



**PennState**  
Human Resources

THE PENNSYLVANIA STATE UNIVERSITY

The Bennett Family  
Center

PARENT HANDBOOK

2016-2017

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## CENTER INFORMATION

The Bennett Family Center opened its doors in February 2001. The newly constructed Bennett Family Center was made possible by a generous gift from Edna Bennett Pierce in 1953. Her interest in and commitment to quality programming for young children has been actualized in the design of a building, which has a playful interior emphasizing light and openness.

The Bennett Family Center is divided into two "houses" in the two wings of the building, thus creating a more intimate care setting. While providing a mixed age group setting, the Bennett Family Center is able to offer a family-like setting with continuity of both care and caregiver for children and families.

## MISSION AND VALUES STATEMENT

### Mission

To provide a high quality child care and education program for children of Penn State faculty, staff and students, while supporting advancement in the field of early childhood education and child development through service, outreach, teaching, and research.

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### Values

- Provide a model of high quality early childhood programming for children, families and the community
- Support the professional development of early childhood practitioners through outreach and activities.
- Serve as a site for undergraduate training and education through observation projects and classroom participation.
- Serve as a site for faculty and student research on child development, early childhood education, and related topics.

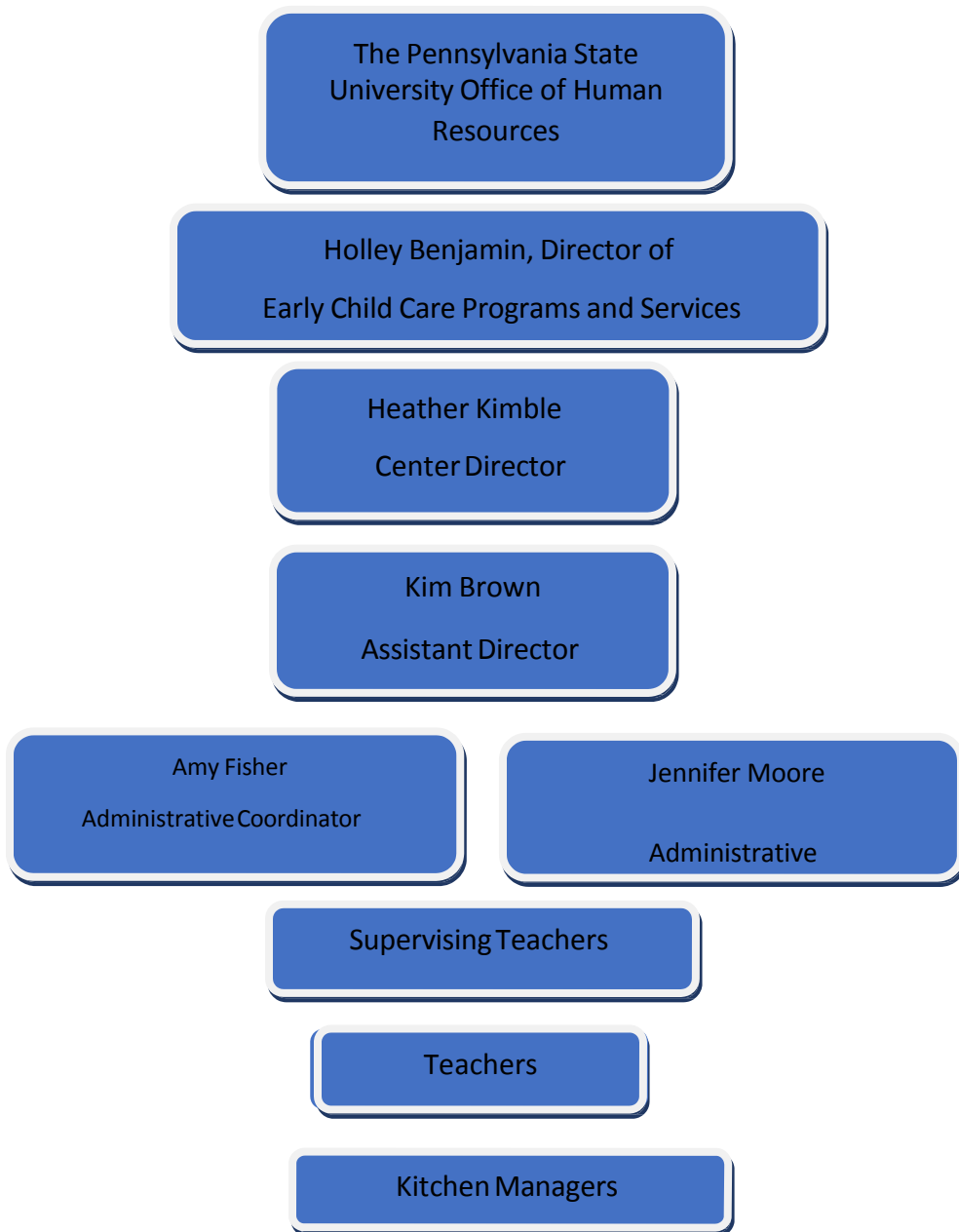
## PROGRAM PHILOSOPHY

The Bennett Family Center's program is based on the belief that we are an extension of the family. We are strongly committed to working with children and families. As early childhood educators, we feel it is critical for us to understand your needs and values, as a parent, so that we can best serve your child. Our goal is to provide a supportive and nurturing environment and to build a sense of community among parents, children, and staff.

Each child is regarded as a unique individual. We value and celebrate each child's diverse cultural, ethnic, and socio-economic background. In consideration of the whole child, we strive to nourish the mind, body, and sense of self for continued growth. We welcome you to our Center and strongly believe that parents are the first and most important teachers of their children.

We want to share our open door policy with you; therefore, we welcome your interest and participation. We wish you and your family well in your busy lives. We thank you for sharing your family with us.

ORGANIZATIONAL STRUCTURE – THE BENNETT FAMILY CENTER



## LICENSING & ACCREDITATION INFORMATION

- The center is licensed through the Pennsylvania Department of Human Services (DHS).
- The center is nationally accredited by the National Association for the Education of Young Children (NAEYC).
- The center maintains a STAR 4 quality rating through the Keystone Stars Quality Rating System.
- The center is recognized through the state of Pennsylvania for implementing Positive Behavior Intervention and Support (PBIS).
- The center maintains a Private Academic/Nursery School license through the Pennsylvania Department of Education

## ENROLLMENT

Enrollment is open to children from six (6) weeks to age 5 years. Summer camp enrollment is open to children who have completed Kindergarten through the summer following their third grade academic school year. Enrollment shall be granted without regard to a child's race, color, creed, religion, national origin, gender, or disability; and without regard to a parent or guardian's race, color, creed, religion, age, national origin, gender, gender identity, sexual orientation, pregnancy or disability.

Parents are expected to take the time to visit, observe and ask questions before making a decision on enrollment. We also encourage a visiting period for your child. When you decide to enroll your child at The Bennett Family Center you will be provided with an intake meeting with the Center Director or Assistant Director to review the intake paperwork. Please inform the staff if you require assistance translating forms, contracts, policies, or procedures. After the intake meeting, your child's primary caregiver will contact you to set up a home visit before your child begins care.

Parents can apply for enrollment of their child in The Bennett Family Center/Child Care Center at Hort Woods by completing the Application for Admission. The center maintains a wait list for all classrooms giving priority first to Penn State affiliated families. After a placement has been offered, initial enrollment is contingent upon receipt of the completed enrollment application, paid registration fee, signed fee agreement, immunization records and signed Parent Handbook receipt. The registration fee is non-refundable. Registration fees are waived for families who are subsidized.

The following forms are necessary to complete your child's file. Some forms will be provided ahead of time while others will be completed at the intake meeting. Failure to provide this information, including timely updates, may result in termination of care.

Children's records must contain the following information:



1. **Health Appraisal** – your child must have an appointment for a health appraisal within 30 days of enrollment. The parent is responsible for keeping the child’s immunizations and screenings up to date.
2. **Application** – we should have this on file from your original date of application.
3. **Consent Form** – (Research, Field Trip, Photograph/Video, topical creams/sunscreen)
4. **Fee Agreement Form**
5. **Emergency Contact Form** – you must supply The Bennett Family Center with emergency contacts for your child. Parents are the first contact in the event of any emergency, but you are required to provide **two** additional contact persons with phone numbers and addresses, in the event that you cannot be reached.
6. **Developmental History** – This form takes time and thought but it is very helpful to our staff to acquaint us with your family and particularly your child.
7. **Health Consent** – This form indicates that you are aware of our medication dispensing guidelines.
8. **CACFP Form** – In order for The Bennett Family Center to participate in the CACFP (Child and Adult Care Food Program, U.S. Department of Agriculture) we must have completed forms from all families.
9. **Listserv Form** – Permission for the center to add you to its listserv.
10. **Family Directory Form** – Assists in collection of data for our database files.
11. **Demographics Form** – Assists in collection of data for our database files to better inform possible research.

The Enrollment Application and Fee Agreements are not meant to serve as contracts guaranteeing service for any duration.

The Bennett Family Center reserves the right to dismiss any parent or child at any time with or without cause.

Continued enrollment at the Center is contingent upon the parent’s, emergency contact persons’ and child’s adherence to the policies and procedures as outlined in this handbook including, but not limited to, timely payment of all fees and tuition. In regards to tuition, a late fee of \$25 dollars will be added to your tuition bill for payments received by the Office of the Bursar after the 15<sup>th</sup> of the month. If the monthly tuition payment is delinquent beyond 30 days, action will be taken up to and including termination of child care.

Parents are required to notify the Center, should any of the information collected at the time of enrollment or any time thereafter change. Failure to do so may result in the child(ren) being dis-enrolled from the program and forfeiture of any deposit.

## TUITION

The Center charges fees on a sliding scale based on household income. In addition, we serve student parents who receive child care subsidy funds through the University as well as other low-income families eligible for childcare assistance through the Department of Human Services.

Fees are considered annually with increases effective July 1. Annual increases are decided by the university and approved by the Corporate Controller's Office. We make every effort to contain costs while maintaining the highest standards of quality. We are aided in this effort with considerable support (both direct and indirect) provided to the Center each year by the University.

The Center does not charge for meals, most field trips, and special visitors to the program, sunscreen, toothpaste, toothbrushes, and other program specific items.

There is no credit given for vacations, scheduled school holidays, child illness, or for closings due to emergency situations including inclement weather, facility related issues requiring a temporary shutdown of the facility, etc.

Moving from The Bennett Family Center to the Child Care Center at Hort is considered an internal lateral move and parents in this situation are given priority. When a switch does occur, the following applies:

- The requirement for 4 week notice is waived.
- A copy of the file is made for parent/guardian to take to the new center with the original remaining at the old center.
- A new developmental history is done as part of the intake into the new program.
- The Bennett Family Center Staff Assistant is notified of the change in billing for tracking purposes.
- No enrollment fee is applied.

## TUITION PAYMENTS

**Tuition is due by the 5<sup>th</sup> of the month of service-**

- Check payments should be mailed directly to the Office of the Bursar:

Attention: Julie Dillon 103 Shields Building University Park Campus PA 16802.

- Checks should be made payable to **The Pennsylvania State University**
- Families must include their account number written in the memo portion of their payment check. A copy of the tuition invoice can be included provided it is in addition to the account number being written on the check.
- Envelopes with premade labels for tuition payment are available from the front desk. Employees of The Pennsylvania State University may use interoffice mail to make their tuition payment at no additional charge.

#### Age Related Fee Changes

Separate fees are charged for the infant/toddler, preschoolers (37 months to school entry) and the summer program. If your child's birthday falls on or before the 15<sup>th</sup> of the month in which there is a fee change, you will be charged the older rate for the month. If your child's birthday falls on the 16<sup>th</sup> or after you will be charged the younger rate for the month.

#### Diaper/Wipe Charge

The center will furnish diapers and wipes for your child/ren at a monthly fee. A \$20.00 fee will be added to your monthly tuition which will be indicated on a separate line on your monthly tuition bill. The \$20.00 charge will not be pro-rated based upon the start or end date of enrollment. If your child is in diapers, the fee will be added to your tuition bill upon enrollment. The fee will be added onto each month's tuition bill until the family provides a four week written notice of withdrawal from the provision of diapers and wipes to the Center Director or Assistant Director. The \$20.00 charge will be removed from the following month's tuition bill. The withdrawal forms will be located at the front desk.

#### Late Payment Charge

Payment is due in full by the 5<sup>th</sup> of the month of service. A \$25 late fee will be attached to any payments not recorded at the Office of the Bursar by the 15<sup>th</sup> of each month. This late fee will appear on the next month's bill.

#### Late Pick-Up Charge

A late fee of \$10 for each 15 minutes late or any part thereof will be added to your monthly bill for any pick-ups after closing time. Consistent lateness may result in termination of care.

### Enrolling or Dis-enrolling

A non-refundable registration fee will be charged at the time of enrollment into the program. If your child enrolls or departs at mid-month, tuition invoices are calculated on a per day basis.

### Child Care Subsidy

Parents of a subsidized child must complete all required paperwork on time to continue enrollment at the Center. Parents of subsidized children are also required to sign a fee agreement, agreeing to be personally responsible for the payment of tuition, in the event they become ineligible to receive child care subsidies.

### Sliding Fee Scale

The Center assess fees on a sliding fee scale based on total adjusted gross household income (verification required). Questions about qualifying for the sliding fee scale should be directed to The Bennett Family Center at (814) 863-0267. Parents/guardians do not need to be PSU students, faculty or staff to qualify for sliding fee. Eligibility for the sliding fee is usually determined once per year, normally prior to signing a new contact for July of each year. In cases where there has been a change in household income since the last verification, a family has the option to re-verify.

### Assistance for Student Parents

The Office of Human Resources administers a student parent child care subsidy program. Questions about qualifying should be directed to the Program Specialist, Office of Human Resources at (800) 746-6759. At least one parent must be a PSU student in a full-time degree seeking program and all parents/guardians in the household must be attending school or working at least part-time. Eligibility for subsidy is based on total household income (verification required). Eligibility is re-determined at the start of each semester. More information can be found on the child care subsidy website at <http://ohr.psu.edu/child-care-subsidy/>

### Penn State Employees

If you are employed by Penn State you have the option of using the Dependent Care Reimbursement Account for childcare expenses. This is an alternative to the federal Child and Dependent Care Credit. Information about the Penn State Dependent Care Reimbursement Account is available from the Office of Human Resources ([www.ohr.psu.edu](http://www.ohr.psu.edu)).

### State Subsidy

State childcare subsidies through the Child Care Information System (CCIS) may be available for low-income families through Child Care Information Services of Center and Clinton Counties, (814-231-1352). General information is available from the Pennsylvania Department of Human Services website

(<http://www.dhs.pa.gov/citizens/childcareearlylearning/childcareworkssubsidizedchildcareprogram>).

## RESEARCH AND TRAINING

### Research

All research conducted through The Bennett Family Center must meet the approval of the Penn State Office of Regulatory Compliance. Children involved in University research is also addressed in university policy RP03 The Use of Human Participants in Research (formerly Policy RA14). In addition, projects undergo an internal approval process through a review committee that includes the Directors of each program. Research is evaluated relative to the impact it will have on our programs. We make no attempt to evaluate the quality of the research itself.

Once a project is approved, parents receive information about the project along with informed consent forms. Children give their consent as well; they are never forced or coerced to participate. In fact, children are usually eager to have their turn in these special activities.

Research advances our knowledge of human development, but from the child's perspective it is usually just another enjoyable activity.

Research projects are scheduled to minimize interference with regular classroom activities. Teachers introduce the researchers and assure the children that they are permitted to participate and to leave the classroom, if this is necessary. In cases where a child leaves the classroom without a member of the program staff, the researchers must provide copies of child abuse and criminal background clearances as well as participate in Penn State's Mandated Reporter Training. Researchers visit the classroom to acquaint themselves with the children before they begin their project. Supporting research enables The Bennett Family Center to make a contribution to the study of human development. Parent cooperation in these endeavors is essential and greatly appreciated.

### Training

An important function of the Center is to train future early childhood professionals and to demonstrate quality child care and early childhood education. Classroom observation times provide an opportunity for students from a variety of classes to observe high-quality childcare

and education programs in action. Visitors from public schools, community childcare programs and other universities also observe our classrooms.

The students who participate in our classrooms receive ongoing training. Our regular support staff and work-study students are supplemented by practicum students from the Department of Human Development and Family Studies and the College of Education. In addition, students from other departments sometimes participate in training activities in our classrooms. These training projects are closely reviewed prior to approval and the students are closely monitored and supervised. Working with young children gives students practical experience to supplement their course work. Their involvement with the Center gives us an opportunity to have an impact on these future early childhood professionals.

#### CONFIDENTIALITY

Within The Bennett Family Center, confidential and sensitive information will only be shared with employees of the Center and Office of Human Resources who have a “need to know” in order to most appropriately and safely care for your child. Typically this includes: the child’s primary caregiver, other teachers in the child’s classroom (including interns) supervising teacher overseeing a child’s classroom and administrative staff. Licensing authorities must also be provided access to child files and such organizations also have confidentiality obligations. All staff members have access to a child’s records for the sake of consultations and development of program response to the child’s individual needs. The child’s parent/legal guardian has access to the child’s records unless limited by law. Confidential and sensitive information will not be shared with parents, as the Center strives to protect everyone’s right of privacy. Confidential information includes, but is not limited to: names, addresses, phone numbers, disability information, and other health related information of anyone associated with The Bennett Family Center. Please see university policy AD53 for more information on privacy.

Outside of the Center, confidential and sensitive information about a child will only be shared when the parent of the child has given express written consent, except where otherwise permitted by law. Only with written permission can we release the results of a child’s records to another agency, school, or individual. That release can only be valid for a period of up to one year. Release forms can be provided by your child’s teacher or administrative staff. Parents will be provided with a document detailing the information that is to be shared outside of The Bennett Family Center persons with whom the information will be shared, and the reason(s) for sharing the information. As part of the Pennsylvania Keystone STARS program, our teachers report final assessment results to the Early Learning Network. A document explaining this accompanies the enrollment packet.

You may observe children at our center with various needs or who exhibit behavior that may appear inappropriate (i.e. biting, hitting, and spitting). You may be curious or concerned about

the other child. Our Confidentiality Policy protects every child's privacy. Employees of the Center are strictly prohibited from discussing anything about another child with you.

#### MANDATED REPORTING OF SUSPECTED CHILD ABUSE AND/OR NEGLECT

The Child Protective Services Act is designed to protect the welfare and best interest of all children. Under the Child Protective Services Act, mandated reporters are required to report any suspicion of abuse or neglect to the appropriate authorities. Under the Act, mandated reporters can be held criminally responsible if they fail to report suspected abuse or neglect. As mandated reporters, the employees of the Center are mandated reporters, under this law. The employees of the Center are not required to discuss their suspicions with parents prior to reporting the matter to the appropriate authorities, nor are they required to investigate the cause of any suspicious marks, behavior or condition prior to making a report. Per University Policy AD 72, Reporting Suspected Child Abuse, all Penn State employees and Authorized Adults are required to complete the University's Building a Safe Penn State: Reporting Suspected Child Abuse training annually.

Mandated reporters, including the staff of The Bennett Family Center, are generally immune from liability for making reports made to Child Protective Services, cooperating with or consulting with an investigation relating to a report, testifying in a proceeding relating to child abuse, or engaging in other action authorized by Section 6318 of this law, provided the reporter was acting in good faith.

#### PARENT'S RIGHT TO IMMEDIATE ACCESS

Parents of a child in our care are entitled to immediate access, without prior notice, to their child whenever they are in care at The Bennett Family Center, as provided by law.

In cases where the child is the subject of a court order (e.g., Custody Order, Restraining Order, or Protection from Abuse Order) The Bennett Family Center must be provided with a Certified **Copy** of the most recent order and all amendments thereto. The orders of the court will be strictly followed unless the custodial parent(s) requests a more liberal variation of the order in writing. In the case where both parents are afforded shared/joint custody by order of the court, both parents must sign the request for more liberal interpretation of the order.

**In the absence of a court order** on file with The Bennett Family Center, **both** parents shall be afforded equal access to their child as stipulated by law. The Center cannot, without a court order, limit the access of a one parent by request of the other parent, regardless of the reason. If a situation presents itself where one parent does not want the other parent to have access to their child, the Center suggests that the parent keep the child with them until a court order is issued, since our rights to retain your child are secondary to the other parent's right to

immediate access. The Center staff will contact the local police should a conflict arise. Once presented with a Court Order, the Center is obligated to follow the order for the entire period it is in effect. Employees cannot at the request of anyone except the issuing judge allow a Court Order to be violated.

Visitors are asked to schedule appointments with the Center staff. An employee of The Bennett Family Center will accompany visitors at all times, throughout the center.

## DISMISSAL

The Center aims to help children grow and thrive in a safe and stimulating setting that is respectful of them, their parents and guardians and our staff. We also comply with all relevant laws including the Americans with Disabilities Act. We make every effort to work with families to address concerns that arise which may compromise our ability to successfully reach these goals. In the rare event that attempts to work with families to resolve concerns and issues fail, we reserve the right to terminate care. We will give a minimum of two weeks' notice of termination, unless the safety and welfare of parents, children, staff and/or the integrity and professional standing of the center is in immediate jeopardy.

## Reasons for Termination

Termination of a family's contract with The Bennett Family Center may result from, but is not limited to the following:

1. Nonpayment of fees. Parents/guardians will receive communication from the program Director and Administrative Assistant if invoices have not been paid by the fifteenth day of the month of service. Parents/guardians will be notified that care will be terminated two weeks after the notification if the fee has not been paid in full or other arrangements made.
2. Failure to comply with state licensing regulations as stated in *Pennsylvania Code Title 55. Public Welfare, Chapter 3270. Child Day Care centers*. Noncompliance includes but is not limited to providing required paperwork for file (e.g. current health appraisals and updated emergency contact information).
3. Failure to comply with program policies of The Bennett Family Center as stated in the Parent Handbook and the enrollment forms for the child's participation in the program, which are provided to parents when they enroll.
4. Refusal to follow up on a referral for professional services recommended by the program (e.g. recommendation for developmental and/or behavioral evaluation/consultation).



## LEAVE OF ABSENCE AND WITHDRAW

### Leave of Absence

Family situations sometimes arise that create a need for a child to withdraw from the programs temporarily and rejoin us a later date. When a child will be absent for six months or more, a leave of absence can be requested by completing the appropriate form.

### Taking a Leave

It is the parent's responsibility to request a leave of absence and to make sure that the form has been completed and approved at least four weeks prior to withdrawal. Fees will be charged for an additional four week period if appropriate notice is not given. Leave of absence will not be approved for absences of less than three months. Leave of absences can only be considered at times of shifting enrollment.

### Returning from a Leave

Children who are on an approved leave of absence will be given priority on the waiting list after children of currently enrolled families. An attempt will be made to fill a child's space while he/she is away. **The Bennett Family Center cannot guarantee that a space will be available as soon as the child is ready to return.** The only way to ensure that a space will be reserved is to continue to pay for it while the child is absent. If the classroom is nearing capacity prior to a child's anticipated return, the child's parents/guardians will be notified and given the option of resuming payment for a full-time space or remaining on the waiting list. Families returning from leave have the option of re-enrolling in whichever Center has a space at the desired time.

### Withdrawal

**A written notice** from the parent/guardian and addressed to the Director of the program is required **four weeks prior** to withdrawal. Withdrawal forms are available in the program offices. If notice is not given, final bills will include an additional four week period charge following the final day of attendance.

## ARRIVAL PROCEDURES

The program opens at 7:30 a.m. Upon arrival at the Center, the parents or the adult dropping the child off must sign the child into care on the sign-in sheet located in your child's classroom. Children are required to be escorted by their parent or the adult dropping them off, to their designated classroom. Children are required by regulation to be supervised at all times while in the child care facility. Our program has adopted a center-wide expectation of children needing to be "within an arm's reach" of an adult at all times. Please help your child to learn this expectation when you are with your child in the building each day.

At arrival, parents are required to follow the Medication Policy if a child must receive medication during the course of the day. The information below must be recorded.

A physician may state that a certain medication be given for a recurring problem, emergency situation or chronic condition. Specific instructions from the physician must be provided which include:

- Child's name
- Name of Medication
- Dose of medication
- How often the medication should be administered
- Conditions for use
- Precautions to follow

Parents are required to notify the child's teacher or Center Director of any special instructions or needs for the child's day. Examples of this may include: Early Pick Up, Alternative Pick Up Person, health issues over the previous night which need to be observed and/or any general issues of concern which the child care providers should be aware of to best meet the needs of your child throughout the day.

## **NOTIFICATION OF ABSENCE**

Parents are asked to inform the center by 9:00am if a child will not be at the center on a scheduled day. This will enable the center to more effectively maintain appropriate ratios and help the classroom teacher effectively plan for the day.

If your child is ill, we request that you notify the center director not only of the absence, but also of the nature of the illness. This enables our staff to keep track of any illnesses, which may occur at our school. This information will only be shared with staff on a "need to know" basis. If your child has a communicable disease, we ask that you share the diagnosis with the Center Director, so that the parents of the children in the school maybe notified that a communicable disease is present. Once again, only the communicable disease information will be shared. The Bennett Family Center will take all measures necessary to protect your child's confidentiality.

## **PICK UP PROCEDURES**

The Center closes at 6:00 pm. Parents or other authorized adults are required to sign their child out of care on the sign-out sheet located in the child's classroom. Once a parent signs their child out, the parent is then solely responsible for supervising their child while on the premises. Our program has adopted a center-wide expectation of children needing to be "within an arm's reach" of an adult at all times. Please help your child to learn this expectation when you are

with your child in the building each day. We support a comfortable departure time, one that enables parents to greet their children, talk briefly with teachers and gather clothing and materials from cubbies. Please plan to arrive before closing time in order to assure that the process does not keep our dedicated teaching staff over their scheduled time. Should you feel it necessary to have an in depth discussion or meeting, it is most appropriate to schedule the meeting for a later date because the teacher is responsible for supervising the remaining children in the classroom. A telephone conference may be scheduled for later in the day or for the next day at nap/rest time if the parent(s) is unable to meet at the center during the course of the day.

#### EMERGENCY/ALTERNATE PICK-UP FORMS

At enrollment, parents will be presented with an Emergency/Alternate Pick-up form. Parents are encouraged to include on this form any, and all persons who, in the course of events, may at one time be asked to pick-up their child from The Bennett Family Center. In an emergency situation the child's custodial parents will be called first. If they cannot be reached staff will call the persons listed on this form until someone can be reached. Parents are required to supply the Center with two additional contact persons with phone numbers and addresses, in the event that a parent cannot be reached.

Should the staff contact a parent, and the parent is unable to pick up the child, it is then the responsibility of the parent to arrange for their child to be picked up by someone on the emergency list. Failure of the parent to pick up their child or arrange for a child to be picked up by someone else within one hour will result in a call to Police Services by a Center staff member.

Parents do not need to be listed on the Emergency Contact Form. The nature of the parental relationship affords the parents (in the absence of a court order indicating otherwise) the right to pick-up their child.

Parents will be asked to determine which persons (if any) on the Emergency/Alternate Pick-up form have the right to act "In Loco Parentis." In Loco Parentis status affords the pick-up person the right to discuss confidential information about the child's day including but not limited to, incident/accident reports, and behavior issues. In the absence of this designation the people on the Emergency/Alternate Pick Up Form are only afforded the right to pick up the child. Staff is not permitted to discuss the child's day with them.

The persons on the Emergency/Alternate pick-up form will be required to provide a Government issued photo ID, prior to the Center staff releasing the child.

All changes and/or additions to the Emergency/Alternate Pick-up form must be made in writing and be dated and signed. Only custodial parents have the right to make changes or additions to this form.

## DAYS OF OPERATION

The Bennett Family Center operates year around. In general, we follow the calendar for the Pennsylvania State University. However, there are some exceptions each year. Parents receive a calendar of scheduled holidays, in-service weeks/days, and other closed days each year.

## EMERGENCY CLOSING AND INCLEMENT WEATHER INFORMATION

In the event of an emergency closing and/or inclement weather, parents will be notified of the closing by the following sources: <http://live.psu.edu> or <http://wpsu.org/site/closings>, and a text message of any delay or closing at University Park will be sent to all cell phones of faculty, staff, and students who enrolled in the PSUTXT service at <http://live.psu.edu/psutxt>. In addition to these sources, information will also be provided on the television and radio stations listed below.

Television: CBS-WHP Channel 21

WHTM Channel 27

WGAL Channel 8

WPMT Fox 43

WLYH Channel 15

Radio WHP Talk Radio 580

WRVV 97.3 FM

WNNK 104 FM

WIOO 1000 AM

WHYL 960 AM

WITF 89.5 FM

BOB 94.9

In the event of a two-hour delay, or campus opening at 10 am, the Center will open at 9:30 am. The teachers will arrive shortly before 9:30 am to prep classrooms, however the classrooms will be unable to accept children until 9:30 am. In the event of any early dismissal on the campus, the Center will follow the guidelines set forth by the University and close at the same time the campus closes.

The Center will only close for the day if the University Park campus experiences a weather related/emergency closure.

Should the Center need to close in the middle of the day, the school staff will attempt to reach the child's parents first to arrange for pick up. Should the staff be unable to reach the parents, the persons listed on the emergency contact form will be called until pick up arrangements can be made. Staff will notify the parents or emergency contact person at the time of the call, of the pick-up location should the children need to be evacuated from the child care center. Parents or emergency contact persons should report directly to the alternate location if one is indicated.

#### ALTERNATE SAFE LOCATION

It is always possible for emergency situations to occur which force The Bennett Family Center to close temporarily. Such emergencies include temporary loss of heat, water, or electrical service. Because these situations are likely to arise with little warning, parents are encouraged to make arrangements in advance for alternate care.

Should the administration of the Center or any emergency services personnel determine the building which houses the child care center to be too dangerous to be occupied, the staff and children will be taken to an alternative safe location. Our center has a primary meeting place, two relocation sites, and a shelter in place protocol. Once the children are assembled here, the staff will begin contacting parents or emergency contact persons for pick up. The Emergency Plan is reviewed on an annual basis by both the Centre County and Penn State Emergency Management agencies and the educators and staff are offered an Emergency Plan training twice each year.

Much of the information that is needed to implement an Emergency Plan is treated as sensitive. Parts of the plan will not be released to the general public, however as a parent you are able to review the entire plan in the facility.

#### FIRE/EMERGENCY DRILLS

Fire and emergency drills are held at The Bennett Family Center in accordance with the Department of Human Services regulations. Parents, staff and children will not be made aware of drill dates or times, as this is the most effective way to assess the effectiveness of fire and emergency/evacuation plans.

During a fire/emergency drill or real fire/emergency situation, parents may not sign children into or out of the program. Parents must wait until the drill is complete and children have returned to the building to sign their child into the program. Parents may feel free to wait with the child's class in the designated safe-zone outside of the building until the drill is complete.

Parents wishing to sign their child out of the program during a fire/emergency drill or real fire/emergency situation are expected to have patience with the staff as they are trying to maintain order during an often hectic and dangerous situation. If the center is in the midst of a fire/emergency drill, parents will be required to wait until the drill is completed and the staff and children are returned to the building to sign their child out of the program. If the center is having a real fire/emergency situation, parents will be asked to wait until the director or designee has accounted for all staff and children and gives the staff permission to release children. Once again, it is important for parents and staff to work together, remain calm, and cooperate with the fire/emergency personnel and center administration during these important and critical situations.

## CURRICULUM INFORMATION

The Bennett Family Center follows an emergent curriculum affording teachers the opportunity to individualize curriculum to a high degree. It is our belief that a curriculum exists within each child, particular to their own development and culture. It also takes place in a group setting here at The Bennett Family Center, thereby offering each of those individuals the opportunity to construct meaningful and informed questions to be challenged and supported by their peers and adults.

### Emergent Curriculum

This article is taken from The Reggio Emilia Approach. [On-Line Article].

<http://www.cmu.edu/cyert-center/reggio.htm>.

“The curriculum is not child centered or teacher directed. The curriculum is child originated and teacher framed...”

An emergent curriculum is one that builds upon the interest of children. Topics for study are captured from the talk of children, through community or family events, as well as the known interests of children (puddles, shadow, dinosaurs, etc.). Team planning is an essential component of the emergent curriculum. Teachers work together to formulate hypotheses about the possible directions of a project, the material needed, and possible parent and/or community support and involvement.

### Teacher Role:

- to co-explore the learning experience with the children
- to provoke ideas, problem solving, and conflict
- to take ideas from the children and return them for future exploration
- to organize the classroom materials to be aesthetically pleasing
- to document children’s progress: visual, videotape, tape recording, portfolios
- to help children see the connection in learning and experiences
- to help children express their knowledge through representational work
- to have a dialogue about the projects with parents and other teachers
- to foster the connection between home, school and community

### Projects:

- can emerge from children’s ideas and/or interests
- can be provoked by teachers
- can be introduced by teachers knowing what is of interest to children: shadows, puddles,

tall buildings, construction sites, nature, etc.

- should be long enough to develop over time, to discuss new ideas, to negotiate over, to induce conflicts, to revisit, to see progress, to see movement of ideas
- should be concrete, personal from real experiences, important to children, should be “large” enough for diversity of ideas and rich in interpretive/representational expression

### **Relationships --The FOUNDATION**

Relationships are the foundation of our curriculum approach. They provide us with rich curriculum material. We learn how to make a new child and family feel welcome and how to say farewell to the child who is going off to Kindergarten. We learn about friendship as children move from understanding and satisfying themselves to negotiating conflict with others. We learn about the cycle of life as we celebrate the birth of a new sibling and we share the grief when a life passes. We learn that people speak many languages, have many different abilities, and eat a wondrous variety of foods and that the world is large beyond our doors but also huge within. We learn how to share and take turns, how to listen and how to express. We support the first steps of our youngest friends and cheer the first solo ride of a “big kid” on a tricycle. Relationships are curriculum.

### **Mixed Age Model**

Mixed age is our style of grouping the children into home classrooms. Essential to our philosophical approach is the belief that children construct knowledge in relationships with others. It is therefore very important that children be afforded an opportunity to observe and engage with children and adults of all ages. The work of Lilian Katz in this area had a strong influence on our decision to model a mixed age grouping. We were pioneers in that effort related to the care of infants and toddlers. We feel very strongly that children are both more secure as well as appropriately challenged in a place where they see a “neighborhood” community working together. We want children to experience relationships with people of all ages.

### **PATHS (Preschool Curriculum)**

PATHS is Promoting Alternative Thinking Strategies. This is a program designed to promote social-emotional development in children. It discusses managing feelings and resolving conflicts through the use of puppets, stories, and everyday application. When your child is selected as the PATHS child of week, we will send home the All About Me Box. We ask that you fill this box with meaningful items to your child and your family and then return it to school where we will display it for the rest of the week.

### **Positive Behavior Intervention and Support (PBIS)**

PBIS is a program-wide approach for supporting children’s social-emotional development and preventing challenging behaviors. By building positive relationships with children, creating supportive learning environments and teaching social emotional skills, teachers minimize the need for individualized interventions to address challenging behavior.

A critical component of PBIS at the Bennett Center are our program-wide expectations for behavior. Children, families, staff, students (anyone who is part of the Bennett community) are asked to “Be Safe” and “Be Respectful” with ourselves, others and materials. These concepts are modeled and reinforced in all classrooms throughout the year and we strongly encourage families to be part of this ongoing process by modeling and reinforcing these concepts when you are with your child at the Bennett.

## PARENT/TEACHER CONFERENCES/COMMUNICATION

Early childhood assessment is integral to the philosophy and curriculum of our program. During the “intake” meeting, when you enroll your child, we will use the developmental history to inform planning. We consider this important meeting as the first assessment of your child’s development so that we can continue to meet the developmental needs of your child and challenge him or her to new levels.

A child’s individual growth and timing of development is valued. A variety of open-ended and developmentally appropriate opportunities and materials are made available to children throughout that day. These opportunities are selected based on a teacher’s daily observations and interactions with the children. These opportunities or activities encompass the appropriate developmental domains including-physical, social, emotional and cognitive areas of development and are offered in the context of both the individual child, the class and school community.

The teaching staff will use a variety of tools to support their observations and recommendations for continued growth and these will be shared with you during parent/teacher conferences. Our staff utilize research-based assessment tools which follow a child’s development and learning along a continuum from infancy through the preschool years.

Assessment is a collaborative process and begins as soon as you enroll your child with our program. At each parent/teacher conference we will make curriculum decisions based on the material shared and after gathering your input.

## BIRTHDAY & HOLIDAY CELEBRATIONS

To promote wellness and foster healthy eating habits among the Center, the staff will offer birthday celebration options to each child. These options can include things like special projects, reading a selected book of the child’s choice, cooking a special treat, or families may donate a book or game to their child’s classroom or the center in honor of their child’s birthday. For any celebration involving food the food will be prepared on-site to help maintain our nut-free policy and ensure we are meeting the nutritional guidelines of our federal food program.

However, we are excited to explore the cultures, traditions and diversity of children, families, and our community. We encourage all families to share their special customs and traditions with us throughout the year.

## TOYS FROM HOME

Due to the risk of damage, sharing issues, and loss, children are not permitted to bring in toys from home, unless specifically requested by the classroom teacher for use as part of the curriculum. Parents are responsible for enforcing this policy with their child. Parents are encouraged to consult the classroom teacher should they find their child is having difficulty with this policy.

Children in classrooms with nap/rest time are permitted to include with their bedding supplies, one plush/non-musical toy with which to nap/rest. This toy is to be placed with the bedding supplies and use of it will only be allowed at nap/rest time.



All toys brought in for use as part of the curriculum, and/or for nap/rest time will be inspected by classroom staff for safety and appropriateness, and may be prohibited at the sole discretion of the staff at The Bennett Center should they deem it unsafe or inappropriate.

## SCREEN TIME FOR CHILDREN

Our Center follows the guidelines from the American Academy of Pediatrics as well as Keystone STARS and NAEYC for screen time use by children.

Standards regarding the use of digital materials are below:

- No screen time for children under the age of 2 except in cases where the use is permitted due to appropriate assistive technologies and/or curriculum and assessment documentation.
- Allow children to explore digital materials in the context of human interactions, with an adult as mediator and co-player. As with shared book reading, use shared technology time as an opportunity to talk with children, use new vocabulary, and model appropriate use.
- Avoid passive screen time. Electronic media materials used to support and extend classroom interests, themes, and activities are permitted pending they follow the appropriate guidelines for time limits.
- Use technology as an active and engaging tool when appropriate to provide infants and toddlers with access to images of their families and friends, animals and objects in the environment, and a wide range of diverse images of people and things they might not otherwise encounter.
- Incorporate assistive technologies as appropriate for children with special needs and/or developmental delays. Time limits do not apply to children with disabilities using electronic media assistive devices.
- Make digital audio or video files to document children's progress as part of the assessment process.
- Preschool children can be allowed a maximum of 15 minutes per week of screen time which includes all of the above mentioned uses of screen based technologies.

## HEALTH AND SAFETY

### Health and Illness:

Our medical policy is designed to reduce the spread of infectious illness in the classrooms, to protect children from accidents as much as possible and to respond appropriately in the event of a medical emergency.

The control and prevention of infectious diseases in childcare depends on the good communication between parents, caregivers, health departments, and primary health care providers.

When the center staff has a concern about your child's health they will give you a call to discuss symptoms and determine a course of action. Depending on the specific case, this may or may not mean that a parent/guardian will be expected to pick up their child immediately.

Illness is always an issue in childcare settings. While we understand the needs of working and student parents/guardians, we must protect enrolled children from contagion. We try to be guided by common sense, while following state regulations on exclusion, and ask you to join us in working to assure a healthy center for all children.

Every day, our teachers conduct an informal health check of each child. This health check is conducted as soon as possible after the child enters the child care facility and whenever a change occurs while that child is in care.

The health check addresses each child's health to determine recent illness or injury to the child or family. This helps reduce the transmission of communicable diseases and enables teachers to plan for necessary care while the child is at the Center.

Your child should be well enough to participate in scheduled activities, as we are unable to provide additional teacher coverage for ill or mildly ill children. If it is deemed necessary for a child to be excluded from a classroom until a parent arrives there is space in the Director and Assistant Director's offices. Every effort is made to spend time outdoors with all children (including infants) daily. Please keep this in mind if your child is ill as we will not be able to keep classrooms from going outside due to illness.

## HEALTH APPRAISALS

Completed health appraisals are due in the Center office no later than 30 days after initial enrollment or after your child's update is due. It is strongly encouraged to have the initial form completed and turned into the center at the in-take meeting. The Center will provide a reminder when your child is due for a Well Baby Exam. **Failure to provide required health appraisals may constitute grounds for termination of care.**

- Well Baby Exams: Regular health appraisals must be maintained in your child's permanent file.
- Approved forms from the state are available at the Center. Schedules for health appraisals are 1, 2, 4, 6, 9, 12, 15, 18, & 24 months, and every year subsequent to his/her second birthday.

- The federal Health Insurance Portability and Accountability Act of 1996 requires a HIPPA form to be completed to safeguard the confidentiality of your child's health record.
- A doctor's written notice is required if there is a delay in any scheduled immunizations. In addition, if your doctor chooses to skip any of the health appraisals times, a *written notice is required for your child's file.*
- ***Measles/Mumps/Rubella Immunization: The Department of Health has required that all children aged 15 months or older must have the MMR vaccine as a condition of attendance at a childcare center.***

#### COMMUNICABLE DISEASES

The Center follows the health/communicable disease policies as outlined in the American Academy of Pediatrics Model Health Policies and Procedures Manual. A copy of this manual is on file with the Center Director and is available upon request for review.

We will temporarily exclude a child or send the child home as soon as possible if a combination of the following conditions exists:

1. The equivalent of an oral fever of 101 accompanied by behavior changes or other signs or symptoms of illness;
2. Symptoms and signs of possible severe illness:
  - Lethargy that is more than expected tiredness,
  - Uncontrolled coughing,
  - Inexplicable irritability or persistent crying;
  - Difficult breathing,
  - Wheezing, or
  - Other unusual signs for the child;
3. Diarrhea, defined by more watery stools, decreased form of stool that is not associated with changes of diet, and increased frequency of passing stool, that is not contained by the child's ability to use the toilet. Children with diarrhea illness of infectious origin generally may be allowed to return to childcare once the diarrhea resolves, except for children with diarrhea caused by *Salmonella typhi*, *Shigella* or *E. coli 0157.H7*.
4. Blood in stools not explainable by dietary change, medication, or hard stools.
5. Vomiting illness (two or more episodes of vomiting in the previous 24 hours) until vomiting resolves or until a health care provider determines that the cause of the vomiting is not contagious and the child is not in danger of dehydration.
6. Persistent abdominal pain (continues more than 2 hours) or intermittent pain associated with fever or other signs or symptoms;

7. Mouth sores with drooling, unless a health care provider or health department official determines that the child is noninfectious.
8. Rash with fever or behavior change, until a physician determines that these symptoms do not indicate a communicable disease;
9. Purulent conjunctivitis (defined as pink or red conjunctiva with white or yellow eye discharge), until after treatment has been initiated. In epidemics of no purulent pink eye, exclusion shall be required only if the health authority recommends it;

Children will be excluded from participation in the program if they exhibit symptoms of any communicable disease. They will not be permitted to return to the program until they are no longer contagious. Guidelines for determining the contagious period for a specific illness are based on the recommendations by the American Academy of Pediatrics.

The Center requires a child to remain at home during the first 24 hours of antibiotic treatment for any contagious illness (ear infections and tick bites are not contagious although they are treated with antibiotics).

The following are among those conditions categorized as “highly contagious.” Information about duration of exclusion for specific illnesses is available from the Center Director.

1. Pediculosis (head lice)
2. Scabies
3. Tuberculosis
4. Impetigo
5. Strep throat or other streptococcal infection
6. Varicella-Zoster (Chickenpox) (requires absence from childcare until all pox is dry and crusted over)
7. Pertussis
8. Mumps
9. Hepatitis A Virus
10. Measles
11. Rubella
12. Unspecified respiratory tract illness
13. Shingles (herpes zoster)
14. Herpes simplex

If your child will be absent due to illness, we request that you notify the center director. This enables our faculty to keep track of any illnesses, which may occur at our school. This

information will only be shared with faculty on a “need to know” basis. If your child has a communicable disease, we ask that you share the diagnosis with the center director, so that the parents of the children in the school maybe notified that a communicable disease is present. Once again, only the communicable disease information will be shared. The Center will take all measures necessary to protect your child’s confidentiality.

## **PROCEDURES FOR NOTIFYING PARENT/GUARDIANS OF HIGHLY CONTAGIOUS ILLNESS**

When children in the center have been exposed to one of the above “highly contagious” illnesses, all parents will be notified via posting of an information fact sheet on the illness. The fact sheet includes information on symptoms, course of disease, treatment, etc.

## **ACCIDENTS AND EMERGENCIES**

Protecting the safety of the children in our facility is extremely important. Part of our education plan includes teaching and explaining safety rules to your child. In addition, the Center maintains a high ratio of adults to children in order to closely monitor various activities in the classroom and on the playground. The staff constantly monitors the facility to remedy unsafe conditions and parents are also asked to alert us to hazards or concerns that they observe. In spite of all of our efforts, accidents do happen, in part because the curiosity and vigorous activity of young children make them injury prone.

Our teachers are trained in pediatric first-aid and rescue breathing/choking procedures.

In case of a medical emergency, your child’s teacher will call 911 immediately prior to any attempt to contact the parents or the Directors. Staff will then contact parents and the Director. If the parents are unavailable, and the emergency requires emergency transport, the child’s teacher will accompany the child in the ambulance to Mt. Nittany Medical Center. Parents can meet emergency vehicles at the hospital if they are unable to get to the center in time to accompany their child in an emergency vehicle. The teacher will bring a copy of the child’s emergency form containing any known medical issues or allergies as well as any medications that are administered at the center.

Parents are responsible for any expenses that arise from accidents or medical emergencies that occur at The Bennett Family Center. It is expected that children enrolled in the Center will be covered by a family health insurance policy.

In the event of a minor injury requiring basic cleaning and first aid treatment, you will be notified by an incident report form. Copies of this form are distributed to:

- The parent (original copy)
- The child’s file in the classroom

- The child's file in the center
- Penn State Office of Risk Management

In the event of an injury requiring hospitalization or medical attention by a professional such as a pediatrician or dentist for an injury that occurred at the center, additional information must be documented. The Department of Human Services is notified and a copy is sent to the local office. Upon release from the hospital, or following an appointment with a doctor/specialist, a copy of the child's discharge papers need to be returned to the center for the child's file.

#### CHILDREN WITH SEVERE ALLERGIES/INTOLERANCES

**Due to the enrollment of children in our program with peanut allergies and life-threatening anaphylaxis reactions to peanuts and tree nuts (almond, brazil nut, cashew, filbert/hazel nut, hickory nut, pecan, pine nut, pistachio, macadamia and walnut), we will strive to maintain a nut free program. Please support this effort to keep our children safe by refraining from bringing in any food product or items containing peanuts or tree nuts. If you have any questions, please contact the Center Director.**

For the safety of your child, parents are required to provide a signed copy of the "Authorization for Emergency Care for Children with Severe Allergies" form, detailing any allergies, food or otherwise, from which their child suffers, at the time of enrollment or when the allergy is discovered. This form must be completely filled out by the child's physician and parent(s) or legal guardian(s), and must be updated every twelve months, or more frequently, as needed. In addition to this form, parents must provide a copy of any additional physician's orders and procedural guidelines relating to the prevention and treatment of the child's allergy. This form can be obtained by request from the center director or assistant director.

The center staff and parents will develop a "food allergy action plan" for children identified as having severe food allergies and will post the plan in the child's regular classroom and in the regular food preparation areas.

Members of center staff will be trained in common emergency response such as administration of the EpiPen.

Parents/guardians are encouraged to assist in training the center staff to avoid and manage allergic reactions and emergencies related to their child's individual situation.

At parent/teacher conferences, parents/guardians and center staff will review and update the treatment strategy for a child with severe food allergies/intolerances.

Any medication required to treat an allergic reaction must be provided in accordance with the Medication Policy detailed herein.

## MEDICATION ADMINISTRATION

When it becomes necessary for your child to take medication, we encourage you to attempt to dispense the medication on a schedule that does not include the period of time your child is in the center. When this is not possible, the guidelines below will be followed:

The Center will only dispense over-the-counter and/or prescription medication that is in original, labeled containers, and is accompanied by a doctor's note with explicit dosage and administration instructions. The Center will only give medication to the child for whom the doctor's note is written and for whom the medication container is labeled. One doctor's note per course of treatment is required. If a child, for example, is to be given a course of antibiotics for 10 days, the doctor's note must identify the dates that the medication is to be given.

Parents are required to complete a Medication Form each day that medication is to be dispensed. Medication Forms can be found in your child's classroom. All Medication Forms, doctor's notes and medications are to remain in the center over the course of treatment.

The Bennett Family Center will dispense over-the-counter, fever reducing/pain medication (ex. Children's Tylenol, Children's Motrin) on an as needed basis, with a doctor's note detailing the recommended reasons for administration and appropriate dosage. The doctor's note for medication on an as needed basis must be updated every six (6) months. Parents are required to supply the fever reducing/pain medication in its original container and clearly labeled with their child's name. (One note and bottle of fever reducing/pain medication is required per child.) Prior to administering fever reducing/pain medication, staff will contact a parent or person listed on emergency contact form, if a parent cannot be reached, to inform them of our need to administer the medication. Staff will also inform the parent or emergency contact person if it is necessary for the child to be picked up due to illness. Refer to the policy listed above regarding picking up ill children.

If prescription medication is not properly labeled by a pharmacist it will be given back to the parent and medication will not be administered until the correct labeled prescription is obtained. It will be the responsibility of staff to check expiration dates on medication on a monthly basis, documenting this in the medication administration binder.

In the event your child is prescribed an Epi-Pen, the Center requires that the parent supply two (2) EpiPen's to be left at the Center.





**PennState**  
Human Resources

FORM A

I/We, \_\_\_\_\_, the

parent(s)/legal guardian(s) of \_\_\_\_\_, acknowledge that I/We have received a copy of The Bennett Center's Parent Handbook and enrollment paperwork and have been given the opportunity to read the manual and ask questions about and understands the policies contained therein. Furthermore, I/We agree to abide by the policies set forth in the handbook and enrollment packet.

I/We understand that the policies described in the Parent Handbook are not conditions of enrollment, and the language does not create a contract between The Bennett Family Center and the parents. The Bennett Family Center and the Office of Human Resources reserves the right to alter, amend, or otherwise modify these guidelines, in its sole discretion, without prior notice.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_



FORM B

**AUTHORIZATION FOR EMERGENCY CARE OF  
CHILDREN WITH SEVERE ALLERGIES**

Date:

Dear Health Care Provider,

Your patient, \_\_\_\_\_ is enrolled in The Bennett Family Center and we have been requested to provide certain emergency care for the prevention of anaphylaxis in the event the child comes into contact with a certain allergen(s), as described below. Please complete Part I of this instruction record. This record will remain in the child's file at The Bennett Family Center so we may assist with the allergy care and needs of the child. If you need to provide further instructions or clarifications, please do so on a separate sheet of paper, which will become a part of this record and will be kept with this form in the child's file at The Bennett Family Center.

**PART I (to be completed by a Licensed Health Care Provider)**

Child's Name: \_\_\_\_\_ Child's Birth Date: \_\_\_\_\_

**Known Allergens:** (Please provide a complete list of all events and/or substances that may trigger a severe allergic reaction (i.e. Anaphylactic shock) in the child.)

\_\_\_\_\_ Bee Sting

\_\_\_\_\_ Other Insect Bite(s): (identify): \_\_\_\_\_

\_\_\_\_\_ Animal(s): (identify): \_\_\_\_\_

\_\_\_\_\_ Food Allergy: (identify all foods or groups of foods that must be avoided): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ Other: (identify): \_\_\_\_\_

**SYMPTOMS:** (Please provide a complete list of all symptoms that indicate the child has come into contact with an allergen and requires emergency treatment.)

\_\_\_\_\_ Shortness of Breath

\_\_\_\_\_ Swelling of the Face or Lips

\_\_\_\_\_ Hives

\_\_\_\_\_ Vomiting

\_\_\_\_\_ Diarrhea

\_\_\_\_\_ Other: (explain): \_\_\_\_\_

**PROCEDURES:** (Please indicate all steps necessary and the order in which they should be taken.)

\_\_\_\_\_ Administer the following Medication: (provide name, dosage, and method of administration): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ Administer EPI-PEN: (provide instructions for administration)

\_\_\_\_\_ Call Emergency Medical Services (911)

\_\_\_\_\_ Call the child's parent or guardian

\_\_\_\_\_ Other (explain): \_\_\_\_\_

\_\_\_\_\_ DO NOT administer medication in the absence of KNOWN exposure to allergen

**RECREATIONAL ACTIVITIES:**

1. The child may participate in recreational activities.  yes  no

2. Recreational Activity Restrictions:  none  some restrictions

(explain recreational activity restrictions): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**HEALTH CARE PROVIDER INFORMATION:**

Office: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**PART II: (to be completed by the child's Parent(s) and/or Legal Guardian)**

**By signing this form, I/We authorize The Bennett Family Center to follow the instructions contained in this Authorization For Emergency Care of Children with Severe Allergies Form. I/We agree to update this form every twelve (12) months, or sooner if my/our child's needs change.**

**PARENT(S)/LEGAL GUARDIAN(S):**

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Address: \_\_\_\_\_

Phone #: \_\_\_\_\_ Cell Phone #: \_\_\_\_\_

Emergency Contact #: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Address: \_\_\_\_\_

Phone #: \_\_\_\_\_ Cell Phone #: \_\_\_\_\_

Emergency Contact #: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

This completed Authorization for Emergency Care for Children with Severe Allergies Form was received by The Bennett Family Center on (date)

\_\_\_\_\_. This Form must be updated by (date)\_\_\_\_\_.

Received By: (Print Name) \_\_\_\_\_

Signature: \_\_\_\_\_

Title: \_\_\_\_\_



FORM C

**RELEASE AND WAIVER OF LIABILITY FOR ADMINISTERING**

**EMERGENCY CARE TO CHILDREN WITH SEVERE ALLERGIES**

This is a RELEASE AND WAIVER OF LIABILITY FOR ADMINISTERING EMERGENCY TREATMENT TO CHILDREN WITH SEVERE ALLERGIES (hereinafter, referred to as the “Release”)

Made this \_\_\_\_\_ day of \_\_\_\_\_, 20 , by and between The Bennett Family Center and \_\_\_\_\_ (Parent(s)/Legal Guardians) who are the Parent(s) and/or Legal Guardian(s) of \_\_\_\_\_ (child’s name).

WHEREAS, The Bennett Family Center provides child care services and the Parent(s)/Legal Guardian(s) have engaged The Bennett Family Center to provide child care services for - \_\_\_\_\_ (child’s name);

WHEREAS, The Bennett Family Center has been requested by the Parent(s)/Legal Guardian(s) to administer emergency treatment (including the administration of epinephrine) to the child during certain emergency situations when the child has come in contact with an allergen and is in danger of anaphylaxis , as prescribed in writing on the child’s “Authorization for Emergency Care of Children with Severe Allergies Form” all in accordance with and subject to The Bennett Family Center’s policy for administering emergency treatment to children with severe allergies.

NOW THEREFORE, in consideration of the agreements and covenants contained herein and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties hereto hereby agree as follows:

1. Parent(s)/Legal Guardian(s) hereby release and forever discharge The Bennett Family Center and its employees or agents from any liability arising in law or equity as a result of The Bennett Family Center’s employees or agents administering epinephrine and providing other emergency care in conformance with the child’s “Authorization for Emergency Care of Children with Severe Allergies From” (hereinafter referred to as the “Authorization”), provided that The Bennett Family Center has used reasonable care in administering epinephrine and in providing other authorized care in accordance with the Authorization.

2. This Release shall be governed by the laws of the State of Pennsylvania which is the location of The Bennett Family Center facility in which the child is enrolled, excluding its choice of law Provisions.
3. This Release supersedes and replaces all prior negotiations and all agreements proposed or otherwise, whether written or oral, concerning all subject matters covered herein. This instrument, along with the Authorization (including any additional health care provider's instructions or clarifications), that is hereby incorporated by reference, constitutes the entire agreement among the parties with respect to the subject matters discussed herein.
4. The reference in this Release to the term The Bennett Family Center shall include The Bennett Family Center its affiliates, successors, directors, officers, employees, and representatives. The terms Parent(s)/Legal Guardian(s) shall include the dependents, heirs, executors, administrators, assigns, and successors or each.
5. If one or more of the provisions of this Release shall for any reason be held invalid, illegal or unenforceable in any respect, such invalidity, illegality, or unenforceability shall not affect or impair any other provision of the Release. This Release shall be construed as if such invalid, illegal, or unenforceable provisions had not been contained herein.

The Bennett Family Center:

Center Address: \_\_\_\_\_

\_\_\_\_\_

Name: (print) \_\_\_\_\_

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

PARENT(S)/LEGALGUARDIAN(S):

Name: (print) \_\_\_\_\_

Signature: \_\_\_\_\_

Relationship: \_\_\_\_\_



Date: \_\_\_\_\_

Name: (print) \_\_\_\_\_

Signature: \_\_\_\_\_

Relationship: \_\_\_\_\_

Date: \_\_\_\_\_