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2024 Parent Handbook

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

**Table of Contents**

* Introduction
* Mission Statement
* Registration/Hours of Operation
* Tuition and Fees
* Meals/Clothing
* Health Policies
* Sanitation & Hygiene
* Nondiscrimination/Safety
* Classroom Transitions
* Parent Acknowledgement and Waiver of Liability
* Flu Form/Declination
* Picture and Video Release

**Introduction**

Dear Parent,

It is my pleasure to welcome you to Drewery’s Daycare. We are much more than childcare providers; we are an early child care and education program involved in the overall development and nurturing of your child. We are committed to providing a clean, safe, nurturing and fun environment for your child to grow and learn in.

We recognize the crucial role that parents play in child development and encourage your suggestions and support. We desire to work with you and will gladly address any questions or concerns you may have.

Drewery’s Daycare has 2 locations to meet your childcare needs.

Location 1: 715 Broadway Ave, McKees Rocks, PA 15136

Location 2: 1763 Pine Hollow Road, McKees Rocks, PA 15136

Thank you for choosing Drewery’s Daycare. It is a pleasure to care for your child.

Sincerely,

Dwayne and Jamie Drewery

**OUR MISSION STATEMENT**

Our mission is to provide a caring, warm and safe environment for children to enjoy developmentally appropriate play experiences.

**Registration/Hours of Operation/Holidays**

In order to register with Drewery’s Childcare & Early Learning Center, all parents must complete an application. This application will be provided to you upon your request for childcare. You will need a copy of your child’s immunization records, photo ID, and a list of the names and telephone numbers of the person/s who are authorized to pick up our child. You will also need to include on the application any allergies that you are aware of.

Hours of Operation

Monday-Friday 6:30am-5:00pm

Hours are subject to change.

Holiday Closures

January- MLK Day

March- Good Friday, Following Monday

May- Memorial Day

July- Independence Day

September- Labor Day

November- Thanksgiving, Day after, Following Monday

December- Christmas Eve – New Year’s Day

Vacations

August 7th-August 11th

December 26th-December 30th

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

**Tuition and Fees**

Currently, Drewery’s Childcare & Early Learning Center accepts subsidized payments through the ELRC, CYF and private pay. We expect that all fees and copayments be made in a timely fashion.

Parents will be required to sign up for Brightwheel. Brightwheel is our chosen system to provide a safe place for your child’s personal information as well as a secure way to make payments.

**As the parent/guardian you are responsible for timely and accurate payments**. If you opted to pay weekly, your fee will be due every Monday at the time of drop-off. For those who have chosen the bi-weekly payment option, your fee will be due every other Monday at time of drop-off. There will be a $10 per day late fee until the fee is paid. After the third day of unpaid fees, your child will not be permitted until all the fees are paid in full.

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

Please remember you are paying for your child’s slot in the daycare, not the child’s attendance. This includes scheduled closings such as holidays and scheduled vacations. You WILL NOT be required to pay for emergency closings.

**It is imperative to the flow of business to be on time when picking up your child**. The late pickup fee will be applied as follows: $5 per minute, PER CHILD. Late fees are due at the time of pick-up, or your child will not be permitted to attend until late fees are paid.

Please see the updated rates below:

**Care Level**  **Daily Rates**

Full Time Part Time

Infant $61 $51

Young Toddler $60 $48

Older Toddler $58 $46

Preschool $53 $42

School-Age $46 $40

**Meals/Clothing**

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

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

For infants and toddlers, it is important that they have a change of clothing at the daycare. Please bring and leave an extra change of clothing such as shirts, pants, underwear and socks. If we do not have a change of clothes, pampers/wipes for your child and he/she has an accident, you will be called to pick him/her up. Parents are responsible for supplying diapers and wipes.

Please dress your child appropriately, according to the season.

For naptime, please provide a blanket.

**Health Policies**

We understand that it is difficult for family members to leave or miss work, but to protect our families; ill children will not be granted access to the daycare. The center has the right to refuse anyone who appears in poor health. A caregiver will be called and asked to retrieve the individual if they exhibit any of the following symptoms:

* Illness that prevents your child from participating in daily activities such as a persistent cough or runny nose
* Illness that results in greater need for care than we can provide
* Illness that poses a risk of spreading harmful diseases to others
* Fever of 100 degrees Fahrenheit or higher
* Diarrhea
* Vomiting
* Mouth sores
* Rash; unless a physician has excused
* Pink or red conjunctiva with white or yellow eye discharge, until on antibiotics for 24 hours
* Strep throat
* Head lice
* Scabies
* Chickenpox, until all lesions have dried and crusted
* Pertussis
* Hepatitis A
* TB
* Rubella
* Mumps
* Measles

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

Children who have been ill may return when:

* They are free of fever, vomiting and diarrhea for 24 hours.
* They have been treated with an antibiotic for 24 hours.
* They can participate comfortable in all usual activities.
* They are free of open, oozing skin.
* If a child has a communicable disease, a physicians note stating that the child is no longer contagious and may return to our care is required.

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

**Sanitation and Hygiene**

**Hand washing:**

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

**Diapering/Toileting:**

Children in diapers must be changed every 2 hours regardless of whether the diaper is soiled. If parent supplies and authorizes the application of ointment, the ointment must have your child;s name on it. Clorox solutions are used after every diaper change. Employees are required to wear gloves and wash hands before and after each diaper change.

Toilets must be flushed after every use, floors/surfaces that have been contaminated will be sanitized immediately.

**Facility Cleaning:**

The day care center will be cleaned at the closing of each day. Cleaning includes, but is not limited to; dusting all furniture, table tops, equipment as well as vacuuming all carpeted areas, mopping kitchen, bathrooms and non-carpeted floors.

**Nondiscrimination/Safety**

Drewery’s Daycare does not discriminate in any of its policies, procedures or services against parents/children of any race, ethnicity, socio-economic background, religion or creed.

We value the safety of your child. In the case of a national/community emergency your child will be evacuated to a site that is in the safest location or the area designated by the authorities. We will follow emergency evacuation procedures (on file in our office) for any/all of the following:

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

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



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**Classroom Transition**

Once your child exhibits behaviors that suggest they are ready to transition to the next developmentally appropriate classroom, the following process will take place:

* Team meetings between previous teachers and perspective teachers to discuss readiness and expectations of new rooms.
* Letter is sent to families outlining expectations of new room, copy of schedule, etc.
* Families are introduced to new staff.
* A gradual, child led transition takes place

**Transition to Kindergarten**

Kindergarten is a big deal! Here at Drewery’s Daycare we do our best to ensure kindergarten readiness amongst our children by:

* Establishing a routine that reflects that of local classrooms
* Executing daily lesson plans to ensure standard skills such as letter, color, number, and shape association are acknowledged on age appropriate level
* Having meaningful conversations with students about new experiences they will experience on their new journey

Suspension/Expulsion policy

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

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

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

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

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

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

**Parent Acknowledgement and Waiver of Liability**

I hereby certify that I have read the policies and procedures outlined in the Parent Guide of Drewery’s Daycare as the Parent/Guardian of:

Child 1:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Child 2:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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

Parent Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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The Pennsylvania Department of Health currently requires that all children in licensed Child Care Centers have had a flu shot within 1 year in addition to the other vaccines required for your child’s age. If your child has not had a flu shot this year, you must complete the form bellow to indicate plans for a flu shot OR a family exemption. Please note, we will only accept an exemption letter for the flu vaccine. Children must be up to date on all other immunizations recommended by the CDC to attend.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Option 1: Plan to receive flu shot**

My Child will receive a flu shot. We will submit record once their flu shot is received.

Child Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parents Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Option 2: Flu Shot Immunization Exemption**

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, being the legal guardian of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, object to the immunization requirements as outlined by the Department of Health of the Commonwealth of Pennsylvania as defined in 28PA, Code CH. 23 on the basis of strong moral or ethical conviction similar to a religious belief as outlined in section 28.84 Exemption from immunization.

Child Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parents Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Picture and Video Release Form**

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

\_\_\_\_\_\_\_\_\_\_ I grant permission for my child’s images to be used by Drewery’s Daycare.

\_\_\_\_\_\_\_\_\_\_ I do not grant permission for my child’s images to be used by Drewery’s Daycare.

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_