Deakings DAYCARE

Full Care Program

2027- 2028 Parent Handbook

A safe & fun place for your child to grow and learn

Jackson: Site 3 ★★

5446 Jackson Street
Pittsburgh, PA 15206

Verona: Site 10 ★★

1620 Randolph Lane
Verona, PA 15147







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Deakings Daycare

Introduction

Dear Parent(s)/ Guardian(s),

We are happy you chose **The Deakings Daycare** for your child.

We are more than a childcare program. We are a place where children learn, grow, play, and feel loved. Our goal is to help every child build confidence, make friends, and develop new skills in a safe and caring environment.

Your child's health, safety, and happiness are our top priorities. Every day, we work to provide a clean, safe, nurturing, and fun place where children can explore, learn, and reach their full potential.

We believe families are a child's first and most important teachers. When families and teachers work together, children do their best. We value your ideas, questions, and partnership, and we encourage open communication throughout your child's time with us.

This handbook will help you understand our policies, procedures, and what you can expect from our program. If you ever have questions or concerns, please let us know. Please reach out to us at (412) 441-2423 or Deakingsdaycare@gmail.com. We are here to help.

The Deakings Daycare has five convenient locations to meet your childcare needs:

Jackson: Site 3 ⭐⭐ 5446 Jackson Street Pittsburgh, PA 15206	**Pittsburgh Fulton K-5: Site 4** ⭐⭐ 5799 Hampton St Pittsburgh PA 15206
Pittsburgh Obama: Site 6 ⭐⭐ 515 N. Highland Avenue Pittsburgh, PA 15206	**Pittsburgh Sunnyside: Site 7** ⭐⭐ 4801 Stanton Avenue Pittsburgh, PA 15201
Pittsburgh Dilworth Pre K-5: Site 9 ⭐⭐ 6200 Stanton Ave Pittsburgh, PA 15206	**Verona: Site 10** ⭐⭐ 1620 Randolph Lane Verona, PA 15147

Thank you for trusting us with your child. We look forward to building a strong partnership with your family and making this a wonderful experience for your child.

Sincerely,

Jeffrey and Victoria Deakings

Deakings Daycare

--OUR MISSION STATEMENT---

We establish an educational foundation for children with open communication with the parents. We allow children to self-regulate and express emotions in a healthy way while feeling valued for their unique personalities. All children are treated with respect, which helps them to feel competent and confident. We strive to provide a healthy and safe environment while enjoying excellent nutrition. We strive to teach morals and values in hopes that these teachings will stay with them throughout their adult life.



Our Founder: Victoria Deakings

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Registration/Hours of Operation/Holidays

In order to register with Deakings Daycare, all parents must complete an application. This application will be provided to you upon your request for childcare. You will need a copy of your child's immunization records, photo ID and a list of the names and telephone numbers of the person who are authorized to drop-off and pick-up your child. You will also need to include on the application any allergies that you are aware of.

Hours of Operation:

Verona: Monday-Friday 7:00am to 5:00pm
Jackson: Monday-Friday 8:00am to 4:30pm
10:00am cut off time for drop off
Hours are subject to change

Holidays

Daycare will be closed for the following holidays:

January: MLK Jr Day	**February:** 12th 2:30 closure PD
March: 12th 2:30 closure PD, 26th, 29th	**May:** 31st
June: Juneteenth observed (18th)	**July:** 5th
August: 13th- 16th	**September:** Labor Day
November: Thanksgiving, Good Friday	**December:** 23rd 2:30 closure PD
	December: 24th- January 3rd
***All Election Days**	

Vacations

The Day Care will be closed for the following vacations:

- December 24th 2027– Jan 3rd 2028

Closure days are subject to change based on staff availability, exposure of communicable diseases, facility safety, etc. We strive to maintain all state health and safety guidelines to ensure the best possible quality of care.

*****We encourage you to make back-up arrangements in advance of all vacations and closures. In case of inclement weather, you will be notified via ProCare. *****

Deakings Daycare

Enrollment Process

INTERVIEW:

Parents are required to attend an interview before enrolling into the center. The interview will give the parents and faculty an opportunity to explore the needs of the child, also the policy and procedures of the day care. The day care will request a copy of the child's IEP or IFSP if there is one in place. At this time parents are encouraged to ask questions including the ability to review the enrollment packet, which includes the following:

a. The State of Pennsylvania Regulations
b. Parent's Handbook
c. CACFP
d. ELRC
e. Parent/Child Questionnaire
f. Health, Nutrition and Fitness
g. Public, Social, Tax Credits and Community Service
h. IEP/IFSP
i. Curriculum
j. Parent/Children and Staff Activities

ORIENTATION:

Children/parents that are enrolled with The Deakings Daycare have the option to have a 1-day orientation for a total of 4 hours. This will help the child transition more smoothly into the classroom. Parents are encouraged to utilize ProCare to check on their child as often as they wish.

PARENT INVOLVEMENT:

Throughout your child's time with us, we encourage you to stay involved by participating in conferences, family events, classroom activities, and regular communication with your child's teacher. By sharing information, asking questions, and working together, we can create a strong foundation that supports your child's learning, development, and success.



Deakings Daycare

Tuition and Fees

Currently Deakings Daycare accepts subsidized payments through ELRC (Early Learning Resource Center), Department of Public Welfare, CYF (Children, Youth and Families), MCCYN and Child Care Partnerships. While you may receive subsidy through one of these agencies, we expect that all fees and copayments will be made in a timely fashion.

Parents will be required to sign up for ProCare. ProCare is our chosen system to provide a safe place for your child's personal information as well as a secure way to make payments. Fees and Co-pays can be paid via Cash or ProCare. Please note that payments on ProCare will be charged a 3% processing fee.

As the parent, you are responsible for timely and accurate payments.

Tuition is due every Monday at the time of drop-off. There will be a $10.00 per day late fee until the fee is paid. If your fee is not paid by Tuesday morning, your family will not be permitted to return to the daycare until all fees are paid in full.

You are responsible for payment even if your child does not attend.

Please remember you are paying for your child's slot in the day care, not the child's attendance. This includes scheduled closings such as holidays and scheduled vacations. You will be required to pay for emergency closings.

It is imperative for the flow of business to be on time when picking up your child.

The late pick-up fee will be as follows: $10.00 per minute per child. Late fees are due at the time of pick-up, or your child will not be permitted to return to care the following day.

***You will be responsible for the agreement that will be set in place at time of your new contractual agreement. When the facility is closed you are still responsible for your weekly payments.**

Remember you are paying for the spot we are holding for your child not your child's attendance. *

Deakings Daycare

Meals/Clothing

Daily nutrition is an important part of a child's healthy development. A child who eats healthy foods and age-appropriate portions has a better chance at quality development.

The day care will provide up to two full meals and one snack per day (breakfast, lunch and an afternoon snack).

Children and infants receiving breast milk or formula will need to come with as many **premade bottles** as they will need to get through their day. Unfortunately, due to health and safety regulations we are unable to make bottles or transfer milk due to the possibility of cross contamination.

For infants and toddlers, it is important that they have multiple sets of alternative clothing at the day care. Please bring and leave at least **2** extra changes of clothing such as shirts, pants, underwear and socks, as well as all necessary diapering items.

In the event of a necessary outfit change without the above required supplies, we may have to use back up clothing or contact the listed guardians to ensure the health and safety of our scholars. Please dress your child appropriately, according to the season as we do play outside throughout the entire year.
For naptime, please provide a blanket and comfort item should your child choose.



Deal's Daycare

Working Together with Families

At Deakings Daycare we believe parents and teachers are a team. When we work together, children learn, grow, and feel successful.

We want you to feel welcome and connected to our program. Throughout the year, we will invite families to join us for special events, family nights, holiday celebrations, and other fun activities.

We will keep you informed in many ways:

- **Monthly newsletters** with program news, upcoming events, and family resources.
- **Weekly lesson plans** so you know what your child is learning.
- **Procare messages** with reminders, updates, and photos when possible. Our first job is always to keep children safe, so updates may be shared throughout the day as time allows.

Each day, teachers will share information about your child's day, such as meals, naps, activities, and special moments. We also enjoy talking with families during drop-off and pick-up.

We welcome parents to schedule a visit to their child's classroom during program hours. Your involvement helps your child feel proud and supported.

We hold **two parent-teacher conferences each year** (one in the fall and one in the spring). During these meetings, we will talk about your child's growth, learning, developmental screenings, assessments, and goals. We will also answer your questions and work together to support your child's success. While these conferences are *optional*, we ask that parents document their decision if they wish to decline a conference.

We may also ask families to complete surveys during the year. Your ideas and feedback help us make our program even better.





Deakings Daycare

Supervision Policy

The safety of all children is our top priority. All staff must maintain **active supervision at all times**, meaning children must be **seen and heard** while in care, including during transitions, and activities.

Children will be signed in and out using **Procare** at the time of arrival and departure. Attendance must be recorded immediately when a child enters or leaves care, including when the child is released to or picked up by a parent or authorized guardian.

Daily attendance records must be completed for all children, including documentation of absences when applicable.

Staff are responsible for ensuring accurate, real-time attendance tracking and continuous supervision in compliance with DHS regulations.

Resources

RESOURCES POLICY

At Deakings Daycare, we are committed to supporting the well-being of the children and families we serve. We understand that families may experience challenges related to health, mental wellness, education, housing, food access, and financial stability. Our goal is to help bridge families to trusted community agencies so they can receive the specialized support they need.

We actively partner with families to identify needs early and connect them with high-quality services throughout Allegheny County. These services may include mental health supports, early intervention, medical and developmental services, parenting programs, social services, and family wellness resources.

Community Resources for Referral

Below is a list of local agencies and organizations that offer services to support child care families in Pittsburgh:

Social Services

- **Family Resources**
  - Services: Child care referrals, elder care referrals, parenting support.
  - Contact: (412) 471-5021
  - Website: www.famres.org
- **Allegheny County Department of Human Services**
  - Services: Child welfare, family support, and protective services.
  - Contact: (412) 350-5701
  - Website: www.alleghenycounty.us/DHS
- **Early Learning Resource Center (ELRC) Region 5**
  - Services: a range of services to support families and early learning programs
  - Contact: (412) 350-3577
  - Website: https://elrc5.alleghenycounty.us/

Mental Health Services

- **UPMC Children's Hospital of Pittsburgh – Family Care Connection Centers**
  - Services: Counseling, early learning support, parenting classes.

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    - Contact: (412) 784-8683 (Lawrenceville location)
    - Website: www.chp.edu
- **TRAC Services for Families**
    - Services: Mental health therapy, adoption services, family support.
    - Contact: (412) 471-8722
    - Website: www.tracpgh.com

Educational Support

- **Trying Together**
    - Services: Early learning resources, child care referrals, family engagement.
    - Contact: (412) 281-5017
    - Website: www.tryingtogether.org
- **The Children's Institute**
    - Services: Special education, early intervention, family support.
    - Contact: (412) 420-2400
    - Website: www.amazingkids.org

Wellness and Medical Services

- **Milestone Pediatric Resource Center West**
    - Services: Support for children with complex medical needs, family education.
    - Contact: (412) 243-3400
    - Website: www.milestonepa.org
- **Healthy Start Pittsburgh**
    - Services: Prenatal and postpartum support, parenting education.
    - Contact: (412) 247-4009



Should your family need any additional assistance, please do not hesitate to contact us.

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Health and Safety

At **Deakings Daycare** your child's health and safety are our highest priorities. We are committed to providing a clean, safe, and healthy environment where every child can learn, play, and grow.

To help guide our health and safety practices, we use **Caring for Our Children®**, a national resource that provides best practices for early care and education programs. These guidelines help us care for children with special medical needs, administer medication safely, and maintain a healthy learning environment.

We work hard every day to help prevent the spread of illness. Staff follow strict cleaning and sanitizing procedures, disinfect toys and equipment regularly, and practice proper handwashing throughout the day.

We understand that keeping a sick child at home can be challenging for families, especially when work schedules are affected. However, allowing sick children to attend childcare can quickly spread illness to other children and staff. To help keep everyone healthy, children who are ill will not be allowed to attend the program The center also reserves the right to refuse admission to anyone who appears to be sick or showing signs of illness.

If a child becomes ill while in our care, a parent or authorized emergency contact will be called and asked to pick up the child as soon as possible.

A child will need to be picked up if they show any of the following symptoms:

- Illness that prevents your child from participating in daily activities such as a persistent cough or runny nose.
- Illness that results in greater need for care than we can provide.
- Illness that poses a risk of spread of harmful diseases to others.
- Fever of 100°F or higher
- Diarrhea – stools with blood or mucus, and/or uncontrolled, unformed stools
- Vomiting
- Mouth sores
- Rash: unless a physician has determined it is not a communicable disease.
- Pink or red conjunctiva with white or yellow eye discharge, until on antibiotics for 24 hours.
- Impetigo, until 24 hours after treatment.
- Strep throat, until 24 hours after treatment.
- Head lice, until treatment and all nits are removed.
- Scabies, until 24 hours after treatment.
- Chickenpox, until all lesions have dried and crusted.
- Pertussis (Whooping Cough), until 5 days of antibiotics.
- Hepatitis A virus, until one week after immune globulin has been administered.
- Tuberculosis, until a health professional indicates the child is not infectious.
- Rubella, until 6 days after the rash appears.
- Mumps, until 5 days after onset of parotid gland swelling.
- Measles, until 4 days after onset of rash.

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- Has a physician or other health professionals written order that children be separated from other children.

Children exhibiting these symptoms will be kept comfortable and isolated to keep everyone involved safe and at ease. As always, caring for children in a way that makes them feel protected and valued is our top priority.

Children who have been ill may return when:

- They are free of fever, vomiting and diarrhea for 24 hours.
- They have been treated with antibiotics for 24 hours.
- They are able to participate comfortably in all usual activities.
- They are free of open, oozing skin conditions and drooling (not related to teething) unless:
    - The child's physician signs a note stating that the child's condition is not contagious, and;
    - The involved areas can be covered by a bandage without seepage or drainage through the bandage.
- If a child had a reportable communicable disease, a physician's note stating that the child is no longer contagious and may return to our care is required.

Deakings Daycare staff reserves the right to make the final determination of exclusion due to illness.

Should a medical crisis at the center result in emergency medical care, Parents are responsible for all medical expenses including treatment; emergency transport covered and uncovered medical fees.



Deakings Daycare

Sanitation and Hygiene

Hand Washing:

1. All children who enter the center must have hands washed.
2. All children who enter the bathroom must wash hands.
3. All children must wash their hands before and after their meals and snacks.
4. All children must wash hands after naptime.

There will be **no exceptions** to this policy.

Dental Hygiene:

Children 1 year and older will be provided with their own toothbrush and age-appropriate toothpaste to practice teeth brushing in between meals and promote good dental hygiene.

Diapering/Toileting:

Children in diapers must change every two hours regardless of whether or not the diaper is soiled. All diaper changes must be logged in the diaper log. Diaper changes will also be logged on the daily activity sheets.

If you provide an ointment (such as diaper cream or lotion) for your child, it must be unopened, in its original packaging and have your child's first and last name clearly written on the container. A parent or guardian must complete and sign the **Medication Authorization Log** before staff can apply any ointment. Staff will record each application on the log for your child's safety.

Clorox solutions are used after every diaper change. Employees are required to wear gloves and wash hands before and after every diaper change.

Toilets must be flushed after each use, floors/other surfaces that become contaminated will be sanitized immediately.

Facility Cleaning:

The day care center will be cleaned at the end of closing each day. Cleaning includes but is not limited to, dusting all furniture, tabletops, equipment as well as vacuuming all carpeted areas, mopping kitchen, baths and art room.

Pets:

The facility enjoys having pets for the children’s educational purposes. All parents are informed about the types of pets prior to registration will be in the center. I will ensure that all pets have up to date vaccinations. All animals’ excrement is disposed in plastic bags and is disposed of in the outside trash can. All children are taught to respect pets and treat them with kindness.

Deekings Daycare

Nondiscrimination/Safety

The Deakings Daycare does not discriminate in any of its policies, procedures or services against parents/children of any race, ethnicity, socio-economic background, religion or creed. Deakings Daycare is an equal opportunity employer and childcare provider. We celebrate diversity and are committed to creating an inclusive environment for all employees and the families we serve.

We value the safety of our scholars. In the case of a national/community emergency your child will be evacuated to a site that is in the safest location or to the area designated by the authorities.

We will follow emergency evacuation procedures (on file in our office) for any/all the following:

1. Fire Drill/actual fires
2. Bomb threats
3. Natural Disasters – earthquakes, floods, tornadoes

We will not release your child to anyone who you have not designated. If you wish to have your child released to an adult who is not on the list in your file, you may contact us in advance of pick-up and we will require photo I.D. upon pick-up.

For field trips, we require car seats for young children in accordance with Pennsylvania law.



Deakings Daycare

Emergency Plan

First Aid:
All first aid kits are kept in each classroom throughout the facility. Teachers are trained and prepared to treat common symptoms, minor injuries and emergencies.

Emergency Numbers:
Emergency phone numbers are posted near the telephone, and a cell phone is always charged and ready to use in case of an emergency.

Lost or Missing Children:
We understand our role and responsibilities in preventing a child from becoming lost. Staff will always maintain active supervision, follow classroom procedures, and ensure children remain safe and accounted for at all times.

If a child is discovered missing, staff will immediately ensure the safety and supervision of the remaining children while a search is conducted. Staff will check the classroom, playground, building, and surrounding areas while following the program's emergency procedures.

If the child cannot be located immediately, the local police department will be contacted, and the child's parent/guardian will be notified. The program will follow all reporting requirements set by the Pennsylvania Department of Human Services (DHS), Office of Child Development and Early Learning (OCDEL). Following the incident, the program will complete all required documentation, including a Serious Incident Report (SIR) through the Pennsylvania Enterprise to Link Information for Children Across Networks (PELICAN) system, when required, and notify the appropriate agencies within the required timeframe.

The program will review the incident, identify areas for improvement, and make any needed changes to help prevent a similar situation from happening in the future.

Children will be taught age-appropriate safety skills, including:

- Staying with their teachers and group.
- Asking a trusted adult for help if they are unsure where they are.
- Not leaving the classroom, playground, or program area without permission.
- Understanding that safe adults, such as teachers, family members, and emergency helpers, are there to protect them.

Injuries or Illnesses Requiring Medical or Dental Care:
Mild injuries, illnesses, medical and dental will be treated, documented and the parent will receive a copy of the report. In the case of more serious injuries or illnesses, the child will receive proper care, and the authorities will be called. The parents will be notified, and the child will be transported to the nearest hospital (as stated on the emergency contact form).

Incident Report Form:
55 PA CODE CHAPTERS 3270.20 &. 182(7); 3280.19 & .182(7); 3290.17 & .182(7) THIS FORM WILL BE USED TO MEET THE REPORTING REQUIREMENTS FOR ACCIDENT, INJURY, ILLNESS, HOSPITALIZATION, EMERGENCY ROOM TREATMENT AND DEATH OR FIRE.

Dearings Daycare

Supporting Your Child's Learning and Development

At The Deakings Daycare, we believe every child is ready to learn and grow. We know children are most successful when families and teachers work together to provide love, support, and encouragement.

Our full-day program for infants, toddlers, and preschool children focuses on the growth of the whole child. Through play, daily routines, and caring relationships, children build important skills in language, social-emotional development, problem-solving, independence, and physical development.



We are committed to providing a high-quality early childhood experience where every child is supported in their development and prepared for long-term academic and social success. We believe that strong school readiness is built through close partnership with families, consistent reinforcement of learning at home, and positive, developmentally appropriate instruction.
Our classrooms follow a developmentally appropriate curriculum based on the **FunnyDaffer.com framework**. Our daily curriculum promotes exploration, creativity, and joyful learning. Children engage in hands-on activities, small-group experiences, and purposeful play that strengthen cognitive skills, social-emotional development, early literacy, and problem-solving abilities. Physical development is encouraged through outdoor play (weather permitting) and activities that build both gross and fine motor skills.

Assessment Tools Used in Our Program
To understand each child's developmental progress and ensure we are meeting their individual needs, our program utilizes:
• **The Ounce Scale (for infants and toddlers)**
This tool helps us observe and document growth in areas such as social relationships, emotional well-being, language development, exploration, and problem-solving. It provides a clear picture of each child's emerging skills and helps guide individualized planning for our youngest learners.
• **Work Sampling System (for preschool and pre-K)**
Through ongoing observation, collected work samples, and documented milestones, we track development in early literacy, math, social-emotional skills, physical development, and approaches to learning. This system supports us in planning meaningful, child-centered experiences and recognizing each child's strengths.
How Assessments Are Used
The information gathered through the Ounce Scale and Work Sampling System allows us to:

- Plan individualized and developmentally appropriate learning experiences
- Identify areas where additional support or enrichment may be needed
- Monitor progress over time through authentic, observation-based assessment
- Guide conversations with families about their child's growth
- Make referrals for early intervention or specialized services when appropriate

Sharing Results with Families

Assessment results are shared during parent-teacher conferences so families can gain a full understanding of their child's development. If you are unable to attend, we can provide written copies; however, we strongly encourage meeting with your child's teacher so we can discuss progress, address questions, and work together to support your child's continued growth.

Supporting All Learners

Our program is committed to meeting the needs of children from diverse linguistic and cultural backgrounds. Children are welcome and encouraged to communicate in their home language, use gestures, sign language, or assistive devices as needed. We partner closely with families to ensure each child feels valued, understood, and supported as they develop strong language and academic skills.

By prioritizing developmentally appropriate practice, individualized instruction, and meaningful family engagement, we ensure that every child in our program has the foundation they need for school readiness and lifelong success.

Transitions

Your child's transition in Childcare should be a positive and exciting learning adventure. We will work with you and your child to ensure the smoothest possible transition occurs as new routines and new people are introduced.

Transition from home to center/group Childcare facility

Prior to your child's first day, you will have an opportunity to tour the center, meet with your child's peers and teachers and communicate any anticipated concerns. At this time, please share the best communication methods that the teacher may use to reach you.

Transition between learning programs

Children are transitioned to the next program based on age, developmental readiness, state licensing requirements, and space availability. During the transition, current and future teachers will meet with you to propose a plan to introduce your child into the new program.

Transition to elementary school

Transition activities such as a field trip to a local elementary school, creating a mural of special friends and special times at our center will be part of your child's education at our center. We will provide you with information on local schools, what to expect, and ideas on how to talk to your child about going to elementary school.

Transition for before/after school care

Children who are of school age may continue with before/after school care at our center. The center will work with the school to ensure that the children arrive at our designated location safely.

Transition to self-home care

Transition activities suggestions are provided to children and parents to make the transition going from childcare to home before/afterschool smooth.

Peaks Daycare

Inclusion Policy

We at Deakings Daycare believe that children of all ability levels are entitled to the same opportunities for participation, acceptance and belonging in childcare. We will make every reasonable accommodation to encourage full and active participation of all children in our program based on his/her individual capabilities and needs.

If your child has any identified special needs, please let staff know upon admittance and we will work accordingly to make sure assistance is provided for your child in any way necessary.

Children are accepted on a first come, first serve basis according to availability. A family with children enrolled already in the program will be given priority.

We believe in the uniqueness of each child and support participation of each and every child. We work in partnerships with families and other professionals to provide support to allow children to reach their full potential. Our curriculum is developmentally appropriate to the child's age.

OCDEL's goal is for children with disabilities to participate and succeed in the same learning environments as their peers of the same age.

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



Deakings Daycare

Individualized Education Plans (IEP) &
Individualized Family Service Plans (IFSP) Information Sheet

Because of the diverse set of needs of the children in our program, it is important 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. The Keystone STARS Performance Standards therefore require each early learning provider to request copies of IEP'S and IFSP'S for the children in their care.
This request should be made as early as possible. There are many ways to make this request, and the sign off sheet sample below is one example. Other possibilities include asking during the enrollment meeting and including the request with the Parent Handbook. Because of the importance of the IEP/IFSP to a child's learning, the program should have a copy before the child begins to attend if possible.
The information found 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 is highly recommended.

Should you like to review or update your child's IEP, our staff is available to do so upon your request.

Your child's growth and development are measured with developmental assessments. If your child currently has an IEP/IFSP, we require a copy of this plan so we can work together to ensure that the guidelines are put into practice.



Deakings Daycare

Suspension/ Expulsion policy

CHILD GUIDANCE POLICY

Deakings Daycare guidance policy is designed to help children become independent and caring by learning self-control, decision making skills and responsibility for their own actions. Our goal is to help children develop positive self-esteem and respect for themselves and others. At no time will corporal punishment be used at this facility!

Our staff uses the following guidelines and techniques to discipline your child:

- Use of praise through kind words and actions to reinforce desirable behaviors.
- Use of problem solving instead of punishment.
- Redirection to another activity when a child displays undesirable behaviors.
- A short, age-based cool down will be used as a last resort when the previous techniques fail to change inappropriate behavior.

The goal of this policy is to suspend by identifying behavior issues early and connecting children with appropriate resources before suspension becomes necessary. **Deakings Daycare does not use suspension intermittently or to punish behavior**; instead, suspension is a pause in an enrollment to secure the safety of the child and others, while a family seeks additional resources or support. All suspensions are considered fairly, consistent with state and federal civil rights and other laws and are reviewed by the legal department.

The Americans with Disabilities Act (ADA) may be implicated in many situations where action plans are required or suspension of enrollment is contemplated, so it is essential to include relevant documents such as an IEP and 504 Plans and legal early in the process.

Directors and staff are responsible for compliance with state licensing which may require distribution to or signed acknowledgment of this policy by parents, documentation of parent meetings, referral to specific support agencies, signed action plans, notice to Early Intervention (EI) and state licensing, and a record of suspension kept by the center.

Identifying Issues and Collaborating with Parents

The safety and welfare of all the children at our center are very important to us. While the staff will make every effort to work with children and their parents to promote appropriate behaviors, there are situations when additional action, support or resources may become necessary.

- **Initial meeting with child family:** If a child's extreme, uncontrollable behavior, continues to physically or emotionally endanger staff or other children at the

Deakings Daycare

- center, a parent meeting will be requested by the management staff and the child's teacher to collaborate and implement action plans designed to improve the behavior and reduce the safety risks.
- **Second meeting:** this meeting may be to encourage the family toward the professional support needed for the child's success if we do not achieve positive change through redirection and positive guidance in a reasonable time.
- **collaborate with professional support/resources** to implement and to support our efforts and encourage positive change.
- **maintain a safe environment** while working through an action plan and toward positive change; and

*Consideration of suspension of enrollment, if such behavior continues after all resources have been offered and or exhausted, suspension of enrollment can and will be the next course of action. Should the family wish to maintain their enrollment status during suspension they must continue to make their tuition payments to reserve their space, otherwise the family will risk the loss of their enrollment within the center.

Action Plan and Roles

<u>The director is responsible for</u>:

- creating, implementing, and monitoring an action plan for any child who engages in unsafe or aggressive behavior two (2) or more times within a two (2) week period.
- notifying the parent and providing resources when a child requiring help is identified and an action plan is needed.
- meeting with the family when the action plan is implemented, and then periodically as progress is made or as additional incidents occur.
- discussing available outside resources; and
- discussing possibility of suspension if improvement does not occur or resources are not in place within a reasonable amount of time.

This will be done to ensure fairness, equity, and continuous improvement.

<u>The assigned specialist/therapist is responsible for:</u>

- **making direct observations** of the child and classroom to provide insight and suggestions to improve the behavior or dynamic. If a personal visit is not logistically possible, the initial review can be facilitated using remote resources/technology or someone else designated by the resource manager can conduct the review.
- **reviewing the written action plan** to offer insight and recommendations <u>before</u> the action plan is provided to parents.
- **helping to identify appropriate resources**, both internal and external, to support the child and the center and encourage positive change; and
- **participating in parent meetings**, as needed, to support the director's recommendations, particularly when it is clear that support services are needed, or suspension is likely.
- **participating in all calls to legal**.

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Suspension

A decision to suspend requires the participation, review and approval of the Director.

Immediate suspension can occur in light of the severity of the safety risk.

Before suspending, the team should evaluate:

1) whether diligent efforts to solve the behavior within our abilities were made;
2) if outside resources were recommended/accessed and participated in our efforts to solve;
3) other strategies to consider;
4) the severity of the safety risks and likelihood of harm or injury if the enrollment continues.

Suspension is not measured by a period of time (i.e. days or weeks), which could be viewed as punitive. Suspension is a pause in the enrollment until the child can participate safely with the right support in place. If/when additional services are secured or the child's behavior improves outside the center, we will collaborate with parents and the child's resources to determine if/how the child can be returned to the program safely.

DISCHARGE POLICY

Deakings Daycare reserves the right to cancel the enrollment of a family for any reason, including but not limited to the following:

- Non-payment or excessive late payment of fee
- Failure to submit required information or forms
- Falsifying information
- Failure to comply with the policies of the center
- Physical or verbal abuse of staff or children by a parent or child

*Additional information that parents and families may find helpful can be found at:

- **Early Intervention (Birth to Age 5):** Free evaluations and services for children with developmental delays. Call CONNECT at 1-800-692-7288 or ask the director for a referral.
- **ELRC Region 5 – Allegheny County:** Information about child care, family resources, and community services. Phone: **(**412) 350-3577.
- **Rapid Response Team:** Offers short-term support and referrals for children with social-emotional or behavior needs in early learning programs. Phone: (412) 204-7404.

Deakings Daycare

Child's Record Request

You can obtain a copy of your child's records upon leaving Deakings Daycare by submitting a written request to DeakingsDaycare@gmail.com. This request **must** be in writing and signed by the parent or guardian. We will do our best to get the files to you within 14 business days.

We will not release any tax information or any records if payments are not current.

Thank you,
Jeffrey and Victoria Deakings

Deakings Daycare

DEAKINGS DAYCARE

Parent Acknowledgement and Waiver of Liability

I hereby certify that I have read the policies and procedures outlined in the Parent Guide of The Deakings Daycare. As the parent/guardian of:

Child 1:_____, Child 2:_____,

Child 3:_____, we will abide by the policies and procedure set forth in this guide. We recognize our right to communicate with our daycare center provider on any concerns or issues surrounding our child(ren). We also recognize that failure to comply with policies may result in suspension or termination of services.

Waiver of Liability, Release, Assumption of Risk & Indemnity Agreement Notice: This is a legally binding agreement. I understand that by signing this Childcare Waiver of Liability, I release and hold harmless Deakings Daycare, and its owners, directors, officers, advisors, employees, agents, instructors, volunteers, childcare workers, and all other persons or entities acting for them from any and all claims, demands, suits, cost and charges, in connection with or arising out of Deakings Daycare, including but not limited to, personal injury, property damage, bodily harm, injury, liability, claims, demands, damages, cost, expenses, actions and causes of action in respect of death, loss or damage to the child, or by the child, regardless of cause or to arise by reason of or during participation of Deakings Daycare childcare.

Parent Name: _____ Parent Signature:_____

Date:_____

Parent Name: _____ Parent Signature:_____

Date:_____

Deakings Daycare

DEAKINGS DAYCARE

Parent Acknowledgement and Waiver of Liability

I hereby certify that I have read the policies and procedures outlined in the Parent Guide of The Deakings Daycare. As the parent/guardian of:

Child 1:_____, Child 2:_____,

Child 3:_____, we will abide by the policies and procedure set forth in this guide. We recognize our right to communicate with our daycare center provider on any concerns or issues surrounding our child(ren). We also recognize that failure to comply with policies may result in suspension or termination of services.

Waiver of Liability, Release, Assumption of Risk & Indemnity Agreement Notice: This is a legally binding agreement. I understand that by signing this Childcare Waiver of Liability, I release and hold harmless Deakings Daycare, and its owners, directors, officers, advisors, employees, agents, instructors, volunteers, childcare workers, and all other persons or entities acting for them from any and all claims, demands, suits, cost and charges, in connection with or arising out of Deakings Daycare, including but not limited to, personal injury, property damage, bodily harm, injury, liability, claims, demands, damages, cost, expenses, actions and causes of action in respect of death, loss or damage to the child, or by the child, regardless of cause or to arise by reason of or during participation of Deakings Daycare childcare.

Parent Name: _____ Parent Signature:_____

Date:_____

Parent Name: _____ Parent Signature:_____

Date:_____

Deakings Daycare

Deakings Daycare

Picture and Video Release Form

I, the undersigned, do hereby grant or deny permission to Deakings Daycare to use my child _____images. Pictures may be used for multiple things including but not limited to: emailing parents, the Deakings Daycare website, memories, sharing with families, and posting throughout the daycare to generate a sense of belonging.

_☐_I grant permission for my child's images to be used by Deakings Daycare.

_☐_I do not grant permission for my child's images to be used by Deakings Daycare.

Signature _____ Date _____

Deakings Daycare

Deakings Daycare Individualized Education Plans (IEP) Information Sheet

At Deakings Daycare, we recognize that each child has unique needs and we are committed to supporting their learning and development. To help us provide the best care possible, we gather important information about each child's needs.

An IEP (Individualized Education Plan) is developed by service providers and outlines goals and supports to help a child succeed. In alignment with Keystone STARS standards, we request a copy of your child's IEP, if available, before enrollment begins so we can best support their learning and development.

Child's Name: _____

Child's Primary Diagnosis/Disability (if applicable): _____

IEP Information:

1. **Does your child have an Individualized Education Plan (IEP)?**
   - ☐ Yes
   - ☐ No
2. **If yes, please provide the following details:**
   - ☐ **Date of Last IEP Meeting:** _____
   - ☐ **Type of Services Provided (e.g., speech therapy, occupational therapy, etc.):** _____
     _____
3. **Please provide a copy of your child's current IEP.**
   - ☐ IEP attached
   - ☐ IEP will be provided before child's first day of attendance
4. **Additional Information:**
   - ☐ Is there any other important information regarding your child's learning needs that we should be aware of to provide the best possible care and education?

Acknowledgement:

I acknowledge that I have provided accurate information regarding whether my child has an IEP or not. I understand that sharing this information helps ensure the best educational support and care. I will provide a copy of the IEP before my child's start date, or as soon as possible.

Parent/Guardian Signature: _____

Date: _____

Deakings Daycare

DEAKINGS DAYCARE PRE-ENROLLMENT REGISTRATION FORM

Thank you for your interest in the Deakings Daycare extended day program. Choosing a quality child care program is one of the most important decisions you will make. We take your decision seriously and are committed to living up to the important responsibility of caring for your child.

To register, you may drop this completed form at Deakings Daycare main office labeled Registration forms, email Deakingsdaycare@gmail.com or you can contact me directly via phone.

Child's Name: _____ **Date of Birth:** _____

Child's Name: _____ **Date of Birth:** _____

Child's Name: _____ **Date of Birth:** _____

Parent/ Guardian Information:

Name:		Name	
Relationship:		Relationship:	
Address:		Address:	
E-Mail:		E-Mail:	
Cell Phone:		Cell Phone:	
Company Name:		Company Name:	
Company Phone:		Company Phone:	

Location enrolling (please select):

	Select location
Jackson	☐
Verona	☐

What date would you like to begin? _____

We will do everything possible to meet your needs, but we are unable to guarantee start dates. Enrollment is based upon availability and is subject to priority enrollment rules of the Program.

_____ _____

(Parent Signature) (Date)

Thank you for choosing The Deakings Daycare.
Phone: 412-441-2423 E-mail: Deakingsdaycare@gmail.com

Deakings Daycare

EMERGENCY CONTACT / PARENTAL CONSENT FORM

55 PA CODE CHAPTERS 3270.124(a)(b), 3270.181 & 182: 3280.124 (a)(b), 3280.181 & 182: 3290.124 (a)(b), 3290.181 & 182

CHILD'S NAME	BIRTHDATE
ADDRESS	

MOTHER'S NAME/LEGAL GUARDIAN	HOME TELEPHONE NUMBER
ADDRESS	
BUSINESS NAME	BUSINESS TELEPHONE NUMBER
ADDRESS	

FATHER'S NAME/LEGAL GUARDIAN	HOME TELEPHONE NUMBER
ADDRESS	
BUSINESS NAME	BUSINESS TELEPHONE NUMBER
ADDRESS	

EMERGENCY CONTACT PERSON(S)	NAME	TELEPHONE NUMBER WHEN CHILD IS IN CARE

PERSON(S) TO WHOM CHILD MAY BE RELEASED	NAME	ADDRESS	TELEPHONE NUMBER WHEN CHILD IS IN CARE

NAME OF CHILD'S PHYSICIAL/MEDICAL CARE PROVIDER	TELEPHONE NUMBER
ADDRESS	ALLERGIES (INCLUDING MEDICATION REACTION)
SPECIAL DISABILITIES (IF ANY)	MEDICATION, SPECIAL CONDITIONS
MEDICAL or DIETARY INFORMATION NECESSARY IN AN EMERGENCY SITUATION	
ADDITIONAL INFORMATION ON SPECIAL NEEDS OF CHILD	
HEALTH INSURANCE COVERAGE FOR CHILD or MEDICAL ASSISTANCE BENEFITS	POLICY NUMBER (REQUIRED)

PARENTS SIGNATURE IS REQUIRED FOR EACH ITEM BELOW TO INDICATE PARENT CONSENT

OBTAINING EMERGENCY MEDICAL CARE	**ADMIN. OF MINOR FIRST-AID PROCEDURES**	
WALKS AND TRIPS	SWIMMING	
TRANSPORTATION BY THE FACILITY	WADING	PHOTO RELEASE

PERIODIC REVIEW

SIGNATURE OF PARENT or GUARDIAN _____ DATE _____

SIGNATURE OF PARENT or GUARDIAN _____ DATE _____

AGREEMENT

55 PA CODE CHAPTERS 3270.123 &.181(C); 3280.123 &.181(c); 3290.123 &.181(c)

Fee amount will be added once enrollment is confirmed.

NAME OF CHILD		
FEE AMOUNT $	PER-DAY-WEEK Per week	DAY PAYMENT TO BE MADE Monday

Services to be provided as part of the day care fee (examples; transportation, care, meals, etc.)

Homework help and tutoring will be provided. Your child will also receive a snack after school.

Deakings Daycare is a Tuition based program and require payments during school closures and your child's absences. A two week notice is required if you decide to withdrawel your child.

$10.00 per minute late pick up charge will be added to your tuition if you are late picking up your child pass 5:45p. There will also be a 10.00 per day late fee if your balance is not paid by the end of the of the day on Monday, all late fees must be paid before your child can return to the facility.

CHILD'S ARRIVAL TIME	CHILD'S DEPARTURE TIME	PERSON(S) DESIGNATED BY PARENT TO WHOM CHILD MAY BE RELEASED
LATE FEE $ $10.00	PER MIN-HR per minute	Please refer to Emergency Contact form

Extra services to be provided at an additional fee if applicable

Deakings Daycare reserves the right to terminate your contact for reasons we deem necessary.

Please remember there will be a $10.00 per minute per child late pick up fee after 5:45pm

Thank You.

I, the parent/guardian;

☒ received complete written program information at the time of enrollment. (§ 3270.121, 3280.121, 3290.121)

☒ agree to update the emergency contact/parental consent form information whenever changes occur or every 6 months at a minumum. (§ 3270.124, 3280.124, 3290.124)

SIGNATURE-OPERATOR _____ DATE _____

SIGNATURE-PARENT OR GUARDIAN _____ DATE _____

DATE OF CHILD'S ADMISSION	PERIODIC REVIEW
DATE OF WITHDRAWAL	SIGNATURE-PARENT OR GUARDIAN _____ DATE _____

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CHILD HEALTH REPORT

(55 PA CODE §§3270.131, 3280.131 AND 3290.131)

Parent/Provider fill in this part.

CHILD'S NAME: (LAST)	(FIRST)	PARENT/GUARDIAN:
DATE OF BIRTH:	HOME PHONE:	ADDRESS:
CHILD CARE FACILITY NAME:		
FACILITY PHONE:	COUNTY:	WORK PHONE:

☐ I authorize the child care staff and my child's health professional to communicate directly if needed to clarify information on this form about my child.

PARENT'S SIGNATURE:

DO NOT OMIT ANY INFORMATION

This form may be updated by a health professional. Initial and date any new data. The childcare facility needs a copy of the form.

Date of most recent well-child exam:

HEALTH HISTORY AND MEDICAL INFORMATION PERTINENT TO ROUTINE CHILD CARE AND DIAGNOSIS/TREATMENT IN EMERGENCY (DESCRIBE, IF ANY):
☐ NONE

DESCRIBE ALL MEDICATION AND ANY SPECIAL DIET THE CHILD RECEIVES AND THE REASON FOR MEDICATION AND SPECIAL DIET. ALL MEDICATIONS A CHILD RECEIVES SHOULD BE DOCUMENTED IN THE EVENT THE CHILD REQUIRES EMERGENCY MEDICAL CARE. ATTACH ADDITIONAL SHEETS IF NECESSARY.
☐ NONE

CHILD'S ALLERGIES (DESCRIBE, IF ANY):
☐ NONE

LIST ANY HEALTH PROBLEMS OR SPECIAL NEEDS AND RECOMMENDED TREATMENT/SERVICES. ATTACH ADDITIONAL SHEETS IF NECESSARY TO DESCRIBE THE PLAN FOR CARE THAT SHOULD BE FOLLOWED FOR THE CHILD, INCLUDING INDICATION OF SPECIAL TRAINING REQUIRED FOR STAFF, EQUIPMENT AND PROVISION FOR EMERGENCIES.
☐ NONE

IN YOUR ASSESSMENT, IS THE CHILD ABLE TO PARTICIPATE IN CHILD CARE AND DOES THE CHILD APPEAR TO BE FREE FROM CONTAGIOUS OR COMMUNICABLE DISEASES?
☐ YES ☐ NO IF NO, PLEASE EXPLAIN YOUR ANSWER:

HAS THE CHILD RECEIVED ALL AGE APPROPRIATE SCREENINGS LISTED IN THE ROUTINE PREVENTIVE HEALTH CARE SERVICES CURRENTLY RECOMMENDED BY THE AMERICAN ACADEMY OF PEDIATRICS? (SEE SCHEDULE AT WWW.AAP.ORG)

☐ YES ☐ NO

NOTE BELOW IF THE RESULTS OF VISION, HEARING OR LEAD SCREENINGS WERE ABNORMAL. IF THE SCREENING WAS ABNORMAL, PROVIDE THE DATE THE SCREENING WAS COMPLETED AND INFORMATION ABOUT REFERRALS, IMPLICATIONS OR ACTIONS RECOMMENDED FOR THE CHILD CARE FACILITY.

VISION (subjective until age 3)	
HEARING (subjective until age 4)	
LEAD	

RECORD DATES OF IMMUNIZATIONS BELOW OR ATTACH A PHOTOCOPY OF THE CHILD'S IMMUNIZATION RECORD

IMMUNIZATIONS	DATE	DATE	DATE	DATE	DATE	COMMENTS
HEP-B						
ROTAVIRUS						
DTAP/DTP/TD						
HIB						
PNEUMOCOCCAL						
POLIO						
INFLUENZA						
MMR						
VARICELLA						
HEP-A						
MENINGOCOCCAL						
OTHER						

MEDICAL CARE PROVIDER:		SIGNATURE OF PHYSICIAN, CRNP OR PHYSICIAN'S ASSISTANT
ADDRESS:		TITLE:
	PHONE:	LICENSE NUMBER: DATE FORM SIGNED:

Parents may write immunization dates; health professional should verify and complete all data.