



**DICKINSON COLLEGE  
CHILDREN'S CENTER**

**SUMMER SCHOOL AGE PROGRAM  
FAMILY HANDBOOK 2020**

**DRAGONS I  
P.O Box 1773  
CARLISLE, PA  
(717) 245-1088**

**DRAGONS II  
1250 RITNER HIGHWAY  
CARLISLE, PA  
(717) 241-4326**

## **DICKINSON COLLEGE SUMMER SCHOOL-AGE PROGRAM**

The Dickinson College Summer School-Age Program (SSAP) is a non-profit camp program which provides campus child care for faculty and staff members, students of the College and community members. The Dickinson College Summer School-Age Program is owned by the College and managed by the Children's Center.

## **DICKINSON COLLEGE SUMMER SCHOOL-AGE PROGRAM PHILOSOPHY**

Dickinson College SSAP is dedicated to the belief that each child deserves to be provided an opportunity to learn within a safe and nurturing environment. Each child has the right to be accepted and respected for his or her own uniqueness and individuality.

The Program is committed to encouraging the child's individual growth, developing each child's social skills and self-esteem, and encouraging collaboration with others on projects of benefit to all.

We affirm our commitment to accept, respect, and indeed celebrate the individual cultural backgrounds and learning styles of every child. The Summer Program curriculum will enable all children to develop their physical, emotional, cognitive and social skills to the fullest potential.

Dickinson College Summer School-Age Program will provide opportunities for children to share positive experiences, to appreciate each other's contributions to the group, and to learn about a variety of cultural heritages.

Each child will be enriched by the involvement of teachers, administrators, families and community in the advancement of our philosophy.

Adopted June 20, 1989

Adapted November 2014

## **MISSION STATEMENT**

The mission of the Dickinson College Summer School-Age Program is to provide high quality child care for the employees of Dickinson College and the surrounding community so that families are able to fulfill professional and personal commitments secure in the knowledge that their child is cared for in a safe nurturing environment.

## **ADMISSION PRIORITIES**

As space becomes available, applications will be considered and spots will be assigned in the order of preference of the groups as listed below within predetermined age groups. Within each age group, applications will be considered by the date they are received.

1. DCCC employee's child
2. Dickinson College employee or student's child with sibling currently enrolled at DCCC
3. Dickinson College employee or student's child
4. Child with sibling currently enrolled at DCCC
5. Child whose parent is a Dickinson College alumnus/alumna
6. Dickinson College employee's grandchild
7. Community member who receives tuition assistance from CCIS (Child Care Information Services)
8. Child was previously enrolled in DCCC
9. Community member's child

## **HOURS OF OPERATION**

The SSAP is open 7:15 AM – 5:30 PM Monday through Friday. Late pick-up fees go into effect at 5:30.

The SSAP is **closed** on the following dates:

**July 3, 2020** – Independence Day Observed

**August 14, 2020** – Staff Training Day

## **SUMMER SCHOOL-AGE PROGRAM LOCATION AND CONTACT INFORMATION**

Dragons I Program

Dickinson College Children's Center

P.O. Box 1773

Carlisle, PA 17013

717-245-1088

Dragons II Program

1250 Ritner Highway

Carlisle, PA 17013

717 241 4326

## **NON-DISCRIMINATION POLICY**

Admissions and the provision of services shall be made without regard to race, color, religious creed, disability, ancestry, national origin, age, sex or sexual orientation.

Reasonable accommodation for access to services will be provided to eligible children with documented disabilities. These accommodations include, but are not limited to, equipment redesign, the provision of aides, and the use of alternative service delivery locations. Structural modifications to the facility may not be available and you should consider this factor when making a decision on whether to seek admission to the DCCC for your child. Children with Limited English Proficiency (LEP) will be provided competent, free language assistance. As need and availability permit, Dickinson College Children's Center selects Dickinson College students that speak the child's language and includes these students as aides or volunteers in the child's classroom.

In addition, aides or volunteers may be selected from Carlisle High School and community organizations such as United Way.

This policy includes families with LEP.

Any parent (and/or guardian) who believes that their child may have been discriminated against, may file a complaint of discrimination with:

Dickinson College  
P.O. Box 1773  
Carlisle, PA 17013

Department of Human Services  
Bureau of Equal Opportunity  
Room 223, Health & Welfare Building  
P.O. Box 2675  
Harrisburg, PA 17105

Pennsylvania Human Relations Commission  
Harrisburg Regional Office  
Riverfront Office Center  
1101 South Front St., 5<sup>th</sup> Floor  
Harrisburg, PA 17104

Office for Civil Rights  
Suite 372, Public Ledger Bldg.  
150 S. Independence Mall West  
Philadelphia, PA 19106-9111

## **THE SSAP**

- **Enrollment**

We will offer a 9 week program for summer 2020. Agreements, Emergency Consent Forms and Food Program Enrollment Forms must be signed upon enrollment in the Program. Families are encouraged to provide frequent updates to such forms, if changes in personal circumstances warrant such modifications.

Upon enrollment in the SSAP you will receive a letter confirming your weeks and a request for the payment of a 2 week holding fee in order to hold your child's place in the program. This fee will be applied to your child's first 2 weeks of camp tuition.

A SSAP welcome packet will be distributed to your family in early spring. This packet will include information about the camp, field trips, and forms that must be completed prior to the start of camp.

- **Building Security**

All primary caregivers will be given a numerical code to gain access to the building. Please do not share the code with visitors or designated release people.

- **Emergency Closure**

To make families aware of a SSAP closure due to weather or other emergency please tune into WHTM channel 27. We will also use the parent e-mail directory or phone directory to make you aware of conditions.

- **Disclosure of Information**

Prior to enrollment, we request that Families make full disclosure of any medical/special needs (including asthma or allergies) that their child may have. At this time, we ask for that families who require assistance, such as the use of translators, sign-language proficient staff members, assistance with building accessibility, etc. make us aware of such a situation. The primary language spoken is English. If a family or child's primary language is one other than English, a student volunteer/translator from the college and newsletters in a language that is understood by families can be provided. Other accommodations will be considered on a case-by-case basis.

We ask that Individualized Education Plans (IEP) for children be submitted to the office. The Director will then share necessary information with those who are in direct care relationships with the child. A release of information and communication about other specialists visiting must be signed. Specialists visiting the Facility will be required to: sign in at the office and maintain confidentiality about the child/children with whom they are working.

- **Child Health Report**

Within 30 days of enrollment, a physician's report must be signed by the physician and submitted to the Director. Health forms can be found on our website and should be submitted on an annual basis.

Please complete our health form and have the doctor sign the bottom of the form. The purpose of the health form is to document both well check-ups and immunizations. Please make sure that the date of the child's most recent exam is on the health form.

- **Family Code of Conduct**

Parents and guardians of enrolled children and any other adults who are engaged with the Program or the children we serve shall at all times behave in a courteous and respectful manner in their exchanges with Program staff, other parents/guardians, children, and visitors to the Program. The use of vulgar, profane or other inappropriate language on Program property is not permitted. Such language is considered offensive and will not be tolerated. Acts or threats of physical harm are strictly forbidden.

Any conduct by an individual other than an enrolled child's parent or guardian that violates this policy will result in that person being banned from the Program. Conduct by a parent or guardian that violates this policy will result in prompt action by the Program and may include the immediate and permanent termination of the child(ren)'s enrollment.

- **Withdrawing from the Program**

A 2 week notice is required if a child will be withdrawn completely from the Program (this does NOT refer to schedule changes – those are finalized in March). The child's records will be transferred at the request of the parent (signature required).

- **Dismissal from the Program**

Families will be refunded any unused tuition within two weeks of dismissal from the Program. A check will be mailed to the address indicated in the child's file. Any balances must be paid within two weeks of the dismissal.

The Director of the SSAP or designee will assist the parent in gathering their child's belongings at the time of dismissal and families are required to leave Program property in a calm, respectful manner immediately. Assistance from local authorities will be requested should any parent become disruptive and/or uncooperative while in the building or while interacting with Program employees.

A dismissed child and his/her family are required to call and request an appointment with the Director of the SSAP if they wish to return to the Facility to retrieve belongings/files, etc. following dismissal. Appointments are made at the discretion of the Facility director and are not a right of the dismissed child or parent.

Local authorities will be contacted if any parent or child harasses, threatens or causes harm to anyone affiliated with the facility by calling, writing, or other means.

## **FINANCIAL POLICIES AND PROCEDURES**

- **Tuition**

Families will be charged tuition on a weekly basis. Tuition for the current week is due by Friday of that week. An additional \$10 is charged if tuition is not paid when due. Failure to pay tuition may result in termination of a child's enrollment.

- Once the deadline to submit the enrollment forms has passed, the family is responsible for the weekly fee regardless of attendance.

- **Other Fees:**

Returned checks – There will be a \$30 fee for returned checks. Three or more returned checks in one fiscal year will require a family to pay tuition in cash for the remainder of the child's enrollment at the Summer School-Age Program.

- **Tuition Assistance**

Tuition assistance is provided for persons eligible based on total family income, family size, and major financial responsibilities. Information is obtained from the Director. Assistance through ELRC (Early Learning Resource Center) is the first step in obtaining any scholarship funds from DCCC, call 1-800-864-4925 or 717 210 3334 for information on these services.

- **Late Pick-Up Fee**

In consideration of our staff, the Summer School-Age Program closes promptly at 5:30 each evening. Families should arrive at the SSAP with enough time to pick up their child and gather their child's belongings and exit the building by 5:30. Families will be charged one dollar for every minute that they or their child remain in the building after 5:30.

Families/guardians who are late to pick-up in excess of 3 times within a month will have their late fee increased to \$5 per minute for the remainder of the summer. This will be documented in the office.

## **PARENT PICK-UP**

If the child will be released to someone other than a primary caregiver(s), please notify the office by phone call (verbal permission) or by submitting a written note prior to the time of pick-up. Families who wish to have their child released to an older sibling must have a note on file with the office, the sibling must be 18 years of age or older and show valid identification upon arrival at the facility (driver's license). Please remember that the office must have communication from the primary caregiver prior to the child being released. Simply having their name listed on the Emergency Consent form is not sufficient. This person will be required to show identification upon arrival at the facility. For the process that will be followed for releasing children in case of emergency, your attention is directed to the Families' Emergency Operation Plan letter which is included in our Enrollment Packet.

In an effort to keep our children safe, if a designated pick up person arrives at the Summer School-Age Program to pick up a child and appears to be under the influence of drugs or alcohol, that person will be provided with an opportunity to make immediate arrangements to have an unimpaired person come to pick up the child. Should the person decline this option, or should the behavior be repeated, SSAP staff will immediately contact Public Safety who will in turn contact the local police department. Additionally, the SSAP staff reserves the right to contact the Carlisle Police Department, Child Protective Services and the other parent. Any other authorized person who attempts to pick up a child, and who appears to be under the influence of drugs or alcohol, will be denied access to the child. Under those circumstances, SSAP staff will notify the child's family or other authorized contact persons.

## **VISITORS TO THE SSAP**

No visitors will be permitted to the SSAP without prior notification and arrangements set up by the Director of the SSAP.

## **OTHER SSAP POLICIES INVOLVING DAILY ROUTINES**

- **Arrival/Departure**

The SSAP opens at 7:15 AM. Children should arrive at any time between 7:15 and 9:00 AM. We ask that if they are coming for the day to arrive by 9:00 a.m. If they are coming later than that they could hold up the group from their activity for the day.

While in the building, children must be supervised at all times. Families must sign sign-in/sign-out sheet upon arrival and departure from the building. Children will not be admitted to the facility after 12:30 PM unless the office was given prior notice due to a medical/dental appointment.

Families are asked to remove temporary belongings from the child's cubby each day. Wet towels must be taken home nightly. Light jackets or sweatshirts may remain in the cubby during the week and should be taken home each Friday.

- **Personal Belongings and Items Brought to the Program**

Any clothing, water bottles or other belongings brought to the facility MUST be labeled with the child's first and last name.

Toys may not be brought from home unless families have obtained special permission from the teacher. We particularly ask that families not allow their children to bring toy guns, war toys or toys of violence.

## **SUMMER SCHOOL-AGE PROGRAM CURRICULUM**

- When planning activities, the staff will encourage community awareness by utilizing the many resources found on the campus and in the extended community of Carlisle. Families are encouraged to be involved in the classroom activities by sharing theme-related ideas or specialized skills with the class.

Upon enrollment you will be asked to fill out a Developmental History Questionnaire. The information that you provide by filling out this form will be used for the Teachers to better care for

your child throughout the summer. The information will be used as a reference to help aid in planning their individual goals and activities related the curriculum.

Weekly themes, field trips and special guest visits will be part of the summer curriculum as well as cooking projects and activities related to Reading, Math, Science, Writing, History and Language. Other activities that will be available include: library books, sports activities and science experiments.

- **GUIDANCE PROCEDURES/ANTI-BULLYING PROGRAMS (Bucket-Filling)**

At the SSAP, guidance is regarded as a learning strategy and the procedures are based upon the overall philosophy of the DCCC. The belief is that all children should be treated with respect and that developmentally appropriate guidance strategies should be implemented. The focus will be on helping children learn inner control and resolve conflict among themselves. Classroom teachers use some of the following strategies to encourage the children to make positive behavior choices: positive reinforcement, redirection, and timers. The teachers will implement behavior management charts for the group and when needed on an individual basis. Our goal is to help model and move toward positive choices at all times. The SSAP will implement a positive recognition program. Ideas for this program vary from year to year depending on the interest level of the group of children.

The SSAP has an Anti-bullying program implemented daily within the curriculum. This program is the Bucket-Filling Program. The main focus of the program is preventing bullying behaviors in young children

- **Health Education**

Health Education will be a part of the curriculum for staff, families, and children. Weekly lessons will reflect various health education topics.

## **ASSESSMENT**

Assessment in the SSAP is ongoing and will be based on individual goals. The purpose of ongoing assessment is to document and assess children's skills, knowledge, behavior, and accomplishments across a wide variety of curriculum areas on multiple occasions in order to enhance teaching and learning.

After 45 days of attendance, an assessment will be completed and shared with the family. Also, a parent teacher conference will be offered if needed. Families will need to contact the Director if a conference is requested.

## **THE STAFF**

All SSAP staff members support the philosophy of the Program. Upon hire, they are required to submit a Pennsylvania Child Abuse History Clearance, PA State Police Criminal Record Check and FBI Fingerprinting. They also must have a bi-annual physical and once upon hire test for TB. Annually, all staff members complete 20 hours of training, Bloodborne Pathogens Training and follow hand-washing guidelines. **Please refer to our website for more detailed information regarding classroom teachers.**

In addition to the teaching staff members, Dickinson College students employed as staff, interns from other universities, and volunteers from the community are required to have clearances, a current health appraisal, TB test, 2 references and documentation of education and experience with young children.

## **HEALTH POLICIES**

The main protection of your child's health is for the SSAP to prevent ill children from attending the SSAP and thus infecting your own child with the illness. The staff members have been trained to recognize possible infectious disease symptoms, and families of children with these symptoms will be asked to keep their children at home and away from well children.

Please observe the following child care health policies:

1. **All illnesses** must be reported to SSAP staff so they are aware of the child's absence and/or infectious disease. Please notify the Director prior to returning to the Program after an injury, serious illness, or operation.

2. **The SSAP reserves the right to exclude a child from care if they are not able to participate in all of the daily activities, if additional staff are required to provide care for the child thus compromising the health and safety of other children, or if their illness poses a risk of spread of disease to others. (According to the guidelines provided by the American Academy of Pediatrics).**

3. If your child is sent home because they are suspected of having a contagious illness, such as those listed below, a note from your child's pediatrician or family doctor, containing an actual diagnosis, will be required before the child may return to DCCC:

- conjunctivitis, such as pink eye
- measles, roseola, rubella, fifth disease, chicken pox, whooping cough, mumps
- skin infections/rash, such as poison ivy
- head lice
- strep throat
- hand, foot and mouth disease

If your child is *diagnosed* with a bacterial infection, such as **pink eye** or **strep throat**, they will be excluded from the SSAP until they have been treated with antibiotics for 24 hours. This policy is intended to prevent the spread of infection to other children and staff. If your child is diagnosed with bacterial pink-eye **and** prescribed an antibiotic **and** you choose not to follow the recommended treatment, the child cannot return to the facility until the child is completely symptom free in the judgment of the SSAP Director. Depending on the severity, this may take a few days. An additional doctor's note may be required confirming that the child is not contagious before he or she is allowed to return to the facility.

If the diagnosis is a **contagious or non-contagious skin infection**, please remember that a doctor's note will be required with a diagnosis and a safe return date. For **any of the other conditions (lice, chicken pox, etc.)** please contact the SSAP staff as soon as possible for Program specific policies regarding that illness.

Children must be excluded from the Program for the following conditions, **and** for 24 hours after the symptom is no longer evident:

- fever 100 degrees
- vomiting
- diarrhea
- influenza

If any of the conditions listed above are present in a child while at the SSAP, the family will be contacted and asked to take the child home. If you are unable to pick up your child within an hour, please arrange for a friend or relative to come in your place. Repeated failure to adhere to these guidelines may result in the dismissal of your child from the Program.

4. Families will be notified when their children have been in contact with an infectious disease. More information on symptoms will be made available to you as needed.

## **MEDICATION POLICY**

**Medication may be administered to a child by trained staff ONLY when directions are written by the parent on the individual medication log within the child's classroom and when the following conditions are present.**

- a. Child's name must appear on the medication.
- b. Physician's directions for dosage must appear on the medication label on the original container.
- c. Any medication (prescription or over-the-counter) must be accompanied by a signed doctor's prescription, which identifies the medication and the dosage.



d. With the understanding that every attempt has been made to administer the medication at home, medication will be administered at 12 o'clock and 4 o'clock.

Any over the counter products to be administered orally will require a doctor's note.

Topical ointments such as Chapstick, sunscreen, hand lotion, vaseline, etc. should be labeled with the child's name and will be kept in a locked cabinet in the classroom and a permission form must be signed by the parent. We do not allow spray sunscreen.

### **EMERGENCY PROCEDURES**

If a child has a serious medical problem or emergency, the staff will first call 911, then Dickinson Department of Public Safety, the primary caregivers and then the DCCC Director. If primary caregivers are unavailable, those listed under Emergency Contacts on the Emergency Form will be contacted.

### **FOOD**

#### Snack

The SSAP is enrolled in the CACFP (Child and Adult Care Food Program) for morning and afternoon snack. If your child has a diagnosed food related allergy (doctor's note required), SSAP will provide an alternate snack.

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotope, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- (1) Mail: U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410;
- (2) Fax: (202) 690-7442; or
- (3) E-mail: [program.intake@usda.gov](mailto:program.intake@usda.gov).

This institution is an equal opportunity provider.

### Lunch

Lunch should be sent with each child in a clearly marked lunch bag which will be refrigerated. There are to be no heat-ups. All families are asked to send food with nutritional value (fruit, vegetables, proteins, dairy).

The SSAP will not send home lunch items that have been served but not eaten. The only food that may be returned to the family is food that does not require refrigeration, that came to the facility in a commercially-wrapped package, and that was never opened.

### Allergy Statement

**Due to the number of children at the SSAP with severe peanut and tree-nut allergies, foods containing such products are not allowed. The SSAP is a PEANUT and TREE NUT FREE environment. DO NOT SEND any peanut butter sandwiches, items cooked in peanut oil, or other items made with any tree nuts. Please read labels to assure that food products do not contain traces of peanuts or were not processed in a facility that contains products with traces of nuts.**

**\*\*SSAP will make every effort to be peanut and tree nut free however, because lunches are provided by individual families we cannot guarantee that children will not come into contact with some sort of nut.**

### **BIRTHDAY/HOLIDAY PARTY POLICY**

Families are welcome to send Please remember we are a “nut free” center. Please read the labels carefully. Please **do not** send napkins, plates, candy or party bags for any of the holidays or special class days.

Fruit (cups or whole fruit)	100% juice or fruit popsicles (Minute Maid or Outshine)
Muffins/bread	Yogurt
Cheese	Vegetables/dip
Crackers (graham, cheezits, goldfish, etc.)	Pudding or Jell-O
Bagels w/ cream cheese	Thin pretzels

Pizza lunch - please give 2 days **advance** notice to the classroom teacher and the office. Also check for special dietary needs within the classroom.

Please also consider visiting the class to do something special for your child's birthday such as playing a group game together or reading a special story. In order for the classroom teacher to plan appropriately, at least 2 days advance notice needs to be given to the teacher for this activity.

### **OUTDOOR PLAY**

Outdoor play enhances the health of children. SSAP, along with recommendations by Department of Human Services (DHS), Academy of Pediatrics, ECELS, and our Child Care Health Educator states that children should play outdoors daily. SSAP follows the PA Position Statement in regards to outdoor play. Our “weather permitting” policy is this: Children are expected to go outside when the forecast temperature/heat index is less than 90 degrees and the air quality alert is not purple. Air quality alert descriptions (information taken from a handout from the EPA and CDC – Air Quality & Outdoor Activity Guidance for Schools):

- Green and yellow – great day to be outside
- Orange – okay to be outside, for longer activities take it easier
- Red – Take it a little easy it doing outside activities
- Purple – Good day to play inside

It is understood that given these parameters there may be portions of the day that do not meet these conditions since forecasts are generally targeted to a point of time in the day.

School-aged children have opportunities for vigorous physical activity indoors and outdoors for 90-120 minutes each day. Teachers/caregivers make plans to include all of the children in some physical activity they individually enjoy.

### **CHILD PROTECTION**

The welfare of children is protected by the State Department of Human Services which mandates that child care providers and pediatricians must report any suspected incidents of child abuse. All staff members, substitutes, volunteers and student workers are considered to be mandated reporters. Inappropriate behavior, unusually dirty clothes, persistent uncleanness, or suspicious bruises, abrasions, burns, and other physical marks may be evidence of abuse or neglect and must be reported. The Office of Children and Youth will investigate such reports.

### **GOVERNANCE OF THE PROGRAM**

The SSAP is an integral service of Dickinson College and is part of the Financial and Administration department. The Director of the SSAP reports to the Dickinson College Children's Center Director. The DCCC Director reports to the Associate Vice President of Campus Operations. As such, the College makes all final policy determinations.

### **FAMILY INVOLVEMENT**

- **Program Evaluation (Family Survey)**

A yearly program evaluation will be completed by families and staff. Program strengths and areas for improvement will be shared and discussed through staff and parent meetings and followed up with an improvement plan. Families will be provided with an improvement plan and given an opportunity to be involved in the process. The results are shared at Advisory Meetings and Parent Meetings held in the fall.

- **Fundraising**

Fundraising efforts for special projects, program support or scholarships will be carried on throughout the year. All families are expected to support fund raising activities. By participating in Fundraising efforts you will interact with and meet other families in the Program while at the same time improving your child's experience at SSAP and supporting each other's common interests.

### **FAMILY/TEACHER COMMUNICATION**

Daily communication between teachers and families is an essential key to providing high quality care for your child. The SSAP has a process in place to assure that you get information about your child's day (e-mails, wipe off boards, etc.). We recommend that you speak to your child's teacher directly at drop-off and pick-up.

Weekly, the office will e-mail a lesson plan to you for your child's program. This will help you plan for your child's day and give a more detailed account of the day's activities. We do ask for family involvement and participation in many of our special events. The lesson plans, newsletter and calendar of events are also posted online.

As regulated by the Department of Human Services, bumps, bruises and other minor injuries not requiring medical attention, such as scrapes, splinters, etc will be reported to the families on an Incident Report. The parent and teacher will sign this form and one copy will be given to the parent, one logged in the Facility Incident Log and placed in the child's file, and one placed in the Facility Incident File.

Other modes of gathering information throughout the Program are: the Community Bulletin Board which contains referral numbers and resources throughout the community and the Family Information Board. Both of these Boards are located in the main lobby.

In an effort to help negotiate differences and difficulties (between teachers/children or teachers/families) in a peaceful and respectful manner, the Program has adopted the following guidelines:

1. If there is a concern or conflict, we ask that you first speak to the teacher. It may be necessary to set up an appointment so that you and the teacher may sit down and have a discussion.
2. The next step is talking to the SSAP Director who will help mediate the situation and develop a plan for improvement.
3. A follow-up meeting will be scheduled with those involved in the situation and the plan effectiveness will be assessed.
4. DCCC Director (oversees SSAP) can also be notified.

## **GUIDANCE PROCEDURES**

At our SSAP, guidance is regarded as a learning strategy and the procedures are based upon the philosophy of the Children's Center and Camp Program. The Center believes that all children should be treated with respect and that developmentally appropriate guidance strategies should be implemented. The focus will be on helping children learn inner control and resolve conflict among themselves. Classroom teachers may use some of the following strategies to encourage the children to make the right behavior choices: charts, stickers, positive reinforcement, redirection, and timers.

The Dickinson College Children's Center and Summer School-Age Program has implemented a **PBIS (Positive Behavior Intervention Support)** program to support children's healthy social-emotional development. Our Center-wide expectations for all classes are *Be Safe, Be Kind, Be Responsible*. The program will foster positive and encouraging interactions between all teachers, children and families.

A situation might arise which reveals a child's inability to function well in a group situation. Should a SSAP employee observe behavior that suggests that a child cannot cope with group childcare or may be engaging in behavior that endangers himself or herself, the other children, the teacher, or the property of the Center, the following procedure will be followed:

- The staff member will inform the DCCC Director who will then observe the child during a variety of activities in order to determine whether a plan for the child must be developed. As part of PBIS, if a behavior plan is necessary, see the steps outlined in the DCCC & SSAP Guidance Procedures.

Our hope is that we can work together to ensure both children and teachers have the support they need to build great relationships, and remain part of their early learning community.

I \_\_\_\_\_ ACKNOWLEDGE RECEIPT  
NAME

OF THE DICKINSON COLLEGE SUMMER SCHOOL AGE PROGRAM  
FAMILY HANDBOOK, OR TO ELECTRONIC ACCESS TO THE  
HANDBOOK AT:

[http://www.dickinson.edu/info/20075/children\\_s\\_center/1047/enrollment\\_informat  
ion.](http://www.dickinson.edu/info/20075/children_s_center/1047/enrollment_information)

I HAVE HAD THE OPPORTUNITY TO READ THE HANDBOOK, AND  
UNDERSTAND THAT I AM BOUND TO COMPLY WITH THE POLICIES  
AND PROCEDURES CONTAINED IN IT.

I FURTHER ACKNOWLEDGE THAT I HAVE HAD THE OPPORTUNITY TO  
ASK QUESTIONS ABOUT THE POLICIES AND PROCEDURES  
CONTAINED IN THE FAMILY HANDBOOK BEFORE SIGNING THIS  
ACKNOWLEDGEMENT.

\_\_\_\_\_  
PARENT SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
DIRECTOR SIGNATURE

\_\_\_\_\_  
DATE

**\*PLEASE RETURN TO THE OFFICE\***