



Established in 1990.

## Our Philosophy:

The philosophy of Union Church Child Care Center is to provide each child with the opportunity to grow mentally, socially, spiritually, and physically through individual and group experiences under the guidance of qualified and dedicated teachers and caregivers.

We are licensed by the Pennsylvania Department of Public Welfare.

We are an outreach of Union Presbyterian Church and we are a nonprofit organization.

We are an Equal Opportunity Employer.

## Student Files

**State Regulation** mandates that parents update the child's file at least every 6 months. If a change has been made with emergency information, please ask for a new Emergency Contact form. Each child's file must be kept current in the center.

**Contents** The file must contain a written agreement form, an emergency contact form, allergy information, any relevant custody agreements, any special needs, and other pertinent information to enable us to best meet the needs of your child. If your child has an IEP (Individual Education Plan) done by a professional agency, please provide us with a copy so that we may better meet the needs of your child.

All enrolled children are required to have a Health Assessment based on the guidelines from the American Academy of Pediatrics. It is imperative that you, as a parent, pay close attention to this schedule. It is your responsibility to have your child immunized. The DPW (Department of Public Welfare) reviews the files at the center. If they are not complete, we would be in noncompliance of their regulations and have to suspend your child until the proper immunizations have been completed.

**Assessments** A minimum of two developmental assessments will be completed for your child each year. Formal parent teacher conferences are offered two times each year to discuss your child's progress. If at any time you would like a conference, we would be happy to schedule one.

**Portfolios** We also like to keep observations files on each child. This includes notations of events, academic progress reports, and work samples. These portfolios travel from class to class as students transition to the next developmental level. You are permitted to view your child's portfolio at any time.

# Union Church Child Care Center

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childcare@unionpresbychurch.org



[www.unionpresbychurch.org](http://www.unionpresbychurch.org)

## Hours of Operation

The center accepts children 6 weeks to 8 years old. Our hours of operation are 6:30am to 6:30pm, Monday through Friday.

- Open Enrollment; No registration Fee!
- One week's deposit holds your spot and pays for the first week your child is in attendance
- Bus Pick Up/Drop Off at Montour School District for School Age Students

## Classroom Ratios

The Infant Room (6 weeks to 1 year old)- 1 staff member for every 4 infants.

The Young Toddler Room (1 year olds)- 1 staff member for every 5 young toddlers.

The Older Toddler Room (2 year olds)- 1 staff member for every 6 older toddlers.

Preschool age students are divided in to three classrooms: The Young Preschool Room (3 year olds), The Older Preschool Room (4 year olds), and The Pre-Kindergarten Room (5 year olds)- 1 staff member for every 10 students.

After school care includes those children who have entered Kindergarten up to a child's 8<sup>th</sup> birthday, or through 2<sup>nd</sup> grade. The ratio is 1 staff member for every 12 students.

## Non- Discrimination

Our services & employment are provided in a nondiscriminatory manner, without regard to race, sex, color, national origin, ancestry, religious creed, disability and age. Parents have the right to appeal if there is a complaint or alleged discrimination.

## Weekly Rates

Infants (5 days only) \$223

Young Toddlers	Older Toddlers
5 days \$203	5 days \$198
4 days \$179	4 days \$179
3 days \$161.50	3 days \$161.50

Potty Trained 3yo	Potty Trained 4yo
5 days \$193	5 days \$188
4 days \$175	4 days \$175
3 days \$131	3 days \$131

Pre-Kindergarten	School Age
5 days \$182	0-9 hours \$52.50
Daily \$45.50	10-19 \$89
	20-39 \$104

**Curriculum** Infants, Preschoolers, and Pre-Kindergarten students use the Creative Curriculum while Toddlers use the Mother Goose Time Curriculum. We use the PA Learning Standards from birth through school age to ensure that every daily lesson incorporates art, music & movement, science/math, literacy, and health & wellness activities.

**Parent Communication** Daily reports are provided to parents detailing each child's day. Monthly newsletters are sent home for parents to stay informed about upcoming center activities and important announcements. Special programming and holiday parties are shared via Bloomz, our parent communication app. We can upload photos/videos/artwork, create parent volunteer sign-up sheets, and request parent-teacher conferences.

**Discipline** It is normal for children to misbehave at times. Our policy is to redirect the child using a more positive approach to the situation. Staff members help the children to learn the consequences of their behavior. If a negative behavior is persistent and frequent, the parents will be notified.

## Staff Qualifications

All teachers are required to have an annual physical and up to date immunizations. They participate in a minimum of 16 hours of training per year as well as Fire Safety, Pediatric First Aid/CPR, and Health and Safety Training.

It is Pennsylvania State Law that we report all suspected cases of child abuse or neglect. Every teacher must complete Mandated Reporter training as part of their new staff orientation. All staff hired at our center have ACT 33, ACT 34, and FBI clearances for criminal and child abuse record checks.

All teachers participate in the following professional growth activities as well:

- PACCA (Pennsylvania Child Care Association)

“A nonprofit, membership organization that facilitates the provision of quality early care and education to children.” [www.pacca.org](http://www.pacca.org)

- Keystone STARS

“Keystone STARS is a quality rating and improvement system in which early learning programs and practitioners are encouraged and supported to meet specific, evidence-based performance standards in four key areas: staff education, learning environment, leadership/management, and family/community partnerships.” [www.pakeys.org](http://www.pakeys.org)

- HighScope

“HighScope works to create and deliver high-quality educational resources plus independent evaluation services to improve educational outcomes for children, families, and communities.” [www.highscope.org](http://www.highscope.org)