



Parent Handbook

**430 North Second Street
Reading, PA 19601
610-374-4696 Ext. 244
Enrollment Information Ext. 242**

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Welcome to Our Center

Our learning center provides state licensed childcare so that working parents can go about their business of making a living knowing that their children are in the hands of qualified and loving individuals.

Our learning center offers a variety of growth-oriented experiences for children ages six weeks through middle school. The program operates twelve months a year, seven days a week.

Requirements and regulations are set by the **Pennsylvania Department of Human Services**, the state's licensing agent for childcare, and are adhered to in the strictest sense.

Our Philosophy

We believe that children are to be treated as individuals, with love and respect for their specific emotional, physical, cognitive, and social needs.

Our Goal

To provide a safe, high quality program for children whose parents are at work or attending school.

Our Program

In order to accomplish our goal, we:

- Provide a well-trained staff who creates an environment of acceptance and warmth.
- Build a curriculum on the basic tenets of child development, making sure we address cognitive, social, emotional, physical and aesthetic areas of growth.
- Interrelate these areas of growth encouraging children to develop at their own pace.
- Provide a daily schedule that allows adequate time for self-initiated as well as group learning and exploring activities.
- Design a daily schedule that gives children the opportunities to participate in music, dramatics, language arts, cooking, fine and gross motor skills, outdoor play, arts and crafts, and neighborhood field trips.
- Assess a child's development every six months.

Our Staff

Staff members are well qualified and meet regulations of the Department of Human Services Bureau of Childcare Development Programs. In addition, new employees are screened for a criminal background, child abuse history, and sex offender registry. They must provide two written references and complete a physical appraisal. All center staff must attend a minimum of six hours of training annually, as well as redoing their FBI Fingerprinting, criminal history background, child abuse history, and national sex offender registry checks every five years.

Communication with Parents

We encourage you to visit the center at any time and actually participate in your child's childcare experience. Daily contact with your child's caregiver can be very meaningful. If concerns arise, please discuss them with the center staff first. If you need further help, please contact the center's Director/Vice President of Childcare.

Communication with Parents is accomplished through the use of daily reports, notifications placed on Procure11, white boards, writing of bilingual Learning Center notes that are placed in each parent's mailbox , verbally with a translator if necessary, and/or bilingual postings of upcoming events. We strive to connect with parents on a daily basis with respect and positivity. Assisting and supporting them in times of crisis and celebration.

Pre-placement Visit

This visit is a time prior to the child's first day in the Learning Center. It is an opportunity for you and your child to meet the staff, learn firsthand about the philosophies and daily activities of the center and provide your child with an opportunity to become acquainted with his/her environment. Placement visits are required.

Culturally and Linguistically Diverse Children

We have bilingual staff in our intake department, administration, and daycare who are able to make the families comfortable in addressing all their needs throughout the process from enrollment to day-to-day care. Our Center provides all written documentation from the Parent Handbook to daily communication in Spanish and English. Classroom labeling is done in both English and Spanish.

ADA/Inclusion Policy

Our program promotes access and participation for all children by meeting with parents to begin the partnership. Prior to intake we gather information about IEP's, special needs developmentally, emotionally, socially, and medically. We receive the IEP along with the intake documentation to prepare for each child's arrival. We work with outside agencies making our Center accessible for meetings, therapy sessions, anything that is necessary to support the child.

If a child is not receiving services, but daycare staff and administration feel that the child would benefit from an evaluation, we encourage and support the parents to begin the process of evaluation. Understanding that as a daycare center this is a collaborative process with the local Early Intervention Programs and Parents.

At The Second Street Learning Center we realize that some children living with disabilities or special needs have unique care requirements. *Unfortunately*, we do not have trained care professionals who specialize in administering pediatric care or provide comprehensive case management and support for children with disabilities and or may need special accommodations. To that end:

1. We will make reasonable accommodation to include a child with special needs in accordance with applicable Federal and State laws.
2. We will permit an adult individual who provides specialized services to a child with special needs to provide those services on the facility premises as specified in the child's IEP, IFSP or written behavioral plan.
3. We will make staff persons and parents aware of community resources for the family of a child who may have special needs.

Learning Curriculum

The learning curriculum is the comprehensive, researched based Creative Curriculum that allows teachers to build children's confidence, creativity and critical thinking skills while promoting positive outcomes.

Assessments and Screening Tools Used for Children's Development

Observation-based assessments are used for curriculum planning and instruction, individual child planning, and referral to community resources. Teachers modify practices based on child assessment data. Accommodations are based on individual strengths/needs. This information is then shared with families.

Additionally, children are screened using the Ages and States Questionnaire system and Teaching Strategies GOLD. This tool is designed for parents to complete and is quick and easy to administer and score. This is an effective and efficient way for professionals to identify concerns and begin the referral for more intensive evaluation. Ages and Stages cover 5 developmental domains: communication, gross motor, fine motor, autonomy, affect and interaction with people.

Procedures for Referral

When the need for a referral arises, whether it be for social mental or behavioral health, education, wellness, or medical services we provide families with appropriate contact information and have the necessary paperwork available—assisting them to complete it if need be.

IEP (Individualized Educational Plan) or IFSP (Individualized Family Service Plan)

The daycare staff make themselves accessible and participate in IEP or IFSP meetings. They talk to teachers from the school district, as well as therapists, supporting children and their families in whatever way we can to ensure the success of the child.

Family Engagement/Conferences

Children are assessed at the daycare within their first 45 days of enrollment using Ages and Stages, then reassessed twice each year after that. Conferences are scheduled a minimum of two times each year, but in reality we do not hesitate to meet with parents whenever the need arises to discuss both positive child observations as well as concerns. The topics covered include children's strengths, progress and behavioral, social and physical needs.

Family Participation in Shaping Policy and Procedure

We regularly communicate with parents—respecting their feedback and taking their concerns and observations into account when reviewing our policies and procedures.

Transitions and Continuity of Care

A healthy attachment base is an important element in continuity of care. Our staffing is planned to provide children with an optimum of continuity, where our children remain with the same group of staff members for a minimum of two years. There is flexibility within each age range that allows us to maintain ratio while accommodating those children for whom a change would be abrupt and disruptive. Children are moved into a new group according to their developmental readiness.

Parents will receive written notification for each transition level and will have a meeting with the Head Teacher to discuss the transition schedule and expectations. The staff are encouraged to visit with the children who have moved on—maintaining that relationship offers emotional support to a child. Careful consideration is also used when placing teachers with specific groups of children or when teacher’s schedules require a change. Thus ensuring a smooth transition for all involved.

Discipline

Center staff will assist your child in developing self-discipline. Rules for the Learning Center are established and explained to children upon ability to understand and internalize. No demeaning or physical punishment is allowed to be used with children. Staff acts as positive role models using limit setting techniques to foster self-discipline in the children. Whenever possible negative behavior is ignored. Positive reinforcement is used to encourage appropriate behavior.

Suspension and Expulsion Policy

The Office of Child Development and Early Learning (OCDEL) defines suspension and expulsion in the following way:

“Suspension is an action that is administered because of a child’s developmentally inappropriate behavior and requires that a child not be present in the classroom or the program for a specified period. Expulsion is defined as the complete and permanent removal of a child from an early childhood program because of challenging behavior or non-infectious health condition. For example:

1. Excluding a child from the classroom, whether by placing them in another part of the building, or excluding a child from the building; or
2. Sending a child home early or limiting the number of hours per day they can attend; or
3. Un-enrolling a child because they are ‘not a good fit’ with the program.”

The Second Street Learning Center strives to collaborate with the parents in establishing a plan in supporting those children with various challenges. The steps taken basically follow this course:

1. Verbal communication with child and parent
2. Provide the child with opportunities for a break away from other children in the classroom
3. Conference with parents:
 - a. Let the parent know what is occurring daily – both positive and challenging
 - b. Provide the parent with information so that they can continue steps taken in the daycare at home
 - c. Observe the child throughout the day in different settings and collect data
4. Written documentation and observations provided to parents on a daily

- basis depending on behavior
5. Face-to-face meetings with parents
 6. Depending on the severity of the behavior we may suspend first 1 day, then 3, then 5 days; or in case of severe behavior we may insist parents have their child evaluated.
 7. In severe cases – where the safety of the other children is at risk, and all avenues have been exhausted, the parents may be asked to find a daycare setting that would be more appropriate for the child.

Rest Time

Children are offered rest time at the center. Children are encouraged, but not forced to sleep. Please send a clearly labeled blanket and pillow from home that is small enough to fit in the cubbies.

Toys/Electronics

Please ***do not*** send your child to the center with any toys or electronic devices. We will not be held responsible for any lost, stolen, or broken items. The staff will tell you if they have a designated day for *Show and Tell*.

Parents, Please Let Us Know...

- *When your child is going to be absent*
- *When you need to change the hours of childcare you requested*
- *When you are delayed dropping off or picking up your child*
- *When you have a change in address or phone number at work or home*
- *When your emergency contacts have a change in address or phone number*
- *When something is happening at home which may affect your child's feelings or behavior*
- *When you don't understand a procedure, communication, request, etc.*
- *When you are pleased with our program*

Center Closings

Our center is closed on some holidays. You will receive a yearly schedule of these dates. Please see the center's staff for information regarding closings, delayed openings, or early closings due to severe weather conditions.

Termination of Services

Our center reserves the right to terminate services for any of the following reasons:

- ***Non-payment of fees***
- ***Abuse of center's policies***
- ***Excessive late pick-ups from the center***
- ***A child whose care requires excessive demands on staff or whose presence is a danger to himself/herself or the other children in the center***
- ***A parent/guardian whose needs require excessive demands on staff/facility, or whose presence is a danger to the children or the staff in the center***
- ***After five(5) consecutive days of non-attendance the child's care will be suspended and terminated after forty(40) absences***

Second Street Learning Center reserves the right to permanently refuse services to individuals who have been suspended or terminated due to any of the above listed infractions.

Our Facility

The center is inspected by the Department of Human Services prior to opening and at least once per year thereafter. The facility must also meet the Department of Labor and Industry fire and panic requirements.

RELEASE FROM FACILITY: Children shall be released from the facility only to a child's parent(s)/guardian(s) or to a person designated in writing by the parent(s)/guardian(s) on the enrollment paperwork. If you send any person other than those previously listed to pick up your child a written statement must be given in advance by the parent(s)/guardian(s) personally to the center. Please remember, only a person designated in writing by the parent(s)/guardian(s) will be allowed to receive a child. Permission slips are available in the center. The person you have authorized to bring or pick up your child must be at least sixteen (16) years of age or older and must have a picture ID. When dropping your child/children off at the center you must walk your child to their room and make sure the staff is aware they are there. Also, when picking your child up from their room make sure staff is aware you are taking your child/children for the day.

Health and Safety

We are committed to your child's health and safety. We will supervise your child at all times when he or she is in our care. At no time will a child be left unattended. Please be assured that we will take every precaution to ensure your child's safety. The staff at the center is trained to handle emergencies. Throughout the day there will always be someone on staff who is certified in Red Cross First Aid Training. In addition, all staff are mandated reporters and as such are required by law to report any suspected child abuse and/or neglect.

The center is a **SMOKE FREE FACILITY**. No one is allowed to smoke in front of the children in the center or within twenty-five (25) feet of the facility. This is mandated by state regulations.

According to federal, state, and local guidelines children must be properly immunized and have periodic physical examinations. Children in the center must have an appropriate health appraisal on file within forty-five (45) days of enrollment. The following are exceptions:

- Children with diagnosed disabilities must have a health appraisal on file within thirty (30) days of enrollment.

A health appraisal form will be given to you at the intake appointment. Immunization records must be brought to the intake appointment during which time a medical history will be obtained. If because of religious, moral, or ethical beliefs you wish that your child be excluded from these requirements, please discuss them with the staff at the intake appointment. If your health appraisal is completed after intake, please give it to the staff at the center. The staff will notify you when a new health appraisal is required. Please check with your child’s physician if you have any questions.

Child Immunization Schedule

<i>By this age</i>	<i>Your child should have received a total of</i>
<i>Birth</i>	HepB
<i>2 months</i>	DPT/POLIO, HepB, Hib, PNEU or PCV vaccinations
<i>4 months</i>	DPT/POLIO, Hib, PNEU or PCV vaccinations
<i>6 months</i>	DPT, Hib, PNEU or PCV vaccinations, Flu shot (annually)
<i>6-12 months</i>	DPT,HiB, PNEU or PCV
<i>6-18 months</i>	HepB
<i>12-18 months</i>	DPT/Polio, Hib, PNEU or PCV, MMR/Varicella vaccinations, Flu shot (annually)
<i>24 months</i>	HepA (6 months after first HepA second is due), flu shot (annually)
<i>4 to 6 years</i>	DPT/ POLIO, MMR/Varicella, HepB, flu shot (annually) vaccinations
<i>11-12 years</i>	Td Booster

Check with your child's physician if you have any questions about immunizations. Sometimes physicians have differing opinions.

See guide at end of the manual to determine the length of time your child must be excluded from the center due to illness.

Other limitations imposed on a child's activities because of breaks, sprains, headaches, and other non-communicable ailments could exclude the child from care without a doctor's note. Please consult the center staff.

The Berks Community Health Center, [\(610\) 898-0400](tel:6108980400), is located within our facility.

Policy and Plan of Action for Illness and Injury Tracking

The Learning Center maintains a logbook to record children's illnesses and injuries. Contained in this log is the child's name, illness and/or injury, date, parent notification, doctor and/or hospital visit noted, and the action plan is recorded.

The staff illnesses and injuries notifications are maintained in a file with payroll information in the Human Resources Department. **The following policies are followed regarding diarrhea, vomiting, and head lice that occur in the Learning Center:**

Diarrhea: Children will be sent home if they have more than three loose bowel movements in a day. Before returning to the child care children must be free from diarrhea for at least 24 hours.

Vomiting: Parents will be notified immediately if their child has a vomiting episode, and they will be required to pick up their child. The child may return when they have been free from symptoms for 24 hours.

Head lice: Parents will be notified if **live head lice are found in a child's hair**. They will be required to pick up their child **immediately** and begin the treatment process. If there are lice eggs (nits) but no live bugs, we will notify parents and ask them to begin the removal process after the regular end of day pick-up. After the first treatment, it is necessary for parents to assure that they remove all the nits from the child's hair. When the child returns to the childcare, they will be checked to verify there are no live bugs, and to verify that their progress is being made towards nit removal.

It should be noted that if lice or nits are found in the hair of one family member, all family members should be checked for the presence of nits or lice and treated accordingly. It will also be necessary for all bedding to be washed and checked for the presence of lice or nits.

Illness/Disease

Return to Daycare Center

Information based on facts sheets provided by the **Pennsylvania Chapter/Academy of Pediatrics** unless otherwise noted (***Daycare Center Policy**)

Elevated Temperature – sent home (100.4 or 99.4 under arm)	24 hours after the last symptoms have disappeared
Diarrhea – sent home after 3 loose Bowel movements	24 hours after the last symptoms have disappeared
Infectious Diarrhea	
<i>Salmonella</i>	
<i>Shigella</i>	When health provider documents person no longer has infectious stools
<i>Campylobacter</i>	
<i>Hepatitis</i>	
<i>Giardia lamblia</i>	
Possible infectious rash*	24 hours after the last symptoms have disappeared
Episodes of vomiting*	24 hours after the last symptoms have disappeared
Heavy head/chest cold*	Until coughing and nasal discharge are under control
Measles (Rubeola)	Upon recovery but at least 4 days after appearance of rash
German measles (Rubeola)	Upon recovery but at least 7 days after appearance of rash
Whooping Cough	5 days after beginning of antibiotic treatment
Scarlet Fever	24 hours after antibiotic treatment is started and when child has no fever
Chicken Pox	6 days after onset of rash or until all blisters are scabbed

Mumps

When swelling subsides or 9 days after swelling begins

Illness/Disease

Return to Daycare Center

Information based on facts sheets provided by the **Pennsylvania Chapter/Academy of Pediatrics** unless otherwise noted (***Daycare Center Policy**)

Impetigo

Lesions must be treated and non-infectious before returning (usually 24 hours after medication is started)

Conjunctivitis (pink eye)

24 hours after administration of antibiotic and when discomfort subsides

Pin Worm

When child is treated with proper medication and evidence of conditions are resolved

All other contagious conditions

When child is treated with proper medication and evidence of conditions are resolved

Head Lice

After the first treatment, all nits must be removed to prevent a re-infestation. (Please note that the house must also be thoroughly cleaned to prevent a re-infestation)

Care Plan Policy

Children with special health care needs should have a health care plan on file with the program. Should your child have a medical condition such as asthma, diabetes, allergies, etc., please see the Director or administrative staff for a care plan form. This form can be completed by your child's pediatrician and returned to the Intake Department.

The Director will review this form with the parents and instructions for the care of your child will be shared with the appropriate childcare staff. Please communicate any changes to your child's medical care plan **immediately** to the Director.

Medication: If medications must be administered by the staff it should be in safety lock containers and clearly and permanently labeled with the child's name, medication name, instructions for administration, date phone number of physician, and the pharmacy phone number. The medications **must** also be accompanied by the forms completed by the doctor. Over-the-counter medications also need to be accompanied by a note from the doctor. **At no time should the medication be in the hands of the child. There is a daily form for the parents giving permission for any medications that may be administered by the staff.** Parents

themselves may administer medication in the center.

Prevention of Illness: Children need exposure to other children to build up immunities to certain diseases. Surveys show that a child's second year in childcare is generally healthier than the first year. If your child becomes ill frequently, please be assured that the staff is doing everything possible to inhibit the spread of germs. Toys and mats are cleaned weekly; and blankets are sent home to be washed at the end of each week. Also, soiled diapers are taken care of immediately, the changing table is disinfected and the hands of both staff and children are washed after each diaper change and toileting of a child. **An extra change of play clothing is needed at the center at all times.** Please remember to update the clothing as your child grows and the weather conditions change. Cooperation is needed between the staff and parents to see that the children are as healthy and happy as possible.

Policy and Plan of Action for Illness and Injury Tracking: The Second Street Learning Center maintains a log of all injuries that occur on site, and a record of illnesses that are present at any given time in the childcare center. The log records the date & time of occurrence, location is specified listing the child or children involved, staff that is present, description of the injury/illness, the possible contributing factors are identified, and follow up of preventive/corrective action to be taken, and when the plan is completed.

The responsibility for maintaining the tracking log is a staff member who is not part of the classroom staff. Once the supervisor and/or director has reviewed the incident reports they are passed on to be logged. All entries will be in writing, whether as completed on incident reports or as a documented verbal interview.

The director and level supervisors are responsible for reviewing the log. When reviewing the log frequency of occurrence of injuries and illnesses are noted. If the frequency is high the director and/or level supervisors develop action plans to address the concern, then facilitate and monitor the implementation.

Staff instruction is carried out on the documentation of illness and injury reports, and the procedures involved in tracking, planning, and implementing of the tracking system. The Injury/Illness-Contagious Condition Monitoring log is available for staff to review.

Safety: The staff is trained to administer first aid and handle emergencies and conducts a monthly fire drill. At no time will a child be left unattended. Please be assured that your child will be taken care of in case of an emergency. As trained mandated reporters the staff is required by law to report any suspected child abuse and/or neglect.

We have used the American Academy of Pediatrics, The State Board of Health, and The Pennsylvania Department of Human Services as guidelines in establishing these policies.

School Age Program

If a child is required to be enrolled in public or private school under the Public-School Code of 1949 (24 P.S. 1-101-27-2702) and if the child is not enrolled and if the child is not exempted from enrollment under the Public-School Code, a child day care facility may not admit the child for care during the hours when a child is required by law to attend public or private school.

Enrollment Information

The following enrollment policies are subject to change based on changes in state regulations regarding subsidized childcare or administrative decisions.

Waiting List: Children are placed on a waiting list on a first come, first served basis with the subsidy for which their parents are eligible. Full time care gets priority. Each subsidized list has its own set of rules that can be clarified by the Director.

Fees:

- Questions should be directed to the Director/Vice President of Daycare.
- Fees should be paid with cash, check, credit card, or money order.
- Payments are due on Monday of the week you are paying for.
- One week of service is defined as Monday through Sunday. If your child starts on any other day of the week, the first week's fee will be adjusted accordingly so that all other weeks of care fit into the Monday through Sunday week.

It is your responsibility to notify the center of the following changes that may affect your weekly fee:

- A change in your family income
- A change in your employment
- A change in your family size
- The number of hours your child will spend in care
- Withdrawing any child while keeping others enrolled

Contracts are to be renewed every six (6) months unless family circumstances necessitate a change in the interim.

Leave Policy:

- There will be no charge on days the program is closed for a holiday or due
- You will receive a list of program holidays
- You must pay for all other days your child is enrolled, even if the child is absent for any reason
- Please notify the center if your child is going to be absent and how long

Non-Payment Fees:

When fees are past due you will receive a written notice, which could lead to a loss of childcare. A child will be reinstated only after the payment of delinquent fees has been made to the program. It is possible that your slot will be filled, and you will have to be placed on a waiting list.

Withdrawal of Child from Program:

The center must be notified, **two weeks in advance**, if/when you plan to withdraw your child from the program. **You will be charged for care for two weeks after the date on which you notified the center of your plans to withdraw your child, whether or not your child continues to attend.** In the event notice is not given, you will be charged for two weeks from the last date your child/children attended. Should you wish to bring your child back to our center at a later date, your child/children will not be enrolled until any past due/outstanding balance is paid in full.

Release of Pertinent Information:

Should your child's enrollment at Second Street Learning Center be terminated for any reason, copies of the following documentation will be provided at your request:

- Most recent physical and shot records for each child enrolled
- Copy of social security card for each child enrolled
- Copy of any medical cards on file for each child enrolled
- Copy of any IEP/IFSP reports on file for each child enrolled

To obtain the above information, please contact our Intake Department at 610-374-4696 ext. 242 between the hours of 8:00am and 4:00pm. **These documents will be provided one time only and must be requested within six (6) months of termination of childcare.**

Lost or Stolen Items:

The center is not responsible for lost or stolen items. Please monitor what your child brings or wears to the center and do not allow them bring or wear anything of great monetary or sentimental value.

For State Subsidized Clients:

Any inquiries regarding eligibility for state subsidized care should be addressed to **Early Learning Resource Center (ELRC)** at the following telephone number: **610-987-8439**

Know Your Civil Rights

In accordance with applicable federal, state civil rights laws and regulatory requirements, you, and your children, as clients of the Second Street Learning Center, have rights to services at this facility without regard to your race, color, religion, national origin, age, sex, disability, marital status, military or veteran status, gender identity or expression, sexual orientation or any other basis protected by local, state, or federal law. If you feel that you have been discriminated against in any of these areas, you have the right to file a complaint.

Civil Rights

Complaints of discrimination can be filed with any of the following agencies:

Office of Civil Rights – Philadelphia Office

U.S. Department of Education

The Wanamaker Building

100 Penn Square East, Suite 515

Philadelphia, PA 19107-3323

Telephone: 215-656-8541

FAX: 215-656-8605; TDD: 800-877-8339

Email: OCR.Philadelphia@ed.gov

Or

Bureau of Equal Opportunity

Tanya Ingram

Bureau of Equal Opportunity

625 Forster Street PO Box 2675

Health and Welfare Building, Room 225

Harrisburg, PA 17120-2675

717-705-8204

Or

Pennsylvania Human Relations Council

Harrisburg Regional Office

333 Market Street, 8th Floor

Harrisburg, PA 17101-2210

(717)787-9780

This Second Street Learning Center is an Equal Opportunity Employer

MALTREATMENT OF MINORS MANDATED REPORTING POLICY

Who Should Report Child Abuse and Neglect

- Any person may voluntarily report abuse or neglect.
- The PA Child Protective Services Act was signed into law in 1975. It was enacted to protect children from abuse, allow the opportunity for healthy growth and development and, whenever possible, preserve and stabilize the family. What is child abuse? Child abuse, according to the CPSL, includes any recent act or failure to act by a perpetrator that causes non-accidental serious physical injury or non-accidental serious mental injury to a child under 18 years of age, sexual abuse or sexual exploitation to a child under 18 years of age, and serious neglect. “Recent” is defined as an abusive act within two years from the date **ChildLine (1-800-932-0313)** is called. Sexual abuse has no time limit. Child abuse also includes any recent act, failure to act, or series of acts or failures to act by a perpetrator that creates an imminent risk of serious physical injury to or sexual abuse or exploitation of a child under 18 years of age.
- If you work with children in a licensed facility, you are legally required or mandated to report and cannot shift the responsibility of reporting to your supervisor or to anyone else at your licensed facility.

Where to Report

If you know or have reason to believe a child is being or has been neglected or physically or sexually abused contact **CHILDLINE 1-800-932-0313**. Mandated reporters also have the option of reporting electronically through the Child Welfare Portal:

<https://www.compass.state.pa.us/cwis/public/home>

What to Report

- Definitions of maltreatment are listed in the Pennsylvania Child Protective Services Law and are attached at the end of this parent handbook.
- A report to ChildLine should contain enough information to identify the child involved, any persons responsible for the abuse or neglect (if known), and the nature and extent of the maltreatment. For reports concerning suspected abuse or neglect occurring within a licensed facility, the report should include any actions taken by the facility in response to the incident.

Failure to Report

A mandated reporter who is convicted of willfully failing to report or refer suspected child abuse is guilty of a misdemeanor of the third degree. A second or subsequent offense is a misdemeanor of the second degree. The maximum penalty for a misdemeanor of the third degree is \$2,500 and/or one year in jail; for a misdemeanor of the second degree it is \$5,000 and/or two years in jail.

Retaliation Prohibited

There shall not be retaliation against the mandated reporter for reports made in good faith or against a child with respect to whom the report is made. Refer to P.A. Acts 2020-140 Section 4958 – Intimidation, retaliation or obstruction in child abuse cases.

Internal Review

When the facility has reason to know that an internal or external report of alleged or suspected maltreatment has been made, the facility will complete an internal review within 30 calendar days and take corrective action, if necessary, to protect the health and safety of children in care. The internal review will include an evaluation of whether:

- related policies and procedures were followed
- the policies and procedures were adequate
- there is a need for additional staff training
- the reported event is similar to past events with the children or the 16 services
- there is a need for corrective action by the license holder to protect the health and safety of children in care.

Staff Training

The childcare must provide training to all staff related to the mandated reporting responsibilities as specified in the PA Child Protective Services Law (CPSL). The license holder must document the provision of this training in individual personnel records, monitor implementation by staff, and ensure that the policy is readily accessible to staff.

The staff training provides an overview Pennsylvania’s Child Welfare System, defines child abuse, the potential indicators of abuse, guidelines to determine reasonable cause to suspect, the effects of child abuse and why to report, how to report, and reporters’ rights and responsibilities.

The mandated reporting policy must be provided to parents of all children at the time of enrollment in the child-care program and must be made available upon request.

Parents:

We would like to remind you that if your child/children do not attend for five (5) consecutive days, they will be suspended on the start of the sixth day. You will have to contact your Early Learning Resource Center (ELRC) caseworker for your child/children to return to daycare.

If your child/children are dropped, and you would like to re-enroll them, you will be expected to complete all the necessary paperwork and expected to comply with all the rules and guidelines of your funding source.

Also, we would like to remind you of **the importance of clocking your child/children daily in and out at any of the Procare stations throughout the center.** Failure to do so may result in your child being marked absent for that day.

If you have any questions, please feel free to contact our Intake Department 610-674-4696 ext. 242.

Contacting DHS

If you would like to access the PA Department of Human Services licensing regulations that Second Street Learning Center is governed by, they can be found at the following web address <https://www.pacodeandbulletin.gov/Display/pacode?file=/secure/pacode/data/055/chapter3270/chap3270toc.html>

If you would like to contact the Department of Human Services directly regarding day care regulations you can call 800-222-2108. Their main office is located at 100 Lackawanna Ave, Scranton, PA 18503.

Thank you!

