Parent Handbook

**Mission Statement**

At McCoy’s Learning Center children are encouraged to discover their individual strengths and talents. We believe each child possess the capacity to learn when placed in a nurturing and safe environment.

**McCoy’s Learning Center**

7721 Mulford Street

Pittsburgh, PA 15208

Phone (412) 723-21211

Email: [mccoylearningcenter@gmail.com](mailto:mccoylearningcenter@gmail.com)

We are delighted that you have chosen our center to provide for the needs of your child. You and your family are encouraged to visit our center prior the first day of enrollment to give our teachers, and your child an opportunity to meet and become better acquainted.

The *Parent Handbook* has been written to describe our program, philosophy, policies, and all the details that go into making each day as happy and successful as possible.

**Our Philosophy**

We believe…

* That children must receive care from adults who are nurturing, caring, and knowledgeable.
* That children should explore their interest through physical, social, and academic development.
* That children’s play is vital to learning milestones which leads to increased sense of competence and independence.
* That teachers draw upon training and experience to create age-appropriate lessons that carefully guides children from one developmental, and cognitive, level to another.
* That parents are a child’s first teacher and contribute to the care offered at McCoy’s Learning Center.

**Enrollment**

Children between the ages of 6 weeks and twelve years are eligible for enrollment at McCoy’s Learning Center. Children may attend the center anytime between 6:00am and 6:00pm, Monday through Friday.

Documents to be completed and returned before enrollment are:

* Fee and Policy Agreement
* Emergency Contact/ Parental Consent
* Child Health Report (to be completed by a physician)
* Food Allergies
* Consent form
* Online Parent Handbook

A registration fee of $100 is due once the director has assigned a start date. This is a one-time, non-refundable charge. If the child is withdrawn then reenrolls later, a second enrollment fee will be expected.

**Tuition**

|  |  |
| --- | --- |
| **Age** | **Monday-Friday (6:30am-5:30pm)** |
| Infant  (6 weeks to 12 months) | $1,100 per week  $65 per day |
| Young Toddler  (13 months to 24 months) | $300 per week  $60 per day |
| Older Toddler  (25 months to 36 months) | $300 per week  $60 per day |
| Pre-School  (37 months to Kindergarten) | $150 per week  $55 per day |
| School Age  Kindergarten to 12 years old | $200 per week  $50 per day |

**Tuition Policy and Fees**

Tuition is due every week on Friday prior to the beginning week of care. A daily late fee of $10 is assessed Monday morning at 8am plus a 3% ACH fee The child cannot attend until a payment is made. **Any account pas due at the time of disenrollment will be sent to a collection agency**.

Tuition is expected for days your child may be absent due to illness, family emergencies, doctor visits, hospitalization, vacations, or any other reasons. Please note that tuition rates do not change for toddle or preschool children in the event of a week including a holiday.

Parents who are receiving CCIS child care assistance pay the full regular tuition rate until the authorizing paperwork is delivered to us for CCIS billing. You are responsible to directly pay McCoy’s Learning Center your CCIS co-pay each week.

**Withdrawal/Cancellation Policy**

Cancellations must be a formal written 30-day notice sent via email to **mccoylearningcenter@gmail.com**. No other forms of written notice will be accepted. If a 30-day notice is not given, the parent will be charged the regular monthly rate. Account must be paid in full before cancelling childcare services including your child’s tuition for the last 30 days.

**Communication**

Proper communication between our parents and the teachers of McCoy’s Learning Center is extremely important. Please check for daily notes, newsletters, or daily reports.

Remember to communicate any changes in your child’s schedule. **We must be informed in writing. Regarding any changes in the person picking up your child**. You may add or delete names of authorized adults allowed to pick up your child on the *Emergency Contact Form*.

Our main office must be informed of any of the following changes:

* Address and/or phone numbers, or email address
* Insurance coverage
* Parent/guardian employment
* Health/immunizations updates

**Drop-off and Pick-up Polices**

Please make sure you always enter and exit from the Mulford Street door. You may park your car on Mulford Street. DO NOT PARK ON THE FRAM STREET CURB.

* AM PARENTS: You must accompany your child into the building to sign them in.
* PM PARENTS: You must accompany your child to the car after you have signed them out.

**Holidays**

McCoy’s Learning Center will be closed on the following holidays: New Year’s Day, Memorial Day, Independence Day, Labor Day, Thanksgiving, the Friday after Thanksgiving, and Christmas Eve and Day. If any of the above holidays fall on a weekend, the closet Friday and Monday will be selected. Regular tuition is expected.

**Unexpected Closings**

McCoy’s Learning Center will open on public, private, and charter school designated “snow days”-we may open late if necessary. On a rare occasion, our center may be forced to close due to a situation beyond our control (ice storm, electrical outage, no water service, etc.). Every attempt will be made to inform parents of an emergency.

**Meals**

The center will provide breakfast, lunch, and PM snack. Parents may send a lunch with their child each day. Lunches sent from home should be self-serving or easy to serve.

**Addendum to Handbook**

1. **Child Behavior**
   1. It is very important a child’s development is nurtured through caring, patience, and understanding. However, while caring for your children, McCoy’s Learning Center employees may have to respond to your child’s behavior. Hitting, kicking, spitting, hostile verbal behavior and other behaviors which will hurt another child are not permitted.

In response to these behaviors, McCoy’s Learning Center employees will not use:

* Threats or bribes
* Physical punishment, even if requested by the parent.
* Deprive your child of food or other basic needs
* Humiliation or isolation

In response to misbehavior, McCoy’s Learning Center employees will:

* Respect your child
* Establish clear rules
* Be consistent in enforcing rules
* Use positive language to explain desired behavior
* Speak calmly while bending down to your child’s eye level
* Give clear choices
* Redirect your child to a new activity
* They may be asked to move to a quiet area or soft space where they can re-focus their energies. They will be welcomed back to the activity when they are ready.

If your child’s behavior is very disruptive or harmful to himself or other children, I will discuss the issue with you privately. If the situation can be resolved, it may be necessary to refer you to additional helping services and the child may remain enrolled. If we are unable to resolve the issue, I will help you find alternative early learning arrangements that may be more suitable for you and your child. The state asks providers to report when a child is suspended from a program by calling 1-800-692-7288. This is not required but suggested so the state can track if their new policies are effective and children are getting additional helping services.

1. **Parent Behavior**
2. Any person, including a parent or guarding, that comes to an event at school or District facility, whether during, before, or after school is expected to act in an appropriate, courteous and professional manner toward the daycare faculty, staff, and other students.
3. Any person, including a parent or guardian, that engages in inappropriate, threatening, or other unprofessional conduct while at the learning center may be asked to leave after being given a warning. Should the problem conduct continue, the person may be removed from the facility.
4. **Clothing**
5. All children need at least one complete, labeled change of clothing at the Center. As the seasons change please check and change the outfits left at the Center. Young children may need several changes of clothing each day, especially those involved in toilet learning.
6. **Toiletry Learning**
7. We ask that you advise us when you are ready to begin toilet learning with your child. It is best if we can duplicate the routines and methods that you are using in order to have consistency for the child.
8. **Health Policy**
9. McCoy’s Learning Center Health Policy information comes from the state approved Caring For Our Children website (http://nrckids.org/).
10. It is our goal to provide a secure and safe environment for your family.  This includes giving your child a healthy place to learn and grow. While we understand and sympathize that keeping a sick child home from daycare is extremely difficult for a working parent, it is the number one contributing factor to the cycle of illness that can occur in a center! McCoy’s Learning Center adhere to strict hygiene policies regarding sanitizing of toys and equipment, and the use of proper hand washing techniques.
11. **These health policies are in place to protect your child, others enrolled in the center, and the staff.**  
      
    Do not bring a sick child to daycare!  It is unfair to your child, the other children, and the staff as well.

**A child with the following symptoms should be kept at home:**

* Known or suspected communicable diseases (ex: head lice, pink eye, chicken pox, Hand Foot & Mouth etc.)
* Continuous and/or copious green or yellow nasal discharge
* Persistent and/or undiagnosed coughing and sneezing
* Fever of more than 38.3 Celsius (100F)
* Rash
* Unexplained diarrhea
* Vomiting
* Infected eyes or skin
* Discharge from eyes or ears
* Difficulty breathing
* Sore throat
* Headache and/or stiff neck
* Severe itching of body and/or scalp or a rash
* Head lice – the lice need to be treated and your child must be free of nits before they can   return to the center.

1. **Supervision Policy**
2. Children on the facility premises and on facility excursions off the premises shall be supervised by a staff person always. Outdoor play space used by the facility is considered part of the facility premises.

   (1)  Each staff person shall be assigned the responsibility for supervision of specific children. The staff person shall know the names and whereabouts of the children in his

assigned group. The staff person shall be physically present with the children in his group on the facility premises and on facility excursions off the facility premises.

   (2)  The requirement for supervision on and off the facility premises includes compliance with the staff: child ratio requirements in § §  3270.51—3270.55 (relating to staff: child ratio).

 (b)  A facility person may not use any form of physical punishment, including spanking a child.

(c)  A facility person may not single out a child for ridicule, threaten harm to the child or the child’s family and may not specifically aim to degrade the child or the child’s family.

 (d)  A facility person may not use harsh, demeaning or abusive language in the presence of children.

1. A facility person may not restrain a child by using bonds, ties or straps to restrict a child’s movement or by enclosing the child in a confined space, closet or locked room. The prohibition against restraining a child does not apply to the use of adaptive equipment prescribed for a child with special needs.
2. **Transition Policy**
   1. The parent will be notified in person and writing that his/her child will be transitioning to the next age group. The letter will explain the different developmental stages the child will experience during times of transition.
   2. The written notification will provide the parent with classroom expectations, developmentally appropriate lessons, and glance at the year calendar in early reading and math skills.
   3. The parent will be provided with child development pamphlets from **Pathways.** Here is the link to their website: https://pathways.org/print/
3. **Inclusion**
   1. **Program Philosophy:**
      1. McCoy’s Learning Center welcomes all children and is committed to providing developmentally and age-appropriate early learning experiences that are evidence-based practices. Every child will have support and full access to participate in a wide range of activities. We believe that every child is unique and will be supported to reach their full potential.
      2. McCoy’s Learning Center acknowledges and respect the priorities each family has for their child. Families are encouraged and supported to collaborate with staff to ensure that each child has the opportunity for maximum success.
      3. McCoy’s Learning Center will communicate with each family daily and hold conferences every 2 months to discuss the child’s improvements, successes, and challenges.
   2. **Inclusive Environment:**
      1. Early childhood educators at McCoy’s Learning Center use developmentally appropriate practices and consider the unique needs of all children will planning, instructing, and forming relationships. Schedules, routines, and activities are flexible, and staff will work with therapists, special educators, and other professionals to integrate individual accommodations, modifications, and strategies into classroom routines and activities.
      2. McCoy’s Learning Center will support and include children of diverse cultures by encouraging their home language, food, and clothing. The classroom environment will have areas labeling in English and their home language, so they can learn literacy concepts.
   3. **Confidentiality**
      1. Confidentiality applies to all verbal and written information about potential, enrolling and previously enrolled children and their families. All staff will be informed on the need for confidentiality and be expected to fulfill their obligation to respect the protection of privacy.
   4. **Policy:**
      1. OCDEL’s goal is for children with disabilities to participate and succeed in the same learning environments as their same age peers.
      2. Early childhood inclusion embodies the value, policies, and practices that support the right of every infant and young child and his or her family, regardless of ability, to participate in broad range of activities and contexts as full members of families, communities, and society. The desired result of inclusive experiences for children with and without disabilities and their families include a sense of belonging and membership, positive social relationships and friendships, and development and learning to reach their full potential. (NAEYC) and (DEC) of the Council for Exceptional Children 2009
   5. **Steps to Address Inclusion**:
      1. Schedule and conduct a meeting with families. The goal of the meeting will be for families to share their insights, experiences, and resources regarding the child with early childhood educators.
      2. Early childhood educators will utilize a wide array of resources on evidence-based practices to educate and engage families. The classroom teacher will use the “PA Inclusion Self-Evaluation and Action Plan Tool” to help focus your efforts on specific areas to improve the quality of inclusion services.
      3. Parent-teacher conferences held every two months to discuss the child’s growth, successes, and challenges.
   6. **Ongoing Practices:**
      1. Early childhood providers will communicate with community organizations to develop a share plan and responsibility of the learning, participation and belonging of all children.
      2. Early childhood providers will participate and engage in ongoing professional development opportunities related to the inclusion of all children.
4. **IEF or IFSP**
   1. McCoy’s Learning Center Director will request from the parents if their child has any IEPs or IFSP.
   2. If a parent does provide the center with an IEP or IFSP, all information will be kept confidential and placed in the Director’s office.
   3. IEP or IFSP written plans, and/or special needs assessments will be utilized as appropriate informed practices. IEP/IFSP meetings will include family members, the child’s teacher, specialists, and director.
   4. IEP or IFSP will be used by the staff and teachers to help the parent’s child learn and develop to the best of their ability by supporting the areas noted within the IEP/IFSP.
5. **Suspension and Expulsion**
   1. **Program Philosophy**
      1. McCoy’s Learning Center is dedicated to creating and maintaining a positive climate that focuses on prevention. Our center will ensure fairness, equity, and continuous improvement.
      2. McCoy’s Learning Center establishes positive relationships with families that are culturally and linguistically responsive too all children and families we serve.
   2. **Policy**
      1. We will maintain documentation of children who have been or are at high risk of being suspended or expelled due to behavioral or health challenges.
      2. We will request support by reporting to OCDEL all incidents of children at high risk for expulsion or suspension. Early childhood programs will make the report by calling 1-800-692-7288.
   3. **Positive Behavior Strategies**
      1. McCoy’s Learning Center will create a predictable environment in every classroom. We believe the classroom environment plays a central role in encouraging positive behavior. Every classroom will develop clear and consistent schedules and routines.
      2. Teachers will establish and maintain classroom rules by defining specific examples of what those expectations look like across common settings or routines (ex: circle time, centers, snack, bathroom playground) and directly teaching children how to put those into practice.
      3. Teachers will clearly define and model what inappropriate behavior looks like. Here is a plan for how teachers will respond to inappropriate behavior:
         1. Determine if the behavior requires immediate intervention to ensure children’s safety such as biting and hitting.
         2. If the behavior is not immediate, then ask the child a direct question related to the behavior: “What are you going to clean up, art or blocks?” and then a reminder “We are cleaning up now to take care of our classroom. Let’s work together.” If this prompt is ignored ask the child to return to his/her table.
      4. Teachers will collect data on inappropriate behavior using a daily checklist. The data will reveal information about the child’s engagement, time spent in transitions, or individuals who need additional support to meet behavioral expectations.
      5. Director will record suspension and expulsions within the program using a tracking sheet and contacting the OCDEL.
   4. **Procedures**
      1. Teachers will engage with parents first to discuss inappropriate behaviors and an action plan. Teachers will have a follow-up meeting within 30 days to discuss the child’s challenges and successes.
      2. If the behavior continues, the teacher and director will meet with families to discuss inappropriate behaviors, data collection, action plan, and requesting assistance from state or community resources.
      3. If a child has an IFSP/IEP, McCoy’s Learning Center will contact the EI program for assistance before the child and family are asked to un-enroll in our program.
   5. **Resources**
      1. McCoy’s Learning Center will collaborate with early childhood and other social services programs serving families with young children including EI, Early Childhood Mental Health Consultation (ECMHC), Behavioral Health, and Pennsylvania Positive Behavior Support (PAPBS) Network.
      2. Engage in partnerships with diverse family leaders and community organizations.
      3. Pennsylvania Learning Standards for Early Childhood
      4. Professional Development and Technical Assistance available through the OCDEL Professional Development Systems.
      5. Families and early childhood professionals may refer to EI and other services for young children by contacting CONNECT at 1-800-692-7288.
6. **Family Engagement**
   1. At McCoy’s Learning Center, families are a key element in our child care program. We begin by building trusting with families even before a child’s first day in the program. We allow and encourage parents to drop into the program to see their child(ren) unannounced, you can build trust through family engagement.
   2. **Communication**
      1. Clear communication is helpful for good relationships. McCoy’s Learning Center has a private Facebook page that shares information about what happens in our program and classrooms. The page invites families into what their child is doing and learning on a daily or weekly basis.
      2. Parent teacher conferences is another form of communication that is used to discuss their child’s individual growth academically, socially, physically, and emotionally. A conference will be held in the Winter (first two weeks of December) and Spring (last two weeks of April).
   3. **Volunteer Opportunities**
      1. McCoy’s Learning Center welcomes parents to volunteer in classroom or program activities. Volunteer can take place inside our facility or at home.
      2. Volunteer at home:
         1. Cutting out materials for classroom activities.
         2. The classroom teacher will be able to assist you with these opportunities.
      3. Volunteer at facility:
         1. Be a chaperone for field trips.
         2. Assist in classroom activities; reading to the class, cooking, gardening, etc.
         3. Help set-up for special/cultural events or family traditions.
7. **Schedule**

|  |  |
| --- | --- |
| **Infant to Pre-School** | |
| 6:00am-7:30am | Table Toys |
| 7:30am -8:00am | Breakfast |
| 8:00am -8:30am | Social Development |
| 8:30am -9:30am | Literacy |
| 9:30am -10:00am | Writing Workshop |
| 10:00am-10:45am | Technology (Learning Apps) |
| 10:45am-11:15am | Lunch |
| 11:15am-12:00am | Outdoor Time |
| 12:00pm -2:00pm | Rest time |
| 2:00pm-3:00pm | Math |
| 3:00pm-3:30pm | Science |
| 3:30pm-4:00pm | PM Snack |
| 4:00pm-6:00pm | Table Toys |

|  |  |  |
| --- | --- | --- |
| **School-Age** | | |
| 6:00am-7:00am | Table Toys | |
| 7:00am-7:30am | Breakfast | |
| 7:30am-8:30am | Drop-off | |
|  |  | |
| 2:30pm-3:45pm | Pick-up | |
| 3:45pm-4:15pm | Snack | |
| 4:15pm-6:00pm | Homework | |
| When school-age children complete their homework, they can select an activity to partake in.   1. Puzzles 2. Board Games 3. Arts & Crafts | |

**POLICY AGREEMENT**

**McCoy’s Learning Center Refund Policy**

I understand that refunds will not be issued for registration fees. Refunds will not be issued regarding weekly tuition for reasons of personal schedule conflict or change of plans.

**Initial: \_\_\_\_\_\_\_\_\_**

**McCoy’s Learning Center — Payment Policy**

I understand that full payment is due every Friday prior to the beginning week of care. For those using CCIS, arrangements and paperwork must be completed prior to the beginning of daycare. The co-payment is due every Friday prior to the beginning week of care.

I understand if payment has not been made, my child will not be able to participate and should not be brought to the daycare site.

**Initial: \_\_\_\_\_\_\_\_\_**

**McCoy’s Learning Center — Registration and Late Fee**

I understand McCoy’s Learning Center registration and late fees are non-refundable and non-transferable. Daily $10 late fee is assessed on Monday beginning at 6am. The child cannot attend on the remaining week until tuition is paid for the current week.

**Initial:** **\_\_\_\_\_\_\_\_\_**

**Initial: \_\_\_\_\_\_\_\_\_**

**McCoy’s Learning Center — Registration Confirmation**

I understand that my registration is not complete until required paperwork is received and confirmed by McCoy’s Learning Center. My child **cannot attend** until I receive notification of paperwork being completed.

**Initial: \_\_\_\_\_\_**

**McCoy’s Learning Center — Provider Closed Days, Vacation, or Sick Days**

I understand that in the event my child is absent from care due to a vacation, sick day, or the parent’s choice, I am still responsible for paying the weekly tuition due. I am still responsible to pay the weekly tuition on scheduled closed provider days.

**Initial: \_\_\_\_\_\_\_\_\_**

**I have read the McCoy’s Learning Center Parent Handbook and agree to abide by all the policies and procedures therein. I agree to pay the following tuition amount and understand that these may change depending on schedule and rate adjustments. Failure to do so may result in termination from the program.**

Tuition: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Start Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Registration Fee: \_\_\_\_\_\_\_\_\_\_\_ Approved: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Schedule: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_

Director Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_