



Parent's Handbook

Our Philosophy

At Watch Us Grown Learning Center we believe that the children are the key to the future. Therefore is our priority to provide a top of the line-learning environment, which will encourage your child to become a leader tomorrow. Our center is fully equipped with the latest technology, well-trained teachers and staff that will assure your child's well-being, safety as well as learning.

Watch Us Grown Learning Center understands that each child is its own individuals and has their own unique learning style. Our role as your Child Care provider is to accommodate to the best of our knowledge each child according to their learning style and aid them in accomplishing success in their future. We understand the first years of the children's life are the most important, therefore we strive to incorporate what we believe will be the best available learning experience that a learning center can provide.

We promote child learning by incorporating a curriculum that includes:

- Playing as a form of learning
- Art, Music and Dramatic play
- Outdoor and Indoor Activities
- Social, Sensory and Emotional Development
- Physical and Wellness
- Creativity
- Science and Stem
- Leadership and Collaboration

Education Is Our Focus

The educational philosophy at Watch Us Grow Child Care Learning Center is child centered and developmentally based. It is based on the knowledge that young children learn through their direct interactions with their environment and the people within it.

While children do go through specific stages of development, each child grows and learns at a pace that is individually specific. Age is not necessarily an accurate indicator of development.

The teacher's role in a child centered learning environment is that of a collaborative learner and a facilitator and extender of the children's learning. The primary role of the teacher is to arrange the learning environment to encourage choices and to allow the children to work independently. In addition, the teacher interacts with the children while encouraging problem solving and language experiences using open ended language and questions. The teacher also spends a great deal of time observing the children during their play and can then plan activities that extend the

interests of the children. Such planning is flexible and short term to meet the needs of the learning group.

How Do We Do It?



We focus on the whole child, paying attention to facilitation of cognitive, language, social/emotional, approaches to learning, health, physical (fine motor, gross motor, & self-help skills), and emergent literacy

“A child is like a butterfly in the wind some can fly higher than others, but each one flies the best it can. Why compare one against the other? Each one is different, each one is special, each one is beautiful.

Watch Us Grow Child Care Learning Center uses a screening tool to provide the teacher with the needed information to better support and assess your child. Each child will receive a developmental screening within 45 days of their start date and 6 months the child is in Watch Us Grow Service. This screening will be shared with parents at annual parent meetings and upon request.

Parent/Family Engagement

Watch Us Grow Learning Center encourage family involvement in our daily activities we have learn that children enjoy learning the most when the family and community are involved. Parent involvement is encouraged at our center and welcomed at any time to visit during the hours of operation. We try in transitioning the child from home to daycare to make the transition as

comfortable as possible. Parent's may request a meeting at any time to discuss child care related concerns. Watch Us Grow has a Parent Committee that is committed to supporting the improvement of Watch US Grow. If you would like to learn more about our parent advisory committee and ways to join, please schedule a time to meet with the Director.

Watch Us Grow Child Care Learning Center values communication with our parents. On our parent board, we will post the following:

- § 3270 Child Center Regulations
- Monthly Updates
- Child Center Policies
- Food Menu
- License Certification
- Emergency Plan

Child's Arrival and departure

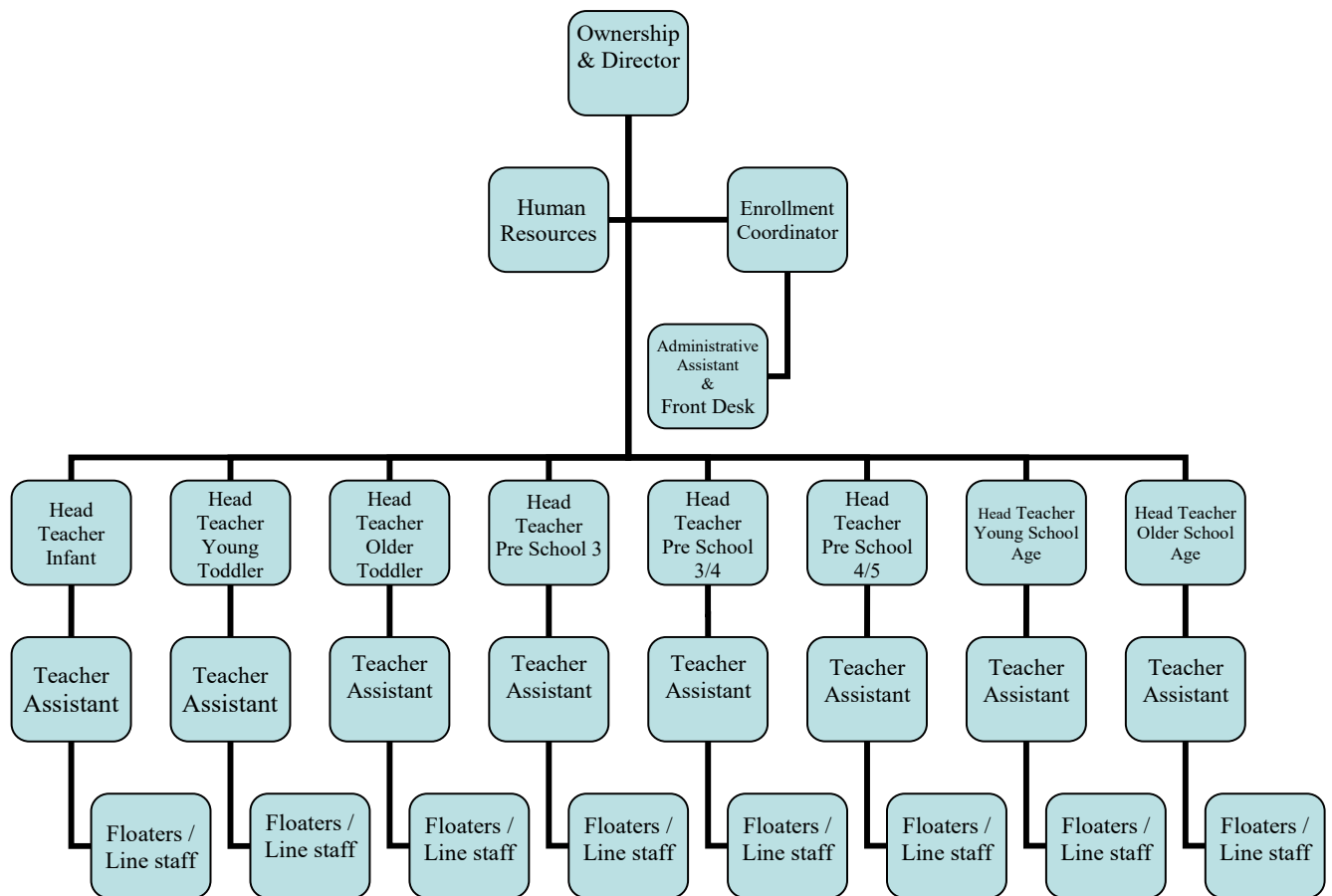
- Parent's should wait patiently in the waiting area for a Watch Us Grow staff to drop off and retrieve their child.
- Please review the Watch Us Grow drop off policy for approved drop off times for your child.
- Once parent's sign their child out, the child becomes the parent's full responsibility and the parent must supervise the child always.
- If there are any specific instructions for the day the parent's must notify staff through written
- Each classroom will maintain a daily log of the children of the day for staff to have knowledge of number and whereabouts of all children.
- Please do not arrive before scheduled arrival time, or later after departure scheduled time
*Extra fees will be applied
- Children will only be released to those listed on their enrollment form
- If unfamiliar persons are granted permission to pick up child/children, the parent must give verbal or written instruction/permission and staff will have to fill out a Verbal Request for Release of Child Form and individuals must be 18 years or older to pick up a Watch Us Grow participant. Identification must be presented when picking up the child.
- Children will be released to any parent list on the enrollment package, unless there is not a court order listed in the child's file, with specific instructions.
- If the parent or authorized person arrives to pick up a child and appears to be intoxicated or under the influence the child will not be released. All reasonable steps will be taken, such as contacting another person for the child's departure.
*If we feel the child is in danger we will follow protocol and notify the police
- Staff are required to do a health check on each child each morning. If there are any bruises located on the child, they are required to notate information on to the child's medical log. Staff are mandated reporters and are required to report any suspicion of physical, emotional and sexual child abuse
- Smoking is **not allowed** on the child care premises (including Parking Lot)

Outdoor Play

Regular outdoor play is an important part of your child's growth and development. We follow the guidelines and accreditation criteria established by the National Association for the Education of Young Children (NAEYC). All age groups play outdoors except when the severity of weather or air quality poses a safety hazard.

In cold weather children will remain inside when the wind chill temperature is 25 degrees or below. The length of time spent outside will be gauged by the comfort level of the children. All children should come with appropriate outerwear to protect them in seasonal conditions. Snow pants and boots should be supplied on days when there is snow on the ground or in the forecast. Rain boots should be supplied to allow children the freedom to explore the puddles after a rain.

In extremely hot weather we will continue to go outside unless advised otherwise by the national weather service. Teachers will provide plenty of drinking water and shade. Children should bring hats as well as swimwear and towels for water play.



Enrollment

Watch us Grow Childcare Learning Center provides childcare for children from 6 weeks to 12 years of age. Our center encourages diversity and children will never be refused enrollment based on race, religion, or disability. All children in the facility may be terminated or suspended at any time without warning. If the child should have a problem adjusting, or staff is unable to meet the needs of the child or parents, we will consult with the parent concerning how the problem may be resolved. The director will try and provide any resources available in our community that might better serve the parent's needs.

- Parents are required to meet with Watch Us Grow Childcare Learning Center Director to discuss child specific needs and to review any program policy questions

The items listed below must be returned to the center by the first day of the child's attendance:

- Child Care Enrollment Form
- Parent/Provider Agreement Form

- Child’s Background Information Form
- Emergency Parental Consent Form
- First week’s Tuition
- Parent’s ID.
- Child(ren) insurance cards
- Child Health Assessment Form with attached Immunization record if necessary/
Tuberculosis Assessment Form

We will notify parents of any updates that are needed, and parents will give two weeks to submit the updated forms.

Communication

Proper communication between our parents and the teachers of Watch Us Grow is extremely important. Teachers will be sending home information on a regular basis. Infant, Toddler, Pre- School parents will receive daily reports. Parents are encouraged to sign up to the “Class Dojo” app for your child’s classroom; this will allow parents to have direct and fluent communication with your child’s classroom teacher. Parents are welcome to call to arrange a meeting with your child's teacher-even just to become better acquainted! Concerns about any aspect of our program, or your child's care, may be expressed to the center director. Each child is provided with a mailbox and/or cubby. Remember to communicate in writing any changes in your child's schedule. We must be informed, in writing, regarding any changes in the person picking up your child. You may add or delete names of authorized adults allowed to pick-up your child on the Child Information Record. Our main office must be informed of any of the following changes:

- address and/or phone numbers, or e-mail address
- parent/guardian employment,
- health/immunizations up-dates, or;
- other pertinent information related to your child

Family Involvement

Family involvement is an integral part of a quality program for young children. We encourage family involvement in our program in several ways. Parents can serve on the Watch Us Grow Child Care Learning Center Advisory Committee, donate materials to the classroom or accompany the class on field trips. Families are also very welcome to participate in the classroom. Classroom participation can take many forms and can include but is not limited to the following examples: Storytelling and book reading, sharing musical instruments, sharing special interests and/or hobbies, and sharing information about your family’s cultural heritage. Please talk with your program Director about opportunities for you to become involved in your child’s classroom.

Family Conference

Watch Us Grow Child Care Learning Center will offer two family conferences a calendar year. These conferences will provide the parents a formal opportunity to meet with your child’s classroom teachers to discuss and review evaluations, child’s progress, development

and behavioral, social and physical needs. More information will be shared with parents on specific dates and times.

Language Policy

Dual language learners—children between the ages of 0-8 who are in the process of learning English while still learning their home language.

Home Language

At any given time, visitors to the center may hear a variety of languages spoken, particularly when families are dropping off or picking up their children. The center embraces family's home languages and we desire to incorporate home languages in the program. Opportunities for sharing languages include, but are not limited to songs/music, books or items from home countries, utilization of everyday words in the different languages represented in the program and sharing these opportunities with everyone. Additionally, we shall make every effort to communicate effectively with all families in a language that they understand. We shall use community resources for translation and interpretation when we do not have sufficient resources. This information and support will help the teachers and administration create a welcoming and comfortable environment for your child.

English Language Learners

Watch Us Grow Child Care Learning Center has numerous children, families, and staff whose first language is other than English. Several children enrolled in Watch Us Grow enroll with little/no English-speaking experience. As the Watch Us Grow community is diverse, the teachers and staff of Watch Us Grow have much experience supporting English language learners and their families.

Watch Us Grow uses this developmental sequence for young children learning a new language:

1. Home language use: There may be a period when a child continues to use his/her home language; this may be more evident in younger children.
2. Observational and listening period: When the child discovers that their home language may not be understood in the new setting they begin to observe and listen to gather information about the new language. They may experiment with the new sounds during this time. Some children may stop speaking, but do not stop communicating (think non-verbal communication). Younger children (toddlers) may be in the observational/listening period for longer than preschoolers.
3. Telegraphic and formulaic speech: The child will begin to use individual words and short phrases in the new language. They may use a single word in place of a full sentence and use words/short phrases in situations that they've observed others using them.
4. Productive Language use: Children begin to productively use the new language.

Your classroom teachers will encourage you to share books or music in your home language, family photos, special interests, and lists of common words your child uses in your

home language to communicate needs. This information will help the teachers create a welcoming and comfortable environment for your child.

Watch Us Grow Child Care Learning Center has an open-door policy. You are welcome and encouraged to stop in at any time to visit your child, or to observe his/her room.

Child Transition

When your child is ready to move up to the next classroom, you will receive a transition newsletter including information about the new classroom and teacher. Children will have the opportunity to spend some time in their new classroom before completely transitioning over. Please communicate any concerns with the director and teacher.

When children are ready to stay home on their own (turning 13 years of age) a self-care home transition packet is available from the director.

Fee Agreement

All co-payments, private payments if applicable, will be paid weekly on Mondays. Failure to stay current with payments will terminate childcare automatically. There will not be a charge on days when the center is closed such as bad weather or emergency situations that is under the center's responsibility. If the center must be closed for emergency reasons, the parents will be notified ASAP.

- Parents are asked to use good judgment in determining transporting children to child center in severe weather
- If possible, the center will be open on snow days. Please contact the director if it snow is questionable
- The maximum amount of time a child can spend in our facility is 10 hours
- After 10 hours, the parent/guardian is responsible to pay \$10.00 an hour per child.
- The parent is required to keep the same scheduled time discussed with the Admissions coordinator during enrollment and may not pick up/drop off at different times
- For every day, late that payment is made there will be an additional \$5.00 charge added to co-payment

Children that miss childcare due to personal reasons or being sick will still be credited towards weekly bill. If parent decides to withdrawal their child from care, there will not be a refund. One week must be paid in full.

Child Schedule

- **1st shift drop off hour are from 4:00am – 9:30am**

- **2nd shift drop off hours begin at 1:30pm.**

We will not except children between the hours of 9:31am – 1:29pm without notification and a note/reason for lateness.

All parents/guardians with a schedule that varies are responsible to provide their schedule two weeks in advance. Failure to comply with this policy will not guarantee childcare for your child. Parent's that receive CCIS funding must bring in a copy of their schedule, for any additional days added; it must get approved by the caseworker and the caseworker must report the add on back to us. We do not approve any additional days without getting the approval from CCIS first. If a child misses a day we do not substitute it for another day, all childcare spots are reserved two weeks in advanced.

Release of Child

We will release your child only to those authorized by you during enrollment. To do this, we need to have your updated authorization on file and prior notification that someone other than yourself will be picking up your child. Notification of Pick-Up forms are available in the office and front desk. Please fill these out and return them before the time of pick up. If this will be the first time for this person to pick-up your child, please inform them to bring a photo i.d. with them, we will ask for it and the child will not be released to the individual without it.

Release of Child to an Intoxicated or Impaired Person

Campus Children's Center will make every effort to protect a child from getting into a car with an adult who seems to be impaired in any way, including calling the other parent or emergency contacts. If a parent or legal guardian insists on taking the child from the center, the staff will immediately report the incident to the local police and child services.

Parking

All staff/parents are required to park in a parking spot outside of our facility in the parking area (*Hamilton Street*). There is limited short-term parking available, we also ask that you do not leave any car motors running or leave children unattended within your car when you enter the building.

Meals

Breakfast is served between 8:30am-9:30am for Infant - Pre School
(*Breakfast hours differ for school age children during school year*)

Am Snack is served between 10:00am-10:30am

Lunch is served between 11:00am-11:30am

Pm snack is served between 3:00pm-3:30pm

Evening Snack is served between 7:00pm-7:30pm

Children arriving after serving time will not be served the meal at our facility.

Birthdays

We recognize that birthdays are very special occasions, especially for children, and we will work with you help recognize your child's birthday in a simple, meaningful way

Personal Belongings

It is required that all personal toys be left at home or in the parent's car, so they are not lost, broken or envied by others. If a child's personal toy is brought from home, the center will not return it.

Children Items/Clothing

All children are required to have two shirts, two pants or shorts, and two socks daily in their cubby. At least six diapers and 20 wipes must be in our facility per child. Failure to comply with this policy, the child will not be accepted in our facility. All items must be labeled with child's name by parent/guardian. A parent/guardian may also bring in a crib sheet and blanket but must label the crib sheet and blanket as well. **If a child's item is misplaced it is not our responsibility if the parent/guardian did not label the child's name on the item.**

*Infant children must have at least three pants, three shirts, three bibs, and 5 bottles brought daily to our facility. (Bottles are sent home daily.)

Please remember to dress your child comfortably for outdoor/indoor play. Open toe shoes or sandals are not permitted in our facility. Children of all ages must be wearing sneakers always.

Rest Time Provisions

Parents are responsible for laundering (weekly/as needed) blankets, and crib sheets. Sheets and blankets need to be taken home every Friday to be laundered. Infant blankets and clothes may be sent home more frequently as they must bring more items daily.

All children are required by DHS to lay on their cot for other children to get the quiet nap time they deserve. Infant children nap time varies but all children 12 months to 5 years old nap until designated time.

Health

A temperature of 100° F or higher is reason for exclusion from group care (child will be sent home). A child who has been sent home with a fever of 100° F or higher may return to the center after being fever free for 24 hours without any medication.

DIARRHEA (*Bowel movements that are extremely loose, watery and frequent*) are reasons for exclusion. A child should be free from diarrhea for 24 hours before returning to the center.

EXPLANATION – Diarrhea in children is an extremely contagious illness. Bowel movements that cannot be contained in a diaper or a toilet pose a high risk of contagion. Young children, especially infants, may have frequent or loose stools regularly or in response to a variety of conditions, but these are different from diarrhea.

Rashes – Must be diagnosed by a medical professional for a child to remain in the center. The note must indicate the rash is not contagious.

Absence

Please review our Attendance Policy provided during enrollment. Any additional questions or concerns please contact Watch Us Grow Administration.

Staff Hired by Parents

We strongly discourage our employees from making independent childcare arrangements with families at our childcare. Therefore, it is against our contract as we are not responsible for our staff or children from our facility outside of our premises. If a staff is no longer working with us this contract still falls in place. Staff are not permitted to contact parents through personal cell phones or social media and all contact must remain through our center.

Hours of Operation

Our center is open seven (7) days a week.

Monday through Friday 4:00am – 12:00am

Saturday and Sunday) 4:00am-6:30pm

Days Closed

Good Friday

Thanksgiving Day

Memorial Day

Day after Thanksgiving

4th of July

Christmas Eve (Early Dismissal)

Labor Day

Christmas Day

New Year's Day

New Year's Eve (Early Dismissal)

We reserved the right to close or end program early do to sever weather and for Administrative/ Staff development.

Difficult Behavior

Any child that violates the Watch Us Grow code of conduct will receive a behavioral warning and/or a written behavioral report. If the negative behaviors are extreme and/or behaviors are continuous with little to no resolution, disciplinary action will take place.

We will make every effort to work with the parent or guardian to ensure a cooperative approach for children having difficulties with behavior. We are here to serve and protect all our children!

A parent may be called at work or home at any time the child exhibits uncontrollable behavior that cannot be modified by the center's staff. The parent may be asked to take the child home immediately if behavior persists.

- When an enrolled child is experiencing challenges that indicate a potential disability or special learning need that has not previously been identified, we will do the following:
 - ✓ Communicate concerns and explanation for those concerns as they arise
 - ✓ Readily share information, observations & documentation
 - ✓ Listen to your input, observations, & concerns
 - ✓ Provide suggestions for “next steps”
 - ✓ Provide resources for further assessment
 - ✓ Do so in a manner that is sensitive, supportive and confidential.

Please review the Watch Us Grow Steps for Addressing Challenging Behavior policy to answer any additional questions or concerns regarding the handling of inappropriate behaviors.

Reasons for Dismissal

Our school is committed to the wellbeing of each and every child, in order to provide a safe, loving and stimulating environment; we expect a certain degree of cooperation from each child and parent. At Watch Us Grow, we use a positive approach to discipline our students. We focus on solutions rather than punishment. By providing opportunities to help the child and using effective communication, we believe that any issue is solvable. Unfortunately, there are sometimes reasons we must expel a child from our program, either on a short term or permanent basis. We want you to know we will do everything possible to work with the family of the child(ren) in order to prevent this policy from being enforced. The following are reasons we may have to expel or suspend a child from this center without a refund of any paid tuition and/or security deposit.

Causes for Expulsion

- ✓ Child is at risk of causing serious injury or other children or himself/herself
- ✓ Parent threatens physical or intimidating actions toward staff members
- ✓ Parent exhibits verbal abuse to staff in front of enrolled children

Parental Actions for Immediate Child’s Expulsion

- ✓ Failure to pay or habitual lateness payments
- ✓ Parent’s Failure to comply with WUG Policies
- ✓ Failure to complete required forms including the child’s immunization records
- ✓ Habitual tardiness when picking up your child
- ✓ Verbal abuse to staff/Enrolled Families

Child’s Actions for Expulsion

- ✓ Uncontrollable tantrums/angry outbursts
- ✓ Ongoing physical or verbal abuse to staff or other children
- ✓ Excessive biting
- ✓ Other

Special Services and Inclusion

Children are given equal opportunities and we have a positive attitude towards diversity.

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

Early childhood educators at Watch Us Grow 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. We encourage any services your child gets outside of home. We will need a copy of your child's therapist/special guest ID and their clearances. We would also need to know when the services take place to plan effectively.

- If your child has a IEP/IFSP, we request a copy so that we can work with you and meet your child's needs. Upon your child's IEP review, please consider including your child's teacher in this meeting. You are welcomed to schedule this through the director or administration.

Watch Us Grow works to fully support its participating children and their families with all resources provided. If a child therapist, intervention specialist or counselor needs to schedule in center visits, please notify Watch Us Grow administration to make the appropriate accommodations.

If a parent or guardian needs additional information or support regarding difficult behavior or intervention service. Please schedule a meeting with the Center Director to review the Community Resource catalog and other community service in the area.

For any parents that wish to participate in classroom or field trip time we will need a copy of their ID, child abuse record, and criminal record.

Emergency Procedures

Our center has an emergency and disaster plan which includes procedures for reporting emergencies and evacuating the facility. The written plan is at the center and immediately assessible to all staff and parents.

If the children would be safer remaining indoors, we would shelter them inside Watch Us Grow Childcare Learning Center. If our building is not considered to be safe for the children, we would relocate to American Plaza at 225 Hamilton street Allentown PA 18102. Next, we would begin calling parents to advise them of our location and the children are picked up as soon as possible.

Child Abuse Policy

Our staff are mandated child abuse reporters and are required to report any suspected abuse, neglect, or maltreatment on the part of an employee, parent, or volunteer. Any abuse or maltreatment of a child, either as an incident of discipline or otherwise is prohibited. Any means of corporal punishment will not be tolerated. Additionally, withholding or using food, rest or sleep as a punishment is prohibited. If any type of abuse or neglect is suspected it will be reported to the State Central Registry at the mandated number –1-800-635-1522



I _____

Have received the Watch Us Grow Childcare Learning Center Parent Handbook.

This is to verify that I have read Watch Us Grow Childcare Learning Center Parent Handbook and handouts. I agree to comply with the policies outlined in the parent handbook.

Parent/Guardian Signature: _____ Dated: _____

Director Signature: _____ Dated: _____

Thank you,

WATCH US GROW CHILDCARE LEARNING CENTER