



KIDSCARE PARENT HANDBOOK

KidsCare of Penridge and Pennsbury
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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 the community. The Department of Human Services licenses our programs, which are all developmentally age-appropriate and are taught by certified teachers.

KidsCare's 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 childcare program for their elementary-age children
- To provide before and after school child care in a safe and comfortable neighborhood school setting

Pennsbury

KidsCare Afton Elementary

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

KidsCare Edgewood Elementary

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

KidsCare Eleanor Roosevelt Elementary

185 Walton Dr
Morrisville PA 19067
(215) 428-9398
7:00am-9:00am/3:30pm-6:00pm

KidsCare Makefield Elementary

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

KidsCare Oxford Valley Elementary

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

KidsCare Quarry Hill Elementary

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

KidsCare 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

Kids Care 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 Grasse Elementary

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

KidsCare 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 West Rockhill Elementray

1000 Washington Ave
Sellersville PA 18960
(267) 576-2993
7:00 am – 9:00 am/3:30 pm – 6:00 pm

KidsCare Deibler Elementary

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

Kids Care Guth Elementary

601 N. 7th St
Perkasie PA 18944
(267) 374-7055
7:00 am – 9:00 am/3:30 pm – 6:00 pm

KidsCare Seylar Elementary

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

Admissions Policy

KidsCare admits children in kindergarten through fifth grade in both the Pennsbury and Pennridge School Districts without regard to race, culture, sex, religion, national origin, ancestry, or disability. When a child's parents or legal guardian and teacher identify that the 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 based on special needs. The program accepts children with special needs as long as a safe, supportive environment can be provided. 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. The family is responsible for providing the center an up-to-date copy of the Individual Family Service Plan/Individual Education Plan. Suppose the program cannot accommodate the child's needs defined by the child's health care providers or the IFSP/IEP without posing an undue burden defined by federal law. In that case, the Director will work with the parent or legal guardian to find a suitable environment for the child. The Executive Director and KidsCare CEO individually review each case 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 for the betterment of the child or school. For additional information, please see our Suspension and Expulsion Policy (Appendix B).

Enrollment

The following information must be completed via the KidsCare Online Registration process.

- Emergency Contact Form
- Fee Agreement
- Child Health Report
- Tuition Express

The information provided during the registration process is confidential and will be shared with other caregivers only as necessary to meet the child's needs.

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

Transfer of Records

Confidentiality of information about the child and family will be maintained. Enrollment 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 \$50 is due before starting the KidsCare program. Payments are due by the 5th of each month. Payment is expected for all days contracted regardless of absence due to illness, vacation, holiday, or weather conditions. Payments are securely processed electronically through Tuition Express.

Payments that are returned due to insufficient funds will be charged a \$40 NSF fee.

Late Pick-Up Policy

KidsCare will charge a late fee of \$1 per minute 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 members will always be available in the building. Child-to-staff ratios followed by this program will always comply with state regulations for school-age care, with 12 children for every staff member.

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 with families through email, so be sure your email address on file is current. We will also be using the Procure app to send and receive messages.

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

Parents and legal guardians are invited to visit the program at any time. 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 conferences twice during the school year: once in the winter and 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
- Suggestions from parents
- Transition information
- Distribution of health and human services information

Reporting Absences

KidsCare is committed to providing quality care. Parents must call or email the office to report daily absences for the safety of their child and to avoid unnecessary staff worry.

Transition Plan from Elementary School to Middle School and Self-Care

The goal of KidsCare staff during the final year of 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.

Transitioning to middle school is the first and most significant step to ensuring a successful middle school experience. It deserves time and attention. A well-planned transition program helps parents and students have 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 visit the middle school to lessen their concerns, build their confidence, and reduce their anxiety.
- KidsCare teachers should include events for students entering middle school and relay the message that middle school is a safe environment for them to learn and grow.
- 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, encourage students to identify new hobbies and interests and teach them about good homework habits.

- Part of the transition process involves preparing students for appropriate responses to emergency situations. Teachers will discuss various emergencies with the students and their 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 their children's concerns and questions. 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 to better understand this new and wonderful person with whom they live and be able to interact with them positively to build better relationships.

Discipline

KidsCare provides a safe, fun-filled, and “threat-free” environment for children. It is for all children. Parents/legal guardians who know their child cannot care for themselves at home enroll their child in KidsCare. This 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 every day.

Caregivers will equitably use positive guidance, redirection, planning to prevent problems, encouragement of appropriate behavior, consistent, clear rules, and involving children in problem-solving to foster the child’s 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, be fair, respect property, and learn to be responsible for their actions.

Caregivers will guide children to develop self-control and orderly conduct in relationships with 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 children and encourage more acceptable behavior. Caregivers will use consistent, clear, and understandable discipline for the child.

Teachers/caregivers will competently explain to families and coworkers the program's philosophy 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 recurrence occurs.

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 to inform them that their child is excluded from KidsCare. The parent/legal guardian will then hold a meeting 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 joyful learning for the children.

- No child will hurt another in any way
- Children should not interrupt a presentation, group, or collective lesson. All children in the classroom should be assured the right to learn and work.
- Running and shouting in the classroom interferes with the rights of learning and working children.
- Children will carry and handle materials appropriately, as demonstrated by the teacher
- All efforts are made to include all children and reduce 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 another child, the following action will be taken:

Students who display inappropriate behaviors should have a behavior report written and signed by their parents. 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 and 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 will be 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. Nine hundred eleven 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 accommodations 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 needs of the children in our program, it is essential to gather as much information as possible 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 the guidelines are implemented. To maintain an open line of communication with the child's IEP and community team members and consistency in all environments, KidsCare is available to participate in any IEP review meetings if the parent or guardian requests.

The parent (s) are given a request form for an IEP/IFSP to complete at enrollment. IEP/IFSP forms can be used to inform teachers and their classroom practices. The parent (s) will complete the form before enrollment and determine whether or not this may apply to the individual. You can only accept the request form if you provide this information. Some children may require a special care plan with or without an IEP.

Special Care Plans

Some children may require a special care plan along with or in the 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 promptly. A collaborative approach in which primary care doctors and the parent/guardian work with the childcare 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 healthcare provider and updated after every significant change in the child's health status. Caring has developed this Care Plan 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 particular health care needs and an IEP/IFSP is protected by privacy laws including the Health Insurance Portability and Accountability Act (HIPAA). Information releases 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 condition for any child in the facility for which the administration has approved a plan. 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 if the parents and legal guardian have provided written consent and the medication is available in its original container.

Allergies

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

When children with food allergies attend 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 healthcare 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 indicating the need to administer one or more medications.

KidsCare shall notify parents/guardians of any suspected allergic reactions, ingesting 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 school district's delayed opening schedule. 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. Even if 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 take the child out of the facility on trips.

Drop-Off/Pick-Up Procedure

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

Unauthorized Person Seeking Custody

- The site staff will contact the custodial parent(s) or legal guardian(s) on the child's enrollment forms.
- Telephone authorization to release the 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 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 the child's release. 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 to release the child on the verbal request for release of the 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 not recognized by the staff will be required to provide photo identification such as a driver's license or 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 pickup 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.

The court's order 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 the court's order, both parents must sign the request for a liberal interpretation of the order.

Without 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 parent at 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 can care for the child, the director will contact child protective services for guidance.

Smoking, Prohibited Substances, and Guns

The indoor and outdoor environments 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, help 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 their 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. Access, participation, and support are the defining features of inclusion that can be used to identify high-quality early childhood education programs.

KidsCare will collaborate with families, staff, school districts, 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 actively includes young children with disabilities.

KidsCare will use a team-based approach to make evidence-based decisions to reduce challenging behaviors in the program and strengthen social/emotional competencies for success.

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

To support reducing challenging behaviors and strengthening 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 positive behavior support system (PBIS).
- c. Building communication, engagement, and involvement with all families. Examples include parent conferencing, daily reports, parent events, 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: Hold parent Conferences and Collaboration Team meetings to discuss the data collected and how to address it 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, modifications, and considerations for using Assistive Technology.
5. Conduct a program inclusion self-assessment to ensure that barriers preventing children with disabilities from being included are removed.
6. Referral 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 enrollment.
2. Child observations: Frequency charts, running records, time sampling, anecdotes
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 the 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 the Early Intervention team and parents to support the child. KidsCare will aid in developing IEP or IFSP by contributing data collected and information to help the child's success. KidsCare should be involved in meetings with community partners to collaborate. KidsCare will continue to partner with Intermediate Units and other community-based organizations that support inclusive practices. Ongoing communication is necessary, including frequent emails and meetings to support the process.

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, and Classroom Management. Each staff's individual professional development plans will be re-evaluated

annually, and PD plans will be 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 Child 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 administered because of a child's developmentally inappropriate behavior. It requires a child not to be present in the classroom or the program for a specified period. Expulsion is 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, including levels 1 through 5, that provide for working with the child and his parents to find an appropriate solution to any behavioral problems. Suspension and expulsion are ineffective discipline strategies (U.S. Department of Education, 2014), and we try to avoid them when possible.

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

KidsCare will use a team-based approach to make evidence-based decisions based on practice to support the 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 using 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 to provide seamless support during evaluation and assessment, service planning, development of IEPs/IFSPs, and tracking and monitoring of 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 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 trial, and then the 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 through a number of training opportunities, including, but not limited to, PBIS Modules, Challenging Behaviors, Inclusive Practices, Self-Regulation in ECE Settings, and Classroom Management. Each staff member's individual professional development plans will be re-evaluated annually, and PD plans will be adjusted accordingly.

V. Other Useful Resources

Model Child 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 a 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 given a reduction in the number of hours in the program (such as late arrival or early dismissal). The KidsCare Administration will have a conference with the parent/guardian to review possible referrals for services.

e. Level 5 (expulsion)

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

KidsCare, in some extreme cases, may need to move to immediate suspension and/or expulsion in cases such as the 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.

Non-Discrimination Policy

Admissions, the provisions of services, and referrals of clients shall be made without regard to race, color, religious creed, disability, ancestry, national origin (including Limited English Proficiency), age, or sex.

Program services shall be made accessible to eligible persons with disabilities through the most practical and economically feasible methods available. These methods include, but are not limited to, equipment redesign, the provision of aides and the use of alternative service delivery locations. Structural modifications shall be considered only as a last resort among available methods.

Any individual/parent/student (and/or guardian) who believes they have been discriminated against may file a complaint of discrimination with any of the following:

KidsCare

5175 Cold Spring Creamery Road, Box 16

Doylestown, PA 18902

215-230-3445

Email: Kidscare77@gmail.com

Commonwealth of Pennsylvania

Department of Human Services

BEO/Office of Civil Rights Compliance

Room 225, Health and Welfare Building

PO Box 2675

Harrisburg, PA 17120

717-787-1127

Email: RA-PWDHSCivilRights@pa.gov

U.S. Equal Employment Opportunity Commission

Suite 1000,

801 Market Street

Philadelphia, PA 19107

800-669-4000

[https://www.eeoc.gov/federal-sector/overview-](https://www.eeoc.gov/federal-sector/overview-federal-sector-eeo-complaint-process)

[federal-sector-eeo-complaint-process](https://www.eeoc.gov/federal-sector/overview-federal-sector-eeo-complaint-process)

Email: PDOContact@eeoc.gov

Pennsylvania Human Relations Commission

333 Market Street, 8th Floor

Harrisburg, PA 17101

<https://www.phrc.pa.gov/File-a-complaint>

717-787-4410

Email: phrc@pa.gov

Office for Civil Rights

US Department of Health and Human Services

Centralized Case Management Operations

200 Independence Avenue, SW

Room 509F HHH Building

Washington, DC 20201

800-368-1019

<https://www.hhs.gov/ocr/complaints>

Email: ocrcomplaint@hhs.gov