

# PRE-K COUNTS



# PARENT MANUAL 2018-2019

**Butler County Children's Center, Inc.**

139 Rieger Road

Butler, PA 16001

(724) 287-2761

The Mission of the Children's Center is to provide a variety of children's programs and quality services designed to meet the comprehensive needs of families.

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# **WELCOME TO BUTLER COUNTY CHILDREN'S CENTER, INC. PRE-K COUNTS PROGRAM**

Welcome to Butler County Children's Center, Inc. We are delighted to have you as one of our families and hope that your time with us is a positive experience for you and your child.

The Children's Center, a private non-profit United Way Agency and academic school, has been providing a variety of children's programs since 1973. The Center is governed by a voluntary Board of Directors composed of community members. The Center provides child care and is the grantee agency for Head Start and Early Head Start programs, The Pre-K Counts program and the Child Care Information Services Agency in Butler County.

Pre-K Counts is a full day, five days per week high quality early childhood education program that is regulated by the PA Office of Child Development and Early Learning. Highly qualified Teachers with specialized training in Early Childhood Development and Education provide a wide variety of educational experiences that are intentionally designed to foster the attitudes, skills and concepts young children need to make social and academic progress.

The mission of the Children's Center is to provide a variety of children's programs and quality services designed to meet the comprehensive needs of families.



## BUILDING RELATIONSHIPS

The Pre-K Counts program is committed to developing positive, supportive relationships with each child and family. The process begins with the home visit, when the teacher completes paperwork for enrollment in the program and “gets to know the child” in the context of the family and the home. This is the beginning of the relationship building process and it signifies the important role that the family plays in the early childhood education process.

Once the enrollment process is complete, and the date of entry into the program is determined, the parent comes to the classroom with the child on the first day of school. The parent’s presence in the classroom, on the child’s first day, contributes to the child’s sense that the Pre-K Counts classroom is a safe place to grow and learn. Just as the teacher gets to know the child in the home setting, the parent gets to know the teachers and the classroom. The child develops trust and confidence when the relationship between the parent and the teacher is positive and comfortable.

Each week, the teacher will send home a simple newsletter describing activities, learning materials and events that will be used to teach the children in the week ahead. A monthly calendar and individual notes, phone calls and emails will add to frequent and regular parent communication. Parent conferences will be scheduled at least three times per year to share child progress and to get parent input into each child’s early education program.

Parents are encouraged to call the teacher with immediate concerns and to send notes and emails to share information about their child. Unless there is a true emergency, parent communication with the teacher is to be scheduled before or after class time and whenever possible, in advance. The teacher’s primary responsibility during class time is to supervise the children’s learning. Adult conversations at arrival, departure or when class is in session, interfere with the safe supervision of the children.



## LOCATIONS AND CONTACT INFORMATION

Administration Office  
139 Rieger Road  
Butler, PA 16001  
724-287-2761  
1-866-348-6674

Shenango Pre-K Counts  
Shenango Elementary School  
2501 Old Pittsburgh Road  
New Castle, PA 16101  
724-333-0783

Bon Aire Pre-K Counts  
Toni Wilson, Pre-K Program Manager  
Butler County Children's Center  
131 Homewood Drive  
Butler, PA 16001  
724-283-3053

Sugarcreek Pre-K Counts  
Sugarcreek Elementary School  
1290 State Route 268  
Cowansville, PA 16218  
724-545-2409

Dassa Pre-K Counts  
Dassa McKinney Elementary School  
391 Hooker Road  
West Sunbury, PA 16061  
724-637-0189

Connoquenessing Valley (CVE) Pre-K  
Connoquenessing Valley Elementary  
300 South Pittsburgh Street  
Zelienople, PA 16063  
724-452-8280 ext. 6015

## CALENDAR AND DELAYS/CANCELLATIONS

Each Pre-K Counts classroom will follow the school district's calendar. For weather related delays or cancellations, follow the school districts announcements on local radio, television or internet.



## **NON-DISCRIMINATION POLICY**

All admissions and services to the families and children of the Butler County Children's Center, Inc. Pre-K Counts Program shall be made without regard to race, color, religious creed, disability, ancestry, national origin, age or sex.

Program services shall be made accessible to eligible disabled persons through the most practical and economically feasible methods available. These methods include, but are not limited to, equipment redesign, the provision of aids, and use of alternative service delivery locations. Structural modifications shall be considered only as a last resort among available methods.

Any employee, family or individual who believes they have been discriminated against may file a complaint of discrimination internally with Butler County Children's Center, Inc. or any of the following:

**BUREAU OF CIVIL RIGHTS COMPLIANCE FIELD OFFICE**  
701 State Office Building  
300 Liberty Avenue  
Pittsburgh, PA 15222

**BUREAU OF CIVIL RIGHTS COMPLIANCE HEADQUARTERS**  
Room 412, Health and Welfare Building  
P.O. Box 2675  
Harrisburg, PA 17105

**PENNSYLVANIA HUMAN RELATIONS COMMISSION**  
101 South Second Street, Suite 300  
Harrisburg, PA 17105

**DEPARTMENT OF HEALTH AND HUMAN SERVICES**  
Offices for Civil Rights, Region III  
P.O. Box 13716  
Philadelphia, PA 19101



## **IMPORTANT PROGRAM POLICES AND PROCEDURES FOR THE SAFETY AND WELL-BEING OF CHILDREN AND FAMILIES**

It is the primary responsibility of the staff of Butler County Children's Center, Inc. to insure the safety of the children in care. In addition to safety procedures, polices regarding the well-being of your family are also in place. Please review these policies and procedures.

**Confidentiality** is an important part of our program. Staff will not share any information about you or your child with anyone outside the program without your written consent. This also means that we request that parents/guardians cannot share anything discussed within our program, and information about other children and families with anyone outside the program. These principles help to create an atmosphere of safety, trust and openness.

**Photographs:** Your child's teacher will be providing you with photos from time to time. You are welcome to take photos of your **own child at family events**. We kindly ask that if other children are nearby, that you inform the parents that you will be taking a photo. That way, the parent can decide to have their child be in the photo or not.

- Privacy is important and we do ask that you use your best judgment if placing your photos on the internet.
- Staff of Butler County Children's Center, Inc. will not be posting any photos on the internet.
- Please do not place any photos of non-family children or staff members on the internet.

Thank you for your cooperation.

**Protecting Children** is important to us. At Pre-K Counts, we strongly believe that children should grow up in a community where adults care about them and keep them safe. According to Pennsylvania State law, all Pre-K Counts staff have a legal responsibility to report suspected child abuse and neglect.

Raising children can be both fun and frustrating at times. If you find that you may need some parenting help, consider calling your Family Service Worker or Parent Educator. These agencies, can offer ideas, too:

- Children and Youth Agency: 724-284-5156 – Provides assistance to children and families in an abusive situation
- VOICe: 724-283-8700 – Provides domestic violence assistance
- Warmline: 1-800-641-4546 – A helpline for parents
- Center for Community Resources: 724-431-0095 or 1-800-292-3866 – Provides mental health services in the community

**Need HELP? Call 211**

### **Drug, Alcohol, Tobacco and Weapons Policy**

1. Smoking is not permitted in any of the Agency buildings, agency vehicles or at any Agency function.
2. At some locations, off site arrangements for smoking have been arranged. Be sure to ask a staff member for information.
3. Drugs and alcohol are not permitted in any building or at any activity or function.
4. Weapons, firearms and ammunition are prohibited at all Agency buildings and functions.

## **Policy for Releasing Children to Adults of Diminished Capacity**

If an employee determines that the adult responsible for picking up a child from the Butler County Children's Center, Inc. Pre-K Counts Program is showing behavior which indicates diminished capacity, (i.e. slurred speech, unsteady walk, confused thinking, impaired reflexes, erratic behavior, altered moods, or drowsiness) the staff member will contact another authorized adult on the release list. The impaired adult should be calmly encouraged to wait for the alternate release person and not drive.

If problems arise, the teaching staff may contact the office staff for support or request police assistance through 911. Under no circumstances will the staff endanger the other children in care.

### **Emergency Procedures**

If your child has a health emergency while at Pre-K Counts:

- If your child has an accident or health emergency, we will call you.
- If unable to reach you, we then call the designated contacts.
- If we are unable to reach parents, two employees will transport the child to the closest hospital.
- An accident report is completed and signed by staff and parents.

**If the condition is serious, 911 will be called.**

### **Release of Children Policy**

As the parent or guardian, we require you to complete a **Parental Consent Form** which you list other adults (16 years of age or older) whom you permit to receive or pick up your child. This form will also indicate which of these adults you permit to be contacted in case of illness or emergency.

Please remember:

1. **Children will only be released to adults who are listed on the Parental Consent form who are age 16 or older**
2. All adults need to **carry I.D. with them when picking up children at all times** (either a picture I.D. or two other forms of I.D. are needed). Even the regular pick up adult must carry ID as there could be a substitute staff member who does not know them.
3. When possible, parents should call to notify Teachers when sending an adult named on the Parental Consent form to pick up their child that has not previously picked the child up.
4. Parents may change the list of adults allowed to pick up their child at any time during the program year by contacting their child's teacher.

5. In an emergency, a child may be released to adults not on the release form in two ways:
  - A. A parent may contact the classroom by phone to permit the release of the child. The parent will be asked to give a brief description of this adult. Prior to release the adult must show I.D.
  - B. The parent may send a written note to the teacher authorizing the release of the child to the new adult. Prior to release the adult must show I.D.
6. We can release your child to an adult only if the above conditions are met. Otherwise, your child will not be released to that adult. Staff will call the parents or emergency contacts to come and pick the child up.

These procedures are in place for the safety of your child!



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## THE GOALS OF THE PRE-K COUNTS PROGRAM

The emphasis in all classroom activities is to guide each child's development in partnership with parents. To accomplish this, the classroom curriculum is based on current theory and research in the field of child development. The curriculum is designed to meet the needs of the whole child, stimulating the areas of intellectual development, social and emotional development, the development of self-help skills, language development and large and small muscle development. The daily routine is balanced to include both teacher-directed and child-directed activities. All classrooms include a large library of quality children's literature.

The agency's early childhood education curriculum is based on the learning objectives listed below and it fully integrates the Pre-K Early Learning Standards for Early Childhood\*.

\* The Pa Early Learning Standards can be viewed online at:

<http://www.education.pa.gov/Documents/Early%20Learning/Early%20Learning%20Standards/Early%20Learning%20Standards%20-%20Prekindergarten%202014.pdf>

## THE PRE-K COUNTS PARENT TO DO LIST

- Provide a small light weight back pack that you and the teacher can use to send things back and forth between home and school.
- Check your child's backpack each day for information from the teacher.
- Dress your child in casual, comfortable clothing keeping in mind that classroom activities can at times be a little messy (painting, playing outdoors etc.)
- Send a complete change of clothes to be left in the classroom in case of accidents. Include tops and bottoms as well as underwear and socks.

When your child has to change into an item of extra clothing, the clothing that has been soiled will be sent home to you in your child's backpack. Use this as a reminder to send in a replacement item to add to your child's extra clothes.

- Label your child's belongings with a permanent marker. Put your child's first and last name on coats, hats, sweaters boots, mittens etc.
- Each day, walk your child to the teacher and pick your child up from the teacher.

Specific procedures for drop off and pick up will be determined by each Pre-K Counts teacher and will be based on the safest and efficient system for each classroom's location.

- Each day that your child is absent or tardy, call the classroom to let the teacher know that your child will not be in or will be late, and arriving at a certain time.
- On the day your child returns to school after an absence, send in a written excuse that tells why the child was not in school.
- Keep the lines of communication with your child's teacher open. Your questions, comments and concerns are welcome and contribute to Pre-K Counts commitment to continuous quality improvement.

## PRE-K COUNTS ATTENDANCE POLICY

The Office of Child Development and Early Learning expect children enrolled in the Pre-K Counts program to attend on a regular basis. Parents should strive to have their child attend at least 85% of the classroom days available in the month. Children with unexcused absences of more than ten days or five consecutive unexcused absences could be dropped from the program.

To monitor attendance and offer assistance to families who are having difficulty maintaining their child's attendance level the following procedure has been established:

1. Parents are asked to notify their teacher when their child is going to be absent.
2. Parents are asked to send an excuse with the child when he/she returns. The excuse should indicate the date and reason for absence.
3. Legitimate excuses could include illness, medical appointments, death in the family, and family emergencies. You may ask you teacher for help writing an excuse if you are not sure how to complete one.
4. If a child is absent three days in a row and the teacher has not been notified of a reason, he/she will call the parent to determine the reason.
5. The teacher will remind the parent to send an excuse and that in the future a phone call to the classroom would be beneficial.
6. If by the 5<sup>th</sup> unexcused day the child's parent can not be reached the teacher will send a letter home requesting the child return to school. If there is no response by the parent the child will be dropped from the program and a final letter of termination of service will be sent home. Stopping service to our Pre-K Counts families is a last resort and we will attempt to assist all families who are working with us to correct the attendance difficulties.
7. Children with sporadic attendance are not benefiting from the Pre-K Counts program and the Teacher will attempt to determine the reason for their irregular attendance and offer assistance to help the family achieve regular attendance. When sporadic attendance continues despite our attempts to help the family, the child will be dropped from the program.

# THE PRESCHOOL CURRICULUM

Pre-K Counts requires each program to choose an Early Childhood Education Curriculum that guides the teaching and practices of its preschool classrooms. The Creative Curriculum for Preschool is the Early Childhood Curriculum our program uses to insure we are offering research based, high quality early learning experiences to each and every child.

The Creative Curriculum has 38 learning objectives that provide the road map our teachers use to plan our educational program. The objectives are organized into nine areas of development and learning. The first four major areas include:

- |                     |              |
|---------------------|--------------|
| 1. Social-Emotional | 3. Language  |
| 2. Physical         | 4. Cognitive |

The remaining five areas are content areas that are often described as outcomes for early learning standards. The content areas include:

- |                           |                   |
|---------------------------|-------------------|
| 5. Literacy               | 8. Social Studies |
| 6. Mathematics            | 9. The Arts       |
| 7. Science and Technology |                   |

The tenth area, English Language Acquisition, provides objectives specific to children who are learning to understand and use the English Language.

## **DISCIPLINE POLICY**

The Pre-K Counts program believes that young children learn appropriate behavior in a supportive environment where adults treat children with kindness and respect.

Our methods of discipline are designed to teach children appropriate behavior through the use of:

1. Clearly established limits
2. Positive redirection
3. Renewal time
4. The close physical support of an adult

The Pre-K Counts program prohibits the use of any form of physical punishment, humiliation or intimidation.

## **SCREENING AND ASSESSMENT**

The Pre-K Counts program will screen each child to determine the need for further, in-depth evaluation. Screening will be done within 45 days of a child's entry into the program and will include developmental, behavioral, and sensory (vision and hearing) screenings. Screenings are administered to determine if there is a need for a formal, in-depth evaluation that would be completed by a specialist.

Each child's level of development, and progress over time, are observed and documented so that strengths and needs are identified. The teacher develops individualized goals and objectives. Teachers will meet with parents at least three times each year to gain input and jointly plan the child's educational program.

## **CHILDREN WITH SPECIAL NEEDS**

The Pre-K Counts Classroom is an inclusive environment. This means all children, including children with disabilities, are welcomed into the classrooms. Reasonable accommodations are made to ensure that each child has the opportunity to participate in the full range of Pre-K Counts activities. The Pre-K Counts Teachers collaborate with the Midwestern Intermediate Unit IV Preschool Early Intervention Program to provide services to children with an IEP in the classroom.



## TRANSITIONING TO KINDERGARTEN

Kindergarten readiness and social competency are the primary goals of the Pre-K Counts Program. When a child is of kindergarten age, Pre-K Counts will provide parents with registration dates and times from the various school districts, along with other necessary information a parent will need when enrolling their child for school. Children will be given the opportunity to visit a kindergarten classroom while they are still in Pre-K Counts, so they may see first hand what a classroom looks like as well as what kindergarten children do while in school. Pre-K Counts children participate in classroom activities and interact with kindergarteners during the visit.

Additional information and materials will be sent home to parents regarding the transition to kindergarten experience. Training will also be provided for parents of kindergarten bound children to address any questions and discuss ways parents can advocate for their child upon entering the school system.

Lastly, children's Pre-K Counts educational records will be forwarded to the school district of residence, with parental consent in an effort to help schools plan for future programming.

## PARTIES AND HOLIDAYS

Holidays can be both magical and stressful for children and families. The Pre-K Counts classroom will celebrate holidays in cooperation with the public school setting and in consideration of the needs of the preschool age child. Each teacher will plan age appropriate activities, field trips and party menus that support children's learning and enjoyment.

Parent involvement in holiday celebrations is welcome. Sharing traditions, contributing to the treat menu and chaperoning field trips are a few ways parents can participate in holiday celebrations.

A Special Note: Not all young children enjoy costumes, masques or disguises. For this reason, the program does not permit children or adults to attend in costume.



## HEALTH REQUIREMENTS

Healthy children are better able to learn. The Pre-K Counts program requires parents to follow the PA-EPSDT schedule for well child checkups and immunizations. Dental exams two times per year are strongly encouraged.

If a child is unable to eat any of the food that is provided for medical or religious reasons, parents should notify the staff. Parents must present a written statement from their family doctor or clergyman in order for a child to be given a meal different than the planned menu.

## EMERGENCY MEDICAL TREATMENT

In case of an emergency, the child will be taken to the closest hospital by a person responsible for the child's welfare. Parents will be notified as soon as possible.

## GUIDELINES FOR ILL CHILDREN

**CHILDREN WILL BE EXCLUDED IF THE FOLLOWING SIGNS OF CONTAGIOUS DISEASE OR ILLNESS ARE PRESENT:**

- 1. FEVER:** Children with an auxiliary or ear temperature of 102 degrees F. will be excluded if the child can not participate in daily activities or the child is exhibiting other signs of illness listed below.  
\* For accuracy temperature should be taken a half hour after the child wakes up or eats.
- 2. UNUSUAL LETHARGY, IRRITABILITY, PERSISTENT CRYING, AND DIFFICULT BREATHING.**
- 3. UNCONTROLLED DIARRHEA:** defined as an increased number of stools compared with the child's normal pattern, with increased stool water that is not contained by the diaper or toilet use.
- 4. VOMITING:** two or more times in the previous 24 hours unless the vomiting is determined to be due to a non-communicable condition and the child is not in danger of dehydration.
- 5. MOUTH SORES:** with drooling
- 6. UNIDENTIFIABLE RASH**

**CHILDREN WILL ALSO BE EXCLUDED IF THEY CANNOT PARTICIPATE IN ALL DAILY ACTIVITIES AND EXHIBIT SIGNS OF ILLNESS.**

**If your child is excluded with; high fever, excessive vomiting, or uncontrollable diarrhea he/she must be symptom free in order to return. If you bring your child and symptoms re-occur your child will be excluded again and you will be contacted to pick up your child.**

**WHEN SIGNS OF A CONTAGIOUS DISEASE AND/OR ILLNESS ARE EVIDENT, THE FOLLOWING WILL TAKE PLACE:**

- 1. For the child's comfort and to prevent spread of infection, the teacher/site staff will call and ask the parent or the emergency contact person to take the child home.**
- 2. If signs of a contagious disease are evident, staff may request doctor's written clearance for child to return. If parent does not get clearance, the child can not return until all signs of suspected contagious illness are no longer present.**
- 3. If a child is diagnosed with a contagious disease a note will be sent to all other parents informing them that their child has been exposed to a specific disease and a listing of the symptoms that they should look for. (No children's names will be disclosed.)**
- 4. When parents see these symptoms, they must keep their children out of school until symptoms are no longer present. If diagnosed with a communicable disease, refer to following communicable list as to when children may return.**
- 5. Teachers can refuse a child's admittance if a child displays symptoms of the communicable disease or appears to be too sick to attend class.**

**CHILDREN MUST BE KEPT OUT OF PRE-K COUNTS WHEN DIAGNOSED WITH A COMMUNICABLE DISEASE FOR THE INDICATED PERIOD OF TIME:**

**DIPHTHERIA:** Two (2) weeks from the time the child is taking antibiotics, or until there are two (2) negative culture tests.

**MEASLES:** Four (4) days after the rash began.

**MUMPS:** Nine (9) days after the onset of swelling.

**PERTUSSIS (Whooping Cough):** Seven (7) days from the time the child begins taking antibiotics.

**RUBELLA:** Six (6) days from the time the rash begins.

**CHICKEN POX:** When all blisters have scabs (usually 6-10 days).

**RESPIRATORY STREPTOCOCCAL INFECTIONS:** (Scarlet Fever, Bronchitis, Strep Throat, etc.) After 24 hours of antibiotic treatment.

**PINK EYE (acute bacterial contagious conjunctivitis):** Forty-eight (48) hours from the start of eye drops prescribed by a doctor. May return in 24 hours if written permission is obtained from a doctor.

**RINGWORM:** Twenty-four (24) hours after beginning medication.

**IMPETIGO:** Twenty-four (24) hours after doctor prescribed treatment has begun.

**TONSILLITIS:** Twenty-four (24) hours from the time the child begins taking antibiotics.

**PINWORMS:** Twenty-four (24) hours after doctor prescribed treatment has begun.

**FIFTH DISEASE:** No exclusion unless the child is unable to participate in daily activities.

**HAND, FOOT, AND MOUTH:** Seven (7) to ten (10) days from the onset or until all of the blisters have dried and disappeared.

**ROSEOLA:** No treatment necessary – child may return after rash is gone.

**MONONUCLEOSIS:** Child will need a doctor's written permission to be re-admitted.

**INFECTIOUS DIARRHEA:** Until negative stool sample is obtained.

**LICE:** The following procedures must be followed:

- (1) Use prescription lice shampoo.
- (2) After shampooing remove all nits from hair. Child will not be re-admitted with nits.
- (3) Check other household members.
- (4) All combs and brushes need to be washed and soaked in hot water (at least 130 degrees Fahrenheit) for at least 10 minutes.
- (5) All other washable clothing, linen, pillows, etc. need to be washed in hot water and then put in hot dryer for 20 minutes.
- (6) Place all non-washable items in a tightly sealed bag for 14 days.
- (7) Vacuum all carpeting and furniture. There is also a spray that can be purchased at the drug store for furniture and carpeting (discard vacuum bag after each use).
- (8) The first day your child returns to class after being sent home with head lice he or she will not be able to ride the bus. You must transport the child to the classroom 10 minutes before starting time. The teaching staff will check the child's head and if lice or nits are found, you will be asked to take the child home and go through needed steps.

**WHOOPING COUGH (Pertussis):** After 5 days of appropriate antibiotic treatment.

**SCABIES:** Twenty-four (24) hours after treatment.

**TUBERCULOSIS (TB):** As soon as effective therapy has been started and adherence to medication is documented.

**GIARDIASIS:** Once diarrhea has stopped.

**HEMOPHILUS INFLUENZAE TYPE B (HIB):** Child must have written clearance from a health professional or local health department.

**HEPATITUS A:** One week after onset of illness and after immune globulin has been given to all contacts.

**MENINGITIS:** Must have written clearance from a health professional.

**METHICILLIN RESISTANT STAPHYLOCOCCUS AUREUS (MRSA):** Child must have written clearance from a health professional.

**RESPIRATORY SYNCYTIAL (RSV):** When all signs of illness are gone.

**ROTAVIRUS:** When all signs of illness are gone.

**SALMONELLA:** Must have written clearance from a health care professional.

**SHIGELLA:** After treatment complete and two stool cultures taken 24 hours apart are negative.

## **RE-ADMISSION AFTER HOSPITAL TREATMENT**

Any child who has been treated at the emergency room or admitted to the hospital for any treatment or surgical/dental procedure must have a written clearance from a physician to return to the Pre-K Counts program.

## **ADMINISTERING MEDICATION POLICY**

To administer non-prescription medication these things are required:

1. Parent and Doctor must complete “Authorization for Medication Form”.

a.) Physicians instructions must include:

- Child's name
- Dosage
- Date prescribed
- Doctor's name
- Name of medication
- Side effects (Optional)

b.) The medication must be in the original container and contain the following basic information:

- Dosage
- Side effects
- Storage requirement (ex.: refrigeration)
- Expiration date

c.) Parent permission, which contains child's name, name of medication and when to give medication.

To administer Prescription Medication and Prescription Maintenance Medication these things are required:

1. Parent and Doctor must complete form “Authorization for Medication Form” (If you do not have a form when you get to the doctor’s office have the doctor give written authorization on their letterhead or script pad).

a.) Physicians instructions which must include:

- Child's name
- Name of child’s doctor
- Dosage
- Date prescribed

- How often to give dosage
- Storage requirements
- Expiration date
- Name of medication
- Side effects

### **ALL MEDICATION MUST BE CURRENT**

***If your child is asthmatic and requires an inhaler or during an asthma attack, one must be kept on site at all times.***

**CHILDREN CANNOT BRING PRESCRIPTION OR NON-PRESCRIPTION MEDICATION INTO THE BUILDING. AN ADULT MUST GIVE THE MEDICATION TO CLASSROOM STAFF. THE PARENT MUST STAY UNTIL THE STAFF COUNTS THE MEDICATION (IF PILLS), AND THEN PARENT AND STAFF MUST INITIAL THE MEDICATION LOG TO CONFIRM THE AMOUNT.**

### **AUTHORIZATION FOR MEDICATION FORM**

FORMS MAY BE OBTAINED FROM CLASSROOM STAFF

Directions for completion of form:

1. Physicians Section – If parents or guardians do not have this form when they take their child to the physician they can have the physician write the required information on his/her stationary and staff may staple this to the form. If they don't get anything in writing from the physician, the parents can sign a release of information for the physician if there is not one already on file. Releases are filed in child's health file. Teaching staff at each site may ask the Health Aide to contact physicians office to retrieve information.
2. Parent Section – In some cases a parent may have to send permission on another piece of paper. As long as it contains the required information, staff can staple this to form.
3. Staff Checklist – the staff person who is in charge of the classroom should complete this section, (ex: Head Teacher, Group Supervisor).



## **NUTRITION PROGRAM**

The Pre-K Counts program participates in the Department of Education Federal Food Program. Breakfast and lunch prepared by the school districts food services, are provided. Parents may request a copy of the monthly menus.

1. Non-Discrimination Statement: “all meals are served to children under the Child Care Food Program are served at no separate charge regardless of race, color, sex, age, handicap, or national origin. There is no discrimination in admissions policy, meal service or the use of facilities”.
2. Complaint Procedures: “Any complaints of discrimination should be submitted in writing within 1890 days of the incident to the Secretary of Agriculture, Washington, DC 20050”. Civil Rights Complaint Forms are available in the office.

## **FOOD TREATS**

Parents are permitted to send snacks on the day of designated special occasions or on their child’s birthday. If parents wish to provide a treat, they should contact the child’s teacher in advance. The program requires that parents provide prepackaged store bought items only. Home-made treats will not be distributed in the Pre-K classrooms.



## COMMUNITY RESOURCES

Child Abuse:	State Childline Children & Youth Agency (Weekends and after 4:30 p.m. – Call 911)	1-800-932-0313 724-284-5156
Domestic Violence:	VOICe VOICe 24 Hour Hotline	724-283-8700 1-800-400-8551
Housing or Food Related:	Salvation Army: Catholic Charities:	724-287-5532 724-287-4011
Medical:	Butler Memorial Hospital: Ambulance: Poison Control Center (Pittsburgh):	724-283-6666 9-1-1 1-800-222-1222
Center for Community Resources: 0095		724-431-
Children and Youth Agency: 5156		724-284-
Child Care Services of Butler County 9431		724-285-
Resource and Referrals for Child Care: 1004		724-287-
Mental Health Crisis: 3866		1-800-292-

## PARENT EDUCATION

Parents whose children are enrolled in the Pre-K Counts program are invited to participate in Butler County Children's Center, Inc. Parent Trainings. The trainings which are offered locally on regular basis, address a wide variety of topics that are of interest to parents of preschool age children. Your child's teacher will send informational flyers home to you in your child's back pack. The flyers will include dates, times, locations and registration information.

