KIDSCARE PARENT HANDBOOK

KidsCare of Pennridge and Pennsbury
Kidscare77@gmail.com

Revised 10/27/2026

Contents

Mission Statement……..3

Locations……..…….4-5

Admissions…….6

Enrollment……..6

Transfer of Records……..…..6

Holidays……6-7

Payment of Fees and Registration……...……7

Late Pick Up Policy……7

Financial Assistance……...…7

Schedule Options…….7

Supervision of Children……..…7

Communication…….7-8

Conferences…….8

Reporting Absences…….……8

Transition Plan to Middle School……...8-9

Discipline……...9-10

Classroom Guidelines……..10

Suspected Child Abuse or Neglect…….…….10

Obtaining Emergency Medical Care……10

Children With Special Needs/IEPs……..…….10-11

Special Care Plans……11-12

Medication Policy……12

Allergies……..….12

Inclement Weather……..….12

Authorized Caregivers……..12

Drop Off/Pick Up Procedure…….……..….12

Unauthorized Person Seeking Custody……..……..13

Custody/Court Orders…….…..13

Persons Who May Pose a Safety Risk……..13

Smoking, Prohibited Substances, and Guns…….……..13-14

Inclusion Policy……..…….15-17

Suspension and Expulsion Policy……..…….18-20

Pennridge Transfer of Care Policy……20

Pennsbury Transfer of Care Policy…….,,,.…….21

Mission Statement

KidsCare, founded in 1991, provides high quality school-age child care for families in a safe, friendly, and child-centered environment. We offer diverse enrichment and learning activities that build self-esteem, develop skills for navigating challenging situations, nurture positive social relationships, and embrace a healthy respect for community. Our programs are licensed by the Department of Human Services, and are all developmentally age-appropriate and are taught by certified teachers.

KidsCare Aims and Objectives are as follows

- To provide a comprehensive, high interest program that includes positive incentives for every child to want to attend and participate actively
- To provide a program in a relaxed, child-centered atmosphere geared towards providing a variety of unique enrichment and learning activities that reinforce the educational experiences of children, promote personal and social development, and foster a lifelong interest in learning
- To provide activities that encourage children to develop new skills and interests, think critically, make decisions, and solve problems
- To promote safe practices and to provide children with strategies and skills for avoiding, as well as dealing with, challenging situations
- To provide opportunities for children to develop a better understanding of their local community, as well as the global community
- To provide parents with a high-quality, reasonably affordable child care program for their elementary age children
- To provide before and after school child care in a safe and comfortable neighborhood school setting

Pennsbury School District

KidsCare of Afton Elementary
1973 Quarry Rd
Yardley, PA 19067
(215) 321-5277
7:00am-9:00am/3:30pm-6:00pm

KidsCare of Edgewood Elementary
899 Oxford Valley Rd
Yardley, PA 19067
(215) 493-0711
7:00am-9:00am/3:30pm-6:00pm

KidsCare of Eleanor Roosevelt Elementary
185 Walton Dr
Morrisville, PA 19067
(215) 428-9398
7:00am-9:00am/3:30pm-6:00pm

KidsCare of Makefield Elementary
1939 Makefield Rd
Yardley, PA 19067
(215) 321-3308
7:00am-9:00am/3:30pm-6:00pm

KidsCare of Oxford Valley Elementary
430 Trenton Rd
Fairless Hills, PA 190330
(215) 949-0397
7:00am – 9:00am/3:30pm – 6:00pm

KidsCare of Quarry Hill Elementary
1625 Quarry Rd
Yardley, PA 19067
(215) 321-6771
7:00am – 9:00am/3:30pm – 6:00pm

KidsCare of Penn Valley Elementary
180 N. Turn Lane
Levittown, PA 19054
(267) 935-4999
7:00 am – 9:00 am/3:30 pm – 6:00 pm

Pennridge School District

KidsCare of Bedminster Elementary
2914 Fretz Valley Rd
Perkasie, PA 18944
(215) 795-0571
7:00 am – 9:00 am/3:30 pm – 6:00 pm

KidsCare of Deibler Elementary
1122 West Schwenkmill Rd
Perkasie, PA 18944
(215) 453-7420
7:00 am – 9:00 am/3:30 pm – 6:00 pm

KidsCare of Grasse Elementary
600 Rickert Rd
Sellersville, PA 18960
(215) 721-1379
7:00 am – 9:00 am/3:30 pm – 6:00 pm

KidsCare of Guth Elementary
601 N. 7th St
Perkasie, PA 18944
(215) 453-7338
7:00 am – 9:00 am/3:30 pm – 6:00 pm

KidsCare of Sellersville Elementary
122 West Ridge Ave
Sellersville, PA 18960
(215) 453-7445
7:00 am – 9:00 am/3:30 pm – 6:00 pm

KidsCare of Seylar Elementary
820 Callowhill Rd
Perkasie, PA
(215) 453-7450
7:00 am – 9:00 am/3:30 pm – 6:00 pm

KidsCare of West Rockhill Elementary
1000 Washington Ave
Sellersville, PA 18960
(215) 453-7445
7:00 am – 9:00 am/3:30 pm – 6:00 pm

Admissions Policy

KidsCare admits children in grades Kindergarten through fifth, in both the Pennsbury and Pennridge School Districts, without regard to race, culture, sex, religion, national origin, ancestry, or disability. When the parents or legal guardian and the teacher of a child identifies that a child has special needs, the Executive Director and the parent or legal guardian will meet to review the child's care requirements.

KidsCare does not discriminate on the basis of special needs. The program accepts children with special needs as long as a safe, supportive environment can be provided for the child. To help the program staff better understand the child's needs, the staff will ask the parent or legal guardian of a child with special needs to complete the "Special Care Plan" in conjunction with the child's health care providers. The program will attempt to accommodate children with special needs consistent with the requirements of the Americans with Disabilities Act. It is the family's responsibility to provide the center with an up to date copy of the Individual Family Service Plan/Individual Education Plan. If the program is unable to accommodate the child's needs as defined by the child's health care providers or the IFSP/IEP without posing an undue burden as defined by federal law, the Director will work with the parent or legal guardian to find a suitable environment for the child. Each case is individually reviewed by the Executive Director and KidsCare CEO, to determine the center's ability to meet the child's needs. (See KidsCare Inclusion Policy Appendix A)

KidsCare reserves the right to dismiss or suspend any child or family member at any time if it for the betterment of the child or school. Please see our Suspension and Expulsion Policy (Appendix B) for additional information.

Enrollment

The following information will need to be completed via the KidsCare Online Registration process.

- Emergency Contact Form
- Fee Agreement
- Child Health Report
- Kangarootime KT Connect

The information contained in the registration process is confidential, and will be shared with other caregivers only as required to meet the needs of the child.

If upon review of a child's health record it is determined that a significant health service has not been done, the Director will notify the parent or legal guardian.

Transfer of Records

Confidentiality of information about the child and family will be maintained. Enrolment forms and all other information concerning the child and family, compiled by the child care facility, will be accessible only to the parent or legal guardian. Information concerning the child will not be made available to anyone or institution without the expressed written consent of the parent or legal guardian. The parent or legal guardian must submit a written request to distribute information.

Holidays

KidsCare will be closed during the following holidays:

- Labor Day
- Thanksgiving and the Friday following
- Winter Break
- Martin Luther King Jr. Day
- President's Day
- Good Friday
- Memorial Day

Payment of Fees and Registration

A registration fee of **$99** *per child* is due before starting the KidsCare program. Payments are **due** by the **3rd of each month**. Late Payments be will assessed a fee of **$40** *per family*. Payment is expected for all days contracted regardless of absence due to illness, vacation, holiday, or weather conditions. Payments are securely processed electronically through our mobile app Kangarootime *KT Connect* app.

Any payment that are returned due to insufficient funds will be charged a **$25 NSF fee**.

Late Pick Up Policy

KidsCare will charge a late fee of $5 every 5 minute-intervals for any child remaining after program hours. Chronic lateness could result in more late fees and possible suspension of childcare services.

Financial Assistance

KidsCare accepts subsidized child care through the Early Learning Resource Center (ELRC).

Schedule Options

Full Time Agreement

Full time agreement is considered five days a week, regardless of absenteeism, holiday, or vacation.

Part Time Agreement

Part time is considered three to four days a week, regardless of absenteeism, holiday, or vacation.

Supervision of Children

No child will be left unsupervised while attending the program. At least two staff will always be available in the building at all times. Child to staff ratios followed by this program will always comply with the 12 children for every 1 staff member according to state regulations for school age care.

Communication

Parent communication is encouraged between families and staff. The staff will follow up with concerns that need to be addressed. We will also communicate through email with families, so be sure your email address on file is current. We will also be using the Kangarootime *KT Connect* app to send and receive messages.

Parents and caregivers are encouraged to communicate with the KidsCare staff and share information and express concerns with us.

Parents and legal guardians are invited to visit the program at anytime. Parent participation within the program is encouraged. Parents or legal guardians should express interest with their child's teacher and/or the Director to be involved.

Conferences

KidsCare will hold teacher conference twice during the school year. These will occur in the winter and then again in late spring. Parents and legal guardians are offered the opportunity to conference with their child's teacher at these times, or at any point during the school year as needed.

The conference agenda will include:

- The purpose and protocol of the conference
- Positive comments
- Review of observations, assessments, and evaluations
- Discussion of parent and child concerns
- Suggestion from parents
- Transition information
- Distribution of health and human services information

Reporting Absences

KidsCare is committed to providing quality care. For the safety of your child, and to avoid unnecessary staff worry, parents must call or email the office to report daily absences.

Transition Plan from Elementary School to Middle School and Self Care

The goal of KidsCare staff during the final year in the before and after school program is to teach the child independence and leadership. These ideologies include self-help skills, decision making and monitoring one's own actions and behaviors.

Making the transition to middle school is the first and most significant step to ensuring a successful middle school experience. It is one that deserves time and attention. A well-planned transition program helps parents and students have a greater peace of mind by taking some of the stress out of the summer before middle school, and providing the groundwork for a successful beginning of the middle school adventure.

Below are some of the activities staff and parents/legal guardians can use to prepare students for middle school:

- Children should have the opportunity to meet middle school students and teachers in their new school. They should have the opportunity to visit the middle school in order to lessen their concerns, build their confidence, and reduce their anxiety.
- KidsCare teachers should include events for students that are entering middle school and relay the message that middle school is a safe environment for them to learn and grow in.
- KidsCare staff should be aware of the anxieties and concerns both parents/guardians and students have about entering middle school and staying home alone. Teachers will provide parents/guardians with resources about the transition process as well as encouraging students to identify new hobbies and interests, and teach them about good homework habits.
- Part of the transition process involves preparing students in appropriate responses for emergency situations. Teachers will discuss various emergencies with the students as well as parents/guardians, and provide a list of emergency numbers that may be used as a quick reference guide.
- Parents should attend school meetings to learn about the concerns and questions their children may have. They should talk with their children about the upcoming school year and emphasize the positive aspects of attending middle school. Parents/guardians should watch for signs of depression and be ready to address them.
- Parents/guardians should learn about young adolescents and their developmental issues and stages so that they will understand better this new and wonderful person with whom they live, and be able to interact with them in a positive way in order to build better relationships.

Discipline

KidsCare provides a safe, fun-filled, and "threat-free" environment for children. KidsCare is for all children. Children who use KidsCare are enrolled by parents/legal guardians who are aware their child cannot care for themselves at home yet. A high quality, well-planned, and well managed program provides children with a fun, safe alternative to being home alone. Children should enjoy coming to KidsCare each and every day.

Caregivers will equitably use positive guidance, redirection, planning ahead to prevent problems, encouragement of appropriate behavior, consistent clear rules, and involving children in problem solving to foster the child's own ability to become self-disciplined, Where the child understands words, discipline will be explained to the child before and at the time of any disciplinary action. Caregivers will encourage children to respect other people, to be fair, respect property, and learn to be responsible for their actions.

Caregivers will guide children to develop self-control and orderly conduct in relationship to peers and adults. Aggressive physical behavior toward staff or children is unacceptable. Caregivers will intervene immediately when a child becomes physically aggressive to protect all of the children and encourage more acceptable behavior. Caregivers will use discipline that is consistent, clear, and understandable to the child.

Teachers/caregivers will competently explain to families and coworkers the philosophy of the program as expressed in written principles. The explanation includes how the principles are reflected in the purpose and specific activities of the planned daily program and curriculum the teachers/caregivers are implementing. The center director uses the program's statement of principles, planned daily program, and curriculum as the basis of observations, evaluations, and professional development to improve staff performance.

For acts of aggression and fighting staff will set appropriate expectations for children and guide them in solving problems. This positive guidance will be the usual technique for managing children with challenging behaviors rather than punishing them for having problems they have not yet learned to solve. In addition, staff may:

1. Separate the children involved.
2. Immediately comfort the individual who was injured.
3. Care for any injury suffered by the victim involved in the incident.
4. Notify parent(s) or legal guardian(s) of children involved in the incident.
5. Review the adequacy of caregiver supervision, appropriateness of facility activities, and administrative corrective action if there is a recurrence.

Medicines or drugs that will affect behavior will not be used except as prescribed by a child's health care provider and with specific written instructions from the child's health care provider for the use of the medicine.

Should the behaviors continue, the Executive Director will contact the parent/legal guardian that their child is being excluded from KidsCare. A meeting will be held with the parent/legal guardian to review the situation and determine whether or not the child will be allowed to continue in the program. The conference will serve the purpose of exchanging ideas to help the child.

Classroom Guidelines

Ground rules are needed in the classroom to help establish a peaceful, organized working group of children. Well-established, well-understood and well-implemented ground rules will reflect in joyful learning for the children.

- No child will hurt another in any way
- Children should not interrupt a presentation, group lesson, or collective lesson. The right to learn and work should be assured to all children in the classroom.
- Running and shouting in the classroom constitutes as interference with the rights of learning, working children.
- Children will carry and handle materials in an appropriate manner as demonstrated by the teacher
- All efforts are made with the goal of including all children and reducing the need for suspension and expulsion. (see KidsCare policy on suspension and expulsion, Appendix B)

If aggressive, disruptive, destructive, or disrespectful behavior occurs to a staff member or to another child, the following action will be taken:

Students who display inappropriate behaviors should have a behavior report written and signed by their parent. Should a child receive two of these forms, the Executive Director will issue a warning letter to the parents/legal guardian. This warning will include details about the child's behavior, as well as the consequences of any continuing behaviors. One copy of this letter will be mailed to the parents/legal guardian via certified mail, and a second copy forwarded to their email.

Suspected Child Abuse

All observations or suspicions of child abuse or neglect will be immediately reported to the child protective services agency no matter where the abuse might have occurred. All childcare providers are mandated reporters and receive training in this area.

Obtaining Emergency Medical Care

At any time we believe a child's life may be at risk or there is a risk of permanent injury, immediate medical treatment will be obtained. 911 will be called and if deemed necessary the child will be escorted to the hospital by ambulance accompanied by a staff member. The parent will be notified immediately.

Children with Special Needs/IEPs

KidsCare shall make reasonable accommodation to include a child with special needs in accordance with the Americans with Disabilities Act of 1990. KidsCare may assign an adult who provides specialized services to a child with special needs to provide those services on the facility premises as specified in the child's Individualized Education Program, Individualized Family Service Plan, formal behavioral plan, or program plan.

Because of the diverse set of needs of the children in our program, it is important to gather as much information about the best ways to educate each child. IEP's and IFSP's are created by service providers working with children with special needs and include this information. If your child currently has an IEP/IFSP, it would be beneficial to share a copy of this plan with us so we can work together to ensure that the guidelines are put into practice. In order to maintain an open line of communication with the child's IEP and community team members, and consistency in all environments, KidsCare has the availability to participate in any IEP review meetings if requested by the parent or guardian.

At enrollment parent(s) are given a request form for IEP/IFSP to complete. IEP/IFSP forms can be used to inform teachers and their classroom practices. Parent(s) will complete the form prior to enrollment and determine whether or not this may apply to the individual. If you choose not to provide this information, you can decline on the request form. Some children may require a special care plan along with or in absence of an IEP.

Special Care Plans

Some children may require a special care plan along with or in absence of an IEP. Children with special health care needs could have a variety of problems, ranging from asthma, diabetes, cerebral palsy, sickle cell disease, bleeding disorders, seizure disorders, sensory disorders, autism, severe allergies, immune deficiencies, or many other conditions. Some of these conditions require daily treatments and some only require observation for signs of impending illness and the ability to respond in a timely manner. A collaborative approach in which primary care doctors and the parent/guardian works with the child care staff to implement the plan is helpful.

As per Caring for Our Children, "Children with special health care needs are defined as those who have or are at increased risk for a chronic physical, developmental, behavioral, or emotional condition and who require health and related services of a type or amount beyond that required by children generally."

Any child who meets these criteria, will need to submit a Care Plan for Children With Special Needs (see Appendix P), completed by their health care provider, and updated after every significant change in health status of the child. This Care Plan has been developed by Caring For Our Children. This Care Plan includes the following:

- a list of the child's diagnosis/diagnoses
- contact information for the primary care provider and any relevant sub-specialists
- medications to be administered on a scheduled basis
- procedures to be performed/followed
- allergies
- dietary modifications

- activity modifications
- triggers to avoid
- symptoms for caregivers/teachers to observe
- behavioral modifications
- emergency response plans
- suggested special skills training and education for staff

The information on special health care needs, and on an IEP/IFSP is protected by privacy laws including the Health Insurance Portability and Accountability Act (HIPAA). Releases of information may also be required to speak to members of a child's treatment team. Professional development regarding privacy issues, and HIPAA in particular, is highly recommended.

Medication Policy

This facility will administer medication to children with written approval of the parent(s) and an order from a health provider for a specific child or a specific condition for any child in the facility for which a plan has been made and approved by administration. Medication administration in child care will be limited to those that treat life-threatening conditions, such as EpiPens, Benadryl, and inhalers.

Medication will only be administered only if the parents and legal guardian has provided written consent, and the medication is available in its original container.

Allergies

It is imperative that all allergies of children be posted in a visible area in the program, in their file, and in the emergency book.

When children with food allergies attending KidsCare, the following shall occur: each child with a food allergy shall have a special care plan prepared for the facility by the child's health care provider to include written instruction regarding the food to which the child is allergic, the steps that need to be taken to avoid the food, and a detailed treatment plan to be implemented in the event of an allergic reaction, including the names, doses, and methods of administration of any medications that the child should receive in the event of a reaction. The plan should include specific symptoms that would indicate the need to administer one or more medications.

KidsCare shall notify parents/guardians of any suspected allergic reactions, the ingestion of the problem food, or contact with the problem food, even if the reaction does not occur. The facility will contact 911 immediately upon administration of epinephrine.

Inclement Weather Policy

KidsCare will be closed if the school district closes due to inclement weather. No adjustments to tuition will be made in the event of a closure.

Delayed Opening: KidsCare follows the delayed opening schedule of the school district. Should the district have a two hour delay, KidsCare also operates under a two hour delay.

Early Dismissal: Children will remain at their programs, and parents are encouraged to pick their children up as soon as possible. In the even that KidsCare closes early, parents will be notified.

Authorized Caregivers

KidsCare will maintain in the files, written authorization by the child's parent(s) or legal guardian(s) of the names, addresses, and telephone numbers of individuals whom the parent(s) or the legal guardian(s) have approved to care for the child, pick up the child for them, and to take the child out of the facility on trips.

Drop Off/Pick Up Procedure

All children must be escorted in to and out of the building and to KidsCare by a parent(s) or guardian(s). Children must be signed in and out by using the book at the school age programs. This policy will be provided to families at the time of enrollment and will be strictly enforced.

Unauthorized Person Seeking Custody

- The site staff will contact the custodial parent(s) or legal guardian(s) named on the child's enrollment forms.
- Telephone authorization to release child to someone who does not usually pick up the child will be accepted only in concert with prior written authorization from the custodial parent(s) or legal guardian(s) for such an exceptional release. The staff person who accepts such authorization will call the previously documented phone number of the parent(s) to verify that the parent(s) is activating a phone authorization for release of child. The staff person will document the results of this call in the child's record, as well as the time and to whom the custodial parent(s) or legal guardian(s) gave telephone authorization for release of the child on the verbal request for release of child form. Appendix K.
- No child will be released without the presence or permission of the custodial parent(s) or legal guardian(s).
- Any authorized person who is not recognized by the staff will be required to provide photo identification such as a driver's license, work or school ID before the child is released. The custodial parent(s) or legal guardian(s) may provide a photograph of authorized persons for pick up of the child, which will be kept in the child's record at the facility.
- KidsCare will notify the police if an unauthorized person seeks custody of the child.
- Custody/Court Orders: Custody issues or court orders will be copied, made known to staff members, honored and kept on file in the main office.

Custody/Court Orders

In cases where the child is the subject of a court order (e.g., Custody Order, Restraining Order, or Protection From Abuse Order), KidsCare must be provided with a copy of the most recent order and all amendments thereto.

The order of the court will be strictly followed unless the custodial parent/guardian requests otherwise in writing. In the case where both parents are afforded shared/joint custody by order of the court, both parents must sign the request for liberal interpretation of the order.

In the absence of a court order on file with KidsCare, both parents shall be afforded equal access to their child as stipulated by law. KidsCare cannot, without a court order, limit the access of one parents by the request of the other parent, regardless of reason. If a situation presents itself where one parent does not want the other parent to have access to their child KidsCare suggests that the parent keep the child with them until a court order is issued, since our rights to retain your child are secondary to the other parent's right to immediate access. KidsCare will contact the local police should a conflict arise.

Persons who May Pose a Safety Risk

(Includes abusive parent(s) or legal guardian(s) and any adults who cannot take the child safely from the facility). The child will not be released to anyone who cannot safely care for the child. KidsCare will notify the police to manage an adult under the apparent(s) influence of drugs/alcohol or an individual who poses a safety risk. The KidsCare staff will contact the emergency contact person to make arrangements for the child's transport to a place of safety. If no one is available to care for the child, the director will contact child protective services for guidance.

Smoking, Prohibited Substances, and Guns

The indoor and outdoor environment are designated as non-smoking areas. The use of tobacco of any form, alcohol, or illegal drugs is prohibited on facility premises. Possession of illegal substances or unauthorized potentially toxic substances is prohibited. Staff and other adults who are inebriated, intoxicated, or otherwise under the influence of mind-altering or polluting substances will be required to leave the facility. For their safety, children will not be released to persons who appear impaired. No guns or lethal weapons are permitted on the premises.

KidsCare Inclusion Policy

I. POLICY

KidsCare supports Pennsylvania's Office of Child Development and Early Learning (OCDEL) policies, practices, and supports regarding inclusion. They in turn support the definition of inclusion provided in the joint position statement on early childhood inclusion from the National Association for the Education of Young Children (NAEYC) and the Council for Exceptional Children's Division for Early Childhood (DEC) as follows: inclusion embodies the values, policies, and practices that support the right of every infant and young child and his or her family, regardless of ability, to participate in a broad range of activities and contexts as full members of families, community and society. The desired results of inclusive experiences for children, with or without disabilities and their families include a sense of belonging, positive social relationships and friendships, and development and learning to reach their full potential. The defining features of inclusion that can be used to identify high quality early childhood education programs are access, participation, and supports.

KidsCare will collaborate with families, staff, school districts, and local Early Intervention and Intermediate Units, and other partner agencies to support the social and emotional growth of children in our program. KidsCare will do this by implementing an inclusive learning environment that focuses on actively including young children with disabilities.

KidsCare will use a team-based approach to make evidence based decisions to support the reduction of challenging behaviors in the program, as well as strengthening of social/emotional competencies for success in the program.

KidsCare tries our best to accommodate all students and their needs. We make an individualized assessment about whether we can meet the particular needs of a child without fundamentally altering our program. However, please note that child care centers that are accepting new children are not required to accept children who would pose a direct threat or whose presence or necessary care would fundamentally alter the nature of the child care program.

to support reduction of challenging behaviors and the strengthening of social/emotional competencies for success in the classroom. We accomplish this by implementing the following practices:

a. Creating a Caring and welcoming school environment that stresses belonging and valuing all children, families, and staff.

b. Implementing an explicit set of school values by creating a system of positive behavior supports (PBIS).

c. Building communication, engagement and involvement with all families. Examples include parent conferencing, daily reports, parent events and parent education, and community/health resource sharing.

d. Intervene when signs of behavioral issues first become apparent using a school-wide behavior system, and document them using behavior tracking reports.

e. Referring children and families to support services and intervention, such as the local Intermediate Unit. KidsCare will coordinate services with these agencies for seamless supports during evaluation and assessment, service planning, development of IEP's/IFSP's, and tracking & monitoring results.

f. Advocating with/on behalf of the child/family.

II. PROCEDURE

1. Identify and describe the behavior in observable and measurable terms using a variety of authentic assessments.

2. Collect Data: Documentation of behavior reports, anecdotal teacher notes, incident and injury reports, classroom observations, and self-assessments.

3. Parents as Partners: Parent Conferences and Collaboration Team meeting to discuss data collected and how to address them with open and frequent communication. Share with families the benefits of inclusion and their rights related to inclusion.

4. Creating Behavior Intervention/Support Plans: including accommodations and modifications, and considerations for use of Assistive Technology.

5. Conduct program inclusion self-assessment to ensure that barriers are removed that would prevent including children with disabilities.

6. Referrals children/families to outside support services/interagency collaboration

III. Data Collection/ Documentation

Identification through Authentic assessments:

1. Getting to Know You questionnaire at enrollment, and completing a Special Care Plan at the time of enrollment.

2. Child observations: Frequency charts, running records, time sampling, anecdotals

3. Classroom Self assessments such as SACERS- U

4. Behavioral reports and Incident & Injury reports

5. Reports and observations from outside agency professionals such as Early Intervention and Early Childhood Mental Health.

IV. Family Communication and partnership- Review results with families in parent conferences and discuss next steps.

V. Access to Community Resources and Supports- Aide in the referral process and how to navigate through the process. Coordinate observations and evaluations done in the natural setting at KidsCare. Offer space and time for meeting with Early Intervention team and parents to support the child. KidsCare

will aide in the development in IEP or IFSP by contributing data collected and information to support the success of the child. KidsCare should be involved in meetings with community partners for collaboration. KidsCare will continue to partner with Intermediate Units and other community based organizations that support inclusive practices. Ongoing communication including frequent emails, meetings to support the process is necessary.

VI. Staff Professional Development

Staff are provided with professional development in a number of training opportunities including but not limited to: PBIS Modules, Challenging Behaviors, Inclusive Practices, Self Regulation in ECE Settings, Classroom Management. The individual professional development plans of each staff will be re-evaluated annually and PD plans adjusted accordingly. KidsCare is a proud host of many trainings for our communities to enhance practices in our communities.

VII. Other Useful Resources

PA Early Learning Standards – social/emotional

Functional Behavioral Assessment (FBA)- Antecedent, Behavior and Consequence

Culturally Linguistic and Ability Diverse(CLAD) scale

Response to Intervention (RTI)

Model Childs Care Health Policies by the American Academy of Pediatrics- Special Care Plan Appendix G/H

PBIS materials

The Benefits of Inclusion (Pa Promise for Children)

Preventing Suspension and Expulsion Implementation Plan

Referral to Service Protocol flow chart

KidsCare Policy for Reducing Suspension and Inclusion

I. Policy

KidsCare supports Pennsylvania's Office of Child and Development and Early Learning (OCDEL) policies, practices and supports regarding suspension and expulsion. They state that 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 a challenging behavior or non-infectious health condition (Morrison & Skiba).

KidsCare has a set of disciplinary procedures which includes levels 1 through 5 which provide for working with the child and his parents to search for an appropriate solution to any behavioral problems. Suspension and expulsion are not effective discipline strategies (U.S. Department of Education, 2014) and we try to avoid them when possible.

KidsCare tries our best to accommodate all students and their needs. We make an individualized assessment about whether we can meet the particular needs of a child without fundamentally altering our program. However, please note that child care centers that are accepting new children are not required to accept children who would pose a direct threat or whose presence or necessary care would fundamentally alter the nature of the child care program.

KidsCare will use a team-based approach to make evidence based decisions on practice to support reduction of challenging behaviors and the strengthening of social/emotional competencies for success in the classroom.

II. Procedure

KidsCare will use documentation of behavior incident reports, anecdotal teacher notes, incident and injury reports, and classroom observations, to identify behaviors of concern in the classroom.

Conferences will be held with the parents to discuss the information collected and how to address the concerns.

KidsCare will create Support Plans for children displaying challenging behaviors which will include accommodations and modifications, and considerations for use of Assistive Technology when necessary.

KidsCare will also intervene when signs of behavioral issues first become apparent using a school-wide behavior system. We have implemented standardized forms throughout all programs to record behavioral issues.

KidsCare will also refer parents/guardians for support services and interventions to community behavioral health organizations.

KidsCare will coordinate with those organizations for seamless supports during evaluation and assessment, service planning, development of IEP's/IFSP's, and tracking & monitoring results.

III. Data Collection/ Documentation

KidsCare will utilize multiple forms of child observations, including frequency charts, running records, and anecdotal records.

KidsCare staff will also complete behavioral forms, which are signed by the child's parent/guardian.

KidsCare will work with outside agencies who want to observe the child in the KidsCare setting. These agencies can include, but are not limited to Early Intervention and Early Childhood Mental Health.

IV. Developing the Support Plans using the Behavior Incident Reports

KidsCare will summarize the data collected and create a support plan for teachers, administration, and families. The support plan will run for a two week trail, and will then KidsCare Administration and the family will meet to discuss the progress.

V. Access to Community Resources and Supports- seeking assistance

KidsCare will request observation and evaluation from appropriate community organizations. KidsCare will also have parents/guardians sign a school district release form, allowing us to strategize with the child's school support team. KidsCare will also be present in district IEP meetings if requested.

IV. Professional Development

KidsCare staff will be provided with professional development in a number of training opportunities including but not limited to: PBIS Modules, Challenging Behaviors, Inclusive Practices, Self-Regulation in ECE Settings, Classroom Management. The individual professional development plans of each staff will be re-evaluated annually and PD plans adjusted accordingly.

V. Other Useful Resources

Model Childs Care Health Policies by the American Academy of Pediatrics- Special Care Plan Appendix G/H

PBIS materials

The Benefits of Inclusion

Reduction of Expulsion and Suspension in Early Childhood Programs OCDEL Announcement

VII. Leveled Approach to Interventions

a. **Level 1**

Staff will redirect the child and review program rules and routines. KidsCare will give the child a choice of behaviors and modify activity if needed. Removal from the group the child is playing with may also occur.

b. Level 2

KidsCare will remove the child from the activity. Staff will speak to the child about their behavior, actions, and consequences. The consequence will be loss of privilege

c. Level 3

KidsCare staff will move the child to a safe location. Staff will speak to the child about their behavior, actions, and consequences. KidsCare Administration will notify parents/guardians and set up a conference to create a support plan

d. Level 4 (suspension)

The child will be removed from KidsCare programs, or a reduction in the number of hours in the program will be given. (Such as late arrival or early dismissal). KidsCare Administration will have a conference with the parent/guardian to go over possible referral for services.

e. Level 5 (expulsion)

A higher level of support and intervention are required for the child to be successful in a program. KidsCare does not support the child's level of needs at this time.

KidsCare, in some extreme cases, may need to move to immediate suspension and/or expulsion in cases such as risk of safety concerns that include physical aggression towards others or staff, property damage and/or destruction, repetitive risk of elopement, and other unsafe behaviors

Pennridge Transfer of Care Policy

The Pennsylvania Department of Human Services, our licensing agency, is requiring that all child care centers have a "Transfer of Care Policy" in place. This policy needs to clearly define when supervision is the responsibility of KidsCare, the Pennridge School District, and the parent/guardian/authorized pickup.

- **Transfer of Care from parent/guardian/authorized pickup to child care in KidsCare Before Care Program:**
    - Supervision of the child begins when the child physically enters the KidsCare Before Care program and the parent/guardian/authorized signs the child in. Until the child is signed in, the child is still considered to be in the care of the parent/guardian/authorized pickup.
- **Transfer of child from KidsCare Before Care Program to school:**
    - Supervision of the child ends when the school bell rings, and the child leaves the KidsCare program space to go to school. Once this occurs, the supervision transfers to the Pennridge School District.
- **Transfer of child from school to KidsCare After School Program:**
    - Supervision of the KidsCare Program begins when the child *physically arrives* in the program space. Until the child physically enters the KidCare After Care Program, the child is considered still in the care of the Pennridge School District.
- **Transfer of care from KidsCare After School Program to parent/guardian/authorized pickup in after care:**
    - Supervision of the child by the KidsCare After Care program ends when the parent/guardian/authorized pickup arrives to pick the child up. Once the parent/guardian/authorized pickup arrives on site and is acknowledged by the KidsCare staff, care of the child is transferred to the parent/guardian/authorized pickup, and supervision of the KidsCare program ends, regardless of if the parent/guardian/authorized pickup has signed them out.

Pennsbury Transfer of Care Policy

The Pennsylvania Department of Human Services, our licensing agency, is requiring that all child care centers have a "Transfer of Care Policy" in place. This policy needs to clearly define when supervision is the responsibility of KidsCare, the Pennsbury School District, and the parent/guardian/authorized pickup.

- **Transfer of Care from parent/guardian/authorized pickup to child care in KidsCare Before Care Program:**
    - Supervision of the child begins when the child physically enters the KidsCare Before Care program and the parent/guardian/authorized signs the child in. Until the child is signed in, the child is still considered to be in the care of the parent/guardian/authorized pickup.
- **Transfer of child from KidsCare Before Care Program located in the child's home Elementary School:**
    - Supervision of the child ends when the school bell rings, and the child leaves the KidsCare program space to go to their classroom. Once this occurs, the supervision transfers to the Pennsbury School District.
- **Transfer of child from KidsCare Before Care Program to another Elementary School (Walt Disney, Fallsington, or Penn Valley):**
    - Supervision of the child ends when the KidsCare staff puts the child on the school bus to go to their home school (Walt Disney, Fallsington, or Penn Valley). Once the child is on the bus, the child is in the custody of the Pennsbury School District.
- **Transfer of child from school to KidsCare After School Program located in the child's home Elementary School:**
    - Supervision of the KidsCare Program begins when the child *physically arrives* in the program space. Until the child physically enters the KidCare After Care Program, the child is considered still in the care of the Pennsbury School District.
- **Transfer of child from school to KidsCare After School Program who arrive via school bus from another Elementary School (Walt Disney, Fallsington, or Penn Valley):**
    - Supervision of the KidsCare Program begins when the bus arrives at the KidsCare location and the KidsCare staff have taken attendance. Until the child has gotten off of the school bus and staff have been able to take attendance, the child is still considered in the custody of the Pennsbury School District.

- **Transfer of care from KidsCare After School Program to parent/guardian/authorized pickup in after care:**
    - Supervision of the child by the KidsCare After Care program ends when the parent/guardian/authorized pickup arrives to pick the child up. Once the parent/guardian/authorized pickup arrives on site and is acknowledged by the KidsCare staff, care of the child is transferred to the parent/guardian/authorized pickup, and supervision of the KidsCare program ends, regardless of if the parent/guardian/authorized pickup has signed them out.