

WELCOME TO



BETHLEHEM
AREA SCHOOL DISTRICT



~Child Care Program~

Shaping the Future. One Child at a Time.

School Year: 2021-2022

1516 Sycamore Street, Bethlehem, PA 18017-6099

Phone: 610-868-8501

~~~~~  
How to contact the North East Regional Office of DHS: Scranton Office:

1-800-222-2108

\*

Where to find DHS Child Care regulations online:

<https://www.dhs.pa.gov/providers/Child-Care/Pages/Child-Care-Regulations.aspx>

~~~~~  
This Handbook is a guide for you as a parent/guardian. It is an introduction to the program and contains our policies. You are responsible for the contents of this Handbook.
~~~~~

We would love to get to know you better! We encourage families to visit the centers and attend family events as scheduled. We will try to help you in any way we can.

~~~~~  
CHILD CARE OFFICE

1516 Sycamore Street

Bethlehem, PA 18017-6099

Telephone: 610-868-8501 Fax: 610-807-3610

School closing hotline number: 610-849-9191

Benita S. Draper

Supervisor of Early Learning,

Grants and Development

Angela Kukitz

Supervisor of Child Care Program

Kristen Rich-Ruth

Victoria Whitehead

Support Staff

~TABLE OF CONTENTS~

Table of Contents-----1

Location of Centers-----2-3

Philosophy-----4
Statement of Nondiscrimination

Program Goals-----5

Admission Policies-----6
Admission and Re-enrollment, and Withdrawal Procedures

Staff Qualifications-----7
Activities

Sign-In/Sign-out-----8
Arrival and Departure
Late Pick-Up Policy

Day-To-Day Care-----9
Discipline

Absences-----10
Medications
Blue Chip Health Insurance For Children

Fees-----11-12
Fee Policies
Child Care Subsidy Programs

Earned Income Credit Eligibility-----13
General Policies

Dates of Available Service-----14

Keystone Stars-----15

Covid19 Health and Safety FAQ-----16

~LOCATION OF CENTERS~

ASA PACKER ELEMENTARY SCHOOL (AP)-----610-849-1823

1650 Kenwood Drive
Bethlehem, PA 18017-2297
Hours: 6:15am - 9:00am & 3:30pm - 6:15pm

CALYPSO ELEMENTARY SCHOOL (CA)-----610-849-9313

1021 Calypso Avenue
Bethlehem, PA 18018-5005
Hours: 6:15am - 9:00am & 3:30pm - 6:15pm

CLEARVIEW ELEMENTARY SCHOOL (CL)-----610-849-9393

2121 Abington Road
Bethlehem, PA 18018-1499
Hours: 6:15am - 9:00am & 3:30pm - 6:15pm

DONEGAN ELEMENTARY SCHOOL (DO)-----610-849-9383

***CARE WILL BE OFFERED @Ft. HILL CC (610-849-9383)

FARMERSVILLE ELEMENTARY SCHOOL (FA)-----610-849-9323

7036 William Penn Highway
Easton, PA 18045-2998
Hours: 6:15am - 9:00am & 3:30pm - 6:15pm

FOUNTAIN HILL ELEMENTARY SCHOOL (FH)-----610-849-9383

1330 Church Street
Bethlehem, PA 18015-4499
Hours: 6:15am - 9:00am & 3:30pm - 6:15pm

FREEMANSBURG ELEMENTARY SCHOOL (FR)-----610-866-6681

**CARE WILL BE OFFERED @ Lincoln (610-849-9333) & Miller Heights (610-849-9183)

GOVERNOR WOLF ELEMENTARY SCHOOL (GW)-----610-849-1813

1920 Butztown Road
Bethlehem, PA 18017-3397
Hours: 6:15am - 9:00am & 3:30pm - 6:15pm

(Locations continued on page 3)

HANOVER ELEMENTARY SCHOOL (HA)-----610-849-1833

3890 Jacksonville Road
Bethlehem, PA 18017-9307
Hours: 6:15am - 9:00am & 3:30pm - 6:15pm

JAMES BUCHANAN ELEMENTARY SCHOOL (JB)-----610-849-9113

1621 Catasauqua Road
Bethlehem, PA 18017-7407
Hours: 6:15am - 9:00am & 3:30pm - 6:15pm

LINCOLN ELEMENTARY SCHOOL (LI)-----610-849-9333

1260 Gresham Street
Bethlehem, PA 18017-6199
Hours: 6:15am - 9:00am & 3:30pm - 6:15pm

MARVINE ELEMENTARY SCHOOL (MA)-----610-865-0012

*****CARE WILL BE OFFERED @ LINCOLN (610-849-9333)

MILLER HEIGHTS ELEMENTARY SCHOOL (MH)-----610-849-9183

3605 Allen Street
Bethlehem, PA 18020-4457
Hours: 6:15am - 9:00am & 3:30pm - 6:15pm

SPRING GARDEN ELEMENTARY SCHOOL (SG)-----610-849-1893

901 North Boulevard
Bethlehem, PA 18017-3998
Hours: 6:15am - 9:00am & 3:30pm - 6:15pm

THOMAS JEFFERSON ELEMENTARY SCHOOL (TJ)-----610-849-9173

404 East North Street
Bethlehem, PA 18018-4305
Hours: 6:15am - 9:00am & 3:30pm - 6:15pm

WILLIAM PENN ELEMENTARY SCHOOL (WP)-----610-694-0116

*****CARE WILL BE OFFERED @ THOMAS JEFFERSON (610-849-9173)

***Hours of operation for holiday or teacher in service care: 6:30am - 6:00pm
Hours of operation for on inclement weather days may vary*

~PHILOSOPHY~

The Bethlehem Area School District's Child Care Centers serve as a home away from home where children can play and learn. The centers are a safe place for parents and guardians to leave children, knowing they will be well cared for and happy. The Child Care Centers are an extension of the home, not a substitute for the home. The Child Care staff view both parents/guardians and children as integral parts of the child care family.

As a program of BASD, the Child Care Program is expected to follow the guidelines as set forth in the "**K-12 Student Code of Conduct**." The focus is a framework for citizenship, which includes universal values, excellence, global understanding, and community service. Appropriate interpretation and application will be used for our Child Care Centers. This document can be found at BASD.org; it is strongly encouraged that families review this document together.

The Pennsylvania State Department of Human Services licenses each Center. The license confirms compliance with health and safety regulations among which include: staff/child ratio; size of age-appropriate groups; continuous supervision by qualified staff; size of indoor/outdoor space; individual center capacity; current medical information for children and staff, etc.

The School District's Child Care Program is planned by staff educated/trained on how children grow and develop. The staff members are people who are interested in, and feel responsible for, seeing that the day-to-day experiences of the children take place in an environment, which promotes growth and learning. People with special training staff the child care centers. All staff is required to have an FBI clearance, criminal history check, child abuse, NSOR, and mandated reporter clearances prior to employment. A copy of the regulations is available in every center.

The Center Supervisor is responsible for the schedule and the daily management of the center. There are differences across the centers according to the type of program offered and the facilities utilized. The Child Care staff, like the staff of any organization dealing with children, recognizes that they are an educational force. Our staff receives technology training to assist children with computer activities. Each person on the staff serves as an example to the children, since children learn by observing adults as much as by being "taught."

~STATEMENT OF NONDISCRIMINATION~

As an equal rights and opportunities agency, the Bethlehem Area School District will not discriminate in its educational programs, activities, or employment practices, based on race, color, national origin, sex, disability, age, religion, ancestry, or any other legally protected classification. Announcement of this policy is in accordance with state and federal laws, including Title IX of the Education Amendments of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990.

District employees and participants who have an inquiry or complaint or who need information about accommodations for persons with disabilities should contact:

Dr. Benita Draper, Supervisor of Grants, Governmental Programs, and Early Learning
1516 Sycamore Street Bethlehem, PA 18017 (Phone 610-861-0500, ext. 60233)

~PROGRAM GOALS~

1. To provide a relaxed, welcoming, calm, and safe atmosphere where self-concept is enhanced, independence and choices are encouraged, and self-discipline is gained in an environment where the child knows limits and expectations.
2. To provide an atmosphere in which children have respect for others and self.
3. To establish respect for equipment and materials.
4. To provide a wide variety of activities within a routine, where cooperative play is encouraged. These activities are drawn from the areas of: art, science, cooking, music and movement, social studies, practical life, dramatic play, language arts, manipulative activities and field trips. The activities are designed to meet the interest, abilities, and individual needs of the children.
5. To develop in each child an active curiosity about the world in which the child lives and an enthusiasm for learning which stimulates exploratory behavior and creativity.
6. To develop in each child an appreciation for beauty and nature.
7. To provide ample opportunity to develop gross motor skills and coordination through physically active play in either indoors or outdoors activities.
8. To provide an opportunity for the child to become independent, accountable, and responsible through self directed and individualized activities.
9. To provide the child with appropriate alternatives to angry and aggressive behavior.
10. To help each child learn how to participate and function well in a group.
11. To be supportive of parents and to encourage involvement, in an atmosphere which promotes open communication. An appointment to discuss a child's experience in child care may be scheduled during the dates of Parent/Teacher conferences.
12. To ensure the safety of our children, a Child Care Emergency Plan is in place for all of the district's child care centers.
13. To support the school district developed curriculum through activities such as homework help

~ADMISSION POLICIES~

Enrollment is open to all children Kindergarten through 5th grade provided the program can meet the needs of the child and space is available. Children must meet the same age requirements for grade levels in the Child Care Program as in the District. In the spring of the fifth grade year, parents and students will be contacted and invited to an orientation hosted by the middle school. During this orientation at the middle school, academics and after school activities are explained.

~ADMISSION PROCEDURES~

The philosophy, goals and policies of the Bethlehem Area School District Child Care Program and general information concerning the child shall be shared between parent/guardian and staff prior to the child's entry into the program.

Completed forms including an **Emergency Information Form** shall be submitted to the Center Supervisor accompanied by an annual **one-week advanced payment**. This amount will be credited against the tuition charge for the final week that the child is enrolled in the program if the Center Supervisor is given ample advanced notice. Completion of these forms and payment of fee constitutes registration.

Health appraisal is required at time of admission for all students as mandated by the State Department of Human Services. In addition, an age-appropriate health assessment shall be conducted and reported to the Centers according to the recommended schedule for routine health supervision by the American Academy of Pediatrics. **The schedule requires a health assessment at the age of 5, 6, 8, 10, 11, and 12.**

~RE-ENROLLMENT PROCEDURES~

All paperwork in each child's file must be complete and updated at the beginning of each school year. Incomplete files may require withdrawal from the program.

All children, including those being re-enrolled, are required to submit a one week advanced payment which will be credited towards the charge for the last full week of school year care. This advanced payment may be given to the Center Supervisor as early as January 1 of the current school year, but no later than May 1 in order to guarantee a space for the following school year. Any advanced payments received after May 31 will be offered a child care space if and only space is available, and on a first-come, first-served basis.

~WITHDRAWAL PROCEDURES~

When withdrawing your child from the program, *it is mandatory to inform the Center Supervisor in writing, at least two (2) weeks in advance*. This is especially important when an advanced fee payment has been made. Two weeks' notice ensures the advanced payment will be properly credited to your current school year account and will avoid past due charges.

~STAFF QUALIFICATIONS~

All staff meet the requirements in their individual positions of the Department of Human Services, which licenses our Centers. Each Center Supervisor has a degree in early childhood education, elementary education or the human services field. Assistant Center Supervisors and Aides have had extensive experience working with children. All staff are required to participate annually in a minimum of twelve classroom hours of training in addition to Basic First Aid training, and Fire Safety. Basic Water Safety is required for summer employees.

~ACTIVITIES~

Children may participate in a variety of activities offered at the child care centers. Both indoor and outdoor learning experiences are provided. There is time for active play as well as time to relax. School age children have time to work on their homework with some assistance from the staff.

Children have opportunities to learn and grow through:

- Creative Experiences: clay and play dough, finger, tempera and watercolor paints and other art media
- Quiet Times: Books, stories, songs, records, creative rhythms, puzzles and manipulatives
- Organized games and sports
- Social interaction with their peers and adults
- Science experiments, mathematics and language games
- Role-playing
- Field trips, selected film viewing, and special celebrations

~SIGN-IN/SIGN-OUT PROCEDURES~

Parents/guardians are required to sign his or her child in/out each day in a log provided at each center or off-site location. Children may not be released to persons under age 18 unless they are the legal parent/guardian of the child.

**During the covid19 pandemic, staff may sign in/out to reduce possible exposures.*

~ARRIVAL AND DEPARTURE~

`At the beginning of the day it is imperative that the child(ren) be escorted into child care and parent/guardian signs the logbook (**unescorted children entering the school for child care is illegal and may result in removal from the child care program**).

`Children are permitted inside the building during the respective hours of operation.

`A staff member must be aware of the child's arrival and departure

`A child must be picked up and signed out at the end of the day no later than 6:15pm (6pm on teacher in service days and holidays) or a late fee will be charged.

`Child(ren) must be released to a person age 18 or older (unless the legal guardian) authorized to pick up the child. Staff must have **written** authorization for changes in this respect, and identification is required.

`Reminder: Staff, especially at Combined Center sites, may request identification at pick-up time.

All adults, including parents, should always be prepared with photo identification.

**During the covid19 pandemic, each site will have different procedures for drop off to reduce any potential exposures*

`If your child comes to child care after school, it is the parent/guardian's responsibility to notify the classroom teacher in writing that the child will be attending child care.

If your child is scheduled to attend child care but you have made alternate arrangements on a particular day, it is important that you notify the classroom teacher and the child care staff in writing/email. This is especially important after school. If a child is scheduled to attend after school and does not come to the Child Care room, a staff person is required to locate the child. If the child cannot be located immediately, a series of telephone calls must be made to: parents, emergency contacts, supervisor, principal, classroom teacher, district Central office administration and local police, as needed.

Repeated failure to inform staff of change in your child's schedule may result in withdrawal from the program. All changes in a child care schedule must be given in writing.

~LATE PICK-UP POLICY~

Our Child Care Centers close at 6:15pm on a typical day. If parents/guardians cannot be at the center by 6:15pm they shall arrange for a local emergency person to pick up their child. A late fee of \$15.00 per fifteen minutes per child or any part thereof shall be assessed for late pick up.

***Repeated late pick-ups may require withdrawal from the program until additional local and available emergency persons are designated or the situation is corrected.*

~DAY-TO-DAY CARE~

(Not offered during All Virtual or Hybrid Model of Instruction during the Covid19 pandemic)

Parents who know they will need care for their child only from time to time are urged to register their child for "day-to-day" care not exceeding three days of care per month. **You must call at least one day ahead to request care for a particular day.** Care will be offered for your child based upon available space as determined by adequate staff/child ratio. Please note that care may not always be available on a day-to-day basis.

All children enrolled for day-to-day care are required to have current applications, agreements, parental consents, emergency cards and health appraisals in their files.

Parents of day-to-day children are responsible for picking up current information (ex: Summer registration etc.) on a regular basis.

Advanced fees are required for day-to-day care in the amount of one full day and fees must be paid in full the morning of care.

Day-to day advance payment and contract ensures care for current school year only. The advance payment only applies to current year services and must be used prior to the last day of school.

~DISCIPLINE/REDIRECTION~

It is our belief that discipline/redirection is used only to redirect adverse behavior and to help children take responsibility for their actions so no harm will come to the child, other people or property. We help the children find alternative behaviors to replace any that are unsafe, as opposed to simply punishing a child with no connection to their behavior. A safe environment is our #1 program goal.

To the extent possible, the Child Care Program will implement the **Bethlehem Area School District Code of Conduct** as a means to provide a consistently safe and respectful environment for all children and staff (found at basd.org).

We ask that you support the staff in their decisions and if you have any concerns you are encouraged to contact the Center Supervisor. Likewise, be assured that the Child Care staff will work with you to create a plan if they have concerns about your child(ren).

****If a behavioral plan fails, and the program is not meeting the needs of the child, the parent will be asked to withdraw the child from the child care program as a last resort.**

No person employed or engaged by the Bethlehem Area School District is authorized to inflict or cause to be inflicted corporal punishment upon a child.

~ABSENCES~

Please call the center by 7:30am when your child will not be at child care for any reason.

A child who is taking antibiotics should remain home for the first 48 hours. In addition, in order to insure a safe and healthy environment please keep your child home if she/he:

- has a fever of 100 degrees or higher
- has diarrhea
- is vomiting
- has symptoms of a possible communicable disease
- has a persistent cough
- has a constant running nose and infectious mucous due to a cold
- is too ill to go outside for a daily walk or exercise
- During the covid19 pandemic, please follow all health and safety guidelines that are provided by the school and child care per the CDC.

Illness/Injury Policy:

Any child that has a fever, diarrhea, or vomiting may not return to care until these symptoms have stopped for 24 hours without use of medicine. During the covid19 pandemic, please follow all health and safety guidelines that are provided by the school and child care per the CDC.

A doctor's note is required for return to the program if your child has had any contagious illness indicating that the child is no longer contagious.

If the child care staff decides that a child is too ill to remain in the facility for the remaining period of the day, the staff shall inform the parents that the child must be picked up as soon as possible.

When emergency medical care is needed for the child, the parent(s) or the emergency contact person shall be informed as soon as possible. If necessary, a staff person will accompany the child to the hospital and stay with the child until child is released to the parent or the designated emergency person.

~MEDICATIONS~

Prescription medication is administered to a child only from its original container, with current orders from a physician, and parent's signature on medication log. The label on prescription medication is accepted as a physician's order. The prescription may NOT be expired.

Non-prescription medication, such as vitamins, cough drops, non-aspirin products, or cough syrup, will not be given without a physician's instructions and a parent's written consent on the medication log.

*If medication is to be given over a long period of time, an update is required from the physician every three (3) months.

~BLUE CHIP HEALTH INSURANCE FOR CHILDREN~

To obtain information please call AETNA at 1-800-822-2447 or Caring Foundation at 1-800-KIDS-101.

~FEES~

Kindergarten & School-Age Grades 1-5 (All Year)

NO DEDUCTIONS IN FEES FOR ABSENCES, ILLNESSES, OR HOLIDAYS. NO EXCEPTIONS.

Effective – January 1, 2021 for School Year 2021-2022

	Weekly	Daily
1 session/day Monday through Friday (am or pm)	\$100.00	\$20.00
2 sessions/day Monday through Friday (am & pm combined 2.5 hours or less)	\$110.00	\$22.00
Hours Per Day (2.6-5.0) Monday through Friday- AM & PM	\$132.50	\$26.50
Late Start Fee (for weather emergency)	\$5.00 in addition to daily fee	
Early Dismissal Fee (for weather emergency)	\$9.50 in addition to daily fee	
Scheduled Parent Teacher Conferences/ Teacher In-Service Noon Dismissals	Charge will be according to amount of care used that day	
Combined Center Day Fee (up to 10 hours of care)	Cost: the difference between your regular daily rate and the full day fee of \$40.00	
<i>Families on a flex schedule must provide to the center a monthly calendar of child care days needed. If not possible, weekly notice at minimum</i>	<p align="center">ALL DAY CHILDCARE DURING COVID19 PANDEMIC FOR NON INSTRUCTIONAL DAYS: \$40/day</p> <p align="center">(During Long Term or Short Term Hybrid or All Virtual Instruction Models)</p>	
Families will not be allowed to switch their scheduled days. You may add an <u>additional</u> day at the regular daily rate, if the center has a space available per DHS regulations.		

~FEE POLICIES~

CHILD CARE FEES ARE DUE by 5:30pm on the Friday PRIOR to the service week.

If payment is not received, attendance will no longer be permitted until fees are paid in full, including a \$25.00 late fee per child. Persistent violation of this policy is reason to deny the families the opportunity of BASD child care services.

Please make checks payable to Bethlehem Area School District (BASD) Child Care. On the memo line include Child's full name, and Center Initials (See pgs. 3-4). **No out of state checks, local bank checks only, please.**

Please use receipts that are given to you each time payment is made in order to validate child care fees for income tax purposes.

A yearly statement is NOT given

Tax ID # 24-0862592

Please be informed that failure to cover a check returned for non-sufficient funds or to pay any past due balance will result in immediate suspension of services and the account will be referred to the collection agency and /or credit bureau. If an outstanding balance is referred to a collection agency, the parent / guardian will be responsible for all such collection costs incurred, including but not limited to legal fees. Collection agency fees and expenses and any associated court costs.

Please note: Any checks for services by the BASD Child Care program that are returned from the bank for non-sufficient funds will be charged a \$30.00 fee. The account will be considered delinquent and suspension of services will occur. The central office WILL NOT scan a returned check twice.

Families are responsible to immediately cover the amount of the check plus the \$30.00 returned check fee by cash or money order only. In addition, your bank may charge a fee. If a second NSF is received, families will be asked to make payments in cash or money order only.

~CHILD CARE SUBSIDY PROGRAMS~

Subsidy funds are available to families who meet income guidelines.

Please contact Community Services for Children, Inc. at:

610-437-6000 for Lehigh County

610-419-4500 for Northampton County

~EARNED INCOME CREDIT ELIGIBILITY~

Please contact the CACLV (Community Action Committee of the Lehigh Valley) for assistance concerning EIC eligibility in preparing income tax forms @ 610-691-5620.

~GENERAL POLICIES~

Personal Items- All toys and personal items must be left at home.

We have a large selection of materials at the centers for children to play with and learn from.

Field Trips - Parents will be notified in advance and asked to sign a permission form prior to the field trip. Purchases of snacks and souvenirs are not permitted. (Trips may be limited during C19 Pandemic)

Birthdays - We are happy to celebrate the child's special day. Parents may bring in a healthy birthday snack or a non-food treat to share with the group on the birthday.

*During the Covid19 pandemic, we are asking that you do not bring anything from home for birthdays

Outdoor Play - Children will go outside for a walk or play on any day that the weather permits —when it is not too hot, very cold or wet. Please send adequate outdoor clothing every day so your child will be comfortable outdoors. If a child is not well enough to go outdoors, perhaps the child needs more recuperation time at home; additional staff may not be available to stay inside and separate the child from the group that goes outside. Arrangements for shade for children with sun sensitivities can be discussed with your site supervisor.

Confidential Information - Parents may have access to information files, which are kept for each child. These files may include anecdotal records of the child's progress in the child care program.

Legal Documents - If you have legal documents restricting contact, visitation or the transporting of your child, please furnish a copy to your child's Center Supervisor. We must have the document on file to follow through with it. It is also the parent's responsibility to share a child's IEP with the Child Care Center Supervisor.

Open House - All families will have the opportunity to have a "Getting to Know You" meeting as part of the Child Care enrollment process. This meeting is scheduled during the "Open House" prior to start of the school year. Child Care staff is available to answer questions, ensure necessary paperwork is submitted, and review program procedures.

Conferences - A conference may be requested to discuss your child's experience in child care during each semester of the school year. Just ask the site supervisor or staff on site.

~DATES OF AVAILABLE SERVICE~

Child Care is provided 12 months of the year and is generally 42 weeks in duration. The school year program follows the School District Calendar. The summer program runs for 10-11 weeks contingent upon the closing and opening again of the school year. The summer program is offered at a reduced number of sites chosen on the basis of need and facilities available. Separate registration is required for the summer program.

The centers may be closed for several days at the beginning or ending of the school year and summer program for staff training and room preparation.

Parents will have an opportunity to select the center where they want their child to attend.

District Closed - On days when District schools are closed, the Child Care program will operate 6:30am to 6:00pm at Combined Centers: Farmersville, James Buchanan, Lincoln, & Spring Garden

Combined Center Dates: Yom Kippur- September 16, Election Day- November 2, Fall Break- November 24, November 25, November 29, Martin Luther King Jr. Day- January 17, In Service- February 18, Presidents Day- February 21,

Winter & Spring Recess Combined Center Sites: James Buchanan and Spring Garden

Dates: Winter Recess: December 23, 24, 28, 29, 30

Spring Recess: April 14, 18

Inclement Weather Sites: Open 7:00am - 6:00pm if conditions allow

Sites: Farmersville, James Buchanan, Lincoln, & Spring Garden

Inclement Weather Days are considered days when districts schools are:

- closed for the day
- one or two hour delayed opening (12 sites), 7:00am start of school day
- close early due to weather conditions, early dismissal time to 6:00pm (If Child Care needs to close early due to extreme conditions, all parents will be contacted.)

Child Care and Maintenance staff will have ample time to arrive and open centers in a safe manner.

District and Child Care Closed - HOLIDAYS

The centers will be closed on the following days for the 2021-2022 school year:

Labor Day - September 6

President's Day - February 21

Thanksgiving - November 25

Good Friday - April 15

Thanksgiving (Day after) - November 26

Memorial Day - May 30

Winter Holidays - December 24, 27 & 31

In-service Days - June 9, 10

Independence Day - July 4

Parent/Teacher Conferences and other Noon Dismissal Days: TBA

~KEYSTONE STARS~



The Keystone STARS program was initiated in 2002 as a multifaceted approach to improving programs that serve young children in Pennsylvania. The standards are guided by the principle that quality early learning is a foundation for children's success, and investment in the early care and education of Pennsylvania's children is an investment in the future.

WHAT IS A STAKEHOLDER?

Stakeholders are those groups or individuals who are significantly impacted by the children/families who are served by a given facility or who have the potential to impact the facility. The stakeholders for each facility will vary and to some extent be defined by the individual facility. Examples include (but not by any means limited to):

- ❖ Families enrolled at the facility
- ❖ Employees and board Members
- ❖ Schools (public and private) that a significant number of enrolled children attend/will attend
- ❖ Business that employ- parents of a significant number of enrolled children (Sponsor/s of employer-sponsored facilities, of course but other facilities also are likely to have stakeholder businesses)
- ❖ Pediatricians/clinics that care for a significant number of enrolled children
- ❖ Community Engagement Group for the area
- ❖ Other early childhood service providers that may be involved with the facility-Head Start, Early Intervention (EI), Intermediate Unit (IU), health agencies that perform vision, hearing, and other screenings, etc.
- ❖ Potential funding sources such as United Ways, community foundations, legislators, etc.
- ❖ Media

The relevant stakeholders will vary from one context to another- for example, with regard to transitioning from center-based care to elementary school, the stakeholders might be identified as the parents and the school the child is transitioning to. While the STAR 2 simply developing a stakeholder list is sufficient to meet the standard, at the higher STAR levels there must be actions taken. Again, for transitioning to school, the STAR 3 standard could be met by showing a copy of the letter that was sent to the school asking to partner with them regarding the several children that are transitioning to the school from that center.

The intent of including stakeholders in the STARS Standards is to help practitioners and others recognize and act intentionally to influence the impact that an early care facility has on the larger community and vice versa.

~COVID19 Health and Safety Overview~

(If you would like to see the entire plan, please ask your Site Supervisor)

During the Covid19 pandemic, we are taking all precautions as outlined by the CDC and DHS.

Here is an outline of the basics:

STAFF AND CHILDREN

- all are required to wear a mask in the appropriate fashion (unless there is a documented health condition preventing mask use)
- are to practice social distancing of 3feet or more when possible
- are to leave the site as soon as possible if Covid19 symptoms appear during the day
- will be notified if there is a positive case of Covid19 with someone who has had close contact; contact tracing will be completed by the BASD pandemic team and quarantine may be required per the BASD Pandemic Team
- are encouraged to practice good hygiene
- will have access to hand sanitizer for times when a sink is not immediately available
- will remain in the same groups as much as possible

CHILDREN

- are to be assessed medically through a temperature reading and questionnaire by staff before entering the site and will be denied access if symptomatic
- will be monitored throughout the day for appearance of symptoms of Covid19
- will all have their own individual supplies to reduce possible exposures
- must remain out of care if symptomatic for 24 hours post-symptoms without medications

STAFF

- will conduct a self screening of health daily prior to arriving to the site
- will monitor themselves for symptoms throughout the day
- symptomatic staff will not be allowed to work and must be symptom free for 24 hours without medication, and will quarantine if deemed necessary by the BASD Pandemic Team or PCP.
- Will clean and sanitize materials and environmental items between use of different students