Tender Years, Inc
CHILD DEVELOPMENT CENTER

PRE-K Classroom Information

KEYSTONE STARS

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Tender Years ACADEMY
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Susquehanna Style BEST OF 2021 SUSQUEHANNA VALLEY DAY CARE CENTER

Central Penn Parent FAMILY Favorite 2020 WINNER

TenderYearsPA.com

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Daily Schedule

The following is what a typical day in our classroom may look like…

6:30am – 8:45am: Arrival/Breakfast/Free Play
Children will be greeted as they arrive. Teachers and parents will converse about your child's night/weekend and help get them settled for the day. This can be done by getting them interested in a toy or activity while you put their bottles away and update their Tadpoles information.

8:45am – 9:00am: Clean Up/Bathroom

9:00am – 9:20am: Circle Time
The children come together onto the circle carpet. The class recites the Pledge of Allegiance, sing the morning song, and participate in active calendar activities.

9:20am – 9:30am: Bathroom

9:30am – 10:00am: Outside Time or Tiny Town
The children play on the playground using age appropriate equipment, tricycles, balls and a sand pit. Our Tiny Town indoor play area will be utilized in inclement weather.

10:00am – 10:15am: Bathroom/Hand Washing

10:15am – 10:30am: Story Time
Learning themes are presented to the students through story time, songs and fingerplays.

10:30am – 11:45am: Group Learning Activities/Small Group Time
The teacher explains and models the learning centers. Children participate in teacher prepared lessons. When not working at the tables, the children are allowed to choose a center.

11:45am – 12:00pm: Bathroom/Lunch Prep

12:00pm – 12:40pm: Lunch

12:30pm – 12:45pm: Bathroom

12:45pm – 2:15pm: Quiet Time
The children are on their cots with either a quiet activity or taking a nap.

2:15pm – 2:30pm: Clean Up/Bathroom/Snack Prep

2:30pm – 2:45pm: Snack

2:45pm – 3:00pm: Bathroom/Circle Time
The children who do not need to use the bathroom come together for a short story time, song or fingerplay.

3:00pm – 3:30pm: Outside Time or Tiny Town

3:30pm – 6:00pm: Free Choice/Departure
The children choose which center activity they would like to do while waiting to be picked up by a parent.

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Helping You Get Settled In

Arrival and Pick-Up

Tender Years, Inc. is using our secure parent communication app. This is a simple way to log your child in and out of school. You will simply sign your child in on the iPad in the lobby as soon as you enter the building. All primary parents and guardians will be given a way to check your child in our system for that day. Upon arrival, you are required to walk your child to their classroom. Please assist your child in washing your child's hand either prior or upon entering your child's classroom. At the end of the day you will follow the same procedure to sign your child out. Please refer to your welcome emails for more details.

Pickups by Relatives, etc.

If someone other than a parent is picking up your child, please let the teachers know in advance. We will always check the ID of the person picking up your child, as well as the emergency contact form, to be sure that you have given permission for your child to be released to that individual. If a situation arises where another party (who is not on the emergency contact form) needs to pick up your child, please see an office staff member to fill out a "Permission to Release Your Child" form.

Building Security

Tender Years, Inc's doors are locked and secured through Brivo Security System. Access is granted to primary pick ups only. In your welcome email you will receive information on how to download the Brivo Mobile Pass App. In an effort to maintain security at all times, please do not hold the door for others when entering and exiting the building.

Refrigerators

There are refrigerators in most classrooms. Those classrooms without a refrigerator have access to one. If your child has something that must be kept cold, please label this item and place it in the classroom refrigerator. Most refrigerators are not large enough to hold all students' lunch boxes, so please remove items from your child's lunch box before placing them in the refrigerator. If your child's classroom has a full size refrigerator please see that teacher for expectations. Lunch boxes can be left in your child's cubby or on a shelf designated by the teachers. Department of Human Resources regulations state that all perishable foods must be refrigerated. Please see your child's teacher if you have any questions.

Daily Contact and Communication

To communicate with parents, each classroom has an iPad with specialized management & communication software. Parents are required by DHS to clock in and out of the center daily. Communication software is checked frequently by teachers however any urgent matters please call your center directly.

The communication software is meant to be a two way communication system for parents and teachers, providing a convenient way to relay basic information and/or updates on a child. (Example: "John did not sleep well last night. Please let me know how his morning is going."). Please download the communication software parent app onto your smart phone and feel free to choose the settings that best suit your needs.

All children enrolled at Tender Years, Inc. will receive daily updates via our communication system. Daily Report Information will vary based on age group. At the end of the day, when your child is checked out, a complete daily sheet will be sent to your email address.

Additionally, please feel free to call the center at any time to check in on your child. If your child going to be absent, please let us know by marking your child absent or on vacation in the parent app. If your child is diagnosed with an illness, please let us know by marking your child ill in the parent app and sending us a note with any pertinent information. Per Department of Human Services we must post any illnesses that are in your child's classroom.

Open Door Policy

Tender Years has an open door policy, which means you may come in to visit your child at any point, unannounced. If you would like to come have lunch with your child, observe them in the classroom or just check in to say hello, you are more than welcome.

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Toys from Home

Tender Years provides all of the classroom toys, activities and art supplies that are needed throughout the day. Bringing toys from home is prohibited. However, your child may bring a quiet stuffed toy to lay with during nap/quiet time. This policy has been put in place to ensure that your child's personal items are not lost or broken. If your child's classroom participates in show and share please follow the expectations put in place by your child's teacher.

Snacks/Celebrations

Snack time will occur daily after your child's nap/rest period. Snack will be provided by Tender Years for child who are over the age of 12 months. You may bring in a special snack for your child's birthday! Reminder: Our Camp Hill center is NUT & ALLERGY CONSCIOUS, while our Hampden, Hershey and Mechanicsburg centers are NUT-FREE!

Items Needed

Nursery:

- 2 Crib-Size Sheets
- Sleep Sacks or Wearable Blankets (optional)
- Bibs (If your child is eating jar or finger food a vinyl/plastic bib may be left at the center.)
- Burp Cloths
- 2 Complete Change of Clothes (including socks)
- Pacifier and Pacifier Clip
- Diapers (Children are changed every 2 hours, or sooner if needed.)
- Wipes and a Reusable Wipe Container
- Diaper Cream
- Family Pictures (optional)
- Baby Food/Bottles (All bottles must be pre-made and have a lid on them. We cannot mix formula at the center.)

Toddlers:

- 1 Crib-Size Sheet
- Blanket for Nap Time Use Only (optional)
- Quiet Stuffed Animal for Nap Time Use Only (optional)
- 1 Vinyl/Plastic Bib (to be left at the center)
- 2 Complete Changes of Clothes (including socks) (more if potty-training)
- Pacifier and Pacifier Clip (optional)
- Diapers (Children are changed every 2 hours, or sooner if needed.)
- Wipes and a Reusable Wipe Container
- Diaper Cream (optional)
- Family Pictures (optional)
- Food/Bottles - if needed (All bottles must come in premade and have a lid on them. We cannot mix formula at the center. All food and drinks will be sent home daily.)
- Labeled Reusable Water Bottle (This may stay at the center overnight, but will sent be sent home at the end of every week, or sooner if you would like.)

Preschool and PreK / K-Readiness:

- 1 Crib-Size Sheet or Small Seeping Bag/Pillow
- Blanket for Nap Time Use Only (optional)
- Quiet Stuffed Animal for Nap Time Use Only (optional)
- 2 Complete Changes of Clothes (including socks)
- Accidents and spills do occur. Please note that preschoolers are expected to wear underpants. Every effort is made to teach independent toileting skills, but help is provided if necessary. You may send in wipes if needed.
- Lunch (To be brought in and sent home on a daily bases. Also, please see our lunch service option.)
- Labeled Reusable Water Bottle (This may stay at the center overnight, but will sent be sent home at the end of every week, or sooner if you would like.)

Kindergarten / Kindergarten Enrichment / Before & After School:

- 2 Complete Change of Clothes (including socks)
- Lunch (If your child is in our half day kindergarten enrichment program, they will eat lunch before leaving. Lunch is to be brought in and sent home on a daily bases. Also, please see our lunch service option.)
- Labeled Reusable Water Bottle (This may stay at the center overnight, but will sent be sent home at the end of every week, or sooner if you would like.)

Medication Policy

Diaper Cream, lip balms or Vaseline may be brought in. A permission slip must be filled out by the parents allowing us to apply any over-the-counter cream. All creams must be handed to the teacher so that the teacher can properly store them in a locked cabinet. No creams, lotions or lip balms are permitted in your child's cubbies, lunchboxes or back packs. Prescription medication can only be given if a doctor's note is present. All prescriptions must be approved by the director, and the proper medication log must be filled out and signed in the office in order for the medication to be given. All emergency prescription medications are kept in your child's classrooms.

Lunch Options

You may bring your child's lunch in daily or you may purchase a catered lunch. A catered lunch is an affordable, well-rounded meal option (price is determined by caterer). All lunch orders must be submitted monthly via the caterer's online ordering app, MealManage. Parents are notified every month through the app when the menu is available for ordering, and again prior to the order deadline.

Lesson Plans/Academic Activities

Lesson plans are created by each teacher individually. The lesson plans follow PA State standards and are designed to meet the needs of every child. Lesson plans follow a weekly theme. Lesson plans also reflect the seasons and holidays.

Outside Play

It is a Department of Human Services regulation that all children go outside at least 2 times per day, weather permitting. We will go outside for 30 minutes in the morning and 30 minutes in the afternoon. Outside play time consists of playing on the playground, taking walks, drawing with sidewalk chalk, riding bikes etc. When outdoors, sneakers and closed-toe shoes are encouraged. Sandals or Crocs are discouraged.

Outdoor play allows children to strengthen their motor skills and provides a change of atmosphere and fresh air. We feel temperatures between 25 and 90 degrees Fahrenheit ("feels like" temperature) are suitable for outdoor play. However, at the discretion of the center director, our outdoor play periods may be shortened or postponed at lower or higher temperatures, or when the air quality index reaches 100 or higher (as reported by www.airnow.gov). Please provide your child with appropriate seasonal clothing, and the proper shoes for outdoor play. During cold weather, we request that families send gloves, hats, and warm coats. If there is snow on the ground we recommend boots, snow suits, gloves or mittens and hats to participate in outdoor play. If a child cannot participate in the daily routine, they should not be in attendance that particular day.

Tender Years, Inc. Behavior Plan

At Tender Years, we believe that every child should be treated with respect and dignity. We have put a discipline policy in place to ensure consistency among all classrooms. We use techniques such as. . .

Calming Corner

In some situations removing a child from a group may be required. In this case, we calmly remove the child with as little disruption as possible, state the violated behavior, and place the child where visual supervision can be maintained. Children should never be placed or set in a corner, hallway or any other humiliating situations. If a child is removed from the group, it will be for a short period of time where they will be redirected to another play area or activity (puzzle, book, etc).

Negotiation Station

Negotiation Station is a great place for children to go when they are having a conflict with another child, teacher or themselves. Negotiation Station is a calm, peaceful area in the classroom (usually with a small table, pillows, books about emotions, pictures of different emotions, puppets, etc.) where children can talk about the problem and come up with a solution. Teachers are often involved in the Negotiation Station but encourage and teach children ways to solve problems on their own.

**According to the Pennsylvania Department of Human Services (DHS)…*

No child will be punished by corporal punishment or verbal abuse. Please keep in mind, this policy also applies to parents. Children may not be spanked or threatened to be spanked at the child care center. The following behaviors are prohibited (by ALL persons) in ALL child care settings:

- *Corporal punishment, including hitting, spanking, swatting, beating, shaking, pinching, and other measures intended to induce physical pain or fear;*
- *Threatened or actual withdrawal of food, rest or use of the bathroom;*
- *Abusive or profane language;*
- *Any form of public or private humiliation, including threats of physical punishment;*
- *Any form of emotional abuse, including shaming, rejecting, terrorizing or isolating a child.*

Behavioral Health Community Resources

General Information

- Cumberland/Perry Office of Mental Health & IDD: 717-240-6320
- Dauphin County Department of MH/ID: 717-780-7050

Behavioral Health System

PerformCare - All Counties
8040 Carlson Road, Harrisburg, PA 17112
717-671-6500 or 800-700-7370

If your child already has Medical Assistance and you would like to access mental/behavioral health care services directly, PerformCare manages and coordincates behavioral health services through contracted service providers. They will be able to help schedule an evaluation and make referrals to different agencies for services such as TSS, BSC, PCIT, Mobile Therapy, and Family Based Therapy.

Case Management

Case Management Units will conduct and intake interview, establish eligibility, and assess your child's needs. A case manager will be assigned in order to help plan and access services, navigate the behavioral/mental health system, and access community resources.

Cumberland County CMU (2 Locations)

- Behavioral Health Center at Holy Spirit
  503 N. 21st St.
  Camp Hill, PA 17011
  717-763-2219

- Case Management at NHS: The Stevens Center
  33 State Avenue
  Carlisle, PA 17013
  717-243-6033

Dauphin County CME (2 Locations)

- Harrisburg Area CMU
  1100 South Cameron St.
  Harrisburg, PA 17104
  717-232-8761

- Upper Dauphin Area CMU
  295 State Drive
  Elizabethtown, PA 17023
  717-362-1212 or 866-820-3521

Tender Years Breakfast

(Served Daily 7am-9am)

AGE	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
TODDLER (AGES 1-2)	¼ Cup Cereal (Cheerios/Life) ½ Cup Milk ¼ Cup Fruit	½ Slice of Whole Wheat Toast ½ Slice of Cheese ¼ Cup Fruit Milk or Water	1 Whole Waffle* / 2 French Toast Sticks ¼ Cup Applesauce ½ Cup Milk *(Young Toddlers start with ½ waffle and 1 French toast stick)* *Margarine/Syrup Optional	English Muffin* ¼ Cup Fruit Milk or Water *(Young Toddlers start with ½ English Muffin)* *Margarine/Syrup Optional	¼ Cup Cereal (Cheerios/Life) ½ Cup Milk ¼ Cup Fruit
PRESCHOOL / PREK (AGES 3-5)	1/3 Cup Cereal (Cheerios/Life) ¾ Cup Milk ½ Cup Fruit	½ Slice of Whole Wheat Toast 1 Slice of Cheese ½ Cup Fruit Milk or Water	1 Whole Waffle* / 3 French Toast Sticks ½ Cup Applesauce ½ Cup Milk *Margarine/Syrup Optional	English Muffin* ½ Cup Fruit Milk or Water *Margarine/Syrup Optional	1/3 Cup Cereal (Cheerios/Life) ¾ Cup Milk ½ Cup Fruit
KINDERGARTEN SCHOOL-AGE (AGES 6-12)	¾ Cup Cereal (Cheerios/Life) 1 Cup Milk ½ Cup Fruit	1 Slice of Whole Wheat Toast 1 Slice of Cheese ½ Cup Fruit Milk or Water	1 Whole Waffle* / 3 French Toast Sticks ½ Cup Applesauce 1 Cup Milk *Margarine/Syrup Optional	English Muffin* ½ Cup Fruit Milk or Water *Margarine/Syrup Optional	¾ Cup Cereal (Cheerios/Life) 1 Cup Milk ½ Cup Fruit

Fresh fruit may be substituted upon availability. Fruit = ½ Banana, ½ Cutie Orange, peaches, mixed fruit, or applesauce

Seconds will be served upon request

Tender Years, Inc. breakfast menu follows the USDA guidelines for the Child Care Food Program, Meal Patterns

CAMP HILL
203 House Avenue
Camp Hill, PA 17011
717-761-7113

HAMPDEN
4545 Marketplace Way
Enola, PA 17025
717-550-2399

HERSHEY
50 E. Chocolate Ave.
Hershey, PA 17033
717-533-1466

MECHANICSBURG
201 Bryant St.
Mechanicsburg, PA 17050
717-590-7050

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Tender Years Afternoon Snacks

AGE	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
TODDLER (AGES 1-2)	4 Vanilla Wafers ¼ Cup Fruit Milk or Water *(Young Toddlers start with ½ Breakfast Bar)*	¼ Cup Animal Crackers ¼ Cup Applesauce Milk or Water	1 Slice of Cheese & 4 Crackers ¼ Cup Fruit Milk or Water	½ of Sheet of Graham Cracker ¼ Cup Fruit Milk or Water	¼ Cup Goldfish Crackers ¼ Cup Fruit Milk or Water
PRESCHOOL - PREK (AGES 3-5)	6 Vanilla Wafers ½ Cup Fruit Milk or Water	1/3 Cup Animal Crackers 3 Baby Carrots & Ranch Dip OR ½ Cup Applesauce Milk or Water	1 Slice of Cheese & 5 Crackers ½ Cup Fruit Milk or Water	1 Sheet of Graham Crackers ½ Cup Fruit Milk or Water	1/3 Cup Goldfish Crackers ½ Cup Fruit Milk or Water
KINDERGARTEN SCHOOL AGE (AGES 6-12)	8 Vanilla Wafers ¾ Cup Fruit Milk or Water	½ Cup Animal Crackers 5 Baby Carrots & Ranch Dip OR ¾ Cup Applesauce Milk or Water	2 Slices of Cheese & 5 Crackers ¾ Cup Fruit Milk or Water	2 Sheets of Graham Crackers ¾ Cup Fruit Milk or Water	½ Cup Goldfish Crackers ¾ Cup Fruit Milk or Water

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Hershey, PA 17033
717-533-1466

MECHANICSBURG
201 Bryant St.
Mechanicsburg, PA 17050
717-590-7050