



Child Care Program Family Handbook School Year 2025-2026

CHILD CARE OFFICE

1516 Sycamore Street
Bethlehem, PA 18017-6099
Telephone: 610-868-8501 Fax: 610-807-3610

This Handbook is a guide for you as a parent/guardian. It is an introduction to the program and contains our policies. You are responsible for the contents of this Handbook.

How to contact the North East Regional Office of DHS: Scranton Office: 1-800-222-2108

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Where to find DHS Child Care regulation online:

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

We would love to get to know you!

We encourage families to visit the centers and attend family events as scheduled.

Eric Fontanez

Supervisor of Equity Initiatives
efontanez@basdschools.org

Judith Becker

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~LOCATIONS OF CENTERS~

Hours of operation for all sites during the school year are: 6:15am - 9:00am / 3:30pm -6:15pm*

ASA PACKER ELEMENTARY SCHOOL Ph: 610-849-1823 Supervisor: Ms. Jolleen Borger
1650 Kenwood Drive Bethlehem, PA 18017-2297 jbarger@basdschools.org

CALYPSO ELEMENTARY SCHOOL Ph: 610-849-9313 Supervisor: Mrs. Jessica Hozler
1021 Calypso Avenue Bethlehem, PA 18018-5005 jholzer@basdschools.org

CLEARVIEW ELEMENTARY SCHOOL Ph: 610-849-9393 Supervisor: Mrs. Marjorie Kimmick
2121 Abington Road Bethlehem, PA 18018-1499 mkimmick@basdschools.org

DONEGAN ELEMENTARY SCHOOL PH: (610)849-9383 Supervisor: Ms. Cindy Nieves
1210 E. Fourth Street Bethlehem, PA 18015-2098 cnieves@basdschools.org

FARMERSVILLE ELEMENTARY SCHOOL Ph: 610-849-9323 Supervisor: Mrs. Christine Wood & Mrs. Rebecca Stauffer
7036 William Penn Highway Easton, PA 18045-2998 cawood@basdschools.org & rstauffer@basdschools.org

FOUNTAIN HILL ELEMENTARY SCHOOL Child Care offered at Donegan (see above)

FREEMANSBURG ELEMENTARY SCHOOL: Child Care offered at Lincoln (see below)

GOVERNOR WOLF ELEMENTARY SCHOOL Ph: 610-849-1813 Supervisor: Ms. Miriam Calderon
1920 Butztown Road Bethlehem, PA 18017-3397 mcalderson@basdschools.org

HANOVER ELEMENTARY SCHOOL Ph:610-849-1833 Supervisor: Mrs. Jessica Trexler
3890 Jacksonville Road Bethlehem, PA 18017-9307 jtrexler@basdschools.org

JAMES BUCHANAN ELEMENTARY SCHOOL Child Care provided at Clearview Elementary (See above)

LINCOLN ELEMENTARY SCHOOL Ph: 610-849-9333 Supervisor: Ms. Tina Martucci
1260 Gresham Street Bethlehem, PA 18017-6199 tmartucci@basdschools.org

MARVINE ELEMENTARY SCHOOL: Child Care offered at Lincoln Elementary (see above)

MILLER HEIGHTS ELEMENTARY SCHOOL Ph:610-849-9183 Supervisor: Ms. Sol Jusino
3605 Allen Street Bethlehem, PA 18020-4457 sjusino@basdschools.org

SPRING GARDEN ELEMENTARY SCHOOL Ph: 610-849-1893 Supervisor: Ms. Dani Bachman
901 North Boulevard Bethlehem, PA 18017-3998 dbachman@basdschools.org

THOMAS JEFFERSON ELEMENTARY SCHOOL Child Care offered at Calypso Elementary (see above)

WILLIAM PENN ELEMENTARY SCHOOL: Child Care offered at Calypso Elementary (see above)

*Hours of operation for holiday or teacher in service care: 6:30am - 6:00pm

Hours of operation on inclement weather days may vary, generally opening at 7am



~LICENSING~

The Pennsylvania State Department of Human Services licenses each Center. The license confirms compliance with health and safety regulations among which include: staff/child ratio; size of age-appropriate groups; continuous supervision by qualified staff; size of indoor/outdoor space; individual center capacity; current medical information for children and staff, etc.

The School District's Child Care Program is planned by staff educated/trained on how children grow and develop. The staff members are people who are interested in, and feel responsible for, seeing that the day-to-day experiences of the children take place in an environment, which promotes growth and learning. All staff is required to have an FBI clearance, criminal history check, child abuse, national sex offender registry, and mandated reporter clearances prior to employment. A copy of the regulations is available in every center

~STATEMENT OF NONDISCRIMINATION~

As an equal rights and opportunities agency, the Bethlehem Area School District will not discriminate in its educational programs, activities, or employment practices, based on race, color, national origin, sex, disability, age, religion, ancestry, or any other legally protected classification. Announcement of this policy is in accordance with state and federal laws, including Title IX of the Education Amendments of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990.

District employees and participants who have an inquiry or complaint or who need information about accommodations for persons with disabilities should contact:

Eric Fontanez, Supervisor of Equity Initiatives

1516 Sycamore Street Bethlehem, PA 18017 (Phone 610-861-0500, ext. 60233)

~PHILOSOPHY~

The Bethlehem Area School District's Child Care Centers serve as a home away from home where children can interact and learn academic and social skills. The centers are a safe place for parents and guardians to keep their children during working hours, knowing they will be well cared for and having enriching experiences.

The Child Care Centers are an extension of the home, not a substitute for the home. The Child Care staff view both the children and their families/guardians as integral parts of the child care family. We understand that all families are different and value each individual and what makes them unique. You will find family involvement activities offered in child care and encourage you to attend. When the children see the involvement, it creates an even stronger bond between child care teachers and the families/children.

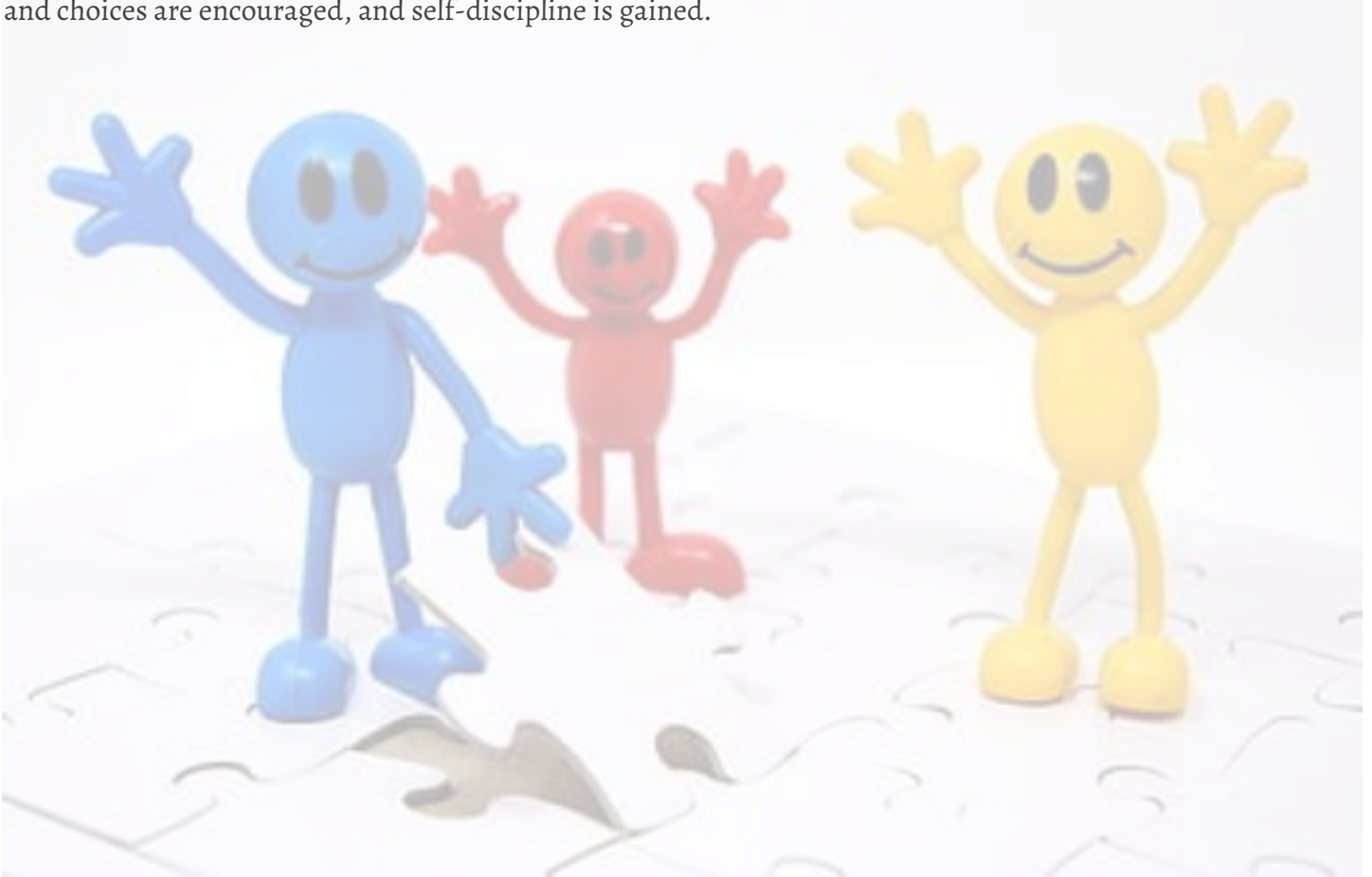
Child Care teachers strive to be positive role models for the children. Staff and kids work together to be able to respond to and cope with difficult social/emotional situations. But it does not stop there, as we offer homework help and work together to help children grasp academic concepts and offer general assistance with their work- not by giving answers, but guiding them to the answers.

As a program of BASD, the Child Care Program is expected to follow the guidelines as set forth in the "Framework for Citizenship." The focus is a framework for citizenship, which includes universal values, excellence, global understanding, and community service. Appropriate interpretation and application will be used for our Child Care Centers. This document can be found at BASD.org; it is strongly encouraged that families review this document together.



~PROGRAM GOALS~

1. To provide a relaxed, welcoming, calm, and safe atmosphere where self-concept is enhanced, independence and choices are encouraged, and self-discipline is gained.



2. To provide an atmosphere in which children have respect for others, self, and materials.

3. To provide a wide variety of activities within a routine, where cooperative play is encouraged. Areas of play and exploration offered: art, science, cooking, music and movement, social studies, practical life, dramatic play, language arts, manipulative activities and field trips. The activities are designed to meet the interest, abilities, and individual needs of the children. Continuity of care is important, so we keep children with the same teachers as often as possible from K-5.

4. To develop in each child an active curiosity about nature and the world in which the child lives and an enthusiasm for learning which stimulates exploratory behavior and creativity.

5. To provide ample opportunity to develop gross motor skills and coordination through physically active play in either indoors or outdoors activities.
6. To provide an opportunity for the child to become independent, accountable, and responsible through self directed and individualized activities
7. To provide children with appropriate coping techniques in difficult social/emotional situations.
8. To guide each child learn how to participate and function successfully in a group.
9. To be supportive of parents and to encourage involvement, in an atmosphere which promotes open communication. (An appointment to discuss a child's experience in child care may be scheduled during the dates of Parent/Teacher conferences which are held two times per school year.)
10. To ensure the safety of our children, a Child Care Emergency Plan is in place for all of the district's child care centers.
11. To support the school district developed curriculum through activities such as homework help and offering biannual conferences with parents/guardians.



ADMISSION POLICIES

Enrollment is open to all children Kindergarten through 5th grade *provided that the program can meet the needs of the child and space is available*. Children must meet the same age requirements for grade levels in the Child Care Program as in the District. In the spring of the 5th grade year, families will be invited to an orientation hosted by the middle school. During this orientation at the middle school, academics and after school activities are explained.

ADMISSION PROCEDURES

1. The philosophy, goals and policies of the Bethlehem Area School District Child Care Program and general information concerning the child shall be shared between parent/guardian and staff prior to the child's entry into the program.
2. Completed forms including an Emergency Information Form shall be completed in the center along with the Center Supervisor. An annual non-refundable registration fee of \$35.00 for Private Pay children/ \$25 for subsidy children. This fee will be invoiced the Friday PRIOR to the start of care through our BRIGHTWHEEL

software system.

3. Health appraisal is required at time of admission for all students as mandated by the State Department of Human Services. In addition, an age-appropriate health assessment shall be conducted and reported to the Centers according to the recommended schedule for routine health supervision by the American Academy of Pediatrics. The schedule requires a current health assessment at the time of enrollment.

4. Families are held accountable to understand that children must be able to participate in child care successfully within the regulated 1:12 (staff:child) ratio as set by the Department of Human Services. If interventions implemented by child care staff fail, your child will be requested to acquire 1:1 assistance during child care hours from an outside agency. In some cases, children will be temporarily withdrawn until 1:1 assistance is acquired. Child care staff are more than happy to assist in finding resources.

~RE-ENROLLMENT PROCEDURES~

All paperwork in each child's file must be completed and updated at the beginning of each school year. Incomplete files may require withdrawal from the program.

All children, including those being re-enrolled, are required to submit the yearly \$35 registration fee/\$25 for subsidy children, the FRIDAY PRIOR to care.

WITHDRAWAL PROCEDURES

When withdrawing your child from the program, it is mandatory to inform the Center Supervisor in writing, at least two (2) weeks in advance. This is especially important when an advanced fee payment has been made. Two weeks' notice ensures the advanced payment will be properly credited to your current school year account and will avoid past due charges. If two weeks advance notice is not given, any hanging credit is non-refundable.

If a child is withdrawn from the program at the advice of the Supervisor of Childcare, any funds on the account will be either held until the child is able to return, or may be refunded.



ACTIVITIES

Children may participate in a variety of activities offered at the child care centers. Both indoor and outdoor



learning experiences are provided. There is time for active play as well as time to relax. School age children have time to work on their homework with some assistance from the staff. Children have opportunities to learn and grow through:

- Creative and Sensory Experiences: clay and play dough, different textures of paints, sensory “toys,” arts and crafts (both guided and free-art), and even cooking!
- Quiet Times: Books, stories, songs, records, creative rhythms, puzzles and manipulatives
- Organized games and sports
- Social interaction with their peers and adults; role play social/emotional situations
- Science experiments, mathematics and language games
- Special celebrations, trips and unique experiences

SIGN-IN/SIGN-OUT PROCEDURES

Parents/guardians are required to sign his or her child in/out each day in a log provided at each center or off-site location. *Children may not be released to persons under the age of 16 unless they are the legal parent/guardian of the child.*

ARRIVAL AND DEPARTURE

*At the beginning of the day it is imperative that the child (ren) be escorted into child care and parent/guardian signs the logbook. *Unescorted children entering the school for child care is illegal and may result in removal from the child care program.*

*A staff member must be made aware of the child's arrival and departure by pickup person *Children must be picked up and signed out at the end of the day no later than 6:15pm (6:00pm on teacher in service days and holidays) or a late fee of \$15 per every 15 minutes per child will be charged.

*Child (ren) must be released to a person age 16 or older authorized to pick up the child (unless the legal guardian is under age 16). Staff must have written authorization for changes in this respect, and identification is required.

*Staff, especially at Combined Center sites, may request identification at pick-up time.

All adults, including parents, should always be prepared with photo identification.

*If your child comes to child care after school, it is the parent/guardian's responsibility to notify the classroom teacher in writing that the child will be attending child care.

*If your child is scheduled to attend child care but you have made alternate arrangements on a particular day, notify the classroom teacher and the child care staff in writing/email. This is especially important after school. If a child is scheduled to attend after school and does not come to the Child Care room, a staff person is required to locate the child. If the child cannot be located immediately, a series of telephone calls must be made to: parents, emergency contacts, supervisor, principal, classroom teacher, district Central office administration and local police, as needed. *Repeated failure to inform staff of a change in your child's schedule may result in withdrawal from the program. All changes in a child's schedule must be given in writing.*

LATE PICK-UP POLICY

Our Child Care Centers close at 6:15pm on a typical day. If parents/guardians cannot be at the center by 6:15pm they shall arrange for a local emergency person to pick up their child. A late fee of \$15.00 per every fifteen minutes per child shall be assessed for late pick up. **Repeated late pick-ups may require withdrawal from the program until additional local and available emergency persons are designated or the situation is corrected.*

ABSENCES and ILLNESS/INJURY POLICIES

Please call the center by 7:30am when your child will not be at child care for any reason. A child who is taking antibiotics should remain home for the first 48 hours. In addition, in order to insure a safe and healthy environment please keep your child home if she/he:

- has a fever of 100 degrees or higher
- has diarrhea
- is vomiting
- has symptoms of a possible communicable disease
- has a persistent cough
- has a constant running nose and infectious mucous due to a cold
- is too ill to go outside for a daily walk or exercise
- *During the covid19 pandemic, please follow all health and safety guidelines that are provided by the school and child care per the CDC.*

Any child that has a fever, diarrhea, or vomiting may not to care until these symptoms have stopped for 24 hours without use of medicine. *During the covid19 pandemic, please follow all health and safety guidelines that are provided by the school and child care per the CDC.*

A doctor's note is required for return to the program if your has had any contagious illness indicating that the child is no contagious.

If the child care staff decides that a child is too ill to remain facility for the remaining period of the day, the staff shall inform the parents that the child must be picked up as soon possible.

When emergency medical care is needed for the child, the parent(s) or the emergency contact person shall be informed as soon as possible. If necessary, a staff person will accompany the child to the hospital and stay with the child until the child is released to the parent or the designated emergency person.

MEDICATIONS AND HEALTH NEEDS

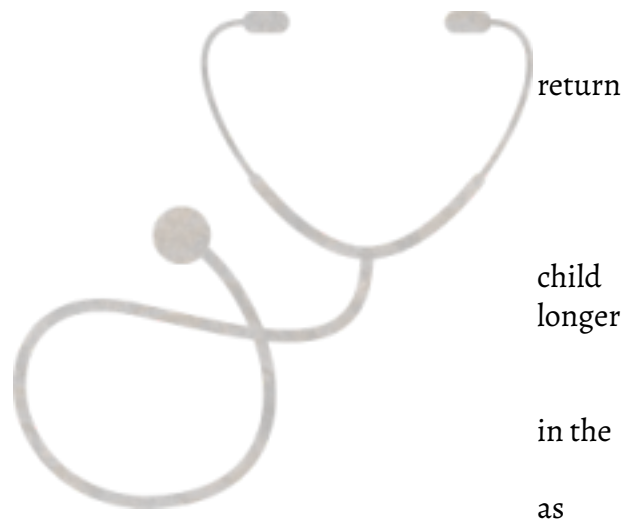
Prescription medication is administered to a child only from its original container, with current orders from a physician, and parent's signature on medication log. The label on prescription medication is accepted as a physician's order. The prescription may NOT be expired.

Non-prescription medication, such as vitamins, cough drops, non-aspirin products, or cough syrup, will not be given without a physician's instructions and a parent's written consent on the medication log.

**If medication is to be given over a long period of time, an update is required from the physician every three (3) months.*

Service to a child with special needs:

- (a) The operator shall make reasonable accommodation to include a child with special needs in accordance with applicable Federal and State laws.
- (b) The operator shall permit an adult individual who provides specialized services to a child with special needs to provide those services on the facility premises as specified in the child's IEP, IFSP or written behavioral plan.





OTHER SPECIAL HEALTH CARE NEEDS

Children with special health care needs must have a care plan on file with the Bethlehem Area School District. The care plan must be shared with the Child Care Staff so that we can ensure consistency of medical care.

Please communicate any changes to your child's medical care plan immediately to the School Principal / Nursing Department and Child Care Site Supervisor.

Shaken baby Syndrome & Abusive Head Trauma Information

Prevention of Shaken Baby Syndrome and Abusive Head Trauma 9-6-24

CHIP HEALTH INSURANCE FOR CHILDREN

To obtain information please call AETNA at 1-800-822-2447

or

Caring Foundation at 1-800-KIDS-101

or

Website: <https://www.dhs.pa.gov/CHIP/CHIP-Resources/Pages/CHIP-Resources.aspx>

DISCIPLINE/REDIRECTION

It is our belief that redirection is used to rechannel challenging behaviors and to help children take responsibility for their actions and learn from their experience so no harm will come to the child, other people or property.

We help the children find alternative behaviors to replace any that are unsafe, as opposed to simply punishing a child with no connection to their behavior. This way, the event of a redirected challenging behavior can be a positive learning experience for staff and children alike. After such an event, when a child is calm enough, a discussion is had about safety and caring for others as well as property and materials. A safe environment is our #1 program goal.

The BASD Child Care Programs utilize PBIS (Positive Behavior Intervention and Support) techniques to prevent and address challenging behaviors.

The basic steps of PBIS include:

Observation and data collection for decision making (example: identify behavior triggers)

Implement strategies that are supported by the data (example: remove trigger if possible)

Evaluate success of implemented strategies (example: have behaviors decreased?)

Alter strategies if needed and begin again at the Observation stage

PBIS is also implemented for all children with: Positive reinforcements, praise for meeting or exceeding expectations of individual children, and discussions about how important it is to be safe, respectful, and accountable. These discussions

can be broad or tailored to specific events.



The Child Care Program will implement the Bethlehem Area School District Framework for Citizenship as a means to provide a consistently safe and respectful environment for all children and staff (found at basd.org) in conjunction with our PBIS approach.

webiste copy - Framework for Citizenship - Revised 2023

We ask that you support the staff in their decisions and if you have any concerns you are encouraged to contact the Center Supervisor. Likewise, be assured that the Child Care staff will work with you to create a plan if they have concerns about your child (ren).

**PerDHS, children must be able to successfully function in the legal 1:12 (staff:student) ratio independently, or with professional 1:1 services.*

**If an intervention plan fails, and the program is unable to meet the needs of the child, the parent will be asked to withdraw the child from the child care program as a last resort until 1:1 professional services are acquired for the child.*

Please see examples of challenging behaviors below:

Disruptive behaviors such as being out-of-seat, calling out in class, tantrums, swearing/cursing, screaming or refusing to follow directions.

Violent and/or Unsafe behaviors such as head banging, kicking, biting, punching, fighting, running away, smashing equipment or furniture/fixtures, throwing objects, intent to harm others, harming others with intent, and leaving the assigned are some examples.

Inappropriate Social behaviors such as inappropriate conversations (sexually explicit, drugs/alcohol, and sharing private information are a few examples), stealing, inappropriate touching of self and others, discrimination.

No person employed or engaged by the Bethlehem Area School District is authorized to inflict or cause to be inflicted corporal punishment upon a child.



FEES

School Age: Grades K-5

NO DEDUCTIONS IN FEES FOR ABSENCES, ILLNESSES, CLOSURES OR HOLIDAYS. NO EXCEPTIONS.
CHILD CARE FEES ARE DUE by 5:30pm on the Friday PRIOR to the service week. Select weeks will be due on a different day of the week in the event of child care closures. Site supervisors will notify families in advance.

Effective 7/1/2025 – for School Year 2025-2026

NO DEDUCTIONS IN FEES FOR ABSENCES, ILLNESSES, OR HOLIDAYS. NO EXCEPTIONS.

Effective – 7/1/2025

Non-Refundable Yearly Registration Fee: \$35 Private Pay \$25 for Subsidized Care (to be paid after 7/1/25)

1 session/day	\$175.00 \$35.00
Monday through Friday (am or pm) 2 sessions/day	
Monday through Friday (am and pm)	30.00AM or PM / AM & PM:\$35.00
Day-to-Day Care	\$10.00 in addition to daily fee
Late Start Fee	
Weekly Daily	
\$150.00 \$30.00	

Early Dismissal Fee \$10.00 in addition to daily fee

Families on a flex schedule must provide to the center a monthly calendar of child care days needed.

Combined Center Day Fee
(up to 10 hours of care max)

If not possible, weekly notice at minimum (Cost for flex is standard fee)

rates)
Late pick up fees:

\$15.00 per every \$15 minutes past closure time
per child
\$45 minus daily rate (if contracted for that day)
\$45 (if not contracted for that day)

has a space available per DHS regulations. **Late**
Payment Fee: \$25.00
Must be paid in full before care can continue

NSF Fee \$36.00
plus repayment for the week(s) that incurred the
NSF

Families are not generally able to switch their
scheduled days. You may request a change or
add an additional day at the Day-to-Day rate (if it
is not needed consistently), as long as the center

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FEE POLICIES

★ BRIGHTWHEEL! Billing ONLINE! You will receive an invite once registered. ★

Late Payment: If payment is not received, attendance will no longer be permitted until fees are paid in full, including a \$25.00 late fee per each child. Persistent violations of this policy are a reason to deny families the opportunity for BASD child care services.

Checks: Please make checks payable to Bethlehem Area School District (BASD) Child Care. On the memo line include Child's full name, and Center Name. No out of state checks, local bank checks only, please. We also accept money orders.

Insufficient Fund Fees (NSF): Any checks for services by the BASD Child Care program that are returned from the bank for non-sufficient funds will be charged a \$36.00 fee. The account will be considered delinquent and suspension of services will occur. The central office WILL NOT scan a returned check twice.

Families are responsible to immediately cover the amount of the check plus the \$36.00 returned check/online payment fee by check, online payment, or money order only. In addition, your bank may charge a fee. If a second NSF is received, families will be required to make payments by money order only.

*Please be informed that failure to cover a payment returned for non-sufficient funds or to pay any past due balance will result in immediate suspension of services and the account will be referred to the collection agency and /or credit bureau. If an outstanding balance is referred to a collection agency, the parent / guardian will be responsible for all such collection costs incurred, including but not limited to legal fees. Collection agency fees and expenses and any associated court costs.

Please use receipts that are given to you each time payment is made in order to validate child care fees for
income tax purposes.
A yearly statement is NOT given

Child Care Subsidy Program

Subsidy funds are available to families who meet income guidelines.

Please contact Community Services for Children, Inc. at:

610-437-6000 for Lehigh County

610-419-4500 for Northampton County

EARNED INCOME CREDIT ELIGIBILITY

Please contact the CACLV (Community Action Committee of the Lehigh Valley) for assistance concerning EIC eligibility in preparing income tax forms @ 610-691-5620.



DATES OF AVAILABLE SERVICE

Child Care is provided 12 months of the year and is generally 42 weeks in duration. The school year program follows the School District Calendar. The summer program runs for 10-11 weeks contingent upon the closing and opening dates of the school year. The summer program is offered at a reduced number of sites chosen on the basis of need and facilities available. Separate registration is required for the Summer Program. Parents will have an opportunity to select the center where they want their child to attend on a first come, first served basis.

The centers may be closed for several days at the beginning or ending of the school year and summer program for staff training and room preparation.

District Closed - On days when District schools are closed, the Child Care program will operate 6:30am to 6:00pm at Combined Centers.

~Combined Center, Early Dismissal and Closure Dates~

(for Child Care 2025-2026 school year)

November 28, 2025 - CLOSED

July 5, 2025 - CLOSED

August 20, 2025-Last day of Summer Care August 21, 22,
2025 CLOSED

August 25, 2025 First day of School!

September 1, 2025-CLOSED-Labor Day September 25,
2025-EARLY DISMISSAL

October 2, 2025 – COMBINED CENTER October 16, 2025 -
EARLY DISMISSAL

November 4, 2025 - COMBINED CENTER November 24,
2025 - EARLY DISMISSAL November 25, 2025- EARLY
DISMISSAL November 26, 2025 - COMBINED CENTER
November 27, 2025 - CLOSED

December 1, 2025- COMBINED CENTER December

19, 2025-EARLY DISMISSAL December

22, 2025-COMBINED CENTER December 23, 2025-

COMBINED CENTER December 24, 2025 - COMBINED
CENTER

6:30-2:30 ONLY

December 25 & 26, 2025 CLOSED

December 29 & 30 2025 COMBINED CENTER December 31,

2025- COMBINED CENTER 6:30-2:30 ONLY

January 1, 2026 - CLOSED

January 2, 2026 -COMBINED CENTER

January 5, 2026-COMBINED CENTER

January 19, 2026 - COMBINED CENTER

May Date TBD – Primary Election Day – Combined Centers May 25,
2026 - CLOSED

February 13, 2026 - COMBINED CENTER February 16, 2026 June 8, 2026 - EARLY DISMISSAL
- CLOSED June 9 & 10, 2026- CLOSED

March 12, 2026 - EARLY DISMISSAL

June 11, 2026-1st day of Summer Camp
July 3, 2026-CLOSED

April 1, 2026 - COMBINED CENTER

April 2, 2026 -CLOSED

April 6, 2026- COMBINED CENTER

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Inclement Weather Days

Open 7:00am - 6:00pm if conditions allow

Sites: Farmersville, Hanover, Lincoln, & Spring Garden (unless otherwise noted)

Inclement Weather Days are considered days when districts schools are:

- Closed for the day
- one or two hour delayed opening (10 sites), 7:00 am start of school day
- close early due to weather conditions, early dismissal time to 6:00pm (If Child Care needs to close early due to extreme conditions, all parents will be contacted.)

Child Care and Maintenance staff will have ample time to arrive and open centers in a safe manner.

DAY-TO-DAY CARE

Parents who know they will need care for their child only from time to time are urged to register their child for "day-to-day" care *not exceeding three days of care per month*. You must call at least one day ahead to request care for a particular day. Care will be offered for your child based upon available space as determined by adequate staff/child ratio. Please note that care may not always be available on a day-to-day basis.

All children enrolled for day-to-day care are required to have current applications, agreements, parental consents, emergency cards and health appraisals in their files.

Parents of day-to-day children are responsible for picking up current information (ex: Summer registration etc.) on a regular basis.

Registration fees are required for day-to-day care. The amount of one full day and fees must be paid in full the morning of care.

GENERAL POLICIES

Personal Items- All toys and personal items must be left at home (exceptions include: sensory fidget items and comfort items- {comfort item examples: small stuffed animal, favorite book} as long as they do not become a problem in the child care environment). We have a large selection of materials, toys, arts and crafts supplies, and books at the centers for children to play with and learn from. There may be "show and tell" days.

Field Trips - Parents will be notified in advance and asked to sign a permission form prior to the field trip. Field Trips generally occur during the Summer Program. Purchases of snacks and souvenirs are not permitted.

Birthdays - We are happy to celebrate your child's special day. Parents may bring in a healthy birthday snack or a non-food treat to share with the group on the birthday. *During the Covid19 pandemic, homemade goods will not be allowed in child care.

Outdoor Play - Children will go outside on any day that the weather permits (between the temperatures of (windchill) of 15 and 90 degrees fahrenheit- (over 90 degrees is acceptable during water play or pool time). Please send adequate outdoor clothing every day

so your child will be comfortable outdoors. Children will go outside as a group. Shade for children with sun sensitivities can be discussed with your site supervisor.

Confidential Information - Parents may have access to information files, which are kept for each child. These files may include anecdotal records of the child's progress in the child care program.

Legal Documents - If you have legal documents restricting contact, visitation or the transporting of your child, you must furnish a copy to your child's Center Supervisor so that the staff complies with any court orders. We must have the document on file to follow through with it. It is also the parent's responsibility to share a child's IEP with the Child Care Center Supervisor so that we can provide consistency from the classroom to child care.

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Open House - All families will have the opportunity to have a "Getting to Know You" meeting as part of the Child Care enrollment process. This meeting is scheduled during the "Open House" prior to the start of the school year. Child Care staff is available to answer questions, ensure necessary paperwork is submitted, and review program procedures.

Conferences -A conference may be requested at the end of each semester to discuss your child's experience and successes in child care during each semester of the school year. Just ask the site supervisor or staff on site if you are interested when they are offered. Developmental Checklists and other documentation will be used to guide the conferences.

Dual Language Learners: Staff will partner with English Learning Services from BASD when necessary. Items will be labeled in English, Spanish, and other languages based on the individual students enrolled. Staff are to make an effort to learn basic words associated with school and child care in the child's native language.

STAFF QUALIFICATIONS

All staff meet the requirements in their individual positions based on the regulations set by the Department of Human Services, which licenses our Centers. Each Center Supervisor has a degree in early childhood education, elementary education or the human services field. Assistant Center Supervisors and Aides have extensive experience working with children. All staff are required to participate annually in a minimum of twelve classroom hours of training in addition to Basic First Aid/CPR training, and Fire Safety. Basic Water Safety is required for summer employees. *There is no policy for SIDS training (as generally required by DHS) due to the fact that our programs only accept school age children.

SUPERVISION of CHILDREN POLICIES and Training per DHS

Child Care Center Supervision

RATIOS Staff to Children: Grades K-2 1:12, Grades 3-5 1:15, Mixed ages K-5th: 1:12

Staff will supervise children at all times and no child is ever left unattended

Staff must be able to SEE, HEAR, DIRECT, ASSESS AND ASSIST children at all times

Attendance is kept current and accurate at all times

When a student enters and exits care:

- Staff have specific groups of children in their care
- Staff highlight child's name on list when present
- Staff mark child as present on attendance sheet
- Staff cross off children on child list when they leave
- Staff utilize Child ID cards that they keep on their person; when a child arrives, their tag goes

on their ring of IDs, when a child leaves, the child's ID is removed from the ring.
When there is a staff change during the hours of care: staff 1 communicates which children are in their care and hand over the ID cards to staff 2 so that staff 2 is as aware as staff 1
Bathroom Breaks: Staff will escort children to the restroom and stand between the restrooms and listen; some children may be waiting in the hall with the staff as well to maintain ratios

Specific Unique Cases of Supervision

-Outside

-Staff position themselves apart so that all children and all equipment being used are visible; staff must still be able to Direct, Hear, Assess/Assist, and See all children when outside.

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-Outdoor Water Play

-Two times per week minimum, conditions permitting
-Water bottles are needed daily.
-NO Water Toys from home; we have plenty on site, with the exception of labeled goggles
- May pack books from home to read during break
-Hats are encouraged
-Towels and suits in bag to be taken home DAILY - NO PLASTIC BAGS for safety
-SUNSCREEN - clearly labeled one per child (only siblings can share) to meet health & safety guidelines. Apply first application prior to drop off as we may be outside already!

-Field Trip Supervision

-Staff will maintain groups as explained above with child ID tags
-Staff escort children on and off of the bus and assist with seating arrangements
-One staff in front one in back to ensure all children are safe and accounted for
-If a child needs to use the restroom, the staff member of said child's group will escort all of the children in the group to the restroom.

Pre-Service Training for all Child Care Staff

All child care staff in a certified child care program must complete pre-service training including all federal requirements for Child Care and Development Block Grant (CCDBG) health and safety trainings topics, outlined below, within 90 days of hire:

1. Prevention and control of infectious diseases (including immunizations)
2. Prevention of Sudden Infant Death Syndrome (SIDS) & Use of Safe Sleep Practices*
3. Administration of Medication, consistent with standards for parental consent
4. Prevention of and Response to Emergencies due to Food and Allergic Reactions
5. Building and Physical Premises Safety, including Identification of and Protection from Hazards, Bodies of Water and

Vehicular Traffic

6. Prevention of Shaken Baby Syndrome, Abusive Head Trauma, and Child Maltreatment*

7. Emergency preparedness and response planning for emergencies resulting from a natural disaster, or a man-caused event (such as violence at a child care facility), within the meaning of those terms under section 602(a)(1) of the Robert T. Stafford Disaster Relief and Emergency Assistance Act (42 U.S.C. 5195a(a)(1)) that shall include procedures for evacuation, relocation, shelter-in-place and lock down, staff and volunteer emergency preparedness training and practice drills, communication and reunification with families, continuity of operations, and accommodation of infants and toddlers, children with disabilities, and children with chronic medical conditions

8. Handling and Storage of Hazardous Materials and the Appropriate Disposal of Bio-contaminants

9. Appropriate precautions in Transporting Children

10. Pediatric First Aid & Pediatric Cardiopulmonary Resuscitation (CPR)

11. Recognition and Reporting of Child Abuse and Neglect (Mandated Reporter Training)

*Bethlehem Area School District Child Care programs only accept School Aged children (ages 5 - 13). All staff are required to take basic health and safety training (10 hours) which covers SIDS, Shaken Baby Syndrome, Abusive Head Trauma, and prevention and



identification of child maltreatment. Though we do not accept infants or toddlers, the above topics are discussed annually at our first all-staff meeting prior to the start of Child Care opening for the new school year. These topics, as well as all others above, are also revisited on an as needed basis.

Expectation of Parents/Guardians/Authorized Pick Up Persons

~Treat all staff, adults and students with respect (example: refrain from insults, raising voice)

Disrespect will not be tolerated and could result in termination of services.

~Address only your child when in the building (it is ok to say hello if a child addresses you)

~Refrain from cursing or other inappropriate language.

Foul language will not be tolerated and could result in termination of services.

~Always have your ID ready to present to staff as outlined in the Handbook

~Notify the Supervisor of Child Care of any concerns that the staff cannot assist with or concerns about staff

(Judy Becker jbecker@basdschools.org; 610-868-8501)

~Communicate with staff when child (ren) will not be present

~Maintain knowledge of communications sent by Child Care

If you find the method of communication used does not work for you, please provide us with an alternate method.

~Follow up with your child in the event of any challenging behavior write ups

This helps to instill the values found in the FFC

~Make payments in a timely manner as outlined in the handbook and fee agreement

Repeated failure to do so could result in termination of services.

~Provide constructive feedback when it is felt necessary



Child Care Program

Parent Handbook Policy & Procedure Attestation

I, _____ (circle one: Staff / Parent or Guardian) have read and
(please print name)
understand policies and procedures of the child care program as the Parent Handbook has been reviewed
with the center supervisor as well as the policy on Shaken Baby Syndrome/Head Trauma as per DHS
regulation. I acknowledge that I will receive a copy of the Parent Handbook by email from the Center
Supervisor.

By signing, as a parent or guardian, I am also attesting that I and all authorized pick ups for my child(ren) will
be made aware of their expectations as listed in the handbook page 16. Failure to comply with expectations of

adults may put care in jeopardy.

Signature:_____ Date:_____

Staff Witness:_____ Date:_____

*This page is to be saved by Child Care Staff in the Child's File. If you would like a copy, we can certainly provide one.