DUCKLINGS

Classroom Information

Tender Years, Inc

CHILD DEVELOPMENT CENTER

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Daily Schedule

6:30am-8:15am: Arrival/ Free Play

8:15am-8:45am: Diaper Changes

8:45am-9:15am: Morning Snack

9:15am-9:45am: Art/Small Group Activities/Centers

9:45am-10:15am: Diaper Changes

10:15am-11:00am: Outside Play (weather permitting)

11:00am-11:30am: Song/Story/Planned Activities (math, science, motor skills)

11:30am-11:55am: Lunch

11:55am-12:15pm: Clean up/Diaper Changes/Prepare for Nap

12:15pm-2:30pm: Nap/Rest Time

2:30pm-3:00pm: Wake Up/Diaper Changes

3:00pm-3:30pm: Afternoon Snack

3:30pm-3:45pm: Free Play/Centers

3:45pm-4:15pm: Outside Play (weather permitting)

4:15pm-4:45pm: Diaper Changes

4:45pm-6:00pm: Free Play/Group Activities/Departure

Additional Notes

- Diapers will follow individual schedules (every 2 hours).
- Our daily lesson plan is posted on Tadpoles and can be found on the bulletin board.
- Children are not awakened from naps to be changed, but will be changed as soon as they wake up.
- Please make sure your child has weather appropriate gear everyday (hat or jacket if needed.)

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.

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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)

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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.

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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

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Potty Training

All toddler classrooms have access to a toddler bathroom. Below is some information regarding potty training. Our teachers are prepared to help with potty training as soon as you are ready to do so at home. When the time comes, please communicate this with your child's teachers!

Is It Time?

Potty training success hinges on physical and emotional readiness, not a specific age. Many children show interest in potty training by age 2, but others may not be ready until age 2 ½ or older – and there's no rush. At Tender Years, children must be potty trained before they begin in our Preschool Classroom.

Is your child ready? Ask yourself these questions:

- Does your child seem interested in the toilet, or in wearing underwear?
- Can your child understand and follow basic directions?
- Does your child tell you through words, facial expressions, or posture when he or she needs to go?
- Does your child stay dry for periods of two hours or longer during the day?
- Does your child complain about wet or dirty diapers?
- Can your child pull down his or her pants and pull them up again?
- Can your child sit on and rise from the toilet?

If you answered mostly yes, your child might be ready for potty training. If you answered mostly no, you might want to wait – especially if your child has recently faced or is about to face a major change, such as a move or the arrival of a new sibling. A toddler who opposes potty training today might be open to the idea in a few months. The secret to success is patience – and a lot of it!

Ready, Set Go!

When you decide it's time to begin potty training, set your child up for success. Start by maintaining a positive attitude, then follow these steps:

Pull Out The Equipment

If desired, place a potty chair in the bathroom. You may want to try a model with a removable top that can be placed directly on the toilet when your child is ready. Encourage your child to sit on the potty chair – with or without a diaper. Make sure your child's feet rest firmly on the floor or a stool. Help your child understand how to talk about the bathroom using simple and correct terms. You might want to dump the contents of a dirty diaper into the potty chair to show its purpose, or let your child see family members using the toilet. We have toddler sized toilets in our bathrooms for the students to use so children will not need a potty chair at school.

Schedule Potty Breaks

If your child is interested, have him or her sit on the potty chair or toilet without a diaper for a few minutes several times a day. Read a potty-training book or give your child a special toy to use while sitting on the potty chair or toilet. Stay with your child when he or she is in the bathroom. Even if your child simply sits there, offer praise for trying – and remind them that they can try again later!

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Get There – Fast!

When you notice signs that your child might need to use the toilet – such as, squirming, squatting, or holding themselves – respond quickly. Help your child become familiar with these signals, stop what he or she is doing and head to the toilet. Praise your child for telling you when he or she has to go. Teach girls to wipe carefully from front to back to prevent spreading germs that can cause urinary tract infections. When it's time to flush, let your child do the honors and be sure your child washes his or her hands after using the toilet.

Consider Incentives

Some children respond to stickers or stars on a chart. For others, trips to the park or extra bedtime stories are effective. Experiment to find what works best for your child. Reinforce your child's effort with verbal praise such as: "How exciting! You're learning to use the toilet just like big kids do!" Be positive even if a trip to the bathroom isn't successful.

Ditch The Diapers

After several weeks of successful potty breaks, your child might be ready to trade diapers for training pants or regular underwear. Celebrate this transition! Go on a special outing – let your child select their "big kid" underwear, call close friends or loved ones and let your child spread the news. When your child is ready for regular underwear, avoid overalls, belts, leotards, or other items that could hinder quick undressing and be prepared to send in extra clothing to school.

Sleep Soundly

Most children master daytime bladder control first, often within about two or three months of consistent potty training. Nap and nighttime training might take a few months – or years – longer. In the meantime, use pull-ups or plastic mattress covers when your child sleeps.

Know When To Take a Break

If your child resists using the potty chair or toilet or isn't getting the hang of it within a few weeks, take a break. Chances are he or she isn't ready yet. Try again in a few weeks or months!

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Biting

Many infants and toddlers bite others. Biting can occur for a variety of reasons, and oftentimes the child does not realize biting hurts others. At Tender Years, we have procedures in place to ensure the safety and well-being of each child in our classrooms. The steps we take in instances such as biting in toddler classrooms are noted below:

- All incidents/injuries are logged on an incident/injury form and the parents of both the injured child and the aggressor is notified.
- A child showing aggressive behavior, or a frequent biter, is shadowed by the staff and will stay close to a staff member at all times.
- Staff will log attempted and successful bites noting date, time, circumstances, and results.
- Monthly logs are submitted to the director for review with plans of action on how to possibly prevent further incidents.
- Staff and Director review the logs to determine the timing, conditions, etc. and make any needed classroom changes (room arrangement, schedule changes, group size, etc.)
- Technical assistance from an outside source may be requested to help staff learn alternative methods in dealing with behaviors such as biting.
- Professional evaluations from an outside source may be requested to help a family if all other resources and steps show that this is necessary.

Why Do Children Bite?

It is developmentally appropriate for children to bite – especially those that are still in the beginning stages of communication. Additional reasons for biting can include:

- Anger/Frustration
- Too much stimulation
- Not enough adult/child interaction
- Imitation of behavior
- Confusion
- Reaction/Attention Seeking
- Avoidance of a task
- Lack of words
- Tired
- To gain access to something denied
- Hunger
- Child has oral motor needs/Teething
- Fear/Sadness
- Not enough activity
- Curiosity
- Difficulty waiting for a turn

Most of the time, biting is a rare event. Children learn quickly that biting is not acceptable. If a child begins to bite repetitively, we consider all the factors that might be causing the problem. We watch closely and document information to try to determine if there is a pattern and are prepared to prevent future biting. In cases of children who bite frequently, we speak with the family and discuss beginning referral processes for assessments of development and behavior, always confidentially to respect the family's privacy.

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

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