

PLEASE NOTE: Many aspects of our Policies & Procedures here have been updated to reflect current COVID-19 mitigation alterations, but many have not. Any Policies & Procedures present in our COVID-19 Health and Safety Plan found on our website will override any Policies and Procedures found in this manual until further notice.

Small Town Hope

POLICIES AND PROCEDURES

2214 Bigler Ave. Northern Cambria, PA 15714

2020

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INTRODUCTION

Small Town Hope has developed this document to provide information about all aspects of operation: Hope's Villa Children's Center of Small Town Hope (Childcare), Small Town Hope Pre-K Educational Program and Small Town Hope Tod-Pod Educational Program. This document is subject to updates as needed. You will be aware of any changes made and may request a copy or review our in-house copy at any time.

MISSION / INCLUSION POLICY

Within the eyes of every child lies the power of HOPE. Every child is special and has needs that are unique. At the end of the day, hope is all that some children have. At our center, we recognize the value of hope and believe it is within every person, big or small and it is our MISSION at Small Town Hope to actively meet the needs and support the inclusion of all children, families and staff of our center regardless of ability, need, background, culture, religion, gender or economic circumstances. We will work hard to support hope, nurture it, and encourage it to grow by promoting participation of children of all abilities in all learning and social activities of our center. It is our goal that Small Town Hope offers opportunity, warmth, encouragement, a sense of belonging, and support to all children and their families.

For more information, please request to see a copy of OCDEL's Announcement: Inclusion of All Children in Early Childhood Programs in Pennsylvania

LICENSING AND REGULATIONS

Small Town Hope, Inc. is licensed under a current Certificate of Compliance issued (and renewed annually) the Department of Human Services under 55 Pa. Code, Chapter 20 to operate a child care facility. The Hope's Villa Children's Center of Small Town Hope, Inc. and all programs and activities held at the facility during operating hours (including but not limited to: child care, educational programs, or summer enrichment activities) by the Department of Human Services 55 Pa. Code § 3270, Child Care Centers. This information can be found at www.pacodeandbulletin.gov under Code 55 Human Services, Chapter 3270 Child Day Care Centers. **A printed copy can be found at our center by request.**

HOURS OF OPERATION

The Hope's Villa Children's Center of Small Town Hope operates Monday through Friday from 6 am until 6pm. Since these exact times may vary daily dependent on current child schedules, please contact us as soon as possible if you need to drop off earlier or pick up later than your usual scheduled time. Small Town Hope's Educational Programs operate on the second floor of Hope's Villa Children's Center. Preschool operates Monday through Friday from 9:00am-12:00pm. Tod-Pod operates in two different sessions, Monday / Wednesday or Tuesday / Thursday from 9:00am until 12:00pm. If you need to coordinate childcare prior to or after our programs, please contact us to arrange care. Please note that our doors **remain locked at all times**. Please call our center upon arrival at 814-420-8362 and a staff member will greet you and your child(ren) at the bottom of our ramp.

ENROLLMENT PROCEDURES

Parents must complete an enrollment packet prior to their child attending any of Small Town Hope's Childcare or Educational programs. This packet is provided by Small Town Hope and contains all documents required to be on file for each child by the Pennsylvania Department of Human Services Regulations for Child Care Centers found in 55 Pa. Code § 3270.181-185. Not returning enrollment documents in advance of the initial attendance date could result in the delay of services. A deposit or full payment of the childcare fees or educational program tuition are required before the start date.

WITHDRAWAL

If a parent decides to withdraw their child from the childcare portion of our center, we request a notice of at least 30 days. All childcare dates billed to date request was made will still be owed to the center regardless of whether services were rendered for those days (we bill 2 weeks in advance).

If a parent decides to withdraw their child from any of our educational programs, they may do so at any time. However, they will not receive a refund of their preschool deposit or for any tuition paid to date. This includes if they have paid the entire school year in advance as we will not have the opportunity to fill that empty seat for the remainder of the program year.

SCHEDULES, RATES AND PAYMENTS

Schedules and Billing

Since our staffing schedules are done in advance of the current date (to ensure we are always properly staffed for the children scheduled), we bill two weeks in advance of your child's attendance date. Any changes to your child's schedule **MUST** be made at least **ONE WEEK** in advance to avoid being charged for days your child does not attend. Since you will have been billed in advance, any days canceled with adequate notice will be adjusted as a credit on your next bill. Excessive schedule changes may be evaluated at our discretion and may not be subject to credit.

2020 RATES

Hope's Villa Children's Center (Childcare):

Infant – 1 year: \$35/day (5+ hours)

1 year – 2 years: \$30/day (5+ hours)

2 years – 3 years: \$28/day (5+ hours)

3 years – Kindergarten: \$27/day (5+ hours)

School age: \$25/day (5+ hours)

Extended day cost (> 10 hours): \$5/hour each additional hour

Educational Programs

Pre-K Program Full Year Tuition: \$2,700.00

Tod Pod Program Full Year Tuition: \$1,080.00

Thanks to grant funding from various generous donors, we are able to offer some form of tuition assistance to lower the cost of each of our education programs for every family. Please refer to Step 4 on our Roadway to Enrollment for your financial obligation to your child's 2020-2021 tuition.

Payments

Childcare payments will be due on the Friday of the week you receive your bill. Any payments not made by their due date will incur a weekly late fee of 5% of your total bill until payment is made. Please note that we do offer one "sick-day" to be used per child/month for unexplained absences on a day your child was scheduled but did not attend. Since you will have already been billed in advance, any sick-days will automatically be applied as a credit to your next bill.

Please note that for our Pre-K and Tod Pod educational programs, tuition is program-based and does not reflect daily cost. Sick-days apply only to childcare at Hope's Villa Children's Center of Small Town Hope; tuition payments for Pre-K and Tod Pod never change depending on attendance or schedules once enrolled. Pre-K and Tod-Pod payments are due the first of the month (or the nearest class day).

CLOSINGS, DELAYS AND HOLIDAYS

Holidays

Families will be provided with a holiday schedule and made aware/reminded at least 2 weeks in advance of any holiday or unforeseen closing. If weather is too severe for our staff to arrive safely and we make the decision to close our center, we will notify through WJAC-TV. Delay and Cancellations for our Educational Programs will occur as follows.

School Delays *If Northern Cambria has a delay:*

... and your school-aged child was **NOT** already scheduled for AM care to catch the bus from Hope's Villa, you **MUST** contact Dinnelle Smith at 814-937-3235 – prior to dropping your child off. Texts are preferred over calls but if you need to call, please leave a message if your call is not answered

...and your child was scheduled to catch the bus at Hope's Villa and you have decided not to bring your child that morning, a text to Dinnelle or phone call to the Villa would be appreciated

... Pre-K and Tod Pod will be canceled

School Cancellations *If Northern Cambria cancels school:*

... and you need all day child care, you **MUST** contact Dinnelle Smith at 814-937-3235 – prior to dropping your child off. Texts are preferred over calls but if you need to call, please leave a message if your call is not answered

...and your child was scheduled for care and you do not need care for the day, a text to Dinnelle or phone call to the Villa would be appreciated

... Pre-K and Tod Pod will be canceled

ILLNESSES

In order to maintain the health, wellness and safety of all our children and staff members at Small Town Hope, sick children are asked to be kept at home to recoup and help us prevent the spread of germs and illness.

In accordance with Caring for our Children: Health and Safety Basics, 3.6.1.1 Inclusion/Exclusion/Dismissal of Children, staff at Small Town Hope will notify parents/guardians when children develop new signs or symptoms of illness. Parent/guardian will be notified immediately for emergency or urgent issues. Staff will notify parents/guardians of children who have symptoms that require exclusion. **Parents/guardians should remove children from the early care and education setting as soon as possible if any illness:**

- a) Prevents the child from participating comfortably in activities;
- b) Results in a need for care that is greater than the staff can provide without compromising the health and safety of other children;
- c) Poses a risk of spread of harmful diseases to others;
- d) Causes a fever and behavior change or other signs and symptoms (e.g., sore throat, rash, vomiting, and diarrhea).

Children must be kept home and be symptom free for 24 hours with any of the following symptoms:

- **Vomiting or Diarrhea** – Any child who vomits or has 2 or more loose stools will be sent home. Child must then be symptom free (unmedicated) for 24 hours before returning
- **Rash** – Any child presenting any type of rash besides common diaper rash will be sent home and will require a doctor's clearance stating that the rash is not contagious before returning to our center while symptoms are present.
- **Conjunctivitis** – Any child presenting irritation with discharge in their eye(s) will be sent home and will require a doctor's clearance before returning to our center while symptoms are present.

Children must be kept home and be symptom free (unmedicated) for 48 hours with any SINGLE sign of illness which could indicate COVID-19, including cough, flushed cheeks, rapid breathing or difficulty breathing, fatigue, sore throat or extreme fussiness.

During this time, if any additional symptoms above appear, your child will need to be seen by a physician or Certified Registered Nurse Practitioner (CRNP) to ensure their ability to return to care (55 Pa. Code § 3270.137. Children with symptoms of disease: *An operator who observes an enrolled child with symptoms of a communicable disease or infection that can be transmitted directly or indirectly and which may threaten the health of children in care shall exclude the child from attendance until the operator receives notification from a physician or a CRNP that the child is no longer considered a threat to the health of others.*)

Medication – If any medication needs to be administered by the staff of Small Town Hope, a Medication Log MUST be completed before any medication can be left at our center or administered. Any prescription medication must be current and prescribed to your child ONLY and will require a Medication Log and parental signature. Over the counter medication (including diaper cream) will also require a Medication Log and parental signature to be administered. Please send medicine cup/spoon/applicator with appropriate measuring guide for all medications.

In accordance with Caring for Our Children Basics, 3.6.3.1/3.6.3.2 Medication Administration and Storage, The administration of medicines at the facility are limited to:

- a) Prescription or non-prescription medication (over-the-counter) ordered by the prescribing health professional for a specific child with written permission of the parent/guardian. Prescription medication should be labeled with the child's name; date the prescription was filled; name and contact information of the prescribing health professional; expiration date; medical need; instructions for administration, storage, and disposal; and name and strength of the medication.
- b) Labeled medications (over-the-counter) brought to the early care and education facility by the parent/guardian in the original container. The label should include the child's name; dosage; relevant warnings as well as specific; and legible instructions for administration, storage; and disposal.

Payment/Charges during illness – Since we were staffed to care for your child regardless of their unexpected day(s) off, you will be charged for days your child scheduled but home sick. For information on monthly "sick day," please refer to Schedules, Billing and Payments.

ABSENCES

Hope's Villa Children's Center of Small Town Hope (Childcare)

Any absences from our childcare services will still be billed with the exception of one "sick-day" to be used per child, per month. A phone call or other communication is expected to let us know your child will not be attending that day.

Small Town Hope Tod-Pod and Pre-K Programs

Class work missed will be compiled and sent home the next school day the child attends. Children are not required to return the completed work to school, however, having the child do the work at home is very good for continuing class content and keeping them on track. If a child has excessive absences, Small Town Hope staff may contact the parents to check in and be sure that they are still committed to completing the program.

INJURIES

Minor injuries such as trips, paper cuts, and little bumps will be treated by Small Town Hope staff members. All staff members are First Aid and CPR Certified. First Aid boxes are present in the classroom. When a minor "boo-boo" occurs, your child will bring home a "Boo-Boo Paper" explaining what happened and how it was treated.

It is important to understand that young children often struggle with how to deal with frustrating situations and sometimes resort to hitting, pushing or biting. This behavior will always be discouraged and addressed immediately and will also be discussed with parents.

EMERGENCY PLAN

Our Emergency Plan provides for response to all types of emergencies. Depending on the circumstance of the emergency, we will use one of the following protective actions:

Immediate Evacuation Children are evacuated to a safe area on the grounds of the facility in the event of a fire, etc. In case of inclement weather, we may then proceed indoors to our Emergency Relocation facility (Ken's BiLo - Bett's Ave).

In-Place Sheltering Sudden occurrences, weather or hazardous materials related, may dictate that taking cover inside the building is the best immediate response.

Evacuation Total evacuation of the facility may become necessary if there is a danger in the area. In this case, children will be taken to a relocation facility. Our Emergency Relocation facility is Ken's BiLo, located at 2423 Betts Ave, Northern Cambria, PA 15714. If it ever becomes necessary to relocate, a sign will be posted on the door stating that we've relocated to BiLo.

Modified Operation May include cancellation/postponement or rescheduling of normal activities. These actions are normally taken in case of a winter storm or building problems (such as utility disruptions) that make it unsafe for children, but may be necessary in a variety of situations.

Important Notes

- Please check WJAC-TV for announcements relating any of the emergency actions listed above, including delays, closings, or cancellations of our childcare or educational services.
- We ask that you not call our main line during the emergency. This will keep the main telephone line free to make emergency calls and relay information.
- The facility director may provide an alternate phone number (i.e. cell phone number, etc.) to call in an emergency event.
- Only those listed on your Emergency Contact Form will be permitted to pick up your child

We realize that emergency circumstances may require changes to your plans, but we urge you to not attempt to make different arrangements if possible. This will enable a smoother execution of our emergency procedure, reduce confusion and allow our staff to focus on their assigned emergency duties.

In order to assure the safety of your children and our staff, we ask for your understanding and cooperation. Should you have additional questions regarding our emergency operating procedures, please don't hesitate to contact us.

DAILY ROUTINE:

Parent Drop-Off / Pick-Up + Sign-In/Out

Drop-off/Pick-Up and sign-in/out takes place outside on our ramp. We ask that you call our center at 814-420-8362 upon arrival so a staff member can greet you and/or your child(ren) outside the entrance to our center, at the bottom of the ramp with the sign-in sheet (pens will be disinfected between each use). **If your child or anyone in your family is sick or exhibiting any symptoms of illness such as fever, cough, flushed cheeks, rapid breathing or difficulty breathing, please keep your child home for the health and wellness of our staff and children.** For pick-up, please ensure you are pulled up to the Child Loading sign alongside the ramp. One child (or siblings) will be brought out at a time. If another parent is at the designated pick up spot at the end of the ramp, please pull behind them in line for pick-up. Once parked in the loading spot, please meet the staff member and your child(ren) at the end of the ramp. The staff member will have the sign-out sheet in hand for you to sign your child(ren) out.

Arrival + Admittance Into Our Center

All staff and children will be screened upon arrival. This will include having their temperature taken in addition to a visual inspection for signs of illness which could include fever, cough, flushed cheeks, rapid or difficulty breathing, fatigue, sore throat or extreme fussiness. Staff or children with a temperature over 100.0° or above or other signs of illness will not be admitted to the facility. All staff and children will wash their hands immediately before entering the care portion of our center. According to CDC Guidelines, all adults and children over 2 years *must* wear a cloth face covering or mask that covers nose and mouth. While we know this will be a challenging task, we do request that all children over 2 years of age have a mask to be left at our center so we can do our best to adhere to this guideline.

Items from Home

No items may be brought in from home except for your child's outerwear and shoes. If your child does not already have a blanket at our center, you may send one to be left at the center. Blankets (extra clothes, and masks) will be laundered at our center until further notice. **Backpacks, toys or bags of any kind will not be permitted.** Tablets may be sent if labeled with your child's name and given to a staff member upon arrival to be disinfected. It is recommended to leave a tablet at our center when possible. If there is anything that your child may need daily (such as a special cup, diapers/wipes, an extra outfit, etc.), please send extras labeled with your child's name to be kept at our center. Please see our seasonal handouts for items you will need to send in for your child as weather/seasons change.

Meals

Small Town Hope, Inc. provides meals based on CDC Guidance utilizing a dedicated staff member for meal preparation each day, ensuring meals are served individually rather than family-style, and with increased hand-washing before and after meals by all staff and children. Although we will continue to provide meals, packed meals are recommended (in disposable bags/containers rather than lunch boxes) to decrease sharing during mealtimes. Packed lunches will be refrigerated as needed.

Rest Time

All children in the childcare portion of our center participate in rest time daily following lunch. Rest time begins around 1:00pm and last until approximately 3:00pm. Children who nap will sleep at this time and older children are required to rest quietly during this period. We recommend sending a blanket/pillow/lovey for your child to help them relax and feel at home for our rest period. You may send a blanket/pillow/lovey to be left at our center. These items may not be taken home and returned until further notice. They will be washed here weekly and must be machine washable. Children from different households will be distanced by at least 6 feet (siblings by minimum mandated distance) during rest time so children will not need to wear masks during rest.

Toileting

Children wearing diapers are checked hourly and changed as needed. Please provide a supply of diapers/pull ups and a pack of wipes for us to keep on hand for your child. We aid in potty training stages and encourage you to communicate with us which toilet training procedures you are using at home so we can mirror those as much as possible at our center. Older children will have group bathroom breaks before and after snacks and meals and are permitted to use the restroom as needed throughout the day.

PARENT INVOLVEMENT AND COMMUNICATION

Volunteering

Our standard volunteering policy below is currently suspended while in operation during the COVID-19 pandemic. Limiting the number of people entering our center enhances our mitigation efforts. Anyone with questions or concerns is welcome to contact the center director or management at any time ☺

We welcome parent and family member involvement within our center at any time. Any parents or family member that wishes to participate or volunteer in any of our childcare or educational program settings on a regular (more than once) basis, must have all required clearances to have regular contact with the children in our center, including: FBI Criminal History Background Check (fingerprints), PA State Police Criminal Record Check, Pennsylvania Child Abuse History Clearance, National Sex Offender Registry Verification, and a valid health report with TB test results. We appreciate arrangements for visits/participation be made in advance with the director/teacher before the visit.

Pre-K Program Parent Participation Information

Parent-Child projects will be sent home occasionally to encourage parent participation in their child's preschool experience. Please take advantage of these fun opportunities to spend time together. Your child will be very proud to share what he/she made with you. Parents can look forward to monthly calendars sent home in their child's folder. These calendars highlight upcoming special days such as class parties, days off, fun themed days and they also communicate any special notes the teacher needs to share. Other important documents are posted on the bulletin board in the hallway and within the classroom near the sign-in area.

Parents are welcome to communicate via phone call, text, written note or email if they have any concerns or thoughts to share, but our preferred method of communication is our Class Dojo web application for which you will receive an invitation to join. Open communication is always encouraged and welcomed in Small Town Hope Preschool's program.

Parent Conferences

Parent Conferences for all services offered by Small Town Hope will be offered twice per year (in March and September) but may be requested at any time. At the end of the month prior to conferences, there will be a sign-up sheet available; please sign up as soon as possible so we can accommodate all schedules. These conferences will also be announced via the Class Dojo web application.

CHILD ASSESSMENTS

Ages & Stages Questionnaire

Within 45 days of enrollment in any aspect of our center, an evidence-based child development screening tool will be sent home to be completed by the parent(s) of each child (and also completed by the center). We currently use the Ages & Stages Questionnaire to provide accurate, reliable developmental and social-emotional screening results. While we complete these assessments in our classroom, we do request parents complete them at home to help provide the most accurate results and compare what our families are seeing at home vs. what our caregivers see in the classroom.

Results of these screening tools will be shared with parents after scoring to determine if any resources for follow-up, monitoring, or further assessment is needed to encourage your child's development and pinpoint any developmental delays as soon as possible.

IFSP OR IEP IN THE CLASSROOM

As stated in our Mission / Inclusion Statement, Small Town Hope supports children of all abilities being enrolled alongside peers in the same classrooms, including any child with an IFSP or IEP. An IFSP or IEP is protected health information and is not required to be shared with Small Town Hope, however, to fully support care for the child, we suggest that the IFSP or IEP paperwork be shared with the program in order to help develop lesson plans that support that child's individual development.

Small Town Hope currently works hand-in-hand with the Appalachia Intermediate Unit 8 and other developmental programs to provide a place where services may be offered to any child of our center (i.e. speech therapy, therapeutic staff support, or behavioral health consultations).

TRANSITION BETWEEN SERVICES

Hope's Villa Children's Center of Small Town Hope (Childcare)

When your child is at a transitional age to move to another group/classroom within our facility or becomes eligible to participate in one of our educational programs, you will receive a letter outlining options available (or if just transitioning within a different classroom, any changes in your child's daily schedule).

At this time you will have the option to visit with us and ask any questions regarding any changes your child may experience. Specific transitional changes within Small Town Hope are as follows:

Small Town Hope Tod Pod Educational Program

Older Toddler – Preschool Child: Once your child turns 3, they will become eligible to participate in our Tod-Pod ("Pre - Preschool") Educational Program. At this time, you will receive information on the program and have the option to enroll your child in the following school year and be provided with information on policies and tuition (paid separately from our childcare services). All families enrolled in our childcare center receive first available spots in our Tod-Pod program before any spots are open to the public.

Depending on your child's level of interest and dependent upon available spots, your child may be placed in the program mid-school year. Availability of this option will be discussed with you during your child's transition and any pre-requisites for the program (i.e. toileting status) will be reviewed.

Small Town Hope Pre-K Educational Program

Preschool Child age 3 – age 4: Once your child becomes eligible to participate in our Pre-K program, you will receive information regarding the program, its policies, and tuition (paid separately than our childcare services) and receive first available spot to enroll your child in the following school year if desired. **Since all of our spots fill up quickly for the school year, please keep a look out for a handout in late winter/early spring of the previous school year for a form requesting your interest level for enrolling your child in one of our programs the following academic year; we do not offer the option to enroll mid-school year for our Pre-K Program.**

Small Town Hope School Age Childcare Services

Preschool age 4 – Young School age (Kindergartener): At the beginning of the school year, the teacher will assess each student's knowledge of basic content such as colors, numbers, letters, etc. and record her findings. The teacher will assess students at least two additional times and share the results with the child's parents so that they may see their child's progress (class work and projects are not graded).

Students who complete the entire school year will receive a certificate of completion and be honored in a graduation ceremony. If after completing the end-of-year assessment (and the child is 5 years old and eligible to enter Kindergarten the following school year) the teacher feels he/she is NOT ready academically, the teacher will request a meeting with to discuss options and thoughts on transition.

Once your child completes our Pre-K program and has completed the end-of-year assessment proving readiness to transition to Kindergarten, we will provide information to you regarding how to arrange for before/after school ("Wrap Around Care") within Small Town Hope and how we can continue to meet your childcare needs.

Young School age – Self Care: One of our goals at Small Town Hope is to help transition each child during major milestones in their childhood – even when that means transitioning out of the need for our childcare services. One of the activities we strive to work on during allotted time with our after school kids is to complete activities and worksheets from Kids in Control: A Kid's Guide to Being Responsible. Our goal is that by the time your child has outgrown the need for after-school (or daily summer) care (typically around 3rd – 4th grade), they have gained sufficient knowledge through our services to be confident to care for themselves safely and responsibly.

DISCIPLINE / SUSPENSION / EXPULSION POLICY

Hope's Villa Children's Center of Small Town Hope (Childcare)

The staff at Hope's Villa Children's Center of Small Town Hope strive to use positive reinforcement as a primary source of discipline (sticker charts, rewards, prizes, etc.), though we recognize that children often struggle with frustrating emotions as the use of a "Time Out" to recollect thoughts and emotions is also employed as needed when excessive disruptive behavior is being demonstrated.

PRE-K Program

Small Town Hope Preschool staff members strive to use positive reinforcement when disciplining. Examples of this are sticker charts, prize box, and bonus fun activities for good behavior. Parents should understand that this is their child's first school experience and it is very likely that their child will have an adjustment period as he/she learns the behavior expected of him/her at school.

A periodic behavior report will be sent home in each child's folder to notify parents of their child's behavior. Special notes may be made by staff members to help parents better understand the report. In the case that many consecutive behavior reports show that the child is struggling to follow rules, the teacher may contact the parent to discuss the matter. Small Town Hope staff members desire to work as a team with parents to help every child succeed.

The teacher may take away privileges such as playtime if a child's behavior is exceptionally negative for the day. Each day is seen as a clean slate and a chance to try again. Please see above for information on chronic disruptive behaviors.

Children displaying chronic disruptive behavior which is upsetting to the physical or emotional wellbeing of another child or staff member may require the following actions:

- Parents of the child will be called in for a conference. We will discuss the issues and identify some possible solutions. A plan of action will be developed and agreed upon by the parents, staff, and if applicable, a health/behavioral specialist.
- If the plan of action is not working, the parents will be called in for another meeting. We will discuss what is not working and develop another action plan.
- If no progress has been made towards solving the problematic behavior, before the child would be suspended or expelled from care, Small Town Hope will seek collaboration among early childhood and other social service programs serving families with young children including EI, Early Childhood Mental Health Consultation (ECMHC), Behavioral Health, Pennsylvania Positive Behavior Support (PAPBS) Network, and other services.

It is a belief of Small Town Hope to support OCDEL's ideology that suspension and expulsion does nothing to teach appropriate behavior and denies children the opportunity to access the benefits of an early childhood program, so before any child in our program would be suspended or expelled, we will contact OCDEL at 1-800-360-7282 to report any child at high-risk for suspension or expulsion to receive individualized support.

For more information, please request to see a copy of OCDEL's Announcement: Reduction of Expulsion and Suspension in Early Childhood Programs in Pennsylvania

RECOGNIZING AND REPORTING SUSPECTED CHILD ABUSE

In accordance with Caring for our Children Health and Safety Basics: 3.4.4.1 Recognizing and Reporting Suspected Child Abuse, Neglect, and Exploitation, because all caregivers/teachers/administrators of Small Town Hope are mandated reporters of child abuse and neglect, in any instance where there is reasonable cause to believe that child abuse or neglect has occurred, the individual who suspects child abuse or neglect will report directly to the child abuse reporting hotline, child protective services, or the police, as required by state and local laws.

**Since we are currently operating during a national health pandemic, any policies and procedures designed to mitigate the spread of COVID-19 and maintain the health and safety of our center can be found in our:
COVID-19 HEALTH AND SAFETY PLAN**