### **EMERGENCY CONTACT / PARENTAL CONSENT FORM**

55 PA CODE CHAPTERS 3270.124(a)(b), 3270.181 & 182; 3280.124 (a)(b), 3280.181 & .182; 3290.124 (a)(b), 3290.181 & .182

HILD'S NAME				BIRTHDATE
ADDRESS	1			
MOTHER'S NAME/LEGAL GUARDIAN			HOME TELEPHO	ONE NUMBER
ADDRESS				
BUSINESS NAME			BUSINESS TELE	PHONE NUMBER
ADDRESS				
FATHER'S NAME/LEGAL GUARDIAN			HOME TELEPHO	DNE NUMBER
ADDRESS				
BUSINESS NAME			BUSINESS TELE	PHONE NUMBER
ADDRESS				
EMERGENCY CONTACT PERSON(S) NAME		TELE	PHONE NUMBER	R WHEN CHILD IS IN CARE
		- 1		
PERSON(S) TO WHOM CHILD MAY BE RELEASED NAME	ADDF	RESS TELE	PHONE NUMBER	R WHEN CHILD IS IN CARE
NAME OF CHILD'S PHYSICIAN/MEDICAL CARE PROVIDER			TELEPHONE N	JMBER
ADDRESS				1
SPECIAL DISABILITIES (IF ANY)		ALLERGIES (INCLUD	ING MEDICATION	N REACTION)
MEDICAL or DIETARY INFORMATION NECESSARY IN AN EMERGENCY SITUATION		MEDICATION, SPECIAL CONDITIONS		
ADDITIONAL INFORMATION ON SPECIAL NEEDS OF CHILD	132			
HEALTH INSURANCE COVERAGE FOR CHILD OF MEDICAL ASSISTANCE BENEFITS POLICY NUMBER (F		EQUIRED)		
PARENT'S SIGNATURE IS REQUIRED FOR EACH ITEM BELOW TO		PARENTAL CONSE		FS
OBTAINING EMERGENCY MEDICAL CARE		MINON PINST - A		
WALKS AND TRIPS	SWIMMING			
TRANSPORTATION BY THE FACILITY	WADING			
PERIODIC REVIEW				
SIGNATURE OF PARENT OF GUARDIAN		-	DATI	######################################
SIGNATURE OF PARENT OF GUARDIAN		19-11	DAT	E

CY 867 - 1/93

### **AGREEMENT**

55 PA CODE CHAPTERS 3270.123 &.181(C); 3280.123 &.181(c); 3290.123 &.181(c)

NAME OF CHILD			
FEE AMOUNT PEF	R-DAY-WEEK	DAY PAYMENT TO BE MADE	
Services to be provided as part	of the day care fee (exam	mples; transportation, care, meals, etc.)	
Mother Goose Time C	Curriculum cross walked v	with the PA Early Learning Standards.	
Age appropriate morn	ing snack provided.		
Teacher-led center time	ne to improve and build o	n all areas of development (cognitive,	
physical, social/emotio	onal, and language.		
CHILD'S ARRIVAL TIME ICHII		PERSON(S) DESIGNATED BY PARENT TO WHOM CHIL	D MAY BE BELEACED
		PERSON(S) DESIGNATED BY PARENT TO WHOM CHIL	D WAT BE RELEASED
\$	MIN-HR		
Extra services to be provided a	t an additional fee if appl	icable	
Developmental asse	essment twice per year an	d an in-depth annual assessment to track of	developmental
progress			
I, the parent/guardian;			
received complete	written program infor	rmation at the time of enrollment. (§ ;	3270.121,
□ 3280.121, 3290.1	21)		
		parental consent form information whinumum. (§ 3270.124, 3280.124, 32	
SIGNATURE-OPER	ATOR DATE	SIGNATURE-PARENT OR GUARDIAN	DATE
DATE OF CHILD'S ADMISSION		PER(OD)(G REVIEW	
DATE OF WITHDRAWAL			
03892A		SIGNATURE-PARENT OR GUARDIAN	DATE CY 321 - 12/99

\*This needs completed and turned in within 30 days of enrollment!

### CHILD HEALTH REPORT

	(55 PA CODE §§3270.131, 3280.131 AND 3290.131)				
part.	CHILD'S NAME: (LAST)	(FIRST)	PARENT/GUARDIAN:		
in this	DATE OF BIRTH:	HOME PHONE:	ADDRESS:		
Ī	CHILD CARE FACILITY NAME:				
rovide	FACILITY PHONE:	COUNTY:	WORK PHONE:		
nt/P	☐ I authorize the child care staff and n	ny child's health professional to communic	ate directly if needed to clarify information on this form about my child.		
Pare	PARENT'S SIGNATURE:				
		DO NOT OM	IIT ANY INFORMATION		

CHIED CARE FACIETY NAME.						
FACILITY PHONE:	CC	OUNTY:		WORK PHO	NE:	
☐ I authorize the child care staff and my child	l's health prof	fessional to co	ommunicate di	I irectly if need	ed to clarify ir	oformation on this form about my child.
PARENT'S SIGNATURE:						
		DO N	OT OMIT A	NY INFOR	MATION	
		professional.	Initial and	date any nev	w data. The o	hild care facility needs a copy of the form.
HEALTH HISTORY AND MEDICAL INFORMA  NONE	TION PERTI	NENT TO RO	OUTINE CHIL	.D CARE AN	D DIAGNOSI	S/TREATMENT IN EMERGENCY (DESCRIBE, IF ANY):
						EDICATION AND SPECIAL DIET. ALL MEDICATIONS A CAL CARE. ATTACH ADDITIONAL SHEETS IF NECESSARY.
CHILD'S ALLERGIES (DESCRIBE, IF ANY)  NONE	:					
	OULD BE F					TACH ADDITIONAL SHEETS IF NECESSARY TO ATION OF SPECIAL TRAINING REQUIRED FOR STAFF,
IN YOUR ASSESSMENT, IS THE CHILD AS COMMUNICABLE DISEASES?  UYES NO IF NO, PLEASE EXPLA			I CHILD CAR	RE AND DOE	S THE CHIL	D APPEAR TO BE FREE FROM CONTAGIOUS OR
HAS THE CHILD RECEIVED ALL AGE APPROPRIATE SCREENINGS LISTED IN THE ROUTINE PREVENTIVE HEALTH CARE SERVICES CURRENTLY RECOMMENDED BY THE AMERICAN ACADEMY OF PEDIATRICS? (SEE  NOTE BELOW IF THE RESULTS OF VISION, HEARING OR LEAD SCREENINGS WERE ABNORMAL. IF THE SCREENING WAS ABNORMAL, PROVIDE THE DATE THE SCREENING WAS COMPLETED AND INFORMATION ABOUT REFERRALS, IMPLICATIONS OR ACTIONS RECOMMENDED FOR THE CHILD CARE FACILITY.					THE DATE THE SCREENING WAS COMPLETED AND	
SCHEDULE AT <u>WWW.AAP.ORG</u> )		VISION (	subjective ι	until age 3)	)	
□ YES □ NO		HEARING	(subjectiv	e until age	e 4)	
		LEAD				
RECORD DATES OF IMMU	JNIZATION	NS BELOW	OR ATTACI	н а рнотс	COPY OF T	HE CHILD'S IMMUNIZATION RECORD
IMMUNIZATIONS	DATE	DATE	DATE	DATE	DATE	COMMENTS
НЕР-В						
ROTAVIRUS						
DTAP/DTP/TD						
нів						
PNEUMOCOCCAL						
POLIO						
INFLUENZA						
MMR						
VARICELLA						
HEP-A						
MENINGOCOCCAL						
OTHER						
MEDICAL CARE PROVIDER:		1	1		SIGNATURE	I OF PHYSICIAN, CRNP OR PHYSICIAN'S ASSISTANT
ADDRESS						
ADDRESS:					TITLE:	
PHONE:			LICENSE NUMBER: DATE FORM SIGNED:			

Parents may write immunization dates; health professional should verify and complete all data.

### Lotion Permission Form

Child's Name:	
According to the Department of Public Welf apply sunscreen or diaper creams without wbring in a new, unopened sunscreen and/or child's name and fill out the permission slip	ritten parental permission. Please diaper cream labeled with your
Union Church Child Care has my permissio	n to apply:
Sunscreen:	
Diaper Cream:	
Other:	
Parent's Signature:	Date:

## Getting to Know You!

- 1. What are your expectations of our program?
  - Is there any particular aspect of the education program especially important to your child/family?
- 2. Is there any information about your family's culture, ethnicity, language, or religion that is important for us to know?
- 3. Are you willing to be a volunteer in our classroom?
- 4. We would love to have a parent conference with you! Please contact your child's teacher at any time should you have any questions or concerns. We would be happy to sit down with you and review assessments and progress reports. Phone conferences are also available. What times are best for us to reach you and for you to come in for parent conferences?
- 5. Tell us about your child's:
  - Favorite Toys-
  - Favorite Games-
  - Food Likes & Dislikes-
  - Fears-
- 6. Does your child have any imaginary friends?
- 7. Any special needs (medical, developmental, social, mental health, speech therapy? And, do any of these special needs require special care by our teachers?
  - Does your child have an IEP (Individualized Education Plan) or IFSP (Individualized Family Service Plan)? Please complete the reverse side.
- 8. Does your child have any allergies?
  - Food Allergies-
  - Environmental Allergies?
  - Allergies to Medicine?
- 9. Are there any ways that we can improve communication with you about your child's experiences?
- 10. Do you have any questions about the Parent Handbook, program, curriculum, or facility?

# Individualized Education Plan (IEP) & Individualized Family Service Plan (IFSP) Information Sheet

Because of the diverse set of needs of the children in our program, it is important to gather as much information about the best ways to educate each child. IEP's and IFSP's are created by service providers working with children with special needs and include this information. The Keystone STARS Performance Standards therefore require each early learning provider to request copies of IEP's and IFSP's for the children in their care.

The information found on an IEP/IFSP is protected by privacy laws including Healthy Insurance Portability and Accountability Act (HIPAA).

**Parent Sign-Off Sheet** 

# Your child's growth and development is measured with developmental assessments. If your child currently has an IEP/IFSP, it would be beneficial to share a copy of this plan with us so we can work together to ensure that the guidelines are put into practice. You do not have to provide this information if you do not wish to do so. | I am providing a copy of my child's IEP or IFSP What program or individuals work with your children in regards to these specials needs? | I am not providing a copy of my child's IEP or IFSP and/or this is not applicable to my child. Signature: \_\_\_\_\_\_ Date: \_\_\_\_\_\_\_

### Photography Release

Dear Parents/Guardians,

Throughout the year we are asked to take part in publicity releases with newspaper articles, photographs, radio time, etc. We post photos on the Church/Child Care website. We also like to post photos from special programs/events on the bulletin boards and in classrooms for families to enjoy. We want to make certain that we have your consent before we include your child's photograph in any of the above mentioned activities.

Last Name of Child	First Name
to take photographs to use of these materials as deeme	mission to the Union Church Child Care Center and distribute. This permission includes any use ed appropriate by the director of Union Church ot limited to: our website, brochures, ads,
	permission for my child to be photographed for Care for ads, brochures, newspaper activities,
Date	_
Signature	Relationship

After completing this form, please return it with the rest of your enrollment paperwork!

# Additional Authorized Pickup Person(s) & Emergency Contact Form\*

This form should be used to add additional people to the list that you submitted at enrollment.

Parent Name:	Date: _			
Contact/Pick Up First Name:	Last Name:			
Address:	City		State	Zip
Relationship to Child:	Home Phone: (	) _		
Occupation/Employer:	Cell Phone: (	) _		
Email:	Work Phone: (	) _		
[ ] Emergency Contact				
[ ] Authorized to pick up the following children:				
Contact/Pick Up First Name:	Last Name:			
Address:	City		State	Zip
Relationship to Child:	Home Phone: (	) _		
Occupation/Employer:	Cell Phone: (			
Email:	Work Phone: (	) _		
[ ] Emergency Contact				
[ ] Authorized to pick up the following children:				
Contact/Pick Up First Name:	Last Name:			
Address:				
Relationship to Child:	Home Phone: (	) _		
Occupation/Employer:	Cell Phone: (	) _		
Email:	Work Phone: (			
[ ] Emergency Contact				
Authorized to pick up the following children:				

\*Parent/Guardian will always be called first.



ou i e e to e ro i ri ht hee tuitio processi s soo s you recie e your i ite to ri ht hee d cre te your ccou t!

### **General Overview**

There is a processing fee for both ACH and CC. If you choose to pay with a CC, you will be responsible for an additional 2.9% processing fee. The accepted credit card brands are Visa, Mastercard, American Express, Discover, JCB, Diners Club, and China UnionPay. If you choose to link your bank account, we will cover the processing fee and there will be no additional charge for you! You will be able to access your statements and account information at any time with your online portal or your app. If you have multiple children, your statements will all be on one child's profile to make it easier for you!

### **Monthly Tuition Processing**

If you pay monthly, you will continue to receive your 5% monthly discount. Monthly tuition will be processed on the 1<sup>st</sup> of every month for that month and you will receive your statement five days prior. We are changing this processing date per the recommendation of our accountant and financial committee. For tax purposes, it will be easier to view all 12 monthly payments as they will consistently be processed the same date of every month. Once enrolled, payments will be automatically withdrawn from the account on file.

Additionally, you will be charged a flat monthly fee. This fee is based on our weekly rate and the months/weeks we operate. Our billing specialist accurately calculated our monthly rate for each room. **For example**: our infant room weekly rate is \$227.50, we are open 51 weeks per year (taking into account VBS week) and will charge for 12 months. 2 \* 51 = / 12 = 9 \* .95 (monthly discount) = \$9 per month. Vacation weeks will still be credited as needed and should our center be closed for a full week for Christmas or for an unforeseen circumstance, accounts will be credited.

### **Weekly/Biweekly Tuition Processing**

Weekly/Biweekly tuition will be processed the Friday prior to the week(s) being paid for. Statements will be sent one day prior to processing.

### **Tuition Discounts**

Discounts will remain the same. Monthly Discount: 5% off, Sibling Discount: 10% off, Sibling AND Monthly: 15% off, 2<sup>nd</sup> sibling third chi d AND monthly: 20% off \*Each additional sibling will receive an additional 5% off – to find the actual % off, add 5 to the discount they are already receiving.



# Want a window into your child's day? A real-time feed of their school activities? Photos delivered straight to your mobile phone?

Meet **brightwheel**, an easy-to-use mobile app that helps schools and teachers stay better connected with families. Teachers use brightwheel for recording and tracking daily events and activities in the classroom and managing administrative tasks. As a parent, you'll get private, real time updates on your child delivered to your mobile device throughout the day.

### What is brightwheel?

Daily Updates. A real-time feed of activities throughout the day. Photos. Watch your child's day unfold with snapshots delivered right to your mobile device.

Stay Connected. Stay in touch with your teacher and strengthen school learning with activities at home. Get notifications for photos, notes, & check-ins.

Messaging. Leave notes for your teacher when your child is sick or running late.

Calendar. Quickly view upcoming events and important dates at your child's school.

Paperless Billing. Secure, online system for receiving invoices and receipts for tuition, as well as paying bills digitally. (No more checks!)

### Why use brightwheel?

Parents report that the peace of mind brightwheel delivers is invaluable! We know it's tough being away from your little one all day, especially in these early years. With brightwheel you'll feel connected and engaged with your child's development on a whole new level.

### Download today for iPhone, iPad & Android

# Parental Communication regarding Emergency Operations Plan

To the Parent (5)/Guardian of	
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This letter is to assure you of our concern for the safety and welfare of children attending Union Church Child Care. Our Emergency Operations Plan provides for responses to all types of emergencies.

There are 8 total copies of our Emergency Operations Plan and they have been distributed to the following: Childcare office, Emergency Transportation Bag, Infant Room, Allegheny County Emergency Management Agency, Robinson Township Emergency Management Agency, Robinson Township Police Department, Moon Run Volunteer Fire Department, and the Union Presbyterian Church Office.

Staff is trained annually on the Emergency Operations Plan and emergency drills are practiced at least every 60 days on site as mandated by the state.

Depending on the circumstance of the emergency, we will use one of the following protective actions:

- Immediate evacuation Students are evacuated to a safe area on the grounds of the facility in the event of a fire, water break, hazardous material spill, etc.
- In-place sheltering Sudden occurrences related to severe weather (winter storms, earthquakes, tornadoes, etc) may dictate that taking cover inside the building is the best immediate response. Threats of violence (lockdowns, intruders, trespassers, etc) may also require in-place sheltering.
- <u>Total Evacuation</u>— Total evacuation of the facility may become necessary as well. In this case, children will be taken to a relocation facility. Your child may have to be transported in a staff member's personal vehicle, a PAT bus, or a Montour School District bus.
- Modified Operation May include cancellation/postponement or rescheduling of normal activities. These actions are normally taken in response to severe weather situations or building maintenance that make it unsafe for students to attend.

In the event of a <u>lockdown</u>, no one will be allowed to enter or exit the building.
We will notify authorities immediately of our lockdown state and wait until they
clear our building. Parents will NOT be notified of the lockdown until after it has
been lifted. This is to prevent any unnecessary traffic to and from our building
during the lockdown.

Please refer to WPXI for announcements relating to any of the emergency actions listed above.

We ask that you not call during the emergency. This will keep the main line free to make emergency calls and relay information to the proper authorities.

We will post an alert to Bloomz, our parent communication app, as soon as possible.

We will then contact you via phone by calling the numbers listed in order on your child's Emergency Contact Form. Please always update your child's file anytime there is a change in one of these numbers.

We will let you know when an emergency has ended and how you can reunite with your child(ren).

The Child Pick-Up Authorization form designating persons to pick up your child is included with this letter for you to complete. This form is not in place of the Emergency Contact Form you fill out every six months. It is in addition to that form and will be used every time your child is released during an emergency situation. Please ensure that only those persons you list on the form as designated custodians attempt to pick up your child during an emergency.

I specifically urge you NOT to make alternate arrangements during an emergency. This will only create additional confusion and divert staff from their assigned emergency duties.

In order to assure the safety of your children and our staff, I ask for your understanding and cooperation. Should you have additional questions regarding our emergency operating procedures contact Kelsey Liwosz, Director of Union Church Child Care at (412) 787-7553 or childcare@unionpresbychurch.org.

Thank you.

### Community Resources for Parents and Children

Union Church Child Care Center is committed to supporting your family. The list of outside resources may be beneficial to you and your family now and/or in the future. Let us know if you have any questions or need assistance!

### **Parenting/Child Help**

Child Abuse 24 Hour Hotline Toll Free 800.932.0313

Family Services of Western Pa Familylinks 412.661.1800 (Mental Health)

Allegheny County Health Department Child Health Program 412.247.7950 Child Health Services - Immunizations)

Parental Stress Center 412.361.4800

Child Care Information Services 412.261.2273

CCIS agencies are the hub of child care information in your local area. These agencies provide you and your family with information of quality child care and personalized child care referrals to child care providers based on your specific needs or preferences. They also administer Child Care Works subsidized child care program should your family qualify for financial assistance.

Positive Parenting Program F.O.R 412.771.6460 ext 232, 244 (Free Preschool for those who qualify)

Parent to Parent of PA
Toll Free 888.727.2706
Matches parents and family members of individuals with disabilities and special needs on a one to one basis for the purpose of support and to share information and resources. More information can be found by visiting www.parenttoparent.org

Grankin raising Grankids 412.648.7175

PA Promise for Children
A coordinated statewide campaign to raise awareness about the value of quality early learning for all of our young children and build responsibility among every Pennsylvanian for the early learning of the young children in their lives. More information can be found at <a href="https://www.papromiseforchildren.com">www.papromiseforchildren.com</a>

### **Financial Assistance**

Allegheny Association of Churches 724.226.0606 (Food Bank/Food Stamps)

Union Presbyterian Church 412.787.1818 (Food Bank)

Food Stamps Hunger Services Network
Toll Free 866,395.3663

Women, Infant and Children Program WIC provides supplemental foods, health care referrals and nutrition education for low-income pregnant, breastfeeding and non-breastfeeding postpartum women, and to infants and children up to age five who are found to be at nutritional risk.

http://www.pawic.com

PA Public Welfare Department of Allegheny County 412.565.2146

Child Care Assistance Parent Information
Toll Free 800.222.2149

Child Care Partnerships 412.261.2273 Low Income Tax Back Information Toll Free 888.PATAXES

PA Tax Back Helping Families Save Fred Klunk SFAI Director 717.236.5680

County Assistance Office
Cash assistance, medical assistance (Medicaid),
supplemental nutrition assistant program
(SNAP) benefits and home heating assistant
through the Low Income Home Energy
Assistance Program are all public assistance
programs available to eligible low-income
individuals and families. All programs can be
accessed by completing an application online at
COMPASS website at

https://www.humanservices.state.pa.us/compass. web/CMHOM.aspx Housing Assistance

Programs that offer assistance regarding housing can help you to locate housing, provide information on resources for first time home buyers, and help answer questions if you are fearful of losing your home. The Allegheny County Housing Authority can be accessed via <a href="http://achsng.com/communities.htm">http://achsng.com/communities.htm</a>

### **Early Intervention**

Allegheny County Intermediate Unit Project DART Preschool Early Intervention 412.393.5763 Infant and Toddler Alliance 412.885.6000

Child's Way for Medically Fragile Children 412.365.6065

CONNECT Information Services
Toll Free 800.692.7288
Assists families and professional in locating state, local and national resources and information for children birth through 5; provides referral to Early Intervention Services as well.

Easter Seals Society 412.281.7244

Special Kids Network Toll Free 800.986.4550

Western School for the Deaf Parent and Infant Program 412.371.7000

### Alcohol/Drug Abuse & Domestic Violence

Allegheny County Emergency Services Alcohol and Drug Problems Toll Free 888.424.2287

Alcoholics Anonymous 412.471.7472

Family Support Groups 412.572.5141

Domestic Violence Hotline
Women's Center and Shelter 412.867.8005 ext I
Crisis Hotline 866.644.2822
Domestic violence hotlines can provide a variety
of services and supports to individuals who are
experiencing abuse. Information can be found

### **Medical Help**

at http://www.pcadv.org

Insurance Assistance
Children's Health Insurance Program
Toll Free 800.822.CHIP
Provides health insurance to all uninsured
children and teens who are not eligible for or
enrolled in Medical Assistance. Regardless of
the reasons your child(ren) might not have
health insurance, CHIP may be able to help
you.

Healthy Baby and Kids Line Toll Free 800.986.2229

Healthy Start Financial Assistance Toll Free 412.247.1000

Highmark Caring Place Toll Free 888.224.4673 (Help for grieving children)

American Academy of Pediatrics
Parent Corner at
<a href="http://www.aap.org/parents.html">http://www.aap.org/parents.html</a> provides a variety of resources for parents.

### Clinics

Allegheny County Health Department Health Care Clinic 412.687.2243

Western Psychiatric Institute Clinic for Children and Families 412.624.1000

### **Counseling Services**

Family Services of Western PA Toll Free 888.222.4200