

Little Viking Childcare Center

Parent Handbook

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Welcome Message:

 I want to take this opportunity to welcome you to Little Viking Childcare Center. In selecting Little Viking, you have made an outstanding decision in the care and education of your child.

 Little Viking Childcare is committed to creating a safe, warm, loving environment where children can grow physically, emotionally, creatively and socially at their own pace. We want to help your child increase their confidence and self-esteem by treating them as unique individuals, and allowing them to express themselves in a variety of facets.

 In programming activities for the children we follow a play-based learning philosophy. We develop activities for each day that help the children engage and enjoy the learning process. We strive to prepare your children for their early school years by exposing them regularly to letters, numbers, colors, shapes, and new vocabulary as well as cultural activities to increase social awareness.

 This handbook has been created to minimize misunderstandings, and to ensure that all families are aware of the requirements and policies of Little Viking Childcare Center. This handbook covers our philosophies, business policies and expectations of both staff and parents.

 Please read this handbook carefully and feel free to discuss any concerns with me or any of our staff members.

Christy L Weaver MS

Owner/Director

## Meet the Staff

Welcome to our Parent Handbook! My name is Christy Weaver, and I am a Licensed child care provider and the owner of Little Viking Childcare Center.

I hold a Masters Degree in Multidisciplinary Human Services and have spent most of my adult life working with children in various capacities including the school classroom, special education transitions, behavioral therapy, US Army Family Readiness Groups and volunteering for Girl Scouts. I understand that each child has their own learning style and I try my best to create an environment where they will thrive.

## About the Program

If you have any questions or concerns about your child or would like to set up a tour, please reach out to me at **(814)541-0487**  or at pick-up and drop-off. I look forward to building relationships with your families!

##

## Mission Statement

In keeping with our mission and vision, the following policies and procedures have been developed and adopted to ensure the highest quality of education and safety for our students, while maintaining a loving and caring community. Please review this Parent Handbook carefully. It is important that parents and children, understand and abide by the rules, regulations and policies in this guide.

Mission:

 The mission of Little Viking Childcare Center is to provide excellence in education and child-care through child-centered learning in a supportive, challenging and rewarding environment that provides children with self-confidence, values, knowledge and the foundations they nheed to succeed through emotional, physical and social development.

Vision:

 Little Viking Childcare Center strives to balance academic and developmental needs with a nurturing and supportive environment. The strong partnership of our families, educators, professional staff and Jeff Tech AVTS, provides the community with a unique opportunity for the Reynoldsville area.

Core Values:

* We encourage children to embrace social responsibility through the development of strong moral values and self-discipline.
* We encourage critical thinking skills in all children so they will develop a life long love of learning and exploration.
* We support children in reaching their personal best, physically, emotionally, socially and intellectually.
* We encourage flexibility in curriculum development and teaching approaches in order to fit the makeup of each classroom and attend to the individual needs of each child.
* We value respect for all people, students, staff, families, our community and our larger world.
* We value learning and we know that making mistakes is part of the process of preparing our children for the real world.

Philosophy:

 Little Viking’s teachers develop an innovative and integrated curriculum that challenges students to discover their personal gifts and provides many opportunities for personal growth and development. Children are invigorated by the play-based approach to learning and are captivated by the relevance and engagement of the material.

 Teachers have the opportunity to individualize, give personal attention, tailor the curriculum, involve all learning styles, and make use of small group teaching styles to ensure that all children are able to build upon their gifts and grow in all areas. We believe that a child’s first educational experience sets the stage for all further learning that will continue throughout life and it is our job to ensure that we make this first experience the best it can be.

 Life skills are a set of valuable traits or characteristics that, once learned, modeled and lived, give each child the interpersonal tools they need to adapt to anything life throws their way. Life skills are a prominent feature of our curriculum and are modeled, discussed and reinforced throughout the year. Each month we will focus on 1 or 2 skills as follows:

* Friendship and Caring – to show and feel concern for others
* Integrity – to be honest and fair
* Cooperation – to work together
* Organization – to work in an orderly way
* Responsibility – to do our share
* Common Sense – to think it through and problem solve
* Sense of Humor – to be playful without harming others
* Flexibility – to be willing to change plans when needed
* Perseverance – to not give up when things are difficult
* Mindfulness – to be able to recognize our emotions and react accordingly

## Hours and Days of Operation

We are open Monday through Friday, 6:30am – 5:30pm , fifty-two (50) weeks per year, excluding the following circumstances and holidays -

We are closed on the following holidays:

* Winter Break – December 23rd to January 2nd
* Easter Break – April 15th – April 18th
* Summer Break – May 30th – June 5th
* July 4th
* Labor Day
* Thanksgiving Break November 24th – 28th

We follow the Jeff Tech schedule for Winter:

* If School is Cancelled or Delayed, we will also be cancelled or delayed.

## Enrollment Process

Parents interested in enrolling their child(ren) should call to arrange for a visit. This is a great opportunity for me to learn more about your family’s needs, answer your questions, and provide a tour of the center and outdoor play area.

If you decide that you would like to enroll your child at Little Viking Childcare Center please complete an enrollment packet. There is a [$50.00] non-refundable holding fee (deposit) that can be paid by either cash or check. The holding fee will be applied toward your child’s first week’s tuition. Checks should be made payable to Little Viking Childcare Center. **Both the holding fee and required enrollment paperwork must be submitted in order to hold your child's spot.** Please mail completed enrollment packets to:

Little Viking Childcare Center LLC
576 Vo-Tech Rd

Reynoldsville, PA 15851

## Tuition Rates

Childcare costs are **based on age and days agreed to** per child per week not necessarily the days attended. Payment can be made using cash, check or through our online portal and is due the **Friday before the upcoming week of attendance.** A **$15.00** late fee will be applied to accounts who are 2 days past the due date. Receipts will be issued after each payment indicating the amount and date of payment. There is a **[$50.00]** fee for bounced checks. If you have concerns about paying for the upcoming week, please speak with me directly prior to the payment deadline.

Rates are as follows: (effective January 1, 2022 based on federal COLA)

* Children under 23 months …………………………………………………$42.36 per day (211.80 weekly)
* Children 24-35 months………………………………………………………$40.24 per day (201.20 weekly)
* 36 months to Kindergarten…………………………………………………$37.06 per day (185.30 weekly)
* School Age Before or After School………………………………………$10.59 per day ($52.95 weekly)
* School Age Before AND After School…………………………………$21.18 per day ($105.90 weekly)
* Part Time Care – Less than 5 hours per day …………………………$21.18 per day (105.90 weekly)

**Please note:** Tuition costs are subject to change as the cost of living increases. Changes to tuition will always be adjusted at the first of the year. If any other changes are made, families will be provided a 60 day written notice of the change.

## Policy on Withdrawal

I hope that your child stays at Little Viking Childcare until they graduate into Kindergarten! However, sometimes situations arise that prevent this from happening. If you intend to remove your child from our center, please provide notice as soon as possible and no later than 2 weeks in advance. If notice is not provided at least 2 weeks in advance, you may be required to pay for the remaining 2 weeks of tuition.

## Causes for Dismissal from Program

These include but are not limited to: Failure to pay weekly tuition or supply required items, Severe behavioral issues that cause harm or stress to other children, and Inability to reach agreement on a daily schedule or practices. I do try to accommodate children and families to the best of my abilities, so please speak with me directly if you have any questions or concerns!

In the event of any concerns raised by staff, parents, or even children, a meeting can be scheduled to address the issues. The meeting will involve owner/operator, involved staff members, and the parent/guardians. The concerns will be clearly stated (ex. Late payment, failure to adhere to policies, behavioral issues, etc. and discussed in a non-judgemental manner. A plan will be designed to resolve the issue. A second meeting will be scheduled to review the situation within a reasonable time frame. In the event the issue can not be resolved to everyone’s satisfaction, a 2 week written notice of termination of services will be give.

## Benefits of Choosing Little Viking Childcare Center

At Little Viking Childcare, we provide a **high-quality, enriching early childhood experience** in a safe and supportive learning environment! Below are some of the many benefits of choosing us:

* **Child Centered Learning Environment**
* **State Approved Curriculums for Infants, Toddlers, and Pre-Schoolers**
* **Convenience of transportation to and from CG Johnson Elementary for School Age Children**
* **Extra security within a public school building (onsite security officers, security cameras, electronic monitoring)**
* **Keystone Stars participant**
* **Accepts Childcare Works Subsidy**.

## Daily Schedule

Our daily schedule includes:

* Morning and afternoon group time
* Free Play
* Child-directed learning centers
* Arts & crafts
* Music & Dancing
* Outdoor play and activities
* Snack and meals
* Rest time

## Items to Bring to School

|  |  |
| --- | --- |
| Required: * Diapers
* Wipes
* Diaper cream
* Breastmilk
* Bottles
* Change of clothes
 | Optional: * Pacifier
* Swaddle or sleep sack
* Blanket
* Pillow (1 year and older)
* Stuffed animal (1 year and older)
* Slippers
* Backpack
 |

**Clothing**

Please send *appropriate* clothing for all types of weather.

List of weather appropriate items:

* Sunscreen
* Hat and sunglasses (if desired)
* Winter coat
* Snowpants
* Winter boots
* Gloves or mittens
* Winter hat or earmuffs
* Waterproof jacket or poncho
* Rain boots

**Please note:** If you have any concerns about providing the mentioned items, please reach out!

## Toy Policy

There are many toys and activities for your child to enjoy while at Little Viking Childcare! Please do not allow your child to bring items from home (ex. toys, jewelry, books, gum, candy, and other items). The only exception for this is Show-and-Tell on Fridays (ages 3+) or a stuffed animal and blankie at naptime.

## Policy on Behavior Management

Our facility is committed to each student’s success in learning within a caring, responsive, and safe environment that is free of discrimination, violence, and bullying. Our center works to ensure that all students have the opportunity and support to develop to their fullest potential and share a personal and meaningful bond with people in the school community. We strive to adhere to all state and federal laws when developing our policies and procedures including DHS, ADA, IDEA and other relevant statutes.

 Thoughtful direction and planning ahead are used to prevent problems and encourage appropriate behavior. Communicating consistent, clear rules and involving children in problem solving help children develop their ability to become self-disciplined. We encourage children to be fair, to be respectful of other people, of property, and to learn to understand the results of their actions. We intentionally plan activities that teach and develop children’s social and emotional competence.

 Children are guided to treat each other and adults with self-control and kindness. Our goal is to create a caring, respectful environment where everyone feels included, loved and accepted. Learning can only take place when we feel safe and secure in our environment. We aim to assure the success of every child by taking preventive measures that support all children. Some of the steps we take to assure this is:

 The environment is set up to be accessible to all children, developmentally appropriate and engaging.

 We utilize transition activities to limit conflict and encourage engagement.

 Our daily schedule allows for a balance of activities and we implement a curriculum that is aligned with the PA Early Learning Standards, is engaging and meets the level of all children. Our lesson plans reflect individualization for each child.

 Our staff take trainings on how to best support classroom management, teaching social / emotional skills, cultural competence, implicit bias and how to engage in high quality interactions with children. They are trained in child development and are aware of typical developmental milestones and how development impacts child behaviors.

 We strive to support a high quality workforce by assuring our staff feel supported and valued. We maintain appropriate child / staff ratios at all times and attempt to allow staff time for wellness breaks during their work hours. We allow time for observation, lesson planning and relationship building with children and families.

 Our program has policies and procedures in place to support positive behavior strategies, sharing of resources and multiple supports for our children.

 Screenings and observations are conducted regularly to catch red flags to assist children and set appropriate goals for each individual child.

 You are your child’s first teacher and we want to create strong family partnerships with you. Some of the ways we attempt to maintain positive relationships between our facility and home are:

 Taking time to interact with families, conducting home visits when staffing allows, utilizing getting to know you forms at enrollment, offering parent / teacher conferences and family nights. We also send home daily notes to keep families informed about their child’s day. We will maintain a notebook that will go back and forth between home and school to open a two way communication about your child’s successes and challenges. We also have informational resources to share with families when there are behavior challenges to best support your child both at home and at school.

Each student at [school] has a right to:

* Learn in a safe and friendly place
* Be treated with respect
* Receive the help and support of caring adults

 When a child becomes verbally or physically aggressive, we intervene immediately to protect all of the children. Our usual approach to helping children with challenging behaviors is to show them how to solve problems using appropriate interactions. When discipline is necessary, it is clear, consistent and understandable to the child. We maintain a zero tolerance to bullying. If you have any concerns about this at any time, please report it to the Director of the Center.

 If a child’s behavior/circumstance is of concern, communication will begin with the parents as the first step to understanding the child’s individual needs and challenges. We will work together to evaluate these needs in the context of our program. We will also share social / emotional screenings you can complete for your child and we can review the results together before planning next steps.

 We utilize information gained from screenings, assessments, behavioral tracking forms and other action steps to help us partner with you in goal setting for your child.

 Our program has access to, and utilizes as necessary, the assistance of a Quality Coach, Infant / Toddler and TA consultants. If your child still is struggling we can discuss contacting outside sources such as Early Intervention or an Early Childhood Mental Health Specialist through Keystone STARS. If your child is referred to Early Intervention and is found not eligible we can also assist in referrals to other community partners such as Behavioral Health, Psychologists, Social Services, Wellness or Medical Specialists upon request.

 Physical restraint is not used or permitted for discipline. We do not shame, ridicule, threaten or belittle any child or their family.

 On rare occasions, a child’s behavior may warrant the need to find a more suitable setting for care. Examples of such instances include:

* A child appears to be a danger to others.
* Continued care could be harmful to, or not in the best interest of the child as determined by a medical, psychological, or social service personnel.
* Undue burden on our resources and finances for the child’s accommodations for success and participation.

 If this situation occurs we will provide you with information to assist you in locating alternate care such as the contact information for our local resource and referral agency or other providers in the area. We cannot guarantee placement.

 If your child already has an IEP / IFSP in place we will contact EI for assistance before asking you to UN-enroll your child.

CONNECT Helpline:

 Parents who have questions about their child's development may contact the **CONNECT Helpline at 1-800-692-7288**. The CONNECT Helpline assists families in locating resources and providing information regarding child development for children ages birth to age 5. In addition, CONNECT can assist parents by making a direct link to their county early intervention program or local preschool early intervention program.

## Inclusion Policy

**Policy Statement:**

 Our program welcomes all children and is committed to providing developmentally appropriate early learning and development experiences that support the full access and participation of each and every child. We believe that each child is unique and work in partnership with families and other professionals involved with the child to provide the support every child needs to reach their full potential.

**Procedures:**

Admissions/waiting list

Children of all abilities are accepted into our program and families interested in having their child attend the program will be given an equal opportunity for admission. A waiting list may be maintained and children will be accepted from the list on a first come first served basis.

Inclusive Environment

Early childhood educators at our facility use developmentally appropriate practices and consider the unique needs of all children when planning. Staff will make every attempt to make any adaptations or modifications necessary to meet the needs of the children. Schedules, routines and activities are flexible and our early childhood educators will work with therapists, special educators and other professionals to integrate individual accommodations, modifications and strategies into classroom routines and activities. Any adaptations will be reviewed with families and other professionals supporting the child.

Confidentiality

Confidentiality applies to all verbal and written information about potential, enrolling and previously enrolled children and their families. All staff will be briefed on the need for confidentiality and will be expected to fulfill their obligation to respect the protection of privacy. Written records will be stored in a secure location with access limited to the director and the child’s lead teacher. No information will be released about a child and the parent/legal guardian during enrollment or transition to another receiving program or school without first receiving the written permission of the parent/guardian. This excludes the responsibility held by early childhood educators as mandated reporters of suspected child abuse and neglect as outlined in Pennsylvania law or when information is subpoenaed by the court.

Family Centered Practices

Our staff acknowledges and respects the priorities each family has for their child. Families are encouraged and supported to collaborate with staff to ensure that each child has an opportunity for optimum success. Our staff communicates with each family daily and has regular meetings to discuss the child’s successes and challenges.

Professional Development and Support for Staff

Training and support is provided to ensure that all staff are comfortable, confident and competent to meet the developmental and educational needs of all children. All staff receive an orientation on inclusion policies and attend training focused on effective inclusion and/or other disability topics whenever possible. The director provides additional support and resources as appropriate. Our Keystone STARS Quality Coach and other STARS TA services such as ECMH, as well as Early Intervention and other outside services are available and utilized as needed for additional support and resources as appropriate.

Collaboration with Other Professionals

Many children with disabilities or other special needs are supported by developmental and educational professionals such as therapists, teachers and others. Our program welcomes those professionals and works with them to assure the child’s success. The service provider is encouraged to provide services to the child in the context of the early childhood classroom environment and the child’s teacher and the service provider work collaboratively to determine the best strategies to support the child in the group setting. Our facility supports the teacher’s and / or director’s participation in Individualized Family Service Plan (IFSP) and Individualized Education Program (IEP) meetings when our staffing allows.

CONNECT Helpline:

Parents who have questions about their child's development may contact the **CONNECT Helpline at 1-800-692-7288**. The CONNECT Helpline assists families in locating resources and providing information regarding child development for children ages birth to age 5. In addition, CONNECT can assist parents by making a direct link to their county early intervention program or local preschool early intervention program.

At Little Viking we 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 their individual capabilities and needs. Due to the diverse needs of the children in our program, it is important to gather as much information about the best ways to engage and educate each child. Your child’s growth and development is measured with developmental assessments and teacher/caregiver feedback. If your child currently has an IEP/IFSP, it is beneficial to share a copy of this plan with us so we can work together to ensure that the plans in place are put into practice. You do not have to provide this information if you do not wish to do so.

**Special Care Plans:**

 Your child's health and safety is a top priority for us. One of the ways we assure we are prepared to meet your child's needs in any situation to the best of my ability is by utilizing special care plans. If your child needs special accommodations or has a long term health care need such as asthma, allergies, a need for emergency medication, long term medication administration or other medical needs please obtain a special care plan from us. We request that you take the form to your primary care physician and have the form completed and returned to me. Once it is in your child's confidential file at our facility we are asking that you keep it up to date and current at all times.

## Illness Policy

I try to maintain a healthy environment for all children in my care. We practice handwashing several times throughout the day and teach children about the importance of healthy bodies and minds. Please do not send your child if he/she has any of these signs of illness:

* Temperature over 100 degrees
* Skin Rash – unknown or unfamiliar
* Vomiting
* Diarrhea
* Ear Discharge
* Red Eyes or discharge from eyes
* Difficulty breathing or wheezing
* Sore throat, coughing, excessive discharge from nose
* Unusual tiredness, paleness, or irritability
* Head lice
* Infected cuts or wounds

If your child shows any of the above signs of illness, I will call you or the emergency

contact numbers listed on your enrollment form to pick up your child. Your child may return when he/she has been symptom free without medication for 24 hours. In the event of sudden and ongoing illness, once the weekly fee has been paid, it cannot be refunded.

##

## Absence Policy

Whenever possible, parents should provide at least 7-days advance notice of a vacation or absence. If your family plans to take a vacation, please notify me as soon as possible. You will be responsible for paying the tuition for the time off if this notice is not received.

If your child will not be attending on a scheduled day due to illness or emergency, please notify the center as soon as you can.

If a child is absent from care for a period of 2 weeks or more, they will be unenrolled and their spot may be filled if not previously arranged.

## Severe Weather and Emergency Closings

If, for any reason, we need to close the center due to Severe Weather or another Emergency, parents will be contacted and asked to pick up their child(ren). If there is a current danger or threat that requires us to shelter in place, I will first ensure that all children in my care are safe before reaching out to parents. If you would like to see a copy of our Emergency Preparedness Plan, please let me know and I would be happy to share that information with you.

Closings and delays follow the Jeff Tech lead and you will see them on local television channels. You will also be notified via the Sandbox Parent Portal and the Parent Facebook Page. Please be diligent in checking these locations daily to be sure you are aware of any unexpected changes.

## Meals

Child meals will be served “Family-Style” whenever possible. However, during Pandemic situations, it has been difficult to accomplish this and maintain adequate sanitation.

Family-style dining has many benefits, including:

* Establishing positive relationships between children and peers.
* Promoting social skills. Children learn to say, "please" and "thank you." They learn to ask for what they want or need and wait patiently for their turn.
* Developing hand-eye coordination as children use dishes and utensils.
* Promoting language and vocabulary development. Children learn the names of new foods by engaging in "mindful eating." I discuss with children the size, color, texture, taste, and smell of foods and encourage (but do not force) children to try all foods.
* Promoting decision-making and independence as children decide what/how much to eat.

You may send treats into school for special holidays or birthday celebrations. We will notify all parents of potential allergies prior to these activities so that we can prevent any reaction issues.

##

## Special Dietary Needs

If your child has food allergies or is on a special diet, please discuss these needs with me and make sure they are listed on the Health History and Emergency Care Plan enrollment form. I will do my best to make accommodations.

## Health & Safety Procedures and Drills

**Allergies**

Please notify me of any food, animal, or environmental allergies your child has by completing the Health History and Emergency Care Plan.

**Medications**

If your child is taking any medications or needs an asthma inhaler or epi-pen, I am required to have a completed medication authorization form (available upon request) and medication in the original container with the prescription label attached. Additionally, if you’ve administered medication(s) prior to drop-off, please notify me.

**Communicable diseases**

I will notify you in writing if your child is exposed to a communicable disease while at

Little Viking Childcare Center A completed Pennsylvania Childhood Communicable Disease Chart can be found at <https://www.health.pa.gov/topics/Reporting-Registries/Pages/Reportable-Diseases.aspx>

**Drills**

We will practice monthly fire and tornado drills (during tornado season). We do not practice shelter-in-place or evacuation drills. However, I do have an Emergency Action Plan developed in case the situation arises.

## Early Drop-Off & Late Pick-Up Fees

Our hours of operation are 6:30 am – 5:30 pm. Staff is not present at the facility until 6:30 and early drop-off is not possible. If you pick your child up after 5:30 pm there is a $1.00 per minute late fee assessed due to requiring staff to stay past their scheduled hours.

## Parking

Parking is located in the Jeff Tech lower parking lot.

Drop Off/Pick Up Procedure

* Ring the daycare buzzer at door “O” and wait for admission.
* Sign in using the Sandbox time clock. Your passcode is the day and month of your youngest child’s birthday
* All individuals listed to pick up your child will have their own code.

## Parent Engagement and Involvement

You are your child's first and most important teachers! Below is a list of the many ways I keep families up-to-date on their child's progress and activities:

* Daily logs
* Facebook page
* Phone calls and/or texts
* Parent Communication Board
* Parent-Teacher Conferences

Instructions for using the Sandbox Parent Engagement App:

Sandbox Software is a Child Care Management software that encompasses many aspects of running a child care. The purpose of this email is to briefly familiarize you with the areas of Sandbox you will be using, but if at any point along the way you have any questions at all, please don’t hesitate to reach out to the center and we will be happy to assist you! I am going to walk you through each section of Sandbox that you as a parent will have access to, so here we go!

**Online Enrollment:**

You may have already noticed but Sandbox is assisting our center with the enrollment process. This allows you to enroll in different programs from home and also update your information as needed. Keep an eye out for new program enrollment links as we move forward.

**Timeclock:**

As a parent, you will also interface with Sandbox as you check your child in/out for the day using the Sandbox Timeclock. The Timeclock will be ready to use on a device at the centers front desk daily. We do require families to clock their child in and out each day.

**Setup/Creating a Passcode**: Before you can use the Timeclock,  you will need a Timeclock passcode. You can set up a passcode through the Parent App, Parent Portal or create one when using the Timeclock.

*\*Your child must have an active enrollment in Sandbox and you must be added as a Guardian before you can have access to the Timeclock.*

**Clocking in/out:**To clock your child in/out, first type in your passcode, then your first and last name initials (for example my name is Jane Doe so my initials are JD). Sandbox will match your information with your child. At this point, your child’s name will pop up and you can check them in/out.

**Parent App/Portal Setup:**

Once you are enrolled into our program, we will send you a Parent Portal registration email. At this point you will be able to create an account for your child that allows you to update basic information, view newsfeed updates, make payments and communicate with our center directly. Once you have created an account through the Parent Portal, then you’re ready to download and use the app!

The Sandbox Parent App is available for download on iOS and Android devices. If you are using an iOS device, you can find the app in the App Store by searching for *Sandbox Parent App.*If you are using an Android device, you can find the app in the Google Play store by searching for *Sandbox Parent App.*

Most of your interaction as a parent will happen through the Parent App or the Parent Portal. As we move along, I will explain in more detail all the areas of the app and how they will be useful to you and your family.

**7 Parent App Sections:**

**Parent App Navigation:**Navigating through the Parent App is pretty simple. To get started, just click on the top left-hand menu to navigate from one section to another. *Let’s walk through each section of the app together!*

**1. Newsfeed**

When you first login to the Parent App, you will be brought directly to the Newsfeed. This is where you will see information that is shared by your center such as messages, pictures, attachments, and announcements. ​​Keeping a close eye on the Newsfeed will help you stay up-to-date with the events at our center.

**2. Messages**

The Messages section will enable you to communicate with our center privately (not shared with the other classmates). Feel free to send us messages regarding attendance, events or anything else you would like. Just know that these messages are seen by both the classroom teacher and our centers administrative team. If there is something confidential, just email your teacher or the director individually.

**3. Billing**

The Billing section is where you can view your account balance and make payments using Credit Card or Direct Debit (if your center offers online payments). If you click the “Pay Balance” button, you will have the option to pay your entire balance. You will also have the ability to make a partial payment against your account balance (\*on the app only).

The Billing section also enables you to view invoices and any payments that you have made. You can access statements and tax receipts by clicking the ‘Statements’ and ‘Tax Receipts’ buttons at the bottom of the screen.

**4. Child(ren)**

In the Children’s tab, you can view information for your child(ren). You will also have the ability to add/edit information by clicking the + icon beside each item.

*Here are some tips for the Children section*

* You can only edit information if the + icon is present (more editing options are coming soon)
* You can add a picture by clicking on the child photo icon (please make sure we have an updated photo)
* The Attachments tab is where you can upload documents (if authorized by your center)
* If you have more than one child at the same location, you can toggle between children by simply clicking on the child’s name.​

**5. Attendance**

In the attendance section you will be able to see your child’s daily clock in/out times, as well as absences. If you have more than one child at the same location, you can toggle between them by selecting the child's name.

You will not use the app to clock in your child, you will use the Timeclock located at the center. This tab is just for viewing the clock in/out times.

**6. Daily Logs**

In the Daily Logs section of the app, you will now have access to view the daily log activities that have been documented by your child’s classroom teacher. To view this, you will need to click the Daily Log icon in the Daily Log section of the app.

**7. Settings**

In the Settings tab, you can reset your login password and Timeclock PIN. You can also manage push and email notifications for check in/out, Messages, Newsfeed items, and Daily Logs (if this is enabled by the center).

*\*If you are not getting notifications when something is posted to the newsfeed or a message is sent, double check your settings.*​

It is our hope that this introduction to Sandbox and the role it plays at our center will help you be more prepared for the school year ahead. If you have any questions please let us know, we are happy to walk you through any of the sections in person as well.

## Non-Discrimination Statement

In accordance with state family child care licensing regulations, child care services are available without discrimination on the basis of sex, race, color, creed, disability, sexual orientation, national origin or ancestry.

## Child Abuse and Neglect Reporting

I am mandated by law to report suspected child abuse and neglect. Parenting can be stressful, even overwhelming at times. Please reach out to me if you’re in need of information or support regarding positive parenting techniques, mental health support, financial assistance, etc. If I can’t help, I may be able to provide you with other resources that can.

## Smoke and Drug Free Environment

Little Viking Childcare is considered tobacco-free and smoking is prohibited everywhere on the property. We maintain a drug-free and alcohol-free environment and do not tolerate the illegal use of drugs or alcohol during the hours of operation. This includes field trips and after-hours family events.

## Covid 19

Our center, as well as schools and centers across the State of Pennsylvania were impacted by the mitigation efforts for Covid19. Because our center is located within a school building, it is not only the department of human services that regulates our operation but also the department of education and Jeff Tech policy as well.

 In the event that schools are closed due to COVID19 or other infectious disease, we will also be closed until the schools are permitted to reopen. While some child care providers can operate under a waiver, we can not due to the building requirements. This poses a significant concern for families enrolled in our program who are deemed “essential workers.”

 Upon reopening, the following CDC guidelines will be followed unless otherwise changed by the CDC or the department of health:

* All families will have scheduled pick up and drop off times and a staff member will meet them at either the O entrance of the building or at the Main entrance depending on the time of day. Temperatures will be checked upon arrival individuals with a temp of 100.4 or above will not be allowed to enter. No non-essential individuals will be permitted in the center.
* PPE will be utilized if social distancing is not possible.
* All children will wash their hands at the sink next to the main entrance of the center as soon as they enter the building and frequently throughout the day.
* Soiled clothing will be changed as soon as it is dirtied.
* Staff assigned to each childcare group will remain exclusively with that group to keep consistency.
* Children will remain with their designated groups during the day and will not be mixed for activities.
* All nap mats will be spaced at least 6 feet apart and children will be placed in a head-toe formation to further reduce the possibility of contact.
* A strict cleaning and disinfecting schedule will be followed daily
* Please do not bring items from home such as blankets, pillows, stuffed animals or other toys. If you would like to have an item at the center for the child, it can be brought one time, disinfected at the center and it must remain there.
* If anyone in your household is exposed to a confirmed case of COVID19, your child may not attend the center for 14 days to prevent possible contamination.

As this is a continuously evolving situation, additional guidance may be added at any time and you will be notified of any changes.

**We look forward to seeing you and your family at Little Viking Childcare Center!**