants and needs. We use a variety of

walkers, crutches, gait trainers, and prone standers to allow children to bear weight and be more independent in their movement. If a wheelchair is the answer to their independence, we reconfigure the environment to make it maneuverable for all children. For those children who cannot sit independently, or who may be at risk for falling from a chair, we have chairs with seat belts to secure them in a sitting position. (We will ask you to sign a permission form allowing us to use one of these chairs for your child prior to implementing it.)

All of this equipment will be found in our preschool environments. All children are invited to look at and examine the equipment so as not to be frightened by it. However, to preserve the dignity of those individuals who rely on special equipment to participate independently in preschool, we discourage children from “playing” with any of these devices. Feel free to discuss any of these pieces of equipment with the teacher or therapist, keeping in mind that confidentiality prevents us from discussing the children using them.

AGES & STAGES QUESTIONNAIRE

Ages & Stages Questionnaires, a developmental screening tool is completed for all children by the Teaching Staff and shared with families within forty-five (45) days of program entry. A parent/family meeting is offered during this time frame to encourage program-family partnerships and share initial observations and goals for the child.

ASSESSMENTS

Wyoming Valley Children’s Association utilizes the following child assessments to help teachers learn about your child’s skills, behaviors, and academic achievements.

- The Ounce Scale for Infants and Toddlers
- Work Sampling System for Preschool and Kindergarten aged Children
- The Battelle Development Inventory (BDI)
- The Developmental Assessment of Young Children (DAYC)

These assessments are used individually or in conjunction with one another and are based upon observations and skills your child demonstrates within the classroom. Assessments are completed based upon the corresponding guidelines and shared with parents during conferences. Parent teacher conferences are offered twice yearly; fall and spring to discuss progress and goals.

BEHAVIOR POLICY

The staff at Wyoming Valley Children’s Association interacts with the children in a friendly and responsive manner. The children are encouraged to work through their problems constructively. Staff encourage appropriate behavior, use redirection, and discuss problem solving as a means of discipline. Teaching Staff will assist you in finding additional information when challenging behaviors become an issue.

If a child puts his/her or other children’s health and/or safety in jeopardy, the child’s behavior will be documented using a Behavioral Data Collection Sheet and a parent conference will be requested to discuss the situation and possible solutions. The child’s behavior will continue to be documented using a Behavioral Data Collection Sheet and the solutions will be implemented.

If the jeopardizing behavior continues, a second parent conference will be requested to discuss alternative methods to remedy the behavior that will be tried during a two-week probationary period and possibly outside help will be sought. If the jeopardizing behavior persists during the two-week probationary period, the child will be dismissed from the program. When resistance is met in carrying out the policy, termination can be immediate. Please remember that each case must be considered on an individual basis. If the jeopardizing behavior reoccurs at a later date, it will be reevaluated at the discretion of the Education Supervisor and Executive Director.

CONFIDENTIALITY

The individual dignity of children, families and employees will be respected and protected at all times in accordance with the law. Information about children, families, or employees will not be divulged to anyone other than persons who are authorized to receive such information. This policy extends to both internal and external disclosure.

Staff members are not permitted to give a family any information about another child or family in the program. This includes even those situations that appear evident, such as discussing why a child uses a wheelchair. Staff may not openly discuss a matter about another child with you. This would also include information about an incident in which your child was involved. For example, staff cannot tell you who bit your child. They can only tell you that he/she was bitten. *Pease do not put staff in the position where they may violate policy and be subject to disciplinary action by asking for any information about another child.*

Wyoming Valley Children's Association will only release information about your child with your express written consent. If you want records provided to another facility or school, you must sign a RELEASE OF INFORMATION form before we can provide the information. These forms can be obtained from your Service Coordinator or the WVCA office.

Staff members are also strictly prohibited from discussing confidential information about another staff member. For example, there may be a time when an employee is absent from the Center. This could be due to a serious health condition or even termination. Staff may not discuss this information with you. If you have concerns about a staff member, you should discuss them with the Executive Director.

Our staff is trained regularly about confidentiality. We will do everything to protect your child's and family's right to privacy and ask that you respect the rights of others

CURRICULUM POLICY

Wyoming Valley Children's Association has implemented Creative Curriculum as our school wide PA State Approved curriculum. Creative Curriculum is cross walked to the PA Learning Standards for Early Childhood.

WVCA also uses The Land of the Letter People, The Unique Learning System and Foundations to supplement needs based on the type of classroom. WVCA is a contracted provider for early intervention services for those children enrolled who have been identified with developmental delays. WVCA is legally bound to follow specific guidelines and curriculum set forth in a child's IEP and behavior plans

when directed to do so; we will continue to follow Creative Curriculum guidelines as closely as possible when implementing and teaching children enrolled in our programs.

DEPARTURE FROM THE CENTER

CHILDREN WILL ONLY BE RELEASED INTO THE CARE OF ADULTS WHO ARE LISTED ON THE “PICK-UP AUTHORIZATION” FORM.

- We require the names and telephone numbers of any adults who may pick up the child.
- **Under no circumstances will we release your child to anyone who is not listed on the Pick-Up Authorization form.**
- We do not permit you to add or delete names on the form by telephone. You must change the form in writing. You are welcome to update the form at any time.
- Children will not be released to anyone under the age of 18 years.
- Any adult who picks up your child will be asked to provide positive identification to the staff. If the individual does not have a photo I.D., we will not release the child to them.

{The adult will be required to sign the attendance log indicating the time the child was released from our care. Once the child has been released, we require that the adult and child promptly leave the Center. For liability insurance purposes, we cannot be responsible for children once they have been released from our care and discourage families from lingering on our premises after the child has been released.

Anyone who picks up a child who is required to be in a car seat must have a car seat in their vehicle. We are required to report incidents where children are not in car seats to the police and/or children’s protective services.

If your child is covered by a COURT ORDER, we will abide by the terms of that Order provided we receive a certified copy of the Order. You are encouraged to speak with the Director if your child is covered by a Custody or other Court Order. We cannot take instructions from you to violate the terms of a Court Order. If the Court Order changes, you must provide us with a copy of the new one so that we may abide with its terms.

In the absence of a court order on file with Wyoming Valley Children’s Association, both parents shall be afforded equal access to their child as stipulated by law. WVCA without a court order cannot limit access of one parent by request of the other, regardless of the reason.

FAMILY CODE OF CONDUCT

We believe that people are individuals who have different thought processes. It is the role of every person at Wyoming Valley Children’s Association to treat family members, children and colleagues with respect and dignity. We expect that all adults associated with our program, including family members, conduct themselves in the following manner:

- With courtesy
- With respect
- With patience

- By dressing appropriately
- By treating people, the way, we want to be treated
- By modeling how we want our children to treat others, and
- By acknowledging and celebrating the cultures and practices of ALL individuals and families.

Under no circumstances will the following behaviors be permitted.

- Physical or verbal punishment of children
- Threats to children, staff, other parents
- Swearing and cursing
- **Smoking (Our center and grounds are SMOKE-FREE environments)**
- Quarreling, verbal fighting, raising of voices with staff or parents
- Doing things that are against Center safety practices and policies
- Bringing drugs, alcohol or weapons to Center or events
- Violation of any program policy

If ANY ONE of the above behaviors occurs, Parents/ Guardians will be asked (privately if possible) by a staff person to stop the inappropriate behavior. If family members continue to quarrel, verbally fight, or make threats, staff will call the police. Parents who violate the family code of conduct will not be permitted on the property thereafter and WVCA reserves the right to terminate service to any family who violates this Code of Conduct.

FUND-RAISING

Wyoming Valley Children's Association is a non-profit organization. Thus, fund-raising is crucial to the agency's survival. Each year, the agency sponsors a number of events in order to raise funds to support agency programs such as preschool. Those events include, but are not limited to:

- **AN ANNUAL APPEAL**
- **A WALK-A-THON**
- **A NIGHT AT THE RACES**
- **A GOLF TOURNAMENT**
- **SOCIAL EVENTS TO BE ANNOUNCED**

Parents of our preschool children, and even our "Homebound" clients are invited to support these events. We ask that you consider volunteering in any one of these events. They are generally great fun, and a nice opportunity for families to get to know one another.

We realize that you cannot afford the time or money to participate in all of the events but ask that you do take part in at least one or two. The money that you help to raise will be funneled right into our children's programs.

HEALTH AND SAFETY OF YOUR CHILD

Biting

Wyoming Valley Children's Association recognizes that biting is a developmentally appropriate behavior for children in the infant through 2 ½ year old classrooms. Parents with children in these classrooms should expect that their children may be bit or will bite another child. The staff understands that parents are concerned and can be upset when their child is involved in a biting incident. We ask that you remember this is developmentally appropriate behavior, and that the staff is working to identify situations which, provoke, or elicit this behavior so it can be prevented in the future. The staff will not punish or harshly discipline children in the younger classrooms for biting behavior, they will simply redirect the children to different activities in separate areas of the classroom. Parents are expected to work with staff to identify methods and strategies to curb this behavior. Uncooperative parents will have their child's services terminated.

Children older than 3 years of age may occasionally be involved in a biting incident. For children in this age group who bite, the staff will use the procedures outlined in the behavior section of this handbook, as well as observe the child to determine what provokes or elicits this inappropriate behavior. Parents are expected to cooperate with staff to help their child control this behavior. Uncooperative parents will have their child's service terminated. Furthermore, children, in the older age groups, could have their services terminated since, the safety of all the children in the program is of the utmost concern of WVCA.

In order to protect the privacy rights of our children, we will not release information to any family member regarding the identity of the other child involved in a biting incident. However, we will advise you of your child's involvement in such an incident through a standard incident report. Please do not ask our staff to violate another child's privacy rights by asking the name of the other child involved in the incident.

Children with Severe Allergies and Medical Conditions

For the safety of your child, parents are required to provide a signed copy of the "Authorization for Emergency Care for Children with Severe Allergies/ Medical Conditions" form, detailing any allergies, food or otherwise, condition/concerns from which their child suffers, at the time of enrollment or when the allergy and/or medical condition is discovered.

These forms must be completely filled out by the child's physician and parent(s) or legal guardian(s), and must be updated every six months, or more frequently, as needed. In addition to this form, parents must provide a copy of any additional physician's orders and procedural guidelines relating to the prevention and treatment of the child's allergy or medical condition.

This form can be obtained by request from the Education Supervisor. Parents must also execute an "Authorization for Emergency Care for Children with Severe Allergies/ Medical Conditions". These forms releases Wyoming Valley Children's Association from liability for administering treatment to children with severe allergies/medical conditions and taking other necessary actions set forth in the "Authorization for Emergency Care for Children with Severe Allergies/ Medical Conditions" forms, provided WVCA exercises reasonable care in taking such actions.

Any medication required to treat an allergic reaction/medical condition must be provided in accordance with the Medication Policy detailed herein.

Children with severe allergies or medical conditions that cannot be provided care by WVCA's staff and requires 1 on 1 support to ensure proper safety and monitoring will be required to have nurse with them while at school.

Communicable Diseases

Children will be excluded from participation in the program if they exhibit symptoms of any communicable disease. Symptoms of illness include but are not limited to:

- ❖ Fever (100.4 or greater)
- ❖ Vomitting (within the last 24 hours)
- ❖ Diarreha (within the last 24 hours)
- ❖ Rash
- ❖ Reddness, itching, and/or crusty drainage from eyes
- ❖ Productive cough or wheezing
- ❖ thick and colored discharge from the nose

Examples of some Communicable Disease include but are not limited to:

- ❖ Chickenpox
- ❖ COVID-19
- ❖ Influenza (Seasonal Flu)
- ❖ Hand, Foot, & Mouth
- ❖ Pink Eye
- ❖ Pertussis
- ❖ Norovirus (Stomach Flu)

Children will not be permitted to return to the program until they are no longer contagious. Guidelines for determining the contagious period for a specific illness are based on the recommendations by the American Academy of Pediatrics, The Center for Disease Control (CDC), and The PA Department of Health. Children may be required to present a doctor's note stating they are no longer contagious and can return to the program. WVCA reserves the right to refuse to allow a child to return if the Education Supervisor or Executive Director believes the child to be too ill to participate in the program.

Children excluded from the program due to a fever or other symptoms of illness may not return to the program until they are symptom/fever free, without fever reducing medication, for twenty-four (24) hours. If your child is sent home due to a fever or other symptoms of illness, he/she is not permitted to return to the program the following day at a minimum. A fever is defined as a temperature reading on a thermometer of at least 100.4 degrees Fahrenheit or more.

If your child will be absent due to illness, we request that you notify the WVCA Office. This enables our faculty to keep track of any illnesses, which may occur at our school. This information will only be shared with faculty on a “need to know” basis. If your child has a communicable disease, we ask that you share the diagnosis with the Education Supervisor or Executive Director, so that the parents of the children in the school may be notified that a communicable disease is present. Once again, only the communicable disease information will be shared. WVCA will take all measures necessary to protect your child’s confidentiality. You are not required to disclose this information by law, and your continued enrollment will not be based whatsoever on your decision to share, (or not) the reason for your child’s absence from school.

Dispensing Medications

Wyoming Valley Children’s Association prefers that your child’s medication, both prescription and over-the-counter, be dispensed at home. We understand that from time to time it may be necessary for your child to receive medication while he/she is attending our program. In order for our staff to dispense any medication you must comply with the following:

- Medication must be in its original container.
- Medication, including over-the-counter medication, must be accompanied by a physician’s written instructions for dispensing the medication, including the duration of time to dispense the medication.
- A written consent form must be signed by the parent or legal guardian. This can be accomplished by calling the administrative office at 570-714-1246
- All medication must be in containers with child-resistant caps.
- Prescription medications must have instructions for storage.
- Medication will not be dispensed after the expiration date on the container.
- Medication must be given to the classroom staff by the adult who accompanies the child. **NO MEDICATION(S) SHOULD BE TRANSPORTED IN A BACKPACK.**

Staff will complete a medication log when the medication is dispensed. The log will include the type of medication, the time dispensed, the amount dispensed, and the name of the staff member who dispensed the medication.

Health Insurance

Families are responsible for providing their own medical insurance for their child. We require that families provide the health insurance coverage information on the child’s emergency contact form. Families are responsible for keeping the health insurance information up-to-date.

Incident/Accident Reports

Should your child be involved in an incident/accident throughout the course of the school day, a staff person will assess all injuries and provide first aid when appropriate. Families will be notified when their child has been injured and will receive information about the first aid that was provided.

Medical Emergencies

Each of our families has completed an “AUTHORIZATION OF CONSENT TO TREAT” in case of an emergency that is beyond the expertise of our staff. In the event of such an incident, the child’s family

will be notified by our staff and the child will be transported by emergency medical personnel to the nearest emergency room.

WE CANNOT STRESS STRONGLY ENOUGH THE IMPORTANCE OF HAVING CURRENT EMERGENCY INFORMATION ABOUT EACH CHILD. The “EMERGENCY FORM” you fill out should contain the *names and phone numbers* of several individuals who can be notified by our staff in case of any type of emergency. **PLEASE KEEP EMERGENCY NUMBERS UP-TO-DATE.** Notify the teaching staff if there are changes.

INCLEMENT WEATHER

Inclement weather will eventually find our valley some time during this school year. We are part of the WBRE – WYOU “SCHOOL CLOSINGS SYSTEM.” In the event of harsh weather, please watch WBRE (CHANNEL 28), WYOU (CHANNEL 22), OR WNEP (CHANNEL 16) for information regarding school closings. In the case of local school delays, WVCA will opt to close for the morning, primarily because vans cannot transport our Early Intervention children when the school districts are operating on a morning delay. Watch for our full name:

WYO. VLY. CHILDREN’S ASSOC.

If the weather turns bad and the children are already in preschool, the van drivers may be told to pick them up early. In this case, our staff will attempt to call you, the family, to inform you that your child is on his/ her way home early. This is one more reason to KEEP EMERGENCY TELEPHONE NUMBERS UP-TO-DATE. It is far better for us to have the names and numbers of MANY relatives/friends/acquaintances who may be available to assist us during an emergency than have only one or two numbers which may or may not be active at the time we are trying to reach you.

INCLUSION POLICY

Wyoming Valley Children's Association is dedicated to providing the highest quality educational, therapeutic and supportive services to ensure the greatest developmental potential of children in partnership with their families.

Wyoming Valley Children's Association welcomes all children and is committed to providing developmentally appropriate early learning and development experiences that support the full access and participation of each and every child. We believe that each child is unique and work in partnership with families and other professionals involved with the child to provide the support every child needs to reach their full potential.

Admissions/waiting list

Children of all abilities are accepted into WVCA, and families interested in having their child attend the program will be given an equal opportunity for admission. A waiting list may be maintained when necessary and children will be accepted from the list on a first come first served basis.

Inclusive Environment

Early childhood educators at WVCA use developmentally appropriate practices and consider the unique needs of all children when planning. Staff will make every attempt to make any adaptations or

modifications necessary to meet the needs of the children. Schedules, routines and activities are flexible and early childhood educators will work with therapists, special educators and other professionals to integrate individual accommodations, modifications and strategies into classroom routines and activities. Any adaptations will be reviewed with families and other professionals supporting the child.

Confidentiality

Confidentiality applies to all verbal and written information about potential, enrolling and previously enrolled children and their families. All staff will be briefed on the need for confidentiality and will be expected to fulfill their obligation to respect the protection of privacy. Written records will be stored in a secure location with access limited to the director and the child's teacher. No information will be released about a child and the parent/legal guardian during enrolment or transition to another receiving program or school without first receiving the written permission of the parent/guardian. This excludes the responsibility held by early childhood educators as mandated reporters of suspected child abuse and neglect as outlined in Pennsylvania law or when information is subpoenaed by the court.

Family Centered Practices

WVCA acknowledges and respects the priorities each family has for their child. Families are encouraged and supported to collaborate with staff to ensure that each child has an opportunity for optimum success. WVCA communicates with each family daily and families are invited to regular meetings to discuss the child's successes and challenges.

Professional Development and Support for Staff

Training and support are provided to ensure that all staff is comfortable, confident, and competent to meet the developmental and educational needs of all children. All staff receives an orientation on inclusion policies and attends trainings focused on effective inclusion and/or other disability topics whenever possible. The director provides additional support and resources as appropriate.

Collaboration with Other Professionals

Many children with disabilities or other special needs are supported by developmental and educational professionals such as behaviorists, nurses, therapists, and others. WVCA welcomes those professionals and works with them to assure the child's success. The service provider is encouraged to provide services to the child in the context of the early childhood classroom environment and the child's teacher and the service provider work collaboratively to determine the best strategies to support the child in the group setting.

PARKING / ACCESS

PLEASE BE PATIENT AND EXTREMELY CAUTIOUS IF YOU ARE TRANSPORTING YOUR CHILD TO AND FROM PRESCHOOL. PLEASE WATCH OUT FOR YOUR OWN CHILD AS WELL AS ALL OTHERS AT THESE VERY BUSY TIMES.

The driveway that runs alongside our building is ONE-WAY coming in FROM Wyoming Avenue and exiting onto Center Street behind the building, with a speed limit of 5MPH, please DO NOT block the road with your vehicle and hinder the flow of traffic.

Families who are dropping off a child may enter the driveway at that point and park in an available spot to drop-off at the entrance. Parents are not permitted to park in reserved or van spaces to drop off their child. If you are not in a spot or blocking/hindering the flow of traffic at all you may be asked to move your

vehicle. Please do not plan to linger, as this is an especially busy time, and many children are arriving. Pick-up at the end of the child's day can be accomplished in the same manner.

PUBLIC RELATIONS

Wyoming Valley Children's Association is a non-profit organization. Therefore, in order to convey the message about the services provided at the agency, we take full advantage of media opportunities.

Families are asked to complete and sign a PUBLIC RELATIONS CLEARANCE FORM, giving permission for the child's participation in group photos and other publicity. This is optional for families, but your cooperation is greatly appreciated.

Please note: Attempts are made to inform families of special Public Relations Events like television coverage and/or feature stories in newspapers. Plus, no diagnosis or personal information, with the exception of name and city are given out without permission from the parent / guardian.

REPORTING SUSPECTED CHILD ABUSE AND NEGLECT

Under the Child Protective Services Act, mandated reporters are required to report any suspicion of abuse or neglect to the appropriate authorities. The employees of Wyoming Valley Children's Association (WVCA) are considered mandated reporters, under this law. The employees of WVCA are not permitted to discuss their suspicions with parents prior to reporting the matter to the appropriate authorities, nor are they required to investigate the cause of any suspicious marks, behavior, or condition prior to making a report. Reports of suspected child abuse or neglect are made to (Child Line and Abuse Registry 800-932-0313).

We at WVCA take this responsibility very seriously and will make all warranted reports to the appropriate authorities. The Child Protective Services Act is designed to protect the welfare and best interest of all children. As mandated reporters, the staff of WVCA cannot be held liable for reports made to Child Protective Services which are determined to be unfounded, provided the report was made in "good faith."

Staff members who fail to make a report of suspected abuse or neglect are subject to disciplinary action, including termination, and may also be subject to criminal prosecution.

Our staff members are trained regularly about abuse and neglect and their obligation to report suspected abuse or neglect.

SNACKS

We will supply a snack and a drink each day while your child is in preschool. (Spring water and milk are always available. From time to time we serve other juices or flavored milk. **Please let us know if your child is allergic to any specific foods or drinks.** We serve these snacks in an area where the children will have the opportunity to choose and serve their own snacks as much as possible. Our goal in the dining area, as in all other areas of preschool, is to foster as much independence and proficiency in daily living skills as your child can assume.

IF YOUR CHILD HAS ANY FOOD ALLERGIES OR NEGATIVE REACTIONS TO CERTAIN FOODS / BEVERAGES, PLEASE ALERT THE STAFF BOTH IN WRITING AND VERBALLY. IF YOUR CHILD IS ON A SPECIAL DIET, PLEASE DISCUSS THE PARTICULARS OF THAT DIET WITH THE TEACHER.

Birthday Celebrations

Wyoming Valley Children's Association encourages families to provide a special snack for the children in the classroom on their child's birthday. The family should speak to the child's teacher prior to the day if they intend to provide a celebration snack. The teacher will share with you any dietary restrictions / allergies experienced by members of the class. The snack should be provided in individual servings (for example, pudding cups, cupcakes, or cookies.) **We cannot allow birthday candles in our classrooms.**

WE ARE A NUT FREE SCHOOL AND THEREFORE WILL NOT SERVE OR ALLOW ANY PRODUCTS TO OUR CHILDREN THAT CONTAINS NUTS.

SUSPENSION AND EXPULSION POLICY

Wyoming Valley Children's Association is committed to providing a safe, nurturing environment conducive to learning and growth for all children. We strive to ensure all children are set up for success regardless of ability, need, background, culture, religion, or economic circumstances and are committed to providing developmentally appropriate learning experiences that support participation of each and every child.

There are at times unfortunate reasons in which a child may be expelled or suspended from our program either on a short term or permanent basis. We will exhaust all resources and supports to deter the suspension and expulsion of a child and to ensure this policy is not enforced.

Every effort will be made to prevent the suspension or dismissal of children from the program. However, Wyoming Valley Children's Association reserves the right to cancel the enrollment of a child for the following reasons, not limited to, but including:

- Non-payment or excessive late payments of fees/tuition.
- Failure to adhere to policies and procedures outlined in the program's Parent Handbook.
- Child's individual needs and accommodations cannot be adequately met with our current staffing patterns.
- The child's behavior threatens the health and safety of themselves, the other children, or program staff.
- The parent/guardian exhibits behavior which is detrimental to the health and well-being of the children and staff in the classroom or negatively interferes with the normal functioning of the classroom and/or program.
 - Vulgarity
 - Harassment
 - Intimidation
 - Violation of Child Care Licensing Regulations
- The parent/guardian disregards or refuses the help and referrals presented to them by Wyoming Valley Children's Hospital

TOYS FROM HOME

Wyoming Valley Children's Association Programs are structured to give each child the optimum in learning experiences. Due to the risk of damage, sharing issues, and loss, we ask that you please refrain from bringing toys from home, unless specifically requested by the classroom teacher for use as part of the curriculum or daily routine. Parents are responsible for enforcing this policy with their child and for any loss or damage that may occur if families fail to comply. WVCA staff are NOT responsible for any lost or damaged items that a child may bring to school.

TUITION AGREEMENT

Based on your request, your child is enrolled in one of WVCA's programs. The total tuition cost for your child to attend WVCA for the school year may be paid in 9 monthly installments.

All tuition payments are due by the first Friday of each month. Cash, checks and credit cards are accepted; Credit Card payments will require a 2% processing fee. TUITION IS NON-REFUNDABLE and NOT based upon attendance in the program, rather the spot your child is taking within the program. Sickness/vacations/snow-days/holidays are part of our program and will not be made up or reimbursed. Late payment or no payment may result in your child not maintaining their enrollment.

Any payment returned by your banking institution for "Insufficient Funds," "Stop Payment," "Account Closed" or any other reason will be charged an additional \$45.00 fee. We do accept Coordinated Child Care payments

Income-based scholarship awards are available to families who qualify. A financial aid form and proof of income must be submitted for consideration for financial aid. If you would like additional information, please contact the Executive Director or Education Supervisor at (570) 714-1246

VOLUNTEERS

Volunteers are often utilized in the Wyoming Valley Children's Association Preschool Program. Volunteers and Student Interns are oriented to the agency and, specifically, to preschool operations. All must meet necessary medical requirements.

The majority of volunteers are college students who are fulfilling course requirements for "on-site" participation. They are students from Wilkes University, Misericordia University, University of Scranton, Williamsport Area Community College, King's College, and Luzerne County Community College. These students are pursuing degrees in the fields of education, nursing, psychology or a specialized therapy such as physical therapy, occupational therapy, or speech therapy.

Other adult volunteers may come to us from the Volunteer Action Center of United Way, Retired Senior Volunteers Program, Bureau of the Aging, or from self-interest.

Volunteers are never involved in providing professional services. They function as aides to our teaching staff and are supervised at all times by WVCA staff. Therapy interns are involved with specific therapists and are under the guidance of those therapists for the duration of the internship. All student interns and volunteers have required background checks