

Parent Handbook



Policies and Procedures

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Frequently Called Telephone Numbers

To reach any of the following Mt. Nazareth Center staff call

412-931-9761

followed by the extension as listed

Michelle Harrison, Director
Extension 5200
michelleharrison@chfmanor.org

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Karen Haas, Administrative Assistant
Main Office – extension 5180
khaas@chfmanor.org

Billing – 412-931-6996 extensions 6604, 6605
Peg Monaco pmonaco@chfmanor.org
Midge Schwilm aschwilm@chfmanor.org

Section 1 – Introductory Information

Mission Statement

Mount Nazareth Learning Center as part of The Community at Holy Family Manor, Inc. is a nonprofit agency committed to creating communities of love and hope in the tradition of the Sisters of the Holy Family of Nazareth. Our mission is to support and nurture families by providing a broad spectrum of services designed to empower them to fulfill their role in church and society.

Belief Statements

The basic source of our mission and belief is Christ who teaches us that we are all part of the same human family. “The joys and the hopes, the grief and anxieties of the people of this age, these are the joys and hopes, the grief and anxieties of the followers of Christ. Indeed nothing genuinely human fails to raise an echo in their hearts.”

(From the Second Vatican Council Document: *Constitution on the Church in the Modern World*).

Caring, loving relationships are initially learned and nurtured in the family, the essential building block of the Church and society.

Healthy families inevitably influence the broader community, creating a positive force for hope, peace and love within the entire human family.

Building of community through relationships is the key to development of the human family and is, therefore, inherent in all of our efforts. With deep respect for the giftedness of each person, we shape each encounter as a partnership among our clients, other helping agencies and individuals, and ourselves.

These beliefs underlie and support our commitment to work together as a Center family with all who share our mission.

Philosophy

Inspired by the Mission of Jesus and in the tradition of the Sisters of the Holy Family of Nazareth, Mt. Nazareth Learning Center is dedicated to the belief that EACH child is a special person. The Administration and Staff pledge themselves to supporting the total development of each child according to Gospel principles and the psychological and intellectual philosophies underlying authentic child-growth.

Adhering to these principles, we believe that our care, support and instructions can ultimately enhance the families from which these children come.

Regulatory Information

The Commonwealth of Pennsylvania Department of Public Welfare licenses our infant, toddler, and preschool, license number 411710. The Commonwealth of Pennsylvania Department of Education approves our preschool programs through a charter granted to the Diocese of Pittsburgh.

Keystone STARS

We participate in the Keystone STARS program and we are currently a STAR 2 facility. (There are 5 STAR levels.) This program is a continuous quality improvement program that encourages us to strive to provide better care, to improve our facility, and to continue developing as professionals in the field of child care.

Program Highlights

▪ **Infant & Toddler Programs**

Group activities and play are used to establish learning experiences and provide opportunities for the social and cognitive development of each child.

▪ **Preschool 3 & 4 Year Old Programs**

A child moves in formal and informal ways from one educational activity to another according to a plan developed and implemented by the state qualified teachers. The instructional program is well articulated and provides for a sequential development of skills and attitudes with an atmosphere of freedom and flexibility.

Areas of educational instruction include, but are not limited to **Art, Computer, Math Readiness, Music, and Reading**. The physical and intellectual development needs of children are met through various activities and enrichment materials.

▪ **Summer Program**

Each year the Learning Center conducts an eight-week Summer Program for preschool and school age children that begins mid-June and continues until early August. The program includes sessions in Christian values, sports, creative arts, crafts, swimming, and a field trip.

Hours of Operation & Scheduled Holidays/In-Service Days

Childcare services are provided Mondays through Fridays from 7:00 a.m. to 5:45 p.m.

Mt. Nazareth Center is **closed** for these holiday observances:

New Years Day	Labor Day
Good Friday	Thanksgiving
Memorial Day	Day after Thanksgiving
Fourth of July	Christmas

Also, there are two in-service days each year when we are closed. They usually fall in August and January or February.

***Please refer to the Center's calendar for any additional closed days and specific dates.**

Section II – Enrollment Plans, Billing & Payment Policies & Procedures

Explanation of Tuition Charges

Current tuition rates are available in the Learning Center Office.

Tuition rates for children in these age categories are based on the following minimum billing schedule.

Infants	2 days per week
Toddlers	2 days per week
Pre-K3 (3 year olds)	2 mornings per week
Pre-K4 (4 year olds)	3 mornings per week

Parents are billed at the beginning of each month for the child's indicated schedule. At the end of each billing period extra days of attendance will be added to the account.

Your monthly payment is based upon the care status (full time/part time) indicated at the time of enrollment, not the actual attendance of your child. No credit will be issued for days your child does not attend, regardless of the reason.

Explanation of Tuition Payments

Tuition is due by the first of the month, but no later than the 15th of the month. Occasionally there are unusual circumstances and payments are made later. However, payments received after the end of the month will be assessed a late fee of \$25.

Prompt tuition payments are vital to the success of the Center because Mt. Nazareth operates as a nonprofit organization. Other payment arrangements are sometimes made because of emergency or temporary situations. If this is the case, please contact the program director to discuss possible arrangements.

Tuition Payment Process

The easiest way to make payment is by placing a check in the billing box located in the Center office. If the child's last name is different than the parent/sponsor, please include it on the memo line. Checks should be made payable to Mt. Nazareth Learning Center. Checks may also be mailed to:

Mt. Nazareth Learning Center
Accounting Department
301 Bellevue Road *250 NAZARETH WAY*
Pittsburgh, PA 15229

Cash payments should not be left in the office without obtaining a receipt. Please do not send cash in the mail. The Learning Center staff is directed not to accept tuition payments.

Child Care Subsidy & Tuition Payment Process

Please contact the director or administrative assistant at (412) 931-9761, extension 5200 or extension 5180 respectively, for information about child care subsidy available through the Department of Public Welfare.

Parents approved for CCIS participation must make **weekly payments** on the first day of the week for all days the Center is open that week, regardless of the number of days the child attends. Title XX participants must be approved before their child's attendance begins.

Charges for Returned Checks

Parents are charged a \$20.00 fee if a check is returned for insufficient funds. Cash payment, certified check, or money order is then required to cover the bounced check and late fees if more than two (2) insufficient funds checks are returned during the year. Tuition then must be paid in cash for the remainder of the calendar year.

Charges for Late Pick-Up of Child

▪ **Afternoon (Half Day)**

The morning session concludes at 12:45 p.m. Children who attend half-day may be picked up between 12:45 p.m. and 1:00 p.m. You are charged for full-day attendance if your child remains after 1:00 p.m.

▪ **Evening (Full Day)**

The Center closes at 5:45 p.m. We do allow a 15 minute grace period before late charges incur. You are charged \$10.00 per quarter hour, per child, per caregiver on duty if your child is at the Center past 6:00 p.m. The Department of Public Welfare requires that two staff be on duty when children are in care. Therefore the minimum late fee is \$20.00 per child

The following procedure for late pick-up will be followed:

- The attending caregiver completes a voucher with the pick-up time and late fee clearly marked.
- The caregiver has you sign the voucher, and then he/she gives you a copy.
- The late fee will be added to student's account and is due with the next scheduled payment.

Section III – Enrollment and Withdrawal Procedures

Nondiscrimination Policy

Enrollment is open to all children regardless of race, color, national origin, sex, age or disability. Parents who have complaints of discrimination may contact any of the following agencies:

The Office of Civil Rights
U.S. Department of Health and Human Services
Bureau of Civil Rights Compliance
Department of Public Welfare
The Pennsylvania Human Relations Commission

Contractual Agreement & Registration

Children may be enrolled at any time during the year provided space is available. Registration applications may be obtained by contacting the assistant director. There is a one-time \$60 non-refundable registration fee for all age groups. This fee includes 2 security key cards. A yearly administrative fee of \$35 will be charged in succeeding years.

Additional children: fees are \$25 each, for additional children. Acceptance of additional children is contingent on space availability and a review of payment history. For 2 children we will apply a 5% discount on your total monthly tuition. For 3 or more children we will apply a 7.5% discount on your total monthly tuition.

A two week written notice to the assistant director or administrative assistant of Mt Nazareth Learning Center is required when withdrawing a child(ren) from a program. If your child withdraws after the 15th of the month, no credit will be issued. If a child(ren) is withdrawing from a program they are not eligible to re-enroll in any program offered by Mt. Nazareth Learning Center for a minimum of 30 days from their last day of attendance in a program. All fees associated with the program when a child(ren) is being withdrawn are non-refundable.

Emergency Contact & Release of Child Forms

The Department of Public Welfare requires that parents complete Emergency Contact and Release of Child forms prior to their child's first day of care/school, and that parents update these forms every six months. These forms are included in each child's enrollment packet. Please complete each form carefully for your child's safety and protection. Reminder: we will not release your child to anyone who is not listed on the Emergency Contact form.

Parents are to update their child's forms any time there is a change of any information included on the Emergency Contact Form. These forms are available in the office.

Child Health Assessment Form

The Child Health Assessment Form is completed at the time of registration. The Department of Public Welfare also requires that parents have their pediatricians or health care providers complete a Child Health Appraisal form each time a child has a well-child exam, this includes

every time the child is immunized through age 2 (24 months) and yearly (ages 3, 4, 5) thereafter. These completed forms must be kept in each child's confidential file per state code. Please be sure to indicate any allergies your child may have, for example, food, medicine, etc. If the physician has instructed you to have an EpiPen close at hand, we require that you have two available at the Center and they must be in the original containers. Also, if your child has any food allergies, please complete the Food Allergy Action Plan (Appendix A) and turn it with the health assessment form.

Automobile License Plate Number

It is necessary to have the license plate numbers of vehicles on the Mt. Nazareth campus in order to regulate traffic. Please write your license plate number in the space provided on either the School Year Registration or the Summer Registration forms.

Security Cards for Learning Center Entrance

Security cards are required by all parents/guardians, and may be obtained from the office at any time. There is a \$5.00 required deposit for each card beyond those received at registration. Your deposit is refundable upon return of the security card at the end of the school year. It is very important that you obtain a card, since there is not always someone in the office to open the door. Any lost or stolen cards must be reported immediately to the office, and a replacement card must be promptly purchased. Replacement fee for a card is \$5.00.

Pre-enrollment Visit

Parents/guardians are to arrange with their child's caregiver a mutually acceptable time for one or both parents and child to visit before the child's first day of care. We suggest a one-hour visit followed by a second visit if parents and caregivers believe this visit will aid the child's adjustment to care. At least one parent/guardian must remain with the child during this visit.

Parents of infants also are to arrange for these visits so that caregivers can learn the infant's patterns and routines from the parent.

Child's Adjustment to Care

All children find it difficult to separate initially from their parent/guardian. Please say good-bye to your child and assure him/her that you will return at the end of the day. Please do not sneak out of a classroom. We make every effort to comfort and accommodate a child during this adjustment period. Children that attend full-time adjust more quickly than those that attend part-time. Please allow ample time for your child to become familiar and comfortable with our program.

Section IV – Attendance Policies & Procedures

Traffic Safety on Campus

Please observe the indicated speed limit once you have entered the Mt. Nazareth Center campus. **It is 5 MPH.** Follow the directional arrows, and drive to the right of the main building (behind it), passing between the yellow and red brick buildings. Park in the spaces provided near the main entrance.

Again, please observe the indicated speed limit when on campus for the safety of all children.

Transportation

Parents/guardians are responsible for transporting infants, toddlers, Pre-K3, and Pre-K4 students to and from the Center.

Arrival & Departure from Campus

Please hold your child's/children's hand and guide them safely across the road to the Center entrance at arrival time.

Please do the same at departure time. Make certain that children do not wander around campus grounds unattended. **Keep your child with you if you are detained in the Center.**

Morning Drop-off/Clock-in

- **Infants, Toddlers, PreK-3, PreK-4:**
Clock your child/children in on the Time Manager Attendance time clock.
- **Infants & Toddlers**
 - Accompany your children into the Center and escort them directly to their room.
 - Place all personal belongings in your child's cubby.
 - Be sure to say good-bye, and to tell your child that you will return for him/her.
- **Pre-K3, Pre-K4:**
 - **Pre-K3 and Pre-K4 Children should arrive no later than 9:00 a.m.**
 - Accompany your children into the Center.
 - Escort your children directly to their room.
 - Place all personal belongings in your child's locker, and check for correspondence.
 - Be sure to say good-bye, and to tell your child that you will return for him/her.

Half Day & Full Day Pick-Up

Infants, Toddlers, PreK-3, PreK-4:

Clock your child/children out on the Time Manager Attendance time clock.

- **Half Day Pre-K3, Pre-K4 :**

Children that attend half-day sessions may leave between 12:45 p.m. and 1:00 p.m.

- **Full Day Pre-K3, Pre-K4:**

Children that attend full-day sessions may leave after 3:15 p.m. Please be aware that children often are at the outdoor playground or, occasionally at the Manor, between the hours of 3:30 p.m. and 5:45 p.m. **Please report directly to the teacher in charge for the release of your child.** This is especially important when your child is in the playground.

Request for Schedule Change

Requests for a schedule change **MUST** be made two weeks in advance of any change. You must contact the assistant director to see if your request for different days is available.

Late Arrival Procedures for Full Day Pick-Up

The Center closes at 5:45 p.m. Late arrival causes anxiety for children and inconvenience for caregivers that have evening classes, appointments of their own, or families waiting at home. See page 5 for a detailed explanation of late pick-up charges. Anytime after 6:00 PM, you must call Toddler 2A, at extension 5080, in order to pick up your child.

Please make the following arrangements if you are unable to come for your child by 5:45 p.m.

- Call the Center to inform staff of your delay, as soon as you know you will be delayed.
- Indicate the name of the designated person, and relationship to the child who will come for your child. Note that your designee, if unknown to staff, will need to show proof of his/her identity with a photo ID.
- Call the Center as soon as possible if you are detained due to an emergency.

The director reserves the right to terminate your contractual agreement with Mt. Nazareth Center if you arrive late more than once a quarter, unless you are involved in an emergency situation.

Program Guidelines

To ensure that we are operating at full capacity:

- We have the parents commit to the schedule they choose at enrollment. You are charged according to your selected schedule. (See page 9 for schedule change procedure.)
- We do not grant refunds for days not attended, regardless of the reason.
- We do not have vacation day allotments.
- Extra days will be granted with the permission of the assistant director or director. Extra days of attendance will then be added to your account. These extra days are not in substitution for the committed days.

Parent-teacher conferences

Parent-teacher conferences take place twice a year. The first one is in January and the second one is in May.

Cooperation with Other Agencies

We are happy to cooperate with other agencies or stakeholders to benefit the children at our Center. If your child has special needs, we willingly cooperate to provide your child with the assistance that is needed. It is beneficial to share this information with us so that we can fully cooperate with agencies providing this extra help. (See Appendix C for IEP, IFSP sign-off sheet)

Transitions

Major transitions take place in January and mid-August/early September. At times, transitions will take place throughout the school year depending on a child's developmental growth and age. This is contingent on the space available in a particular room. The staff members work with the parents to make sure each transition is as easy as possible.

Please note that careful consideration is taken when placing your child in a classroom; we do not accept requests for certain classrooms or teachers.

- **Transition to Another Classroom or Educational Setting**
Parents receive general information when the child transitions to another classroom or educational setting. When the child transitions to another educational facility, the parent may request a copy of the child's records from the administrative assistant.

School Closings Due to Weather

Please listen to WTAE, WPXI or KDKA for school closings. There will be no reimbursement for snow days or other emergencies that cause the school to close.

Section V – Health, Safety & Medical Procedures

Child Protective Services Law

This law was enacted in order to protect children from abuse and neglect, to insure their healthy growth and development, and to contribute to the stability of the family. This law requires that if staff has “reason to believe, on the basis of their medical, professional, or other training and experience, that a child coming before them in their professional or official capacity is a victim of child abuse,” they must report the suspected abuse to Childline 1-800-932-0313.

Child abuse is defined as follows: serious physical or mental injury that cannot be explained by available medical history or as being accidental, sexual abuse, sexual exploitation, or serious physical neglect of a child under the age of 18.

Child Illness While in Care

You will be called first if your child becomes ill while in care. If neither parent nor a child’s guardian can be reached, then those listed as your emergency contact persons will be called. We expect that the child for his/her own comfort will be picked up within one to two hours.

Children will be sent home if they have:

Fever that is 101F or higher

Two episodes of vomiting

Two episodes of diarrhea

Symptoms associated with communicable disease

Children sent home must be symptom-free for 24 hours before returning to care. (See Appendix B regarding the illness notification form.)

Children who need to take an antibiotic must have been taking it for 24 hours before returning to care.

Emergency Medical Treatment

Parents/guardians are contacted as soon as possible in the event of a serious accident. Emergency contact persons are called in the event that neither parent nor guardian can be located. The child will be transported by ambulance to the nearest emergency room. A staff member remains with the child until a parent arrives.

Our staff is trained in First Aid, CPR, fire safety and emergency evacuation procedures.

Exclusion from/ Return to Care Due to Communicable Disease

A healthy environment is an important factor at our Center. Children are happier and more open to learning when they feel alert and energetic. Therefore children who are ill with a communicable disease must remain home from care according to the following guidelines. These guidelines also help to insure the health and safety of all the children.

Communicable Disease	Guidelines for Return to Care
Chicken pox/shingles	7 days from onset of rash or until all lesions are crusted
Diarrhea	When a diapered child's stool is contained in diaper; when a toilet trained child is continent
Influenza	After all symptoms are resolved
Lice	24 hours after treatment begins and all nits are removed
Measles	4 days after onset of rash
Mumps	9 days after onset of swelling
Pertussis	Until 5 days of appropriate antibiotic treatment
Rubella	Until 6 days after the rash disappears
Strep throat	24 hours after antibiotic treatment begins

Procedures for Medication Administration

We will distribute prescription medication. Any request for administration of over the counter medication will be evaluated on a case by case basis and must be approved by the director. A staff member will give your child his/her medication with your written and signed permission, if the following procedures are followed.

- Sign the medication log each day your child needs his/her prescription medication.
- Provide the prescription medication in its original container and a medication syringe or cup for administration.
- Be certain the prescription medication is clearly labeled with your child's name, the name of the medicine, and the dosage/time to be administered. **Please make sure your child's medication is not expired.**
- Place all items in a clear plastic storage bag that also is labeled with your child's name.

The medication log for infants and toddlers is kept in their respective rooms. The medication log for older children is kept in the children's lunch room.

Child Discipline Policy

A child who becomes physically harmful to other children or staff may be asked to leave the center. The director and/or assistant director, along with the child's care givers, will document and observe the child's behavior. The Learning Center will offer recommendations on how to improve the child's behavior.

Section VI – Children's Routines, Belongings & Birthdays

Naptime

- **Infants & Toddlers**

The Center provides a crib and/or a cot and cot sheets. The same crib or cot is used for your child each day until he/she transitions to another room.

- **Pre-K3, Pre-K4**

The Center provides a cot for your child to use at naptime. Your child may bring a small blanket, a small pillow and a soft toy for use at naptime if he or she attends full day.

Lockers

- **Infants & Toddlers**

Infants and toddlers have individual cubbies that are located directly inside their classroom. Daily notes, art, and envelopes for school/home correspondence are placed in their cubbies. Please check your child's cubby daily.

- **Pre-K3, Pre-K4**

Each child is assigned a locker. Art, schoolwork, parent notices, and billing notices are placed in their lockers. School/home correspondence is hung on the inside of the locker door. Please check the locker daily for items with your name or your child's name on them.

Lost Items

Please label all of your children's items that you bring into the Center. The Center is not responsible for lost or stolen items.

Clothing

- **Infants & Toddlers**

Please keep two changes of clothing that includes underwear and socks in your child's cubby at all times. Please also keep an adequate supply of diapers and wipes at the Center if your child wears diapers. Note that plastic bags are not allowed per DPW licensing regulations. You may bring large bags/boxes of diapers/wipes if you wish, but please remember to label them.

DPW licensing regulations also require that diaper cream, powder, etc. be labeled with your child's name.

Please be sure to dress your child appropriately for the weather (jacket, heavy coat, hat, mittens, etc.) since we make every effort to take the children outdoors when possible.

▪ **Pre-K3, Pre-K4**

Please keep one change of clothing that includes underwear and socks in your child's locker at all times for use when accidents or spills occur. Remember to label the bag and its contents clearly.

Please be sure to dress your child appropriately for the weather (jacket, heavy coat, hat, mittens, snow pants, and boots) since children take outdoor walks or play outdoors daily. The DPW directive states that as long as the weather permits, children shall be taken outdoors daily. The guidelines for temperature indicate that the children are expected to go outside when the forecast temperature/wind chill are above 25 degrees and the forecast temperature/heat index is less than 90 degrees.

Birthdays

On your child's birthday you may treat the children in his or her room if you wish. If you are uncertain about what to bring you may want to consult with your child's caregiver(s). Children with allergies will receive an alternate snack provided by the Center.

Section VII – Parent Participation

We are always happy to have parents join us for outings or in-house programs. This is a wonderful opportunity to see your child engaged in the Center's activities.

Parent Advisory Board

There is an active Parent Advisory Board and new members are always welcome. The four standing committees are Activities and Events, Fundraising/Friendraising, Health and Safety and Playground. Contact the director if you would like to belong to one of these committees.

On-Going Projects

We encourage you to sign up for Giant Eagle Apples for Students. Please register at www.gianteagle.com or call 1-800-474-4777. Enter School ID# 0734. This helps us to obtain new equipment for the classrooms.

We also participate in the BOX TOPS for EDUCATION. There is a container to the right of the sign-in computer where you can insert your BOX TOPS. The money we receive from this project helps us to purchase playground equipment.

From time to time we have fundraisers such as hoagie sales, candy sales, etc. All proceeds benefit the Learning Center, and are used to purchase educational materials. We appreciate parent participation in these events.

Communication

We are always happy to get feedback from you and at the same time we want to keep you informed. We send out monthly newsletters via the internet and occasionally share other information that is pertinent to the Center. If you prefer to have a hard copy of our communiqués, please notify the administrative assistant.

Section VIII – Stakeholders

Stakeholders are organizations/individuals who significantly impact the childcare families at our Center. Parents are encouraged to share with us the names of other stakeholders not listed below. If any parent knows an organization or individual that would like to partner with Mt. Nazareth Learning Center, contact the director at 412-931-9761, ext. 5200.

- Department of Public Welfare (DPW)--Their mission is to promote, improve and sustain the quality of family life; break the cycle of dependency; promote respect for employees; protect and serve Pennsylvania's most vulnerable citizens; and manage our resources effectively.

Western Region Office of Child Development and Early Learning
Departments of Education and Public Welfare
11 Stanwix Street Room 2401
Pittsburgh, PA 15222

- Child Care Information Services (CCIS)—manages the subsidized childcare program for low income working families.

Downtown
305 Wood Street
2nd Floor
Pittsburgh, PA 15222
412-261-2273

Northeast
2 Allegheny Center
Building #2, Fourth Floor
Pittsburgh, PA 15212
412-246-4540

For access to applications and maintenance of parent and provider information for CCIS, go to the Commonwealth of Pennsylvania's Access to Social Services (COMPASS) Web site.

- Allegheny Intermediate Unit (A.I.U.)—the mission of the A.I.U. is to provide educational options and opportunities that maximize achievement for all learners.

A.I.U. Central Office
475 East Waterfront Drive
Homestead, PA 15120
412-394-5700
1400 Penn Avenue
Pittsburgh, PA 15219
(412) 394-5741

- Keystone STARS—is an initiative of the Office of Child Development and Early Learning (OCDEL) to improve, support, and recognize the continuous quality improvement efforts of early learning programs in Pennsylvania. Mt. Nazareth Learning Center is currently a STAR 2 facility.

Southwest Regional Key
YWCA of Greater Pittsburgh
305 Wood Street
Pittsburgh, PA 15222

- **Dart**—section of A.I.U. that evaluates children for early intervention services and determines which services are needed. (412-394-5736)
- **Vision Screening**—available each year at our Center to preK-4 children with the written consent of parents.
- **Mobile Dentist**—SMILE program is available for children without Medicaid or private insurance and lacking sufficient funds for a subsidized fee. (1-888-833-8441)
- **Children's Health Insurance Program (CHIP)**—Pennsylvania's CHIP program provides health insurance to all uninsured children and teens who are not eligible for or enrolled in Medical Assistance.
- **Women, Infant and Children's Program (WIC)**—WIC serves income-eligible and medically or nutritionally at-risk pregnant women, breastfeeding and bottle-feeding mothers, infants and children up to the age of five.

Schools

North Hills School District
135 Sixth Avenue
Pittsburgh, PA 15229

Catholic Diocesan Schools in our area:

Assumption
St. Cyril and Methodius
St. Therese of Avila
St. Sebastian

Appendix

Food Allergy Action Plan

Emergency Care Plan

Place
Student's
Picture
Here

Name: _____ D.O.B.: ____/____/____

Allergy to: _____

Weight: _____ lbs. Asthma: Yes (higher risk for a severe reaction) No

Extremely reactive to the following foods: _____

THEREFORE:

- If checked, give epinephrine immediately for ANY symptoms if the allergen was *likely* eaten.
 If checked, give epinephrine immediately if the allergen was *definitely* eaten, even if no symptoms are noted.

Any SEVERE SYMPTOMS after suspected or known ingestion:

One or more of the following:

LUNG: Short of breath, wheeze, repetitive cough
HEART: Pale, blue, faint, weak pulse, dizzy, confused
THROAT: Tight, hoarse, trouble breathing/swallowing
MOUTH: Obstructive swelling (tongue and/or lips)
SKIN: Many hives over body

Or combination of symptoms from different body areas:

SKIN: Hives, itchy rashes, swelling (e.g., eyes, lips)
GUT: Vomiting, diarrhea, crampy pain

1. INJECT EPINEPHRINE IMMEDIATELY

- 2. Call 911**
3. Begin monitoring (see box below)
4. Give additional medications:*
 -Antihistamine
 -Inhaler (bronchodilator) if asthma

*Antihistamines & inhalers/bronchodilators are not to be depended upon to treat a severe reaction (anaphylaxis). USE EPINEPHRINE.

MILD SYMPTOMS ONLY:

MOUTH: Itchy mouth
SKIN: A few hives around mouth/face, mild itch
GUT: Mild nausea/discomfort

- 1. GIVE ANTIHISTAMINE**
2. Stay with student; alert healthcare professionals and parent
3. If symptoms progress (see above), USE EPINEPHRINE
4. Begin monitoring (see box below)

Medications/Doses

Epinephrine (brand and dose): _____

Antihistamine (brand and dose): _____

Other (e.g., inhaler-bronchodilator if asthmatic): _____

Monitoring

Stay with student; alert healthcare professionals and parent. Tell rescue squad epinephrine was given; request an ambulance with epinephrine. Note time when epinephrine was administered. A second dose of epinephrine can be given 5 minutes or more after the first if symptoms persist or recur. For a severe reaction, consider keeping student lying on back with legs raised. Treat student even if parents cannot be reached. See back/attached for auto-injection technique.

Parent/Guardian Signature _____

Date _____

Physician/Healthcare Provider Signature _____

Date _____

TURN FORM OVER

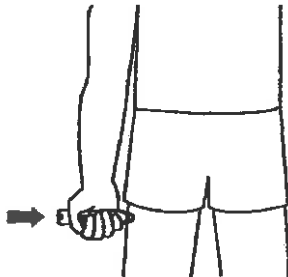
Form provided courtesy of the Food Allergy & Anaphylaxis Network (www.foodallergy.org) 9/2011

EPIPEN Auto-Injector and EPIPEN Jr Auto-Injector Directions

- First, remove the EPIPEN Auto-Injector from the plastic carrying case
- Pull off the blue safety release cap



- Hold orange tip near outer thigh (always apply to thigh)



- Swing and firmly push orange tip against outer thigh. Hold on thigh for approximately 10 seconds. Remove the EPIPEN Auto-Injector and massage the area for 10 more seconds



DEY® and the Day logo, EpiPen®, EpiPen 2-Pak®, and EpiPen Jr 2-Pak® are registered trademarks of Day Pharma, L.P.

Adrenaclick™ 0.3 mg and Adrenaclick™ 0.15 mg Directions



Remove GREY caps labeled "1" and "2."



Place RED rounded tip against outer thigh, press down hard until needle penetrates. Hold for 10 seconds, then remove.

A food allergy response kit should contain at least two doses of epinephrine, other medications as noted by the student's physician, and a copy of this Food Allergy Action Plan.

A kit must accompany the student if he/she is off school grounds (i.e., field trip).

Contacts

Call 911 (Rescue squad: () -) Doctor: _____

Phone: () - _____

Parent/Guardian: _____

Phone: () - _____

Other Emergency Contacts

Name/Relationship: _____

Phone: () - _____

Name/Relationship: _____

Phone: () - _____



Mt. Nazareth Learning Center
The Community at Holy Family Manor, Inc.
 285 Bellevue Road
 Pittsburgh, Pennsylvania 15229
 Phone: (412) 931-9761 x5180
 Fax: (412) 931-4533

B

Illness Notification

Date: _____ Room: _____

Dear: _____,

Your child _____ is not well today and is being sent home for the reasons listed below. The symptoms exhibited by your child are circled. According to our policy, any child with fever, vomiting, and/or diarrhea may not attend tomorrow due to these circumstances and must be symptom free for 24 hours or more before returning to our center. We will miss seeing you and your child tomorrow and we wish your little one a speedy recovery. If you have any questions about our health policy, please do not hesitate to ask.

***Temperature / Fever _____	Watery Eyes	Flushed Appearance
***Vomiting	Runny Nose	Itching
***Diarrhea	Rash	Other: _____
	Upset Stomach	
	Pale Skin Tone	

*** = CHILD MAY NOT ATTEND TOMORROW DUE TO ABOVE CIRCUMSTANCES

Thank you for your time,

Sr. Janice Fulmer
 Sr. Janice Fulmer, CSFN, Ph.D.
 Director
 412.931.9761 x 5200

Michelle Harrison
 Michelle Harrison
 Assistant Director
 412.931.9761 x 5010



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C

**Individualized Education Plans (IEP) and
Individualized Family Service Plans (IFSP)**

Parent Sign-off Sheet

Child's Name: _____

Your child's growth and development is measured with developmental assessments. If your child currently has an IEP/IFSP, it would be beneficial to share a copy of this plan with us so we can work together to ensure that the guidelines are put into practice. You do not have to provide this information if you do not wish to do so.

- I am providing a copy of my child's IEP or IFSP.
- I am not providing a copy of my child's IEP or IFSP and/or this is not applicable to my child.

Signature: _____

Printed Name: _____

Date: _____

