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**River of God Church   
Childcare Center**



**Parent Handbook**

*Please note:*

*The last page of this handbook is a confirmation page.*

*This page must be reviewed, initialed, and signed by the parent/guardian  
 – and on-file –   
for every child enrolled.*

*Completed confirmation pages should be given to the Center’s Director.*

*Thank you!*

River of God Church Childcare Center

747 Wertzville Road

Enola, PA 17025

Phone: 717.732.1434 ext. 123

Fax: 717.732.7224

Website: [www.riverofgodchurch.org](http://www.riverofgodchurch.org)

Dear Families:

Welcome to the River of God Church Childcare Center! It is our privilege to service your family.

Since November 2006, the River of God Church Childcare Center has been a ministry of River of God Church. As such, the teachers of the River of God Church Childcare Center offer loving care and age-appropriate guidance, incorporating appropriate Bible stories and verses into daily education and strive to lay the foundation for the development of a biblical worldview in the mind and heart of each child.

This family handbook has been compiled to acquaint you with the River of God Church Childcare Center. Please become familiar with our policies and procedures and keep this handbook for future reference.

May the Lord give you peace and wisdom as you parent,

Jodi Mumma, Director

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**Contact Information**

1. **Address**

747 Wertzville Road, Enola, PA 17025

1. **Phone Number(s)**

**Direct Cell Phone Line: 717.480.2246 – Please call this number first**

Jodi Mumma, Director, Church Line: 717.732-1434 ext 123

1. **Fax Number**

Fax: 717.732.7224

1. **Website Address**

Website: [www.riverofgodchurch.org](http://www.riverofgodchurch.org)

1. **E-mail Addresses**

Jodi Mumma, Director: [jodim@riverofgodchurch.org](mailto:jodim@riverofgodchurch.org)



**What We Believe**

1. **Mission & Vision**
2. **Educational Approach**
3. The love of Jesus will be shared daily to the entire family unit.
4. Godly values will be taught and modeled to each child.
5. Each child will be given the opportunity to develop mentally, physically, spiritually, socially and emotionally.
6. Each child will be provided developmentally appropriate activities and allowed to progress at his/her own pace.
7. Each child will be able to experience success through hands-on activities.
8. **Goals**
9. To provide well-trained Christian teachers who care about young children and who communicate care through love and individual attention.
10. To provide an environment designed to meet age-appropriate needs of each child.
11. To provide a center-wide curriculum of planned activities in learning centers and group experiences designed to facilitate the child’s total development.
12. To help children discover who God is and that He desires a relationship with each of us.
13. To develop positive self-respect.
14. To promote social skills.
15. To enhance fine and gross motor skills.
16. To develop the ability to think, question and reason.
17. To promote the understanding of culture and community.
18. To have fun!
19. **Non-Discriminatory**

Admissions and the provisions of services and referrals of clients shall be made without regard to race, color, religious creed, disability, ancestry, national origin, gender or age.

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 design, the provision of aids and the use of alternative service delivery locations. Structural modifications shall be considered only as a last resort among available methods.

Any student and/or their guardian, who believes they have been discriminated against, may file a complaint of discrimination. The addresses you should use to file a complaint may be obtained from the *Nondiscrimination in Services* policy located on the information board or from the director.

**Special Needs**

We will make reasonable accommodation to include a child with special needs in accordance with applicable Federal and State laws. We will permit an adult to provide specialized services, on the facility premises, to a child with special needs if specified in the child’s IEP, IFSP or written behavioral plan. We will make staff persons and parents aware of community resources for the family of a child who may have special needs. The Department of Public Welfare is responsible for providing to ROGCCC information regarding community services. If we are unable to fulfill these requirements without posing an undue burden as defined by federal law, the director will discuss it with the parent or legal guardian and make suggestions for alternate care for the child in a more appropriate setting.

When a child is receiving services from a service provider at the facility, most times, the services will occur within the context of the services provided for all children. As long as the child is in the child care space, facility staff are responsible for the supervision of the child. If the service provider wants to remove the child from the child care space in order to provide services and the parent has agreed in writing that the child can participate in the service, the facility staff are not responsible for the supervision of the child.  
  
At the time of enrollment, we recommend parents notify ROGCCC in writing about a child’s physical, mental and/or learning disabilities and/or other impairments so that the staff can respond to necessary reasonable accommodations appropriately.

It is the responsibility of the parent/guardian to notify ROGCCC sufficiently in advance of any program or activity at which an accommodation/assistance is requested. It is the responsibility of the individual or parent/guardian to update the Special Needs Notification Form as abilities and needs change.

*It is the responsibility of the parent/guardian to provide copies of a child’s IEP or IFSP, written plans,   
and/or special needs assessments completed by professionals to inform classroom practices.*

1. **Confidentiality**

Child records are confidential and are stored in a locked cabinet. Facility persons cannot disclose information concerning a child or family, except in the course of inspections and investigations by agents of the Department of Public Welfare. ROGCCC cannot release any records to persons whom the records do not belong.

1. **Custody**

In the event that both parents do not share custody of a child, a **court order** must be on file at the center. If a court order is not present, either parent will be permitted to pick up the child with proper identification, even if they are not listed as authorized on the emergency contact form. Legally, we cannot withhold release of the child. Once a court order is on file, a non-custodial parent will not be granted permission to take custody of the child, but will be asked to leave the center and the custodial parent will be notified. The police will be notified if a non-custodial parent refuses to leave. At our discretion River of God Childcare center can dismiss a family if the court order is not properly followed.



**Who We Are**

1. **Staff**

All staff must meet or exceed the requirements placed on them by the Department of Human Services, including but not limited to training and / or experience with young children. Also, child abuse clearances from the PA State Police, the PA Department of Human Services and FBI fingerprint clearances must be obtained. All staff are required to attend fire-safety and first-aid/CPR training every three years. All staff are required to attend a minimum of 12 hours of continuing education annually. Staff are primarily assigned to one classroom and act as either a lead teacher or an assistant teacher. We also have staff that operate as floaters, which means they have the opportunity to work in various rooms throughout the day.

1. **Administration**

The Director, Jodi Mumma, is employed according to the church’s policy for securing staff and is part of the River of God Church Pastoral Staff. The Director is responsible for the day-to-day management of the ROGCCC education program, to make recommendations for approval to hire or dismiss employees to the Lead Pastor, Tim Halbfoerster, to increase or decrease the number of staff in relation to enrollment, to develop and oversee an ongoing training program for teachers and staff, to conduct annual employee performance reports, to plan and implement Biblical education , to maintain a budget, to handle conflicts and parent communications, to keep ROGCCC in compliance to DPW requirements and to perform any other duties beneficial to the successful administration of ROGCCC as duties arise.

All other employees of the River of God Church Childcare Center are held under the ROGCCC employee manual. Specific job duties, compensation and benefits are negotiated during job interviews and are based on education, experience, and job performance.

1. **Governing Board**

The ROGCCC is a ministry of the River of God Church; therefore, it is overseen by the Board of Deacons of the River of God Church. All employees of ROGCCC report directly to the Director, Jodi Mumma. Jodi Mumma reports directly to the lead pastor, Tim Halbfoerster. The Board reserves the right to ask for further verbal clarification from Jodi Mumma if the need arises.

1. **Mandated Reporter**

As mandated reporters of child abuse, any staff person of ROGCCC who has reason to believe that a child enrolled in the facility has been abused is **required** to report the **suspected** child abuse to ChildLine immediately and then let Jodi know. A written report must follow within 48 hours. ROGCCC is not required or obligated to inform the parents/guardians if such a report is made.

1. **Caring for our Children**

Caring for our Children – National Health and Safety Performance Standards: Guidelines for Out of Home Child Care Programs: Second Edition. ROGCCC uses Caring for our Children Standards Performance Standards when it comes to the Health and Safety of our Children. A copy is available to review in our Director’s Office.



**Operational Information**

1. **Operating Hours – Contracted Hours**

ROGCCC opens at 6:30 am. Staff may enter the building prior to 6:30 am to prepare their classrooms for the day, but parents may not enter the building until 6:30 am. ROGCCC closes at 5:00 pm. A late fee as outlined on the current fee schedule will be charged for every minute a child is in the center without a parent after 5:00 pm. ($2 per minute) The separate keypad alarm system is an additional security safety feature added to the ROG Church internal alarm system. Specific training will be given to families to enable access into the building.

1. **Calendar**

River of God Child Care Center will be closed for holidays and two teacher/in-service. Please refer to the listing of dates found at the bottom of page 12. During parent/teacher conferences, childcare is available only during a family’s conference; ROGCCC is otherwise closed for regular childcare.

1. **Vacation Days & Holidays**

Tuition is rated on a yearly basis and is then charged on a weekly basis. Therefore, there is no discount for holidays or days your child is home sick or on vacation. You will be required to pay the full weekly fee each week your child is in care, regardless of the number of days your child attends. Ex: If your child normally attends for 3 days a week, but one day was a holiday, you are still required to pay for 3 days a week. Additional days and changes may not be added to the child’s days that were agreed upon in the initial contract. However, each family does receive a certain amount of tuition free days, as per their contract.

1. **School-Age School Closings**When the East Pennsboro School District closes for reasons other than inclement weather and the ROGCCC is open, students enrolled in either the before or after school care can attend at the rate specified on the ROGCCC rate sheet, unless staff is not available to maintain the DPW stated ratios.
2. **Inclement** **Weather**

When severe weather occurs, ROGCCC will remain open whenever possible. However, our first priority will be for the safety of our families and staff. Weather-related decisions will be made by the Director & Assistant Director.

Delays, early dismissals, and closings will be reported to local television stations and websites – please look for ‘River of God Childcare Center’

CBS21 www.cbs21.com

ABC27 [www.abc27.com](http://www.abc27.com)

Procare Connect App

Facebook: https://www.facebook.com/RiverOfGodChildcareCenter?ref\_type=bookmark

Two-hour delays will be reported by 6am. If conditions worsen, closings will be reported by 8am.

If we were to close early, teachers will make home calls to parents and it would be posted on our Facebook Page and Procare Connect App.

If the government issues a ‘State of Emergency’ for our area, we will close the Center.

In the event of a delay or early dismissal, regular daily tuition fees are due.

In the event of a closing, daily tuition fees are not due.

If you would seek for one of the staff to care for your child during inclement weather days, be advised that ROGCCC is not responsible for monitoring the care of your child or the staff’s behavior during hours in which they are not being paid by ROGCCC. It is your sole responsibility to oversee the care of your children. Employees are free to do such care at their discretion, but ROGCCC will not endorse their services.

***Snow Policy***

**In the case of a delayed opening, the following apply:**

1 hour Delay = ROGCCC will open at 7:30am instead of 6:30am

2 Hour Delay = ROGCCC will open at 8:30am instead of 6:30am

If there East Pennsboro closes early we will close within 2 hours of that time.

**2021 In-Service Days** – childcare is available only during a family’s conference

Monday, February 15 President’s Day

Monday, October 11 Columbus Day

**2021 Holidays** – childcare is not available

Monday July 5 Independence Day

Monday, September 6 Labor Day

Thursday, November 25 Thanksgiving

Friday, November 26 Thanksgiving

Thursday, December 23 Christmas

Friday, December 24 Christmas

Thursday, December 30 New Years

Friday, December 31 New Years

**2022 In-Service Days** – childcare is available only during a family’s conference

Monday, February 21 President’s Day

Monday, October 10 Columbus Day

**2022 Holidays** – childcare is not available

Monday, January 17 MLK Day

Friday, April 15 Good Friday

Monday, May 30 Memorial Day

Monday July 4 Independence Day

Monday, September 5 Labor Day

Thursday, November 24 Thanksgiving

Friday, November 25 Thanksgiving

Friday, December 23 Christmas

Monday, December 26 Christmas

Friday, December 30 New Years



**Enrollment Information**

1. **Center Tour**

ROGCCC enrolls children six (6) weeks through fifth grade before/after school without regard to race, color, gender, religious creed, national origin, disability or ancestry. The Director or an appointed staff person will conduct a tour of the facility and an entrance interview with the parent or legal guardian. To make certain our services are appropriate, the parent or legal guardian will be given the opportunity to observe an age appropriate classroom, examine a daily schedule, review the Parent Handbook and meet the classroom teacher. Tours are scheduled Tuesday – Friday @ 10am.

1. **Enrollment Procedure**
2. Tour – Must be scheduled in advance
3. Interview
4. Signed Agreement
5. Signed Handbook Form
6. $50 Registration Fee per family
7. Placed on waiting list (if enrollment spot is not open)
8. “Get To Know You” Form (prior to 1st day)
9. Emergency Contact Form (prior to 1st day)
10. Child Care Health Assessment (initial assessment must be received within 60 days of start date)

*Pennsylvania Code mandates that we require the following from the parent of an enrolled child…*

Infants and young toddlers (infants through 2-years-old) are required to have an updated health report at least every six months.

Older toddlers and preschool children are required to have an updated health report at least every 12 months.

The health report for a school-age child must be dated in accordance with the requirements for medical examinations for school attendance.

1. Signed Media Release (prior to 1st day)
2. Signed Sun-block Release (prior to 1st day)
3. Signed Allergy Form
4. Signed Diaper Rash Cream Form (not applicable for toilet-trained school-age children)
5. **Trial Period**

Children will be evaluated during their first 30 days of care. In such time if the ROGCCC feels that the child is disrupting the learning environment, is acting in an unsafe or dangerous manner towards the staff or other children or is acting in a deliberately unhealthy manner, ROGCCC reserves the right to dismiss the child from the program.

1. **Transitioning**

***Within the Center:***

Children will be transitioned to the next classroom according to several factors. Department of Public Welfare code requires children of a similar age be grouped together, the staff/child ratio and the maximum group size changes depending on the children’s ages. Once a child has reached a certain age and may transition to the next classroom, other factors by which we base our transition include: the social, emotional, intellectual, and physical development of the child; the child’s enrollment schedule; ROGCCC’s operational needs; and staffing availability.

***Outside the Center:***

The center will transfer a child’s records, at the request of the parent/guardian, when the child transitions to another education setting. It is the parent’s/guardian’s responsibility to contact the Director in writing, requesting the transfer of the child’s records and indicate where they should be sent. *Please also see the section ‘Withdrawal’ for additional information.*

1. **First Day of Care Needs**

Children attending for the first day of school will need:

* Rest equipment (crib sheets for ages Infant)
* Drink equipment (Infant bottles, sippy cups if need be, water bottles for Pre-School-Pre-K)
* Diapers and wipes if applicable
* Pull-ups with detachable sides for toilet-training children (Diapers are also acceptable for toilet training.)
* Extra set of clothes
* Specific foods (formula, baby food, special snacks, etc.) Special Dietary needs would require meals/snacks to be brought in from home.
* Please make sure all of your child’s items are labeled.

1. **Parent Visits and Phone Calls**

Parents are welcome to visit the center at any time without prior notice when children are in our care unless we have a **court order** on file at the center limiting their parental rights. However, keep in mind that it can be difficult for the child each time he or she separates from their parent. Please remember, teachers must supervise the children in their classrooms at all times. If an emergency arises and you need to talk to your child’s teacher on the telephone, please call the Center’s at 717-732-1434. A message will be taken and delivered to your child’s teacher. If it is necessary for your child’s teacher to return your phone call, a substitute will supervise the classroom while the call is made.

1. **Arrivals and Departures**

No child, regardless of their age, may be released from their car and allowed to enter the building without an adult chaperone. All children ***must*** be accompanied by a parent or guardian (18 years or older) to their designated classroom. There, the parent or guardian must receive a verbal acknowledgment of their presence from the teacher prior to leaving for the day. Also, at the end of the day, all children must be picked up by a parent or guardian (18 years or older) from the designated classroom. Again, the parent or guardian must receive a verbal acknowledgment of your presence from the teacher prior to removing the child from the center. Drop offs may not be accepted after 10:30 AM without a doctor’s note and notice to our teachers or directors.

**If your child will not be attending due to an illness or other reasons, please call the center at 717-732-1434 ext 123 to let us know or email us at** [**jodim@riverofgodchurch.org**](mailto:jodim@riverofgodchurch.org)**, You can also message your child’s teacher on the Procare Connect App.**

1. **Release of Children**

Your child will only be released to the individuals identified on your admission paperwork. All individuals are requested to show I.D. if the staff on duty does not recognize them. You must add names of new pick-up/release people to your child’s paperwork prior to the staff releasing your child to the new person.

If an emergency does arise and your child needs to be picked up or dropped off by someone other than the designated release people, a parent must call the center and talk to someone who could recognize their voice to give verbal authorization of who is to pick-up the child. The person designated must show a picture I.D.

1. **Withdrawal & Extended Leaves**

Withdrawal:

A written notice/email is required for withdraw. All payments must be made prior to withdrawal.

Extended Leave: (Vacations, Maternity leave, Teachers off for the Summer. Etc.)

If you are planning an extended leave (over 4 weeks) you must notify the center beforehand. Due to the high volume of care needed in the area any kind of departure will be treated the same. Notice must be given. Your spot can not be saved and a new enrollment fee will need to be paid upon re-entry.



**Tuition Information**

1. **Registration Fee**

There is a $50 registration fee charge per family per enrollment period. If your child withdraws from the program for more than two weeks, a new registration fee is required. If your child moves from our daycare program to our school age program or if a sibling is enrolled and there has been no break in services for the family, no new registration fee is required.

1. **Payment**

Weekly tuition is due the ***Friday prior to the week of service.*** Payment must be placed in the payment box. If tuition is not received by **Wednesday at 10:00am for the current week of service,** a late fee of $5.00 will be added to your account daily until tuition is paid in full. If your account is more than a day but less than two weeks overdue, you owe your tuition amount and applicable late fees. If your account is greater than two weeks overdue you will lose your space in the center and must reapply. Your payment (cash or check) can be place in the drop box by the church office.

1. **Tuition Rates**

ROGCCC reserves the right to increase rates as needed to support the rising costs of teacher salaries and benefits, food costs, transportation costs, etc. Parents will be given a minimum of 30 days advance notice before a rate increase takes place. Parents can choose to accept the rate increase and continue to have their child enrolled in ROGCCC. If a parent does not want to pay the rate increase, they can remove their child by giving ROGCCC a written two-week notice. Rates are outlined on the current fee schedule.

1. **Childcare Network & Childcare Aware** We do accept Child Card Network (CCN/CCIS). This organization works with tuition payment based on salary. We work with United Way for eligible participants.
2. **Sibling Discount**

There is a 10% tuition discount for each child’s tuition for siblings who live in the same household and attend ROG full time. This discount may not apply to siblings who are in the before/after school program without a full time sibling in the Infant-Pre-K program. An additional ROG Church Member Discount may not be applied.

1. **ROG Church Member Discount**

There is a 10% tuition discount for each child’s tuition when the child’s parents are active members of the River of God Church. An additional Sibling Discount may not be applied.

1. **Absences**

Tuition is rated on a yearly basis and is then charged on a weekly basis. Therefore, there is no discount when your child does not attend, either for vacation or illness. You will be required to pay the full weekly fee each week your child is in care, regardless of the number of days your child attends. Ex: If your child normally attends for 3 days a week, but on one day your child was sick, you are still required to pay for 3 days a week. Grace days will only be used when the parent gives a written request to the director specifying what days will be used. A delinquent account in excess of two weeks forfeits all tuition free days.

1. **Tuition-Free Days**

Each child will receive five (5) tuition-free days annually if attending full-time. Part-time families will receive the number of tuition-free days their child attends the center weekly. Your child may **not** be in attendance at the center on these days. Two-week written notice to the Director is required to use the tuition- free days. Families attending School Summer Camp only do not get tuition free days.

1. **Fees**

Fees will be assessed as needed during ROGCCC operations. Current fees are listed on the current fee schedule. Fees include but are not limited to: late payment, returned checks, and late pick-up.

1. **Late Pick-Up**

ROGCCC closing time is 5:00pm. The late fee is $2 a min. every minute after 5:00pm.

If you are late the fee will be added to your tuition statement.

1. **Tax Identification Number**

The River of God Church Childcare Center, Tax ID #23-3039309



**Health and Wellness**

1. **Required Immunizations**

The Department of Health requires that the ROGCCC exclude a child who is not immunized in accordance with ACIP recommendations. Exemption from immunization for religious beliefs or strong personal objection equated to a religious belief must be documented by a written, signed and dated statement from the child’s parent or guardian. The statement shall be kept in the child’s record. Exemption from immunization for reasons of medical need shall be documented by a written, signed and dated statement from the child’s physician, physician’s assistant or CRNP. The statement shall be kept in the child’s file.

1. **Health Assessments**

*Pennsylvania Code mandates that we require the following from the parent of an enrolled child…*

An enrolled child, including a child, a foster child and a relative of an operator or a facility person, is to provide an initial health report no later than 60 days following the first day of attendance at the facility.

1. The initial health report for an infant must be dated no more than 3 months prior to the first day of attendance at the facility.
2. The initial health report for a young toddler must be dated no more than 6 months prior to the first day of attendance at the facility.
3. The initial health report for an older toddler or preschool child must be dated no more than 1 year prior to the first day of attendance at the facility.
4. The initial health report for a school-age child must be dated in accordance with the requirements for medical examinations for school attendance in 28 Pa. Code §  23.2 (relating to medical examinations).

We must require the parent to provide an updated health report in accordance with the following schedules:

(1)  At least every 6 months for an infant or young toddler.   
(2)  At least every 12 months for an older toddler or preschool child.

A health report must be written and signed by a physician, physician’s assistant or a CRNP. The signature must include the individual’s professional title.

The health report must include the following information:

* A review of the child’s health history.
* A list of the child’s allergies.
* A list of the child’s current medication and the reason for the medication.
* An assessment of an acute or chronic health problem or special need and recommendations for treatment or services, including information regarding abnormal results of screening tests for vision, hearing or lead poisoning.
* A review of the child’s immunized status according to recommendations of the ACIP.
* A statement of the child’s medical information pertinent to diagnosis and treatment in case of emergency.
* A statement that the child is able to participate in child care and appears to be free from contagious or communicable disease.
* A statement that age-appropriate screenings recommended by the American Academy of Pediatrics were conducted since the time of the previous health report required by this section.

We may not accept or retain an infant 2 months of age or older, a toddler or a preschool child at the facility for more than 60 days following the first day of attendance at the facility unless the parent provides written verification from a physician, physician’s assistant, CRNP, the Department of Health or a local health department of the dates (month, day and year) the child was administered immunizations in accordance with the recommendations of the ACIP.

We shall require the parent to provide updated written verification from a physician, physician’s assistant, CRNP, the Department of Health or a local health department of ongoing vaccines administered to an infant, toddler or preschool child in accordance with the schedule recommended by the ACIP.

Exemption from immunization must be documented as follows:

Exemption from immunization for religious belief or strong personal objection equated to a religious belief must be documented by a written, signed and dated statement from the child’s parent or guardian. The statement shall be kept in the child’s record.

Exemption from immunization for reasons of medical need shall be documented by a written, signed and dated statement from the child’s physician, physician’s assistant or CRNP. The statement shall be kept in the child’s record.

The facility shall implement dismissal policies in accordance with the Department of Health regulation in 28 Pa. Code §  27.77 (relating to immunization requirements for children in child care group settings).

The facility shall comply with the annual immunization reporting requirements in accordance with the Department of Health regulation in 28 Pa. Code §  27.77.

Each enrolled child must have an initial health report on file no later than 60 days following the first day of attendance at the facility. The initial health report for an infant must be dated no more than 3 months prior to the first day of care. The initial report for a toddler must be dated no more than 6 months prior to the first day of care. The initial report for an older toddler or preschooler must be dated no more than 1 year prior to the first day of care. Updated health reports should be provided as follows: every 6 months for an infant or young toddler, every 12 months for an older toddler, preschooler or school age child.

1. **Communicable Disease**

The purpose of this policy is to control and prevent the spread of diseases to and from children, families, employees, and other parties in the daycare setting. A communicable disease is an illness due to an infectious agent that is transmitted directly or indirectly to a person from an infected person or animal. Our daycare families and employees have a responsibility to prevent the spread of communicable diseases when they suspect or become aware that an individual is a carrier of a communicable disease.

Children should stay home if they have, or it is suspected that they have, a communicable disease. And most definitely a child should not attend if they have been diagnosed with a communicable disease by a healthcare provider. A child should return to the Center only after being symptom free for at least 24 hours. \*During the Pandemic it is 72 hours. Children who have an ill family member may continue to come to the Center; however, parents should monitor their child on a daily basis to ensure they remain free of the communicable disease.

**We become aware that an individual may have a communicable disease   
when they show any of the signs and/or symptoms listed below.**

**Behavioral Changes (including, but not limited to)**

* Unusually sleepy, lethargic, irritable, cranky, or fussy
* Lack of interest in other children or play
* Persistent crying
* Rapid or difficult breathing
* Unusual drooling
* Won't swallow liquids or won't eat

**Physical Signs (including, but not limited to)**

* Fever that is keeping the child from normal playing or a temperature of 100 degrees or higher
* Vomiting
* Diarrhea, defined as an increased number of stools with increased water
* Mouth sores
* Dehydration as evident by a dry tongue and mouth, or if an infant’s diaper stays dry longer than usual
* Discolored eyes or skin
* Rash, with or without fever and/or behavioral changes
* Infestation (e.g., scabies, head lice at all stages)
* Conjunctivitis: white or yellow eye discharge; can include eye pain or redness of the eyes, eyelids, and/or skin surrounding the eye
* Coughing and/or sneezing, with or without mucus discharged

Please be considerate of your child, as well as the children, families, employees, and other parties in the daycare setting – do not bring your child if you know they are sick. Not only may they be contagious, but they may have a harder time recovering if they are exposed to additional germs while at the Center.

If a child does become ill while at the center, a parent or emergency contact person will be notified to pick up the child within one (1) hour. When the parent or guardian arrives, they will be asked to sign a form recording the date and time the child is picked up to go home. We will check the temperature of the child by using a forehead or under the arm thermometer. Rectal thermometers will not be used in our facility.

To return to the Center, your child must be symptom free for a minimum of 24 hours – this means the child may not come to the Center the next day. Depending on the symptoms, we may also require that the child have a medical evaluation and receive appropriate treatment – a documented clearance to return to school from a healthcare provider may be required. Additionally, if a child is prescribed antibiotics, the child must be on the medication for at least 24 hours before returning. If the child returns with symptoms of being sick, the parent will again be notified and the 24-hour process will begin over again.

Please do not question the decision to send your child home. It is at the discretion of the teacher and the Center’s Director whether the child is to be sent home. The decision to send a child home due to illness is made carefully and on an individual basis.

1. **Dispensing of Medicine**

We recommend that medications be administered at home whenever possible. However, if it is necessary for your child to receive any kind of medication during the hours that he/she is at the center, we can only accept medication if is it is in its original container, whether prescription or non-prescription. Written instructions must be provided by the parent (if non-prescription) or by a physician (if prescription). A label must be on the container that identifies the name of the medication and the name of the child for whom it is intended. We cannot share medicine among the children, whether prescription or non-prescription. Along with written directions, for each medication you would like to have administered to your child, must be accompanied by a completed Medication Authorization Form. ROGCCC must have written permission to dispense both diaper rash cream and sun block cream as needed. No rectal medications will be given at ROGCCC.

1. **Allergies**

If a child has specific known allergies, either environmental or food, they must provide ROGCCC written documentation with the following information:

* Known allergens
* Symptoms displayed when child has an allergic reaction
* Action plan if child is having an allergic reaction
* Child’s doctor and phone number
* Parents’ phone number

1. **Snacks and Meals**

Well-balanced snacks and meals are provided by the center. Monthly menus will be posted in each classroom. Substitute lunches may be brought from home but must be labeled and must contain foods that are able to be prepared in the classroom environment. Parents are required to notify the staff on duty at the time of drop-off if a child has a substitute lunch for the day. If your child has a food allergy, please inform ROGCCC in writing what your child is allergic too. When possible, your child may eat from the regular menu. When the primary food offered is something your child cannot eat, it is your responsibility to bring in an alternative food. **ROGCCC is a peanut-free facility, so please do not send in any products that contain peanuts or peanut products.** Also, we strive to ensure all children are given the nutrition they need to sustain their day, so please do not send in candy, soda or other items that would be viewed as “junk” food.

1. **Meals for Infants**

Parents of infants are required by the Department of Public Welfare to provide a written daily schedule, including feedings, for the staff the follow. It should be updated as the child’s eating habits change or new foods are added. The parent or guardian for infants must provide all bottles, formula and infant food. Once your child enters the young toddler classroom, lunch and snacks will be provided. The center recommends that if powdered formula is being used, please provide an already measured container and bottles containing the proper amount of water that can be kept at room temperature and easily mixed as needed. We can use either tap water or bottled water provided by the parent in the infant room for food/bottle preparation. There should be plenty of bottles available each day so parents do not need to be notified at work. ***Each bottle/cup must be labeled with at least the child’s first initial and full last name.*** If the staff person finds items not labeled, they are *required* to label it for you.

1. **Diapering & Potty Training Procedures**

**Diapering**

Parents will provide diapers and wipes for their children while at the center. Bring at least a week’s supply of diapers: 8-10 diapers a day.

1. When diapers are running low you will be notified by the teacher that diapers are needed. A hand written note will go on your child’s daily sheet or communication through the Procare Connect App. Make sure to pick up your child’s daily sheet each day.
2. If your child runs out of diapers, a fee of $10 per day will be charged to supply your child with diapers.

**Potty Training**

We begin using the potty here at the center when children go to the Older Toddler Room. Once children begin potty training these rules apply.

1. Children are to be dry for two weeks consistently before coming in in underwear. Please make sure that diapers/pull ups have detachable sides. Please inform staff upon arrival if your child is in underwear if this is a new occurrence.
2. If 3 accidents occur in one week, pull ups must go back on until two weeks of consistent dryness occurs again. (Steps one and two will continue until child is potty trained.)
3. Because of sanitary issues plastic underwear is something we are not able to use here at the center. (DPW considers this unsanitary)
4. The Older Toddler classroom has a built in potty time schedule, no requests can be made for individual schedules for each child. They encourage the children to use the bathroom whenever needed, however we cannot accommodate separate individual potty time schedules.
5. **Emergency Procedures**

In the event of a medical emergency involving major loss of blood, convulsions, seizures, loss or shortness of breath, severe injury or choking, Emergency Medical Personnel will be contacted immediately to take over the care of the child. After the child is stable, the parent will be contacted with information about their child. If necessary, the child will be transported to the hospital. A staff member will accompany the child until a parent or emergency contact person is able to take over the child’s care. The staff person will not be responsible for decisions regarding treatment of the child. The caregiver will complete an Incident Report. The parent or caregiver will be asked to sign the report at the time they take over the responsibility of their child’s care. Copies will be given to the parent, retained in the child’s file at the center and forwarded to the Department of Public Welfare.

1. **Accidents**

Minor injuries that occur while your child is in attendance will be treated with first-aid by a caregiver. An Incident Report will be completed and signed by the teacher, Director, and parent; the original copy will be given to the parent once all parties have signed it. Copies of the report will remain in the child’s file and in an accident file.

1. **Security**

The ROGCCC reserves the right to ask for identification of any persons who enter the River of God Church building from 6:30am to 5:00pm. A security system is in place locking the front doors and the back playground doors. Parents and staff will be given codes to enter the building (children should not be permitted to use the keypad). All other persons must use the intercom to gain access into the building. Persons interested in River of God Church matters should check in at the receptionist window and should remain in the lobby area. Persons who are not authorized on any child’s emergency form but need to speak to the Director should also check in at the receptionist window. Persons who are authorized on a child’s form may come to the daycare office, located in the rear hallway of ROGCCC, to speak to one of the Directors. Persons who are found anywhere in the building and have not checked in with the receptionist will be viewed as suspicious and will be handled as such until a determination is made either to direct them to the church office, ask them to leave the building, or call the police.



**Daily Operations**

1. **Curriculum**

ROGCCC aligns our curriculum with the PA Learning Standards, however individual class lessons and activities will center on age-appropriate themes for the month, the seasons, letters, numbers, shapes and colors that are being introduced. Daily activities include a variety of the following: Bible time, art, crafts, music and movement, play time, story time, special visitors, special theme days and free choice activities with manipulative toys and games.

1. **Teacher Qualifications**

All staff meets or exceeds the requirements placed on them by the Department of Public Welfare, including but not limited to training and/or experience with young children. Additionally, Act 33, Act 34, and FBI clearances will have been obtained.

1. **Ratio Requirements**

ROGCCC follows the Department of Public Welfare ratio guidelines. They are as follows:

Age Staff Children

Infant 1 4

Young Toddler 1 5

Older Toddler 1 6

Preschool 1 10

Pre-K 1 10

School-Age 1 12

1. **Behavior Management Approach**

The staff of ROGCCC is committed to providing a positive learning environment and will use discipline principles set by the program to achieve this goal.

* **Appropriate Expectations –** Have age-appropriate expectations for children.
* **Get on Child’s Eye Level**  – When talking with the child, get down on his/her eye level and look him in the eye while talking softly to him.
* **Modeling** – Model the behaviors you want. Show the child, by example, how to behave.
* **Take a Break** – Tell the child to “take a break” and think about what he could do differently that would work better or be more constructive.
* **Talk With Them, Not to Them** – Focus on two-way communication rather than preaching to children. Listen as well as talk.
* **When/Then – Abuse It/Lose It** – “When you do what I have asked, then you may do something you want to do”.
* **Choice**  – Give the child two choices, both of which are positive and acceptable to you.
* **Make a Big Deal** – Make a big deal over responsible, considerate, appropriate behavior with attention, thanks, praise, thumbs-up, recognition, hugs and special privileges.
* **Privacy**  – Never embarrass a child in front of others. Always move to a private place to talk when there is a problem.

* **Positive Closure Principle** – At the end of the day, remind the child that he/she is special and loved.
* **Whisper Principle** – Instead of yelling, screaming or talking in a loud voice, surprise the child by lowering your voice to a whisper.
* **Involvement Principle** – Allow the children to state the rules at their developmental level.
* **Ignoring Principle** – Ignore behavior that is not dangerous and is only done in an attempt to gain attention.
* **Positive Direction Principle** – Instead of telling a child what NOT to do, explain what they should be doing.
* **Behavior issues are documented while interventions are attempted. -** If we are not able to redirect a child’s behavior with a behavior plan, and the child’s behavior is considered disruptive to the learning environment or unsafe, ROGCCC will reserve the right to dismiss the child from the program.

ROGCCC reserves the right to have any classroom evaluated by a Stars Representative for professional advice and mentoring at any time. If behavioral challenges are occurring in the room, ROGCCC reserves the right to request coaching from a Stars representative/and or their referrals to assist the teacher and director(s). If consistent behavior problems continue after the above techniques are attempted, the parents will be asked to contact the child’s Pediatrician for a referral to a professional that will assist both the parents and the child care center to deal with the behaviors. If the parents do not cooperate with our recommendations for assistance or the assistance does not help to correct the behaviors, written notification will be given to the parents indicating that the child is being dismissed immediately from the center.

IF A CHILD’S BEHAVIORS, WRITTEN COMMUNICATIONS, OR VERBAL COMMINCATIONS PUT THEMSELVES, OTHER CHILDREN, OR STAFF AT RISK – MENTAL HEALTH, PHYSICAL HEALTH, OR GENRAL SAFETY –   
WE WILL DISMISS THE CHILD FROM THE CENTER IMMEDIATELY.

IF PRESENTED WITH THE OPTION BY ROGCCC,   
IF THE PARENTS WISH TO KEEP A CHILD ENROLLED IN THE CENTER WHILE A BEHAVIOR IS BEING CORRECTED, ROGCCC MAY AGREE TO KEEP THE CHILD PROVIDED THAT THE PARENT AGREES TO REMOVE THE CHILD FROM THE CENTER IMMEDIATELY AT OUR REQUEST IF THE BEHAVIOR CONTINUES.   
AGAIN, THIS DECISION IS AT THE DISCRETION OF THE DIRECTOR.

1. **Parent Behavior**

Children learn most easily from modeling, so it is our desire that all adults model considerate and safe behavior. If you have a concern, please address your concern in private with either one of the directors or with a director and your child’s teacher. Although the list is in exhaustive, the following will not be tolerated and may warrant either your child’s dismissal from services or possible police action:

* Threatening a ROGCCC staff member, either verbally or in writing.
* Yelling at a ROGCCC staff member.
* Displaying unsafe behavior in a classroom, such as hitting, kicking, or punching.
* Coming to the ROGCCC intoxicated or under the possible influence of drugs.
* Traveling through the ROGCCC parking lot at an extended rate of speed.
* Vandalism of ROGCCC property.
* Inappropriate communication with a staff member – via texting or phone calls

***ROGCCC RESERVES THE RIGHT TO DISMISS A CHILD WITHOUT NOTICE   
DUE TO PARENTS’ INAPPROPRIATE BEHAVIOR***

1. **Pets**

Students are not allowed to bring in any pets, regardless of their size. Only pets kept in closed aquariums may be kept by teachers and must be kept in good health and known to be friendly to children.

1. **Visitors**

All visitors must check in with the receptionist in the ROGCCC front lobby. The receptionist will then contact one of the directors and the visitor will be escorted to their desired location. Visitors must have valid identification. Visitors may not roam the hallways of ROGCCC without a staff chaperone.

1. **Homemade Snacks**

**ROGCCC is a peanut-free facility, so please do not send in any products that contain peanuts or peanut products**.

If a child bring in an item made around peanuts or a peanut project, we will send that item home and offer them an alternative item.

1. **Storage**

Please bring all of your child’s items in a well-marked regular-size book bag. Due to DHS regulations, we cannot use or allow the use of plastic grocery bags in the classroom. Diapers should come to the ROGCCC with your child’s first name and last initial written on the outside. All items that come to the ROGCCC should have the child’s initials clearly printed on them. If there is no label on any item, ROGCCC reserves the right to label the item.

1. **Solicitation / Invitation**

Parents are not allowed to solicit nor can they request information regarding addresses of families of the ROGCCC.

1. **Room Sharing**

ROGCCC shares facility rooms with the River of God Church. Therefore, throughout the week you may notice the staff rearranging the rooms to accommodate the change in usage. Room rearrangements will always be done when child numbers are low and child safety will continue to be our top priority.

1. **Dress Code**

The following guidelines should be used when dressing your child:

* Clothes should be comfortable, washable, and weather-appropriate.
* Shoes must be closed-toe with a back strap – sneakers with socks are preferred.  No flip flops (not even for water days).  If a child is wearing flip flops they will not be permitted to participate in gross motor activities.
* For field trips, sneakers with socks are mandatory.
* Jackets cannot have strings attached (i.e. hooded sweatshirts with drawstrings), they are a playground hazard.
* Clothing should encourage independence if the child is potty training or is already potty-trained.
* Children who are not fully potty-trained must supply swim diapers to be used during outdoor water-play activities.
* Female swimsuits must cover the mid-drift area and must be otherwise modest.
* Two sets of season-appropriate clothing must be kept at the center at all times  (if we do not have a change of clothes for your child, you will be called to come pick your child up or to bring in a change of clothes)

1. **Toys & Electronics**

Children may bring in toys from home; however, the child must be willing to share the toys with others – if a child is not willing to share their toys, the toys will be placed in the child’s bag to be sent home. If your child has a security item as a comfort or sleep aide, we ask that it be something that is soft and does not make noise as it can be distracting at naptime. Although the staff takes precautions to keep children’s belongings safe, we cannot be responsible for the loss or damage of toys brought from home by the children. ***We require that no play guns or weapons of any kind be brought to the center.***

1. **Rest**

All children will have a daily opportunity to rest in the afternoon. Children from Infants through Pre-K are provided with their own personal and labeled cot w/ sheet or pack and play for infants, on which to rest. The parent or guardian should send a small blanket for older children to cover the child. A very small pillow can also be sent, but none of the items should take up very much space. We wash bedding at the center ages Young Toddler-PreK unless items are requested to be sent home. All infant crib sheets are sent home. All children are required to be on their cot during rest time and to be quiet so others in the room can rest. School-age children will be provided with afternoon quiet time when they are here for an entire day. We do not wake sleeping children age’s infants to Pre-K as it is disruptive to the classroom environment.

1. **Sunscreen**

* We prefer spray-on sunscreen, as opposed to lotions.
* For the health and safety reasons, children whose parents have not provided sun screen will not be permitted to participate in certain outdoor activities if the staff believes it would result in skin damage to the child. Children who do not have sun screen provided may be supplied with sun screen from the daycare if permission is granted, or the parent may be required to bring the child sun screen or pick the child up from care.
* Likewise, we may not be held responsible for sun-damaged skin if the supplied sunscreen doesn’t provide adequate protection. Please make the sun screen you supply your child is in date.
* Be sure to clearly label sunscreen with your child’s name in a manner that will sustain its longevity during repeat usage. Additional requests for sun screen may be made during the summer.

1. **Outside Play**

Children are expected to go outside when the forecast temperature/wind chill are above 25 degrees, the forecast temperature/heat index is less than 95 degrees, there is no precipitation falling, and there is no current air quality alert. It is understood that given these parameters, there may be portions of some days that do not meet the conditions of weather permitting, since forecasts are generally targeted to a point in the day. Weather permitting, ROGCCC is required to offer outside play daily. Outside play is a great way for the children to release energy and get the exercise they need. We will take the children outside, whether it is hot or cold. Please make sure your child dresses properly.

1. **Smoking**

No smoking is allowed inside the ROGCCC facility or at any time in front of the children.

1. **Emergency Planning Guide**

1. If River of God Church Childcare Center needs to be evacuated due to fire or an immediate situation, ROGCCC occupants would relocate to the Hoss’ Steakhouse restaurant, located adjacent to the River of God Church. Emergency contact information should accompany each classroom via their emergency bags. When reasonable, parents would be notified by telephone and asked to pick up their children. The radio station WHP 580 and the television stations WHP 21 and WHTM 27 will also be notified.

2. In the case of a local emergency, such as an electrical outage, ROGCCC occupants will remain in the building. When reasonable, parents would be notified by telephone and asked to pick up their children. The radio station WHP 580 and the television stations WHP 21 and WHTM 27 will also be notified.

3. In the event of a chemical spill or other situation that would make it unsafe to leave the building, ROGCCC occupants would remain in their respective classrooms unless the classroom itself is unsafe. In the event the ROGCCC occupants need to be in an area with no windows, the occupants of ROGCCC will take shelter in the back hallway until the situation is remedied. Emergency contact information should accompany each classroom via their emergency bags. Parents would not be notified to pick up children until the unsafe outside situation is remedied. When reasonable, parents would be notified by telephone of their child’s status and when allowable, asked to pick up their children. The radio station WHP 580 and the television stations WHP 21 and WHTM 27 will also be notified.

5. Under an extreme emergency that would require the occupants of ROGCCC to evacuate to a shelter greater than 10 miles away, the Director has made arrangements to utilize Harrisburg First Assembly of God, located at 4100 North Progress Avenue, Harrisburg, Pennsylvania, 17110, phone number 717-657-2500. Emergency contact information should accompany each classroom via their emergency bags. When reasonable, parents would be notified by telephone and asked to pick up their children. The radio station WHP 580 and the television stations WHP 21 and WHTM 27 will also be notified.

All the above-mentioned locations have agreed to shelter us in the event of an emergency until parents are contacted and able to pick up their children. It has been recommended by the local emergency management officials that transportation to the shelter locations in an emergency should be accomplished in the safest manner. Arrangements have been made to use staff vehicles, the River of God Church vans or the church bus.

In an emergency, all employees and volunteers of ROGCCC are required to remain with the children until given verbal permission by the Director to be dismissed.



**Family Involvement**

1. **Book Club Orders**

Scholastic book orders will be sent home periodically throughout the year. Points earned will be used towards books to enhance the entire ROGCCC.

1. **Fundraisers**

ROGCCC does not participate in fund raisers, nor do we allow parents or children to promote private fundraisers.

1. **Prayer**

Teachers lead in prayer daily and frequently present bible stories.

1. **Family Volunteer Opportunities**

Parents and grandparents can become involved by reading books to the children, helping with class parties or projects, making classroom decorations or whatever opportunity or need may arise.

1. **Pictures**

Twice a year you will be given the opportunity to have your child’s picture taken professionally at the center.

1. **Child Services Reports and Ages & Stages**

Twice a year teachers are required to do Child Service Reports. A copy of the written information on the CSR will be provided to the parent, along with requested signature. Stars requires a child to have a completed Ages & Stages form during a new enrollment, and at every room transition. This may be completed at home by a parent/guardian, or by the child’s teacher and are stored in the child’s file.

1. **River of God Church Childcare Center Communication**

Communication between ROGCCC and parent or guardian can be accomplished through daily individual written reports, Procare Connect, or verbal communication. These reports will describe the child’s morning for the teacher’s benefit and will describe what the child did on that given day for the parents’ benefit. Please make sure you pick up your daily sheets as this is an excellent form of communication with parents, especially when it comes to items that your child may need. (Example: diapers, wipes, clothes) .



**Summer Camp**

1. **Summer Day Camp**

A summer day camp program will be offered to school-age children who have completed grades K –5 from the first Monday after the last day of school for East Pennsboro School District to the last Friday before the first day of school for the East Pennsboro School District. Students who attend the before and after school program have priority when registering for the summer program. Enrollments are granted on first come first serve basis. ROGCCC reserves the rights to limit the amount of spots available each summer for teacher/student ratio requirements. Students from other school districts are welcome to enroll if space is available.



**River of God Church**

**www.riverofgodchurch.org**

Wednesday Night Services – 7pm

Adults Bible Study, Nursery, Missionettes & Royal Rangers, Youth

Sunday Services:

9am Worship Service

11am Worship Service

***Parent Confirmation of Reading and Understanding the***

***ROGCCC Parent Handbook 2021-2022 \*new policies***

**Name of Parent(s)/Guardian(s):**

**Name of Child(ren):**

**Please read all items. Initial all items indicating your understanding and agreement. Sign and date at the bottom.**

I/We are aware of the location of the ROGCCC contact information as located on page 7.

I/We understand the Christian and education beliefs of ROGCCC as located on page 8.

I/We understand that ROGCCC is legally obligated to release children to their biological parents unless a court order that denies parent custody is on file at ROGCCC, as outlined on page 9.

I/We understand we need to inform ROGCCC of any special needs our child(ren ) may have and any IEP, IFSP or written behavioral plans so we can best meet the needs, as outlined on page 9.

I/We understand that ROGCCC employees are all mandated reporters of child abuse as described on page 9.

I/We understand ROGCCC enrollment policies and procedures, including the trial period, parent phone calls, arrival and departure procedures, transition procedures, and the withdrawal policies, as outlined on pages 13 to 23.

I/We understand and agree to abide by ROGCCC health and wellness policies as outlined in pages 18-21.

I /We understand and agree to abide by the ROGCCC parent behavior policy as stated on page 23.

I/We understand that no homemade snacks may be brought to ROGCCC as outlined on page 23 and that ROGCCC is a nut free facility.

I/We understand and agree to abide by the dress code policy as stated on page 24.

I/We understand and agree to allow our child to participate, without reservation to prayer, bible teaching, and religious song singing provided within the classroom teaching and through special chapel services as described on page 26.

\*I/We are aware of ROGCCC operating hours, contracted 9 hr. days and extra fees, days ROGCCC is scheduled to be closed for services, the inclement weather policy and school closure policies as outlined on pages 11 and 12, including the policy to pay full tuition even if days are missed during a week’s care for vacation days and/or holidays. Pg. 11

\_\_\_\_\_\_\_\_ \*I/We understand that my child may be denied care if dropped off after 10:30 am without notice to a teacher or director.15

\_\_\_\_\_\_\_\_ \* I/We understand that the sibling discount applies to full time families who have a child in the Infant-Pre-K program. Pg. 16

\_\_\_\_\_\_\_\_ \*I/We understand that no staff member may be asked to refuse or limit a child’s sleep during nap/rest periods. Pg. 25

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Parent(s) Signature Date