

Barrels Of FUN

EXPLORATION CENTER, LLC

FAMILY HANDBOOK

BARRELS OF FUN FAMILY HANDBOOK

This handbook is intended to familiarize parents/guardians with current Barrels of FUN Explorations Center's (Barrels of FUN) policies, practices, and standards. Barrels of FUN reserves the right to revise its policies, practices and standards as deemed appropriate by the Executive Director. Parents/guardians will be notified of updates to the parent/guardian handbook as they occur.

MISSION STATEMENT

At Barrels of FUN, we believe in the value and uniqueness of each child we serve. Our childcare experience is designed to promote each child's own individual social, emotional, physical, and cognitive development. Utilizing child-led learning inspired by Reggio Emilia and Montessori principles, children will learn and grow in their own unique way.

As caregivers and educators, our mission is to provide a safe and developmentally appropriate learning environment, both indoor and out, which fosters a child's natural desire to explore, discover, create, and become a lifelong learner.

PHILOSOPHY

Our program is built around the concept that children are born ready to learn. As teachers, we strive to create a learning environment that is safe, stimulating and encouraging. The following poem is excerpted from "The Hundred Languages of Children". This serves as the foundation for our program.

No Way. The Hundred is There.

The child
is made of one hundred.
The child has
a hundred languages
a hundred hands
a hundred thoughts
a hundred ways of thinking
of playing, of speaking.
A hundred always a hundred
ways of listening
of marveling, of loving
a hundred joys
for singing and understanding
a hundred worlds
to invent
a hundred worlds
to dream.
The child has
a hundred languages
(and a hundred hundred hundred more)
but they steal ninety-nine.
The school and the culture
separate the head from the body.
They tell the child:
to think without hands

to do without head
to listen and not to speak
to understand without joy
to love and to marvel
only at Easter and Christmas.
They tell the child:
to discover the world already there
and of the hundred
they steal ninety-nine.
They tell the child:
that work and play
reality and fantasy
science and imagination
sky and earth
reason and dream
are things
that do not belong together.

And thus they tell the child
that the hundred is not there.
The child says:
No way. The hundred *is* there.

---Loris Malaguzzi (translated by Lella Gandini)

HOURS OF OPERATION

Barrels of FUN is open Monday through Friday from 6:30am to 5:30pm. The facility is closed for the following holidays:

New Year's Day	Memorial Day	Independence Day
Labor Day	Thanksgiving & Black Friday	Christmas Day

Barrels of FUN reserves the right to close up to an additional 5 days during the school year. Dates will be posted in advance.

LICENSING

The Pennsylvania Department of Human Services (DHS) (www.DHS.pa.gov) certifies our childcare program. Facilities are inspected yearly to ensure the health and safety of the children. Certificates of Compliance and regulations are posted. The childcare programs at Barrels of FUN participate in the Keystone STARS quality initiative statewide program. Care is available for children from infancy to entering Kindergarten. Information for DHS regulations for childcare programs can be found at:

<https://www.dhs.pa.gov/providers/Child-Care/Pages/Child-Care-Regulations.aspx>

CLASSROOMS: What a Wonderful World

Named after our theme song 'What A Wonderful World', children will navigate our rooms in the following order as they are age and developmentally ready! Grow, Rainbow, Sky, Red Roses, and Bloom.

Grow Room: Your baby will be in tremendous care as they learn and grow. They will be exploring the outdoors, having so many books read, songs sung, interacting with others, having their sensory needs met, and given love and care by their Stars.

Rainbow Room: In our room, we will be learning colors and shapes and so many things! All through love and play... we will continue to work on gross and fine motor skills while playing with friends, going for walks... and hopefully find a rainbow in the sky!

Sky Room: Next up, your kiddo will really be taking on our Wonderful World one adventure at a time! Exploring the Ghost Town trail, discovering nature at its best, learning important life skills such as taking turns and having nice hands... all while continuing to learn through play! Stories, songs, gross motor, fine motor, ABC, 123s... the list goes on and on!

Red Roses Room: As we get ready for preschool in our room, we will continue learning adventures on the Ghost Town trail, finding many trees of green and maybe some red roses, too! However, will also be learning through play, really focusing on pre-preschool skills!

Bloom Room: As your kiddo ventures more into the preschool and Kindergarten readiness world, we take pride in not being 'traditional'. We believe that they will be in a desk long enough, therefore, we will encourage them to explore their creative side. You will see the most child-led learning in our Bloom Room! Digging, drawing, pouring, washing... learning. Sharing, speaking, organizing, processing... learning. Running, jumping, walking, exploring... learning. ABCs, 123s, shapes, and more... learning.

RATIOS

At Barrels of FUN, we maintain the following staff-to-child ratios at all times in our classrooms:

Age of Children: Minimum Ratio of Staff to Children

Infant (0 month to 12 months) – 4:1
Young toddler (13 months to 24 months) – 5:1
Older toddler (25 months to 36 months) – 6:1
Preschool (37 months to entering Kindergarten) – 10:1

****If a situation arises where mixed ages are in one room, ratio maximum will be based on youngest child in the room****

Naptime Ratios

Infant (0 month to 12 months) – 4:1
Young toddler (13 months to 24 months) – 10:1
Older toddler (25 months to 36 months) – 12:1
Preschool (37 months to entering Kindergarten) – 20:1

Staff are hired and report to work based on the ratios set by the state. In order to remain in compliance with the state, any changes of pick up or drop off time need to be communicated as soon as you know of any change.

If your child remains in the program after it closes (5:30PM), there will be an additional charge of \$5 every minute.

If your child is not picked-up by 5:45 PM, and no prior arrangements have been made, parents and emergency contacts will be called.

If no contact has been made between the center and the child's parent/guardian or emergency contacts by 5:45 PM, the local police department will be contacted to assist the program staff in locating a guardian for the child.

On a normal schedule, your child will only be released to you, the parent, or until the person designated by you as an approved pick-up. As our teachers become familiar with the families and the children being served, we will be asking for photo identification prior to the children being signed out from the childcare program. In the event of an emergency, an adult not on the pick-up emergency card needs to pick up your child, you must speak to your child's teacher or send an admin BrightWheel message to the Executive Director or Assistant Director, giving the name, address and phone number of the person picking up the child. The Executive Director or Assistant Director will update the emergency contact form and request parents to initial and date the change. Approved pick-up and/or emergency contact will be updated in BrightWheel along with all classroom's emergency contact forms.

Photo identification will always be required of the emergency pick-up adult before the child is released. Children will not be permitted to leave the facility with a person under 18 years of age. If an emergency arises, and there is a need to telephone 911, our teachers will do so and then will immediately call the parents. If a parent cannot be reached, the teachers will call all the numbers on the EMERGENCY CONTACT FORM until an adult is reached. It is very important for us to have a current home and/or work number, and address, where you and an alternate adult pick-up can be contacted in case of an emergency or illness of your child. Please provide us with a phone number where you can be reached while your child is in our care, especially if it is not your regular work or home number.

TRANSITION POLICY

We believe in the practice of continuity of care in which we strive to keep the same teachers with their age group and limit transitions throughout the fiscal school year. Research shows that best practice is to limit staff changes and transitions to allow bonds to form and limits disruptions in the child's time here at Barrels.

Prior to enrollment, we invite families to schedule a tour of the center. Tours provide an overview of our facilities, curriculum and daily routines. On the tour, Parents/Guardians will get a chance to meet our teachers, and we insist your child/s comes along as well; to help foster relationships and it help everyone feel more comfortable.

As the child gets bigger, smarter, and stronger, it becomes necessary to transition from one room to the next. We transition children to the next level depending on their skills, ability, and age. We will slowly introduce the child to their next room by allowing them to explore the new room, children, and staff when ratio permits in that room. Parents are also made aware of the transition before it occurs as well as during the movement and are given a welcome packet for the next room!

Another common transition children face will be the move to kindergarten. We work with families and the school districts to make the transition process smooth. In the child's last year in a preschool setting, we will work on skills necessary for success in kindergarten such as turn taking, self-help skills, letter and number recognition, and cooperation. We will also offer parents information on how to register their child for kindergarten!

INDIVIDUALIZED EDUCATION PLAN (IEP) & INDIVIDUALIZED FAMILY SERVICE PLAN (IFSP) POLICY

To ensure that all children, particularly those with special needs, receive individualized instruction that meets their unique needs through the collaborative efforts of families, educators, and specialists.

Policy Overview:

1. **Permission to Obtain IEP/IFSP:** Families will be asked for written consent to obtain their child's IEP or IFSP. This consent will be discussed in a supportive and transparent manner, ensuring families understand the importance of sharing this information for the child's development and educational success.
2. **Utilization of IEP/IFSP:** Our program will use the information from the IEP/IFSP to tailor instructional strategies, classroom activities, and assessments to meet each child's specific needs. We will regularly review these plans and make necessary adjustments to ensure that goals are being met effectively.
3. **Participation in Meetings:** It is strongly recommended that the child's teacher and the program director participate in IEP/IFSP meetings. These meetings will include family members, early childhood educators, Early Intervention (EI) specialists, and other relevant professionals. Our program will actively facilitate these meetings to ensure all voices are heard and to create a collaborative environment.

Discussion with Families:

1. **Initial Conversations:** During enrollment and orientation, we will provide families with information about our approach to IEPs and IFSPs, emphasizing our commitment to inclusion and individualized support.
2. **Ongoing Communication:** Updates will be given in the same way as all other kiddos receive updates. Parents may request a conference at any time. Teachers may recommend a conference at any time to discuss any changes that may need adjusted to the IEP/IFSP. We encourage an open dialogue to foster trust and collaboration.

Staff Inclusion:

1. **Training and Awareness:** Staff will receive training from the director on understanding IEPs and IFSPs, including their roles in the implementation process. This training will be ongoing to keep staff updated on best practices.
2. **Meeting Participation:** Staff will be encouraged to attend IEP/IFSP meetings relevant to the children in their classrooms. We will ensure that schedules allow for participation and that staff feel confident contributing to discussions.

Implementation in the Classroom:

1. **Individualized Instruction:** Teachers will utilize information from the IEP/IFSP to develop personalized learning plans, adapting activities, materials, and assessment strategies to align with each child's goals.
2. **Collaboration with Specialists:** We will establish regular communication with the specialists and other professionals involved in the child's care. This will ensure that everyone is aligned and can provide a cohesive support system.
3. **Monitoring Progress:** We will track each child's progress toward IEP/IFSP goals through regular assessments and observations, adjusting instructional strategies as needed.

Our program is committed to creating an inclusive environment where every child can thrive. By actively involving families, educators, and specialists in the IEP/IFSP process, we aim to provide tailored support that empowers children with special needs to succeed.

CURRICULUM, SCREENING AND ASSESSMENTS

Barrels of FUN is unlike any other childcare center or preschool. The Executive Director is so proud of this program and is beyond excited your child is enrolled. Combining Reggio Emilia and Montessori principles, this child-led learning program will enhance your child's ability to explore, create, and navigate their environment.

Kindergarten readiness will be achieved through our Barrels of Learning Through Fun curriculum which extends to all our classrooms within the center. Children will spend large parts of their day exploring the outdoors, they will lead their learning enhanced by our teachers, and if they desire, get messy with paint, water, and dirt! They will be learning and have access to our community! With written parent permission, students will venture our Ghost Town Trail, explore Lake Rowena, and so much more!

By using Barrels of Learning Through FUN, we provide learning centers and activities to help meet the children's individual goals and differentiate instruction for them. This curriculum adheres to the PA Early Learning Standards which sets standards for all children and is play-based.

To gauge the developmental stage of children, we utilize Ages & Stages Screening. This tool is completed within 45 days of enrollment, along with a parent teacher conference, and can be used to set initial goals for the children. It also highlights any areas of concern that we will address with parents as well as seek specialized services if needed.

We also use the assessment tool, Cognitive ToyBox, to assess the progress of the child in achieving those goals. This is a comprehensive tool that assesses all areas of development and monitors the progress of the children along with providing valuable insight to share with the families and help our teachers to assess the class as a whole and identify areas that need more attention. Cognitive Toybox has three checkpoints throughout the year and is shared with parents. Parent teacher conferences are offered three times a year and/or anytime at the parents' request.

PARENTAL OBLIGATIONS

As a parent with children attending a childcare facility operated by Barrels of FUN, you may be coming into contact with other children and families participating in the program. As a member of this childcare community, your responsibilities are to respect the childcare professionals, other families and their children, and the childcare facility.

As a stakeholder, your suggestions and comments are important to the quality of programming we provide for your children. We welcome your suggestions regarding: programming, curriculum, communication, transitions and overall operations of our program. Parents are invited into the program to share their experiences or share special moments with their children. Parents are also invited to participate in conferences with their child's teacher to discuss their progress, at a minimum of once per year.

Pets: Please do not bring pets into the center without prior approval by the Executive Director. This is to ensure the health and safety of the center.

ATTENDANCE

In the case of your child's absence or delay for the day: To ensure we have adequate staff to serve the needs of the children please report your child's change of schedule (absence or delay) before 8:00am or as soon as you can on the BrightWheel app.

Arriving earlier OR staying later than the time you wrote on your Financial Agreement? Please message in the BrightWheel app by Thursday of the prior week so there is adequate staff to ensure ratios are met. If there is an emergency and you need to drop off or pick up later, please message at your earliest convenience and we will do our absolute best to accommodate.

PARENTAL ACCESS: A parent of a child in our care is permitted full access whenever children are in care unless a court order has limited a parent or guardian's right of access. As a courtesy to all children in the program, we ask when visiting, the adults not disrupt the normal schedule of the program. If an adult visits more than occasionally and for extended periods of 15 minutes or more, they will be required to supply all the necessary paperwork, required by the state, to be a volunteer.

COMMUNICATION:

- Parents may call the program at any time during the day to check on their child(ren).
- Parents may also use the BrightWheel App to communicate with the teachers regarding their children. If there is an emergency, please call 814-419-4858. Teachers are expected to be engaging with the children. There will be time in the teacher's day to update BrightWheel.
- A monthly newsletter along with additional information is distributed detailing upcoming events, important dates and other information about the childcare center and program.
- To enhance communication between the program staff and each child's family the BrightWheel app is used to report eating habits, diapering/toilet training times, needs, newsletters, and other information.

SCHEDULING, ARRIVAL AND DEPARTURE

Barrels of FUN is a tuition-based program; therefore, your spot is always available for your child based on your agreement. In order for our teachers to be prepared for the arrival or absence of your child, please inform the teachers of any changes in your schedule as soon as you can. Plan to arrive each day with enough time to give the teachers any necessary information to properly care for your child.

Parents must accompany the child to the classroom door and sign the child in at the BrightWheel tablet or by using the QR code in your child's room. The parent must drop-off and pick-up the child at agreed upon times. At the end of the day, the parent must sign-out the child. If you fail to sign your child in or out, you will be contacted. This process is mandated by the state and must be enforced. **When dropping off your child, if you bring any diaper creams, lotions, medication, etc- these items must be directly handed to the teacher in the room as these items must be locked upon arrival.**

WEATHER-RELATED CLOSINGS

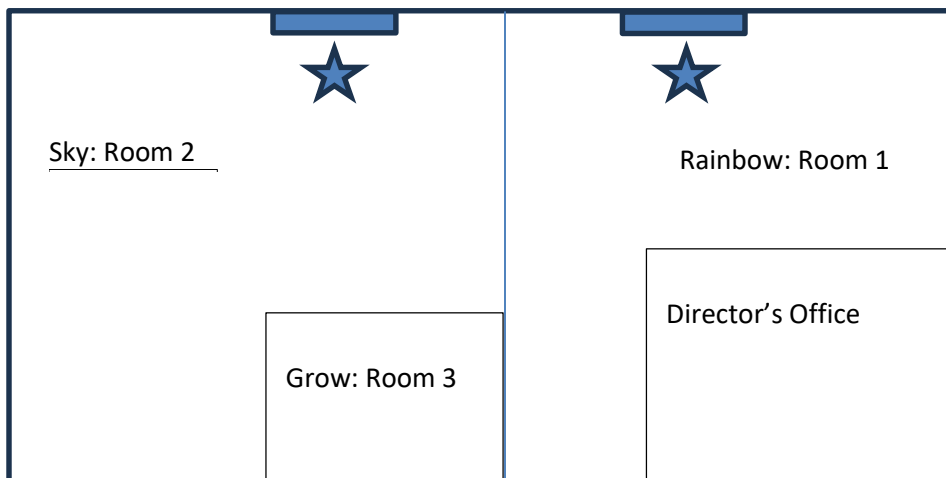
Barrels of FUN will remain open during most severe weather. The Executive Director will monitor the weather and local news stations to determine when it is appropriate to close the childcare center early or cancel care for the day.

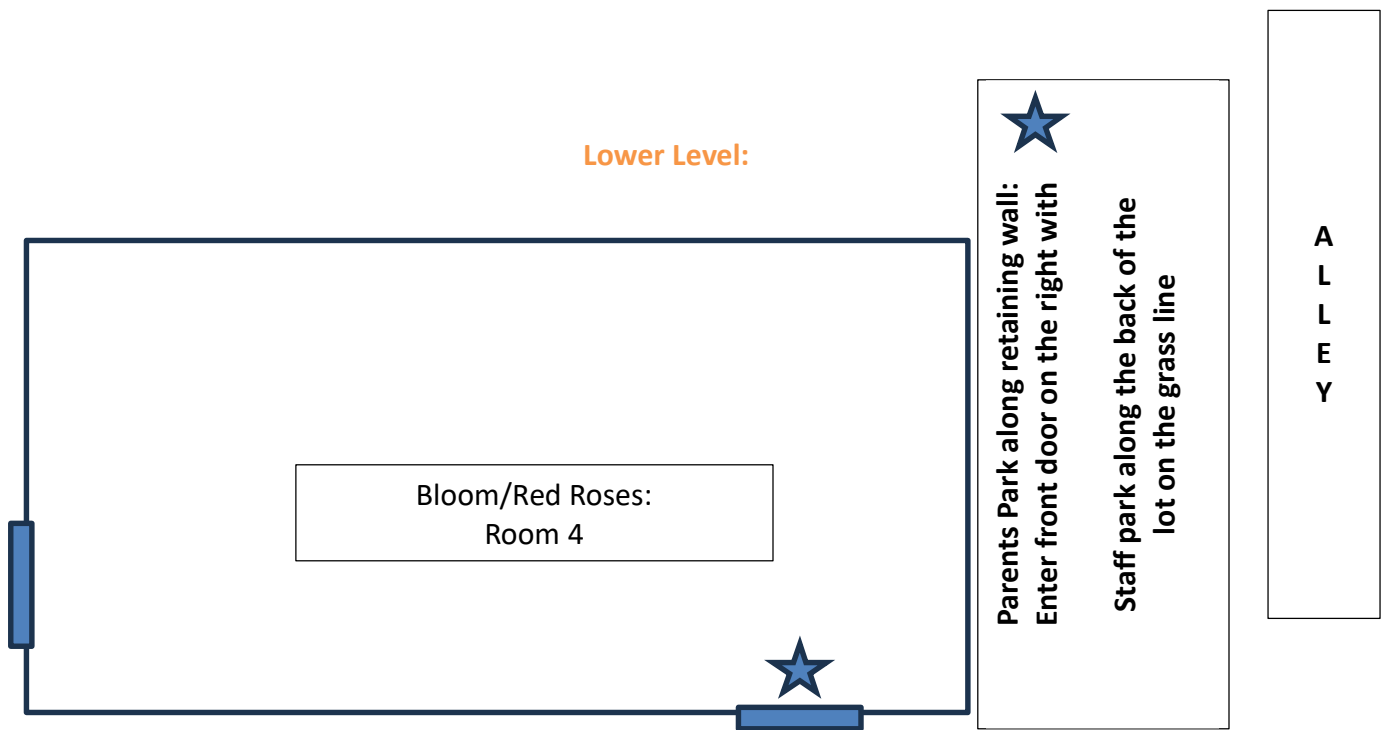
If Barrels of FUN closes early or cancels care for the following day, parents will be contacted and informed of the situation. Children should be picked up in a reasonable amount of time to ensure all parents, children, and staff can travel safely home. Tuition rates will remain the same.

PICK-UP AND DROP-OFF PROCEDURE

Upper Level: Reddinger St.

Parking Lot in front of center:
Enter gate and proceed to your child's room with





STATE REGULATION: Cars must be turned OFF when you exit the car if no other adults are in the car. Children under the age of 15 are NOT ALLOWED to remain in the car during drop off and/or pick up *if* there is no other adult present in the car.

EMERGENCY INFORMATION

Fire and Emergency drills are conducted every 30 days. In the case of a true evacuation emergency, the childcare children will be relocated to the lot beside Barrels of FUN. If an emergency does occur, and we cannot return to our regular facility, you will be contacted by one of our staff members who will explain the emergency pick-up location and procedures, you will still be required to sign-out your child before taking them home. Barrels of FUN also complies with the Day Care Emergency Operation Plans outlined by the Pennsylvania Emergency Management Agency.

DISCIPLINE POLICY

Barrels of FUN does not use any form of physical punishment as a form of discipline. Teachers are trained and follow a classroom management plan, implementing various, research-based classroom management techniques. If behavior has not been controlled after following a plan, your child's teacher/director will schedule a meeting to discuss alternatives and to collaboratively develop a plan of action to follow.

REDUCTION OF SUSPENSION AND EXPULSION POLICY

Barrels of FUN Exploration Center is a Reggio Emilia and Montessori inspired childcare center and preschool age program designed to give children an adventurous, child-led learning experience like no other! With our open floor plan learning classroom and our 'no walls' outdoor classroom, Barrels of FUN is not designed for all learning styles. However, to include as many children as possible, teachers will be trained accordingly to help teach these independent and listening skills!

Why? Because safety comes first! Barrels of FUN children will not be guaranteed all learning adventures. Learning adventures will be added to each child's day after they are evaluated and reach certain skills to ensure the safety of themselves and others.

All Barrels of FUN children will be guaranteed outside learning adventure time inside the fenced in area. Skills a child must obtain before attending all learning adventures outside of the fenced in area:

1. Listening
2. No hitting, biting friends, or yelling
3. No running away

We do our best to create the best, safest, hands-on learning day. We understand that expulsion and suspension do not help the child learn and can create a negative view of childcare and future education. We, Barrels of FUN Exploration Center, believe the basis for this success is to develop a solid relationship with the families and the support agencies in our community. Giving the child and the family the best help for future success.

If a child's behavior is concerning to the Staff, and if after the following steps are taken, and your kiddo is not a good fit for the Barrels of FUN Exploration Center learning style, he or she will be expelled from the program.

1. Behaviors will be documented: What happens before the behavior, the behavior, and after the behavior; where did the behavior take place. A reflection statement will be documented, and the document will be shared with the parent at pick up or via email.
2. Specific professional development will be assigned to the Teacher's in the room, based on the behavior exhibited.
3. A review of records and reports will be conducted by the Director and/or Assistant Director. It may be requested that the child be seen by a psychologist.
4. Reports will continue to be gathered reflecting all the evidence based practices that have been utilized and shared with the parent.
5. Parent Conference with the Executive Director, Assistant Director, and/or Lead Teachers in the child's classroom will be held.
6. Executive Director or Assistant Director will seek outside assistance including but not limited to:
 - a. Contacting the Quality Coach
 - b. Contacting IECMH through the PD Registry
 - c. Contacting our local Intervention Unit- 1-800-CONNECT
 - d. Contacting DHS at www.surveymonkey.com/r/PAExpulsionHelp

MEDICAL/HEALTH CARE INFORMATION

Barrels of FUN believes that following a proven set of health and safety standards is an important way to provide quality early care and education for young children and supports best practices for our site. We use Caring for our Children Health and Safety Performance Standards to create our health and safety policies, care plans and practices regarding the care of all children including those with special needs such as asthma, medical needs, food allergies and medication administration. It is a collection of national standards that represents best practice for quality health and safety policies/practices and are based on evidence, expertise, and experience.

Only prescription medicines will be administered. The parent can authorize the teacher to administer the medicine by completing a Medication Log. All medications must be in the original container with the child's name, the name of the medication and instructions for administering the medication, the date prescribed, and the name of the Physician who prescribed the medication.

The childcare providers will dispense over the counter medications such as children's Tylenol, children's Motrin, and baby Vick's. All medication that is brought in must have a Medication Log fill out in its entirety. Non expired over the counter medication may stay in the child's room until the medication is expired or the child transitions to the next room. Medication and Medication Logs do *not* transfer from room to room.

Each Doctor's prescription will only be acceptable for a 7-10 day period and will be returned. Medication is not to be stored at Barrels of FUN.

Child Health Assessment:

All enrolled children must have an age-appropriate health report on file no later than 45 days after enrollment. This information is mandated by the state and CARE CAN BE DENIED FOR FAILURE TO OBTAIN THE DHS REQUIRED HEALTH ASSESSMENT FORM. We also require Child Health Assessments twice a year (February and August) for all children under the age of 24 months and only once a year (August) for all children over 25 months.

Documented copies of immunizations are required. Physicals are acceptable if they are current and signed by a physician, HOWEVER, the required addendums or health assessment form must be signed and dated. It is the policy of Barrels of FUN to deny care for failure to submit the Health Report or proper Immunization Report as recommended by the Department of Health (DHS) and Human Services Center for Disease Control and Prevention (CDC) Advisory Committee on Immunization Practices (ACIP).

The children enrolled in the childcare facility at Barrels of FUN are screened daily and the results are recorded on a spreadsheet in the classroom's morning binder. When screened the staff evaluate children for the following: asthma/wheezing, behavior change with no other symptom, diarrhea, fever, respiratory (cold, cough, runny nose, earache, sore throat, pink eye), headache, rash,

vomiting, stomachache, urine problem, fatigue, bruises, scratches and/or red marks. By using this form, the staff can better tend to your child's needs.

IF YOUR CHILD IS ILL AT HOME...PLEASE KEEP THEM AT HOME!

Barrels of FUN is not equipped to provide care for sick children as it takes us out of ratio when needing to provide 1:1 care. If your child is too ill to participate in program activities, we cannot care for them. If your child becomes sick during their day, all attempts will be made to make your child comfortable and immediate and/or early pickup may be necessary.

If your child becomes ill while in our care, you, or the emergency contact persons stated on the EMERGENCY CONTACT FORM will be called to pick your child up from the childcare facility.

Alert the staff if your child has been diagnosed as having meningitis, measles, chicken pox, mumps, pneumonia, strep infections, or scabies.

Children with the following symptoms should not be present in our facility until the symptoms are gone, or when the doctor provides written documentation stating your child can return to childcare: Severe coughing, Pinkeye, Diarrhea, Rashes, Earache, Sore Throat, Breathing Problems, Vomiting and/or Fevers - A fever of 100.4° or higher.

When personnel of Barrels of FUN suspect a child have been infected by Head Lice/Bed Bugs/Fleas, they will:

- Telephone the parent/guardian of the child and confidentially discuss the situation and treatment options.
- Families will be required to pick up their child as soon as possible.
- The child may return to our facility after the child is free of all traces of insects.

We must follow the CDC guidelines for fevers. If your child has a fever and if any of the following conditions exist, you will be called to pick-up your child:

- A child under four months with a temperature of 100.4° or higher
- A child with a temperature of 100.4° or higher, with a history of complications
- A child with a temperature of 100.4° or higher and is vomiting
- A child with diarrhea (three or more episodes)
 - If your child is on medication that causes loose stool or is experiencing diarrhea due to teething or another medical situation, and is under the care of a physician, please supply written documentation from the doctor to verify permission for continued attendance in the childcare program if no other symptoms are present.
- A child with a temperature of 100.4° or higher who has been ill for several days
- A child with a temperature of 100.4° or higher who looks and acts sick or seems to worsen quickly

Illnesses spread quickly among young children. Remember, if you are called it is because we feel your child is sick; we are acting in the best interest of your children. To return to care, your child must be fever free for 24 hours without fever reducing medicine and depending on the case, provide a doctor's return to care note.

COVID PANDEMIC POLICIES AND PROCEDURES

Barrels of FUN's primary concerns are for the health and safety of staff and the children in our care. We all must share the responsibility of engaging in preventive practices and refraining from coming to the childcare center when symptomatic as identified by the Centers for Disease Control ("CDC") for this particular infectious disease.

Barrels of FUN will continue to follow the latest CDC guidelines as it relates to the COVID Pandemic. If your child has been exposed to someone with COVID, has tested positive or they are experiencing symptoms related to COVID, please notify the Executive Director right away. We will follow the protocol stated by the CDC at that time of the incident and advise on next steps at that time.

SAFE SLEEPING PRACTICES

Infants are not permitted to sleep with blankets of any kind while still napping in a pack and play or crib. Once the infant transitions to a cot, they are permitted to have a blanket. Full zip sleep sacks are recommended.

- Full Time infants will have their own crib/pack and play/nap mat.
- Part Time infants will share their pack and play with the child they share the week with - inserts/sheets will not be shared.

It is recommended that children 13 months to 24 months also sleep with a full zip sleep sack and not a blanket, however this is left

up to the parent or guardian's discretion.

Nap mats with sheets, blanket, and pillow in one are highly recommended for children over the age of 13 months. Please note, we must follow the manufacturer's age recommendation. Please ensure your children's pillow is not too fluffy for their age and if nap mats sheets rip, they will need replaced.

Once the child transitions to a cot, they are permitted to bring their 'snuggie' or item to sleep/rest with.

Sleeping items will go home at the end of each month and need to be returned the next day the child attends Barrels of FUN. If you would like to wash your child's sleeping items more often, please communicate to the teacher so they can accommodate this.

NUTRITION

Parents must pack lunch and a snack; breakfast is optional. Refrigerators are available to keep perishable foods cold. Microwaves are available to heat up already cooked food. Styrofoam is not allowed to be used. UNCOOKED/RAW MEAT IS NOT ACCEPTABLE.

If any child in the class has an allergy to a food, the classroom parents/guardians will be notified, and that room will be free of that allergen depending the severity.

Children will not be forced to eat. If there are dietary concerns, the parent or guardian will be notified. Withholding food/snacks will never be a punishment.

Infants must have nutrition supplied. A handwritten note from the parent or guardian explaining infant's eating schedule must be provided and updated as the child's needs change. Microwaves are not allowed to be used to heat milk.

DIAPERING/TOILET LEARNING

Families are responsible for supplying diapers, wipes, and any diapering creams. Reminders for supply needs will be sent through Brightwheel's daily communication. If you do not supply Barrels with diapering materials, an additional charge of \$10/day will be billed until diapering materials are brought to your child's classroom.

Barrels of FUN participates in the United Way Diaper Bank. All diapered and potty-training children will be automatically enrolled in The United Way Diaper Bank Program while the program is running. Your child's name, one parent name, the school district in which you live, and the diaper or pull up size will be added to The United Way Diaper Bank form. This involves no paperwork on your end, but if you decide to opt out of this program please just message on the admin side of the BrightWheel app and your child will be removed from the list. Our Executive Director will handle all paperwork and distribution of diapers to your child each month.

All families are eligible for this program regardless of income. Each month, your child will be provided with one pack of free diapers. The brand is not pre-determined. Any allergies or irritations to certain brands should be discussed with your child's Star. If your child receives a brand s/he is not able to use, we will add this pack of diapers to our backups.

Toilet learning usually takes place between the ages of 2 and 4. It may take days, weeks, or months until your child is completely out of diapers. There is NO correct age for children to master this skill. The child may be good at toileting at home but may have difficulty at Barrels of FUN for many reasons.

The child may become busy while playing and forget to tell the teacher of their needs. The child must be able to verbalize to the teacher their need to use the toilet. Our staff will assist with toilet learning ONLY after a discussion between teacher and parent has occurred concerning the readiness of the child. Please keep the child's best interest in mind in all developmental decisions. The childcare professionals will explain, in detail, and demonstrate the procedures used in this center for diapering and toilet learning. These procedures are regulated by the Department of Human Services for childcare centers. To avoid confusing your child, we recommend you follow the same procedures at home.

Your child will never be punished for having toileting accidents.

TOYS

Barrels of FUN has an adequate supply of toys and learning materials. These items are sanitized on a regular basis. **DO NOT SEND TOYS FROM HOME TO THE CHILD CARE PROGRAM.** Children may bring in items by the request of your child's teacher on special

instruction days. The children will not be permitted to engage in play using guns, swords, or bows and arrows.

INFANT TOYS: We understand parents may want their baby to have their own toys/teething toys. Please understand that any items brought into Barrels has a chance of going missing. Teachers will do their best to keep track of all items, but it is not guaranteed.

Large items, such as bouncers, do take up a significant amount of space and if brought in may also be used by other kiddos. Teachers do their best to sanitize and wipe down all items between babies!

CLOTHING AND SHOES

Multiple changes of clothes are encouraged to be left at Barrels of FUN... they will get messy learning! Please do not send fancy/favorite items as your child will be learning and exploring as they see fit... which will include paint, markers, dirt, rocks, water, etc!

Children are also encouraged to choose their outfits at home... if they want to wear striped shorts with a plaid shirt; or a Halloween shirt in March, let them explore! Please just make sure they are dressed appropriate for the weather!

As your child learns to be more and more independent, they will be working on putting on their own shoes! In an effort to teach this skill and also keep our play areas clean, children will be removing their shoes once they enter Barrels and will work on the skill of putting their shoes on when they go outside during the day!

ADDITIONAL CLOTHING ITEMS

Children are expected to go outside daily when the forecast/temperature/wind chill are above 25 degrees, **the forecast temperature/heat index is less than 90 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 time” in the day. Even if weather conditions are poor during a portion of the day, there will be ample opportunity for outside time!

As stated above, we WILL be outside! Rain boots, raincoats, snow pants, snow boots, hats, gloves - items for the weather - are required. For your convenience items may be left at Barrels of FUN so your child is always prepared!

If you are unable to purchase additional items, please contact the Executive Director for assistance.

Lotion sunscreen and bug spray, that is not expired, should also be at Barrels of FUN for your child. Hats are encouraged! Barrels of FUN is not responsible for any lost or stolen items, and we recommend having your child’s name in or on their items will also assist the teacher in ensuring their items are returned!

MANDATED REPORTERS

In accordance with the Commonwealth of Pennsylvania, Pennsylvania Code, section 3270.19, if a staff person has reason to believe that a child has been abused, they are required to report that suspected child abuse to ChildLine as mandated by the Child Protective Service Law.

After discussing and recording the suspicion of child abuse with the Executive Director, the staff person responsible will immediately notify ChildLine at 1-800-932-0313 or Children and Youth Services at 814-539-7454.

INCIDENT NOTIFICATION POLICY

The Incident Notification Policy is designed to ensure that all incidents involving children, staff, or visitors at Barrels of FUN are reported, documented, and addressed promptly and effectively. This policy promotes safety, transparency, and accountability within our childcare environment.

Notification Procedures:

1. Communication via BrightWheel: All incidents, regardless of severity, will be communicated through your child’s Incident Activity in BrightWheel. This notification will include details of the incident and actions taken to care for your child.
2. Incident Reports: For serious situations or injuries that occur while children are in our care, an Incident Report will be

issued to the parent. This report will require the parent's signature and encourage a discussion about the incident between the parent and child.

3. Additional Notifications: Parents will receive alerts about alarming incidents via BrightWheel messenger and in certain situations, a picture may be included to provide context for the incident.

Response and Documentation:

1. Staff members will ensure that any necessary first aid or emergency measures are taken immediately following an incident.
2. A detailed incident report will be documented within 24 hours, outlining the circumstances and responses to the incident.

All incident reports will be handled with confidentiality. While parents will be informed about incidents involving their children, specific details regarding other children or staff will remain confidential.

At Barrels of FUN, the safety and well-being of your child is our top priority. This Incident Notification Policy ensures that all incidents are managed responsibly and that you are kept informed.

ADDITIONAL FORMS

Barrels of FUN has specific forms that need to be filled out and added to a student's file. Those forms are noted below. It is the responsibility of the parent/guardian to notify the Executive Director of any changes as soon as possible. All forms can be requested from the Executive Director as well:

- Emergency Card Form
 - Reviewed and signed in August and February
- Child Health Assessment Form with Updated Vaccinations
 - Due in August and February for infants-24 months
 - Due in August for ages 25 months and up
- Cognitive ToyBox Assessment Tool (checkpoints are in the Fall, Winter and Spring)
- Financial Agreement
 - Reviewed and signed in August and February
- Child Onboarding Packet

SMOKING AND PROHIBITED SUBSTANCES

Smoking, vaping, and use of prohibited substances shall be forbidden in all areas of the classrooms, restrooms, hallways, parking lots, and outdoor areas.

WEAPONS

No guns or potential weapons will be permitted on the program site. If a weapon is found, the parent/guardian and the proper authorities will be notified immediately. Appropriate action will then be taken.

TERMINATION OF SERVICES

Children can remain enrolled through entering Kindergarten. There are circumstances when a child may be withdrawn. Please notify the teachers of all schedule changes. Child Care services may be terminated if the child fails to adjust to the program after a reasonable length of time; or if the parent does not adhere to established policies of fee payment, health appraisal schedules, or arrival and departure times.

If you are withdrawing your kiddo from Barrels of FUN, for any reason, parents must provide at least 30 days written notice to the Executive Director through the BrightWheel app. Tuition will be collected during the 30-day notice period and a Change in Care Form will be sent for review and signature. Since we are a tuition-based center, we do not pro-rate for any changes made within the same month or if the child is exiting the program.

EQUAL OPPORTUNITY AND INCLUSION POLICY

At Barrels of FUN, we believe that inclusion is fundamental to the development of all children. Our program is dedicated to providing

an environment where children of all abilities, cultures, and language background can learn, grow, and thrive together. We recognize that every child has unique strengths and needs, and we are committed to fostering an inclusive atmosphere that promotes meaningful participation for everyone.

Access to Enrollment

1. **Equitable Enrollment Practices:** We strive to make reasonable efforts to enroll all children, including those with special needs. Our enrollment process is designed to be transparent and accessible, ensuring that families are aware of our commitment to inclusion.
2. **Accessibility of Facilities:** All children will have access to learning centers, materials, and activities regardless of their abilities. Our facility is designed to accommodate diverse needs, and we continuously assess and improve accessibility.

Participation in Activities

1. **Adapting the Environment:** We will adapt our physical and learning environments to ensure that all children can participate fully. This may include modifying materials, adjusting activities, and providing additional support when necessary.
2. **Individualized Support:** Each child's individual needs will be met through personalized plans developed in collaboration with families and, if needed, external professionals. This ensures that every child can engage meaningfully in our program.

Supports for Families and Staff

1. **Collaboration with Families:** We encourage families to be actively involved in decision-making regarding their child's participation and needs. Regular communication and family meetings will be held to discuss progress and any necessary adjustments.
2. **Partnerships with Agencies:** We will establish partnerships with local agencies and specialists to provide additional resources and support for children with special needs. This collaboration will enhance our capacity to meet diverse needs.
3. **Staff Development:** Professional development opportunities will be provided to staff, focusing on inclusion strategies, family perspectives, and best practices for supporting children with disabilities. Ongoing training will ensure our staff feels confident and prepared.

Complaints of discrimination may be filed with the U.S. Department of Health and Human Services' Office of Civil Rights (OCR), the DHS Bureau of Equal Opportunity (BEO), and/or the Pennsylvania Human Relations Commission (PHRC).