# DRAGONFLIES

## Classroom Information

Tender Years, Inc

CHILD DEVELOPMENT CENTER

# Dragonflies Daily Schedule

The Dragonflies classroom is an older toddler classroom and includes a structured, yet still flexible, daily routine. In this classroom, potty training may be introduced and may happen at more frequent intervals than those listed below, for example – every 30 minutes.

Below you will find an example of a daily schedule in our older toddler rooms.

**6:30am-9:00am:** Arrival/ Breakfast/ Free Play
Children will be greeted as they arrive. Caregivers and teachers may use this time to touch base with any necessary information as your child settles in for the day. Children will be served breakfast until 9:00am and will have the opportunity to free play with their peers.

**9:00am-9:15am:** Diapers/ Potty

**9:15am-9:45am:** Free Play/ Art/ Sensory Play
Children will have the opportunity to engage in free play, create art centered around the weekly curriculum theme, and/ or explore sensory play activities!

**10:00am-10:30am:** Outside/ Gross Motor
Children will play outside on the playground or go on a walk, weather permitting! We will go outside so long as the "real feel" temperature is above 25 degrees and below 90 degrees.

**10:30am-10:45am:** Diapers/ Potty

**10:45am-11:00am:** Circle Time
Circle time will be utilized to work on skills including learning the ABC's, counting, reading and telling stories, observing the daily weather, and so much more!

**11:00am-11:30am:** Lunch

**11:30am-12:00pm:** Clean Up/ Diapers/ Potty

**12:00pm-2:30pm:** Nap/ Quiet Time

**2:30pm-3:00pm:** Diapers/ Potty/ Clean Up

**3:00pm-3:15pm:** Snack

**3:15pm-3:45pm:** Free Play

**3:45pm-4:15pm:** Outside/ Gross Motor

**4:15pm-4:30pm:** Diapers/ Potty

**4:30pm-6:00pm:** Free Play/ Departures

# Helping You Get Settled In

## Arrival and Pick-Up

At Tender Years Inc., we utilize Tadpoles for parent communication. If applicable, we ask that parents sign their child in using your 4-digit PIN on the lobby/ vestibule iPad. The two primary pickups for your child will be assigned a 4-digit PIN, usually the last 4 digits of your phone number, which be included in your welcome email prior to your first day of care.

At the end of the day, you will follow the same procedure to sign your child out. After check out, your child's daily report will automatically be sent to your email. Tadpoles will also alert the administrative team when your child is due for a Well Child Physical Examination and/or immunizations record update. We will notify you in advance of the due date to collect the proper paperwork for your child's file. A copy of the Child Health Report is due within 60 days of initial enrollment, as well as every 6 months for children under 2 years of age, and once a year thereafter.

## Refrigerators

There are refrigerators in every classroom. If your child has food that must be kept cold, please label these items and place them in the classroom refrigerator. Unfortunately, our refrigerators are not large enough to hold all students' lunch boxes, so please unpack items from your child's lunch box prior to placing them in the refrigerator. Lunch boxes can be left in your child's cubby or on a shelf designated by the teachers. Classrooms do not have microwaves for reheating meals, therefore they must come ready to serve. Bottles for infants must also come ready to warm & serve (we are not permitted to mix formula or transfer breastmilk into bottles).

Glass containers and bottles are NOT permitted due to safety concerns.

Dry snacks such as cereal bars, crackers, etc. may be store in cabinets or in your child's cubby. It is a DHS requirement that lunches must be refrigerated, and we are unfortunately unable to make exceptions to this regulation.

## Pickups by Authorized Release Individuals

If someone other than a parent/ guardian is picking up your child, please let the teachers/ directors know in advance. We will always check the ID of the person picking up your child at the front desk, as well as your child's 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.

## Daily Contact & Communication

To communicate with parents, each classroom has an iPad with access to Tadpoles. If you would like to receive daily communication via text message or email, including photos from your child's teacher, please be sure to complete the email and phone section of your Emergency Contact form. Both applications send notifications when updates are made to the daily report, including meal logs, bathroom updates, photo/ video entries, and more!

Tadpoles is intended to be a two-way communication system for parents and teachers, providing a convenient way to relay basic information and/or updates about your child (Example: "John did not sleep well last night, please let me know how his morning is going.").

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

Tender Years, Inc
CHILD DEVELOPMENT CENTER

## Open Door Policy

Tender Years has an open-door policy, meaning 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 always more than welcome!

## Toys from Home

Tender Years provides all 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 or naptime activity bag 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.

## Snacks/Celebrations

Snack time will occur daily after your child's nap/rest period. Snack will be provided by Tender Years for children aged one year & up. You may bring in a special snack for your child's birthday, such as cupcakes, however – please let your child's teachers know in advance, as they will reach out to other families to obtain permission for participation.

*Reminder: Our Carlisle and Camp Hill centers are NUT CONSCIOUS, while our Hampden, Hershey, and Mechanicsburg centers are NUT FREE (including trace nuts)! We will notify you of any additional allergies within your child's specific classroom.*

## Items Needed for Care

### Nursery:

- 2 Crib-Size Sheets
  - Bedding should be brought in at the start of the week and will be sent home to be laundered on the last day of the week.
- Sleep Sacks or Wearable Blankets (children under 1)
  - Children who show signs of rolling will no longer be swaddled.
- Vinyl or plastic bib
- Burp cloths / receiving blankets
- 2 spare outfits (including socks)
- Pacifier/ Pacifier Clip (optional)
- Diapers & wipes (children are changed every 2 hours, or sooner as needed)
- Diaper cream
- Family pictures (can be physically printed or sent through app messages)
- Baby food/bottles (all bottles must be ready to serve & labeled)
- Glass containers and bottles are NOT permitted due to safety concerns.

### Toddlers:

- 1 crib sized sheet
  - Bedding should be brought in at the start of the week and will be sent home to be laundered on the last day of the week.
- Blanket
- Quiet stuffed animal (optional)
- Vinyl/ plastic bib (optional)
- 2 spare outfits (including socks) (more if potty-training)
- Pacifier / pacifier clip (optional)
- Diapers & wipes (children are changed every 2 hours, or sooner as needed)
- Diaper cream (optional)
- Family pictures (can be physically printed or sent through app messages)
- Food / bottles - if needed (all bottles must be ready to serve & labeled)
  - You may also choose to purchase lunch from our catering program through Meal Manage.
- Labeled reusable water bottle (you may leave it overnight in the fridge, or take it home nightly to be washed)

Tender Years, Inc
CHILD DEVELOPMENT CENTER

Preschool / Pre-K:

- 1 crib sized sheet
  - Bedding should be brought in at the start of the week and will be sent home to be laundered on the last day of the week.
- Blanket (optional)
- Quiet stuffed animal (optional)
- 2 spare outfits (including socks)
- Please note that preschoolers are expected to wear underwear. Every effort is made to teach independent toileting skills, but help is provided if necessary. You may send in wipes if needed!
- Lunch - You may also choose to purchase lunch from our catering program through Meal Manage.
- Labeled reusable water bottle (you may leave it overnight in the fridge, or take it home nightly to be washed)

Kindergarten / Half Day / Before & After School:

- 2 Complete Change of Clothes (including socks)
- Lunch - You may also choose to purchase lunch from our catering program through Meal Manage.
- Labeled reusable water bottle (you may leave it overnight in the fridge, or take it home nightly to be washed)

## Medication Policy

Diaper Cream, lip balm, or Vaseline may be brought into the facility to be applied throughout the day. A permission slip must be filled out by the parents allowing us to apply any over-the-counter creams. 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 cubby, lunch box, or backpack.

Prescription medication may only be administered by directors. Upon approval from the directors, a medication log must be filled out & signed to keep in the office for the medication to be given. All prescriptions must come in the original packaging with the physician's name, directions/ dosage, and the child's name on the label. No prescription medications are permitted in the classrooms.

## Lunch Options

You may provide your child's lunch daily, or you may purchase lunches through our catering program. Our catered lunches provide a well-rounded meal for $3.00/ meal, consisting of an entrée, fruit, vegetable, & milk. All lunch orders must be submitted prior to the last day of the month via Meal Manage. You will receive an invitation to Meal Manage prior to your first day of care and may notify the directors if you would like to place an order for meals after the cutoff date. The management team will notify parents when next month's menu is available for ordering and will send reminders prior to the month's closure.

If you forget to pack or purchase lunch, the directors may call to request a lunch be brought in. Though additional lunches may not be available, they may be purchased for a one-time fee of $3.00 if applicable. One time payment forms will be signed in the office.

Glass containers and bottles are NOT permitted due to safety concerns.

## Lesson Plans/Academic Activities

Lesson plans are created by classroom teachers, utilizing our home-grown curriculum. Our curriculum follows PA State standards and is tailored to meet the individualized needs of every child. We utilize curriculum & lesson plans from the youngest nursery up to our school aged programs. Lesson plans follow a weekly theme, typically centered around the time of year, interests of the children, and holidays. Teachers will incorporate educational domains such as language & literacy, sensory & science activities, and more!

You will also have the opportunity to enroll your child in additional programs, including Music Fusion & Soccer Shots, which will occur on premises for an additional charge.

Tender Years, Inc
CHILD DEVELOPMENT CENTER

## Outside Play

The Department of Human Services requires that all children play outside at least 2 times/ day, weather permitting. Each classroom is allotted a minimum of 30 minutes in the morning and 30 minutes in the afternoon for playground time. Outdoor play time consists of playing on the playground and taking walks to nearby parks. During the summer months, students may draw with sidewalk chalk, ride bikes, or participate in weekly water play days.

Fall/ Winter: We will continue to play outside so long as the "real feel" temperature is 25 degrees or above. We may play outside even if there is snow on the ground (sensory play!); Please be mindful during these months & pack additional dry clothing, snow gear, and winter coats.

Spring/ Summer: We will play outside so long as the "real feel" temperature below 90 degrees. Outside time may be shortened to prevent students overheating.

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

Tender Years, Inc.
CHILD DEVELOPMENT CENTER

# Tender Years Afternoon Snacks

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

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

***Seconds will be served upon request***


**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