FOREST FRIENDS

Classroom Information

Tender Years, Inc

CHILD DEVELOPMENT CENTER

Forest Friends Daily Schedule

The Forest Friends classroom's daily schedule is entirely student-led. Your child's teacher will collaborate with you to discuss what a typical day looks like for you and your little one, including: when and how much they eat at mealtimes, when and how long they sleep, and any other information necessary for providing quality care. Diaper changes occur every two hours at minimum, or as needed throughout the day.

Below is an example of what a child's schedule may look like in our nursery.

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 information about previous night's sleep, time of last feeding, and time of last diaper change.

8:30am-9:00am: Diapers/ Bottles/ Books
Children will have their diapers changed following drop off and may require a morning bottle before settling down for a nap.

9:00am-10:30am: Nap

10:30am-11:00am: Diapers/ Stories/ Art
Children will have their diapers changed following nap time, and have the opportunity to listen to music, read books, or engage in art activities.

11:00am-11:30am: Motor Skill Development
We may use this time to work on developmentally appropriate fine and gross motor skills, including tummy time, rolling over, or sitting up.

11:30am-12:00pm: Bottles/ Lunch

12:00pm-12:30pm: Books/ Calm Music
We may use this time to read books and wind down with calming music prior to beginning our afternoon nap.

12:30pm-12:45pm: Diapers

12:45pm-3:15pm: Nap

3:15pm-3:45pm: Diapers/ Bottles/ Lunch

3:45pm-6:00pm: Free Play/ Diapers/ Departure

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