



FCCA Pre-K Counts

Fostering a Lifelong Love of Learning

Parent Handbook

2022-2023

FCCA Pre-K Counts Mission Statement

The mission of the FCCA Pre-K Counts program is to provide a safe, nurturing, high-quality Pre-K experience for children, families and the community that will inspire and foster a lifelong partnership and love of learning.





PRE-K COUNTS

Introduction

The Family and Community Christian Association (FCCA) Pre-K Counts program works in cooperation with four school districts: Conneaut, Crawford Central, PENN-CREST and Titusville Area.

In July 2007, Governor Rendell expanded access to PA Pre-K services by including in the budget an additional 86 million dollars for the PA Pre-K Counts initiative. PA Pre-K Counts is designed to offer high quality pre-kindergarten services to three and four-year olds in the state of Pennsylvania.

PA Pre-K Counts is designed to best serve the needs of children and their families by making programs available in a variety of settings that capitalize on the experience of established Early Childhood Programs, such as local school districts, child care centers and licensed nursery schools.

PA Pre-K Counts was designed to target at-risk children who are above poverty level, since there are currently programs that address the needs of children who are at or below the Health and Human Services Poverty Guidelines. The PA Pre-K Counts program is designed to target families that make up to 300% of poverty level. Starting in October of 2009, any family who completes an application for the PA Pre-K Counts program MUST have their income verified prior to enrollment into the program.

To apply for the program, each family must complete an application, which will then be processed by FCCA Pre-K Counts. Using enrollment criteria, applications will be ranked and enrollment opportunities will be offered. Currently the numbers of opportunities are limited and children may be placed on a waiting list for the next available opportunity.



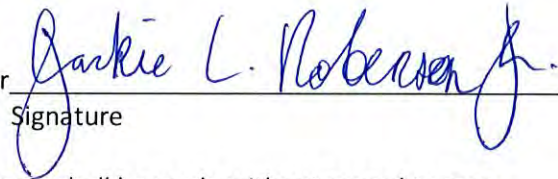
Family & Community Christian Association

378 Chestnut Street • Meadville PA 16335 • 814-337-4279 • www.fccafamily.com

SUBJECT: Nondiscrimination in Services

TO: Parents/Clients

FROM: Jackie L. Roberson, Jr., Executive Director


Signature

Admissions, the provisions of services and referrals of clients shall be made without regard to race, color, religious creed, disability, ancestry, national origin (including limited English proficiency), age or sex.

Program Services shall be made accessible to eligible persons with disabilities through the most practical and economically feasible methods available. These methods include, but are not limited to, equipment redesign, the provision of aides and the use of alternative service delivery locations. Structural modifications shall be considered only as a last resort among available methods.

Any individual/client/parent/student who believes they have been discriminated against may file a complaint of discrimination with:

Jackie L. Roberson, Jr., FCCA Executive Director
378 Chestnut Street
Meadville PA 16335

Commonwealth of Pennsylvania
Department of Human Services
Bureau of Equal Opportunity
502 Health & Welfare Building
PO Box 2675
Harrisburg, PA 17120

PA Human Relations Commission
Pittsburgh Regional Office
301 Fifth Avenue
Suite 390, Piatt Place
Pittsburgh, PA 15222

Commonwealth of Pennsylvania
Department of Human Services
Bureau of Equal Opportunity
Western Regional Office
301 Fifth Avenue
Suite 410, Piatt Place
Pittsburgh, PA 15222-1210

U. S. Dept. of Health and Human Services
Office for Civil Rights
Suite 372, Public Ledger Building
150 South Independence Mall West
Philadelphia, PA 19106-9111

Program Licensing Information

PENNSYLVANIA DEPARTMENT OF HUMAN SERVICES

Our classrooms are licensed as child care centers with the Pennsylvania Department of Human Services. We follow all regulations pertaining to the operation of child care centers.

A regional representative conducts annual inspections to monitor compliance with these regulations. Once compliance is satisfied, a certificate of compliance is awarded. This is displayed in each of our classrooms.

Copies of the regulations can be found in each of our classrooms, as well as online at <https://www.dhs.pa.gov/providers/Child-Care/Pages/Child-Care-Regulations.aspx>

OFFICE OF CHILD DEVELOPMENT AND EARLY LEARNING

The Office of Child Development and Early Learning (OCDEL) is a combined effort between the Pennsylvania Department of Education and the Pennsylvania Department of Human Services that focuses on creating high quality early education programs.

KEYSTONE STARS

Keystone Stars is an initiative through OCDEL to improve the quality in early education programs. The STARS program supports early learning programs in the commitment to provide continuous quality improvement. Programs are rated with a 1 to 4 STAR rating. All certified child care providers are required to participate in Keystone STARS.

NATIONAL ASSOCIATION FOR THE EDUCATION OF YOUNG CHILDREN (NAEYC)

NAEYC is a professional membership organization that works to promote high-quality early learning. Centers can become accredited through NAEYC by demonstrating successful completion of NAEYC's 10 accreditation standards. More information can be found online at: <https://www.naeyc.org/accreditation/early-learning/interested> (Meadville Cooperative Preschool)



FCCA PKC has earned a higher-quality rating and is a STAR 4 facility with Keystone STARS!

Why is this great news?

Keystone STARS helps us meet *quality standards* to keep your children safe, happy and learning so that they can succeed in school and life!

What does a Keystone STARS rating mean?

Pennsylvania's Office of Child Development and Early Learning sets the quality standards for early childhood programs to join Keystone STARS and earn a STAR 1 to a STAR 4 rating. In order to earn our Keystone STARS 4 rating, we had to demonstrate that we:

- ◆ Provide a clean, safe, healthy and supportive environment.
- ◆ Require all education staff to be trained in child development.
- ◆ Encourage children's active learning through play and educational activities.
- ◆ Involve families as partners in their children's learning.
- ◆ Require Teachers to have a Bachelor's Degree in Education with Early Childhood certification.
- ◆ Encourage collaboration with staff, community, school districts and families.
- ◆ Help to develop school readiness skills.

**Learn more about Keystone STARS at:
www.pakeys.org/keystone-stars/**

Pre-K Counts Locations and Contact Information

Linesville/Conneaut Area:

Alice Schafer Pre-K Counts
Alice Schafer Annex
220 W. School Drive
Linesville, PA 16424
814-683-4231

Conneaut-1 Pre-K Counts
Conneaut Lake Elementary School
630 Line Street
Conneaut Lake, PA 16316
814-382-4501

Conneaut-2 Pre-K Counts
Conneaut Valley Elementary School
2361 St. Hwy. 18
Conneautville, PA 16406
814-587-2151

Cambridge Springs Area:

Cambridge Springs Pre-K Counts
Cambridge Springs High School
130 Steele St.
Cambridge Springs, PA 16403
CS-1: 814-398-2044
CS-2: 814-398-2315

Cochranton Area:

Cochranton Pre-K Counts
Cochranton Elementary School
224 S. Franklin St.
Cochranton PA 16314
Phone: (school office) 814-425-2105

Meadville Area:

Meadville Cooperative Preschool
400 N. Main Street
Meadville PA 16335
814-724-5043

Saegertown Area:

Saegertown Pre-K Counts
Saegertown Elementary School
18741 St. Hwy. 198
Saegertown, PA 16433
814-763-6511

Titusville Area:

Titusville Pre-K Counts
ECLC
330 E. Spruce St.
Titusville, PA 16354
TV-1:
TV-2: 814-827-0548

Townville Area:

Maplewood Pre-K Counts
Maplewood Elementary School
32695 St. Hwy. 408
Townville, PA 16360
MW-1: 814-967-4672
MW-2:

FCCA Pre-K Counts Administration Office:

378 Chestnut Street
Meadville, PA 16335
Phone: 814-337-4279
Fax: 814-337-8939

Contacts:

Pre-K Counts Director: Kelly Cochran
Families Services Manager: Tiffany Conley
Health/Disabilities Manager: Julie Knauff
Training & Technical Assistance Manager: Chantelle Norwood

Confidentiality

PA Pre-K Counts families and staff have a right to expect that personal information about them will be treated with respect and confidentiality. If you observe or hear information regarding others, we ask that you do not share that information. If something you see or hear at the center worries or disturbs you, please feel free to discuss this with the Teacher or you may call the Pre-K Counts Director.

Confidential and sensitive information about your child and/or family will only be shared with FCCA Pre-K Counts program staff on a “need to know basis” in order to ensure the best possible care for your child. This information will only be shared with those outside of the FCCA Pre-K Counts program with written consent.



Building Security

In addition to a quality education, we strive to maintain a safe and secure learning environment.

All parents and visitors must report to the office or a staff member to check in upon entering the building. If the classroom is located in a school district building, the parent must enter the main office, sign in, and wear a visitor's badge while in the school. Upon conclusion of your visit, return to the office to sign out and leave the badge at the front desk.

For the safety of the children, only the designated doors will be accessible for parents coming into the school during the day. All doors operate on a buzzer system. Press the buzzer and wait to hear from a staff member.

Students being picked up for appointments and being returned to school must be signed out/in by the parent/guardian.

Working Together to Ensure Success

PA Pre-K Counts is committed to providing the necessary services and supports that will enable parents to achieve their goals. We will provide:

- A. Comprehensive child development activities including outside educational activities for all seasons.
- B. A nutritious breakfast and/or snack and lunch each day your child attends.
- C. Assistance in obtaining community services that contribute to the well-being of your family.
- D. Opportunities for you to meet with staff and other consultants as needed to discuss your child's progress.
- E. Parent trainings designed to meet the needs of families; such as, child development, health, nutrition and transition.
- F. Support as your child and family transition into the public school.



As parents and guardians, we ask that you do the following in order to benefit fully from the Pre-K Counts program:

- A. Attend the Parent Orientation session.
- B. Read with your child every day.
- C. Participate in four (4) Center Conferences with Teachers. Each is 30 - 60 minutes in length to discuss your child's progress.
- D. Participate in other meetings as necessary to support your family's successful participation in Pre-K Counts.
- E. Send your child regularly unless he/she is sick and notify the center when he/she will not be attending.
- F. Send your child dressed appropriately for the weather so that he/she can participate fully in the inside and outside activities.
- G. Reinforce your child's learning with educational activities at home.

What is a Typical Pre-K Counts Day?

The daily routine helps the child by:

- ◆ Providing a schedule of what happens in the classroom day.
- ◆ Giving the child a regular plan for the day.
- ◆ Focusing on the child's need for active involvement and decision-making.
- ◆ Giving the child a way to be responsible for making and choosing their own learning activities.

A sample daily schedule is:

- ◆ **Children arrive.**
- ◆ **Morning Meeting:** children gather in a large group to develop a sense of community and view the day and plan.
- ◆ **Brushing teeth:** self-help skills are taught.
- ◆ **Active Circle:** Children and Teachers will use the principle of I Am Moving, I Am Learning. This program was started to address childhood obesity in children. It seeks to increase daily physical activity and promote healthy food choices.
- ◆ **Planning time:** with help from Teachers, children make plans for the day.
- ◆ **Work time:** children are actively involved in educational activities of their choice; such as, painting a picture, building with blocks, playing in the dramatic play area, or doing a project with another child that helps to develop educational and social/emotional skills.
- ◆ **Clean up time:** children put things away.
- ◆ **Recall time:** children review the plans they made and what they have done.
- ◆ **Story Time:** Children and Teachers actively engage in a small group picture book reading.
- ◆ **Small group time:** The Teacher leads the children in developmentally appropriate educational activities based on the PA Early Learning Standards.
- ◆ **Outside time:** refer to Outdoor Play Policy
- ◆ **Relaxation time:** a time to calm down and learn self-control skills.
- ◆ **Breakfast, Lunch and Snack:** good health and nutrition skills are taught.
- ◆ **Dismissal.**

Please send your child in play clothes as well as maintain an extra set of clothes at the center.

Some children find it hard to leave home to go to school for the first time. Please talk to your child's Teacher if this happens. We will provide you with strategies to support regular attendance.

Our classrooms use the HighScope curriculum. HighScope is a research-based, actively-learning curriculum that is based on the child's interests. To learn more about HighScope, visit their website <https://highscope.org/our-practice/curriculum/>

No child will be left alone or unsupervised while participating in a Pre-K Counts activity.

Teacher Conferences

- ◆ Your child's Teacher will meet with you at least four (4) times a year.
- ◆ The **Initial Center Conference** will be scheduled to take place before your child attends. This is the time for parents and the Teacher to introduce themselves to each other. The Teacher will answer any questions you may have about Pre-K Counts.
- ◆ The **Second Center Conference** will take place in the fall at the center. You will help to establish goals for your child. This is a time to share information about your child as well as a time to ask questions about his growth and development. This is a good time to ask any other questions you may have about Pre-K Counts' services.
- ◆ The **Third Center Conference** will take place in February. You will be asked to schedule a time to meet with your child's Teacher at the center to review his progress and to develop new goals for us to work on together, at home and at school. This is the time when we begin to think about transitioning to kindergarten. If your child is going to public school next year, the Teacher will begin to talk with you about the kindergarten registration process.
- ◆ The **Final Center Conference** will occur in May/June. Your child's Teacher will update you on your child's progress and to discuss activities you can do during the summer months to help support your child's developing skills. You will develop summer goals. The Teacher will have a Summer Activity Packet at this visit. She will also answer any questions you may have about transitioning into the public school.
- ◆ Additional Center Conferences may be scheduled as needed.

What is a screening?

- ◆ A screening is a brief check to find children who may need more testing to see if they have any special needs. The ASQ-3 screening assesses five areas: adaptive, personal social, communication, motor and cognitive. This information is added according to what the staff sees and the parent reports. The results are discussed with the parents. If more testing is needed, you will be asked to sign a permission form so the Intermediate Unit can evaluate your child. If appropriate, non-custodial parents will be informed that their child has been referred for an evaluation.

What is an assessment?

- ◆ All year the Teacher will assess your child's developmental abilities using the GOLD observational assessment. The Teacher will watch how your child plays, builds, explores, pretends, draws, moves to music, solves problems, makes friends and more. The Teacher uses this to plan individual and small group learning activities that meet your child's needs.
- ◆ The Teacher will share the assessment results with you. She/he will help you plan learning activities to do at home that help your child.

FCCA Pre-K Counts Assessment Process



“Ages and Stages” This screening is to check the following areas:

- **Visual/Motor:** Do your child’s eyes and body work together so that he will be able to develop those skills that he will need to learn to read and write?
- **Language:** Does your child understand what people are saying to him/ can he follow directions? Can he retell a simple story?
- **Speech:** Can people understand what your child is saying?
- **Motor:** Does he have the muscle control that will let him hop, jump, run and play? Is he able to cut with scissors, hold a pencil and pick up small objects?
- **Cognitive:** Can he answer simple questions? Can he tell you what is bigger or smaller? Can he match shapes?
- **Personal/Social:** Does he have the skills needed to control his behavior, solve simple problems and to complete activities?

Results: The results of the screenings will be shared with you by a Pre-K Counts staff member. If the results indicate a possible concern, the staff will discuss referral options. If the screenings indicate a developmental delay, the teacher will then explain the process for receiving appropriate evaluations for your child. The results of the evaluation will be explained to you by a team. As part of the team, you will decide what additional help your child may need.

Developmental Assessment:

When you volunteer at your child’s center, you will see the staff taking notes about what your child says and does. These notes are called child notes.

The Teacher uses these notes along with other information they have gathered to assess your child’s development. We use an assessment tool that works with our High/Scope Curriculum. It is called the GOLD.

Your child’s teacher will complete three (3) GOLD assessments per year. The results of these assessments will be shared with you at Center Conferences.

After reviewing the assessments with you, the teacher will ask you to help set goals for your child to work on during the next assessment period. They will provide suggestions to you on ways to help your child reach those goals by working with your child at home and at the center.

What do I need to know Related to Health?

- ◆ **Physical Exam and Dental Exam:** All children must have on file current Physical and Dental Exams that document your child is *up-to-date* on a schedule of age-appropriate preventive and primary health care.
- ◆ **Immunizations:** State Law requires a copy of your child's immunization **within 60 days** of attendance. According to the ACIP (American Committee on Immunization Practices), **all Pennsylvania children must have:**
 - 4 DTaP
 - 3 Polio (IPV)
 - 3 Hepatitis B
 - 2 Hepatitis A
 - 1 Varivax (chicken pox)
 - 1 MMR (measles, mumps, rubella)
 - 3 HIB
 - 4 Pneumococcal
 - Influenza Vaccine

If your child's immunizations are not up-to-date, we will develop an "action plan" with timelines to obtain all required immunizations in **preparing your child for kindergarten**. **EXCEPTION:** a signed waiver exempting your child from receiving immunizations on religious grounds or a physician verifying medical reason of a temporary or permanent nature explaining why the child is not to be vaccinated.

- ◆ **Hearing/Vision Screenings:** Each child will receive a vision and hearing screening. You will be asked to sign a written consent before these screenings are done. You may be present when the screenings are done and will be given the results.
- ◆ **Heights/Weights:** Each child will be weighed and measured at least two times a year.
- ◆ **Follow-Up Treatment:** If your child needs dental treatment, glasses or medical treatment, you will need to let us know when it's complete or if you need help obtaining services or adaptations.
- ◆ **Additional Health Information:** If you would like more information about health, nutrition, illnesses or any specific condition, check with your Teacher or Health and Disabilities Manager at 814-337-4279.
- ◆ **Administering Medicine in the Center:** Medication will only be given if there is no other way to safely adjust the dosage to fit the hours when the child is at home. **Before giving any medication for the first time, call or meet** with the Health and Disabilities Manager for any additional information.

Any **NEW** prescribed medications must be administered at home and the child observed for 24 hours (at home) prior to administering at the center.

Regular attendance in Pre-K Counts is very important if your child is to obtain full benefit from the program. However, there will be times when your child will not be well enough to come to the center.

Here are some reasons why you should keep your child home:

- **Unusual spots or rash** which do not respond to normal skin care
- **Infected skin patches**
- **Headache and stiff neck**
- **Persistent vomiting**
- **Unusual behavior** (child is more whiny, less active than usual and unable to participate in daily activities. Child seems generally uncomfortable and not feeling well enough to participate.
- **Loss of appetite**
- **Severe itching** of body or scalp
- **Sore throat** or trouble swallowing
- **Earache** or drainage from ear
- **Eyes stuck shut on waking** or itchy, red eyes
- **Elevated temperature** – over 100.4°
- **Diarrhea** – remember one loose stool is not diarrhea
- **Persistent cough** with runny nose or obvious congestion

Keep him/her home until symptoms disappear or your physician decides your child can return to the center without danger to him/herself or to the other children or staff. Call your doctor for advice or an appointment if any of these symptoms persist.

Your child must be fever/diarrhea free for 24 hours without medication before returning to school.

For some conditions, we will need a note from the doctor to say that it is okay for the child to be in the center.

If all parents cooperate, we can minimize the spread of infection in the centers. Everyone's child will stay healthier and, in the end, there will be fewer lost days for the children.

Sometimes we will have to send children home either because they are not well when they arrive or because they become sick during the day. We do not have facilities to comfortably keep children who are not feeling well, so every effort will be made to contact your and to return the child home.



Is There Anything Else I Need to Know?

Illness

Please do not send your child to school when he or she is sick (fever 100.4°+, vomiting, diarrhea, listless, etc.). If your child comes to school and is unable to participate in daily routine activities, a staff member will ask you to pick up your child. A **doctor's certificate/note** will be required to return to school if your child has any of the following:

- Strep throat
 - Shigella
 - Chicken Pox
 - MRS during an outbreak
 - Pin worms
 - Hepatitis A
 - Mumps
 - COVID-19
 - Measles
 - Bacterial pink eye
 - Impetigo
 - Influenza A & B
 - Scabies
 - Rubella
 - Whooping cough
- Following any surgery/procedure needing accommodations (if any accommodations are needed, arrangements must be made prior to your child returning to school).

Head Lice

If we find lice during a check at Pre-K Counts, we will call to have you come pick up your child. If we are unable to reach you or the emergency medical back up, your child will remain at the center engaged in activities that limit head-to-head contact. Once your child has been treated with a lice shampoo and the nits have been removed, your child may return to school. Your child will need to be retreated in 5 - 7 days to kill any maturing nits.

Tobacco-Free Environment

Because smoking is a health hazard, it is prohibited inside the center. Please consult your school district's guidelines on smoking.

Frequently Asked Questions

Can I volunteer in the classroom?

Please contact your center's Teacher to complete volunteer requirements.

Do I have to pay for Pre-K Counts?

The Pre-K Counts program is provided at no cost to the parent for those families who qualify.

How can I support my child's education and ensure he/she is ready for kindergarten?

It is essential for parents to recognize they are their child's first and most important teacher. You can support what we do in the classroom by sending your child to school every day, communicating with teaching staff and practicing skills at home. We believe by taking these three simple steps you will be amazed at the progress your child makes by the end of the year.

FCCA Pre K Counts Summary of School Readiness Goals

The FCCA Pre K Counts Program with the input of staff, community members and parents has selected multiple PA Early Learning Standards as School Readiness Goals. These global school readiness goals are in addition to the individual child and family goals we work to achieve in our partnerships with each family we serve. These goals are reviewed and revised annually. The FCCA Pre K Counts Program will measure the success of meeting these goals by utilizing the assessment data from the Teaching Strategies GOLD assessment. This information is shared with staff, parents, our community, and local school districts. It is our goal to ensure that the children we serve are ready for school, families can support their children's education and schools are ready for our students.

Social Emotional Development

Children can engage in positive relationships and interactions. Children can self-regulate behaviors and emotions.

- Children will manage feelings using appropriate methods, including getting someone's attention
 - Children will follow classroom routines and expectations
- Children will solve social problems, using coping skills, turn taking, manners and sharing
 - Children will form positive relationships with adults and peers

Families will model appropriate social skills and interactions. Families will provide positive reinforcement and consistent expectations.

Approaches to Learning

Children are interested in and engaged in the learning process.

- Children will demonstrate interest in learning activities
 - Children will show persistence in learning activities
 - Children will listen to instructions or information

Families will respect children's choices and interests. Families will find new ways to promote learning into daily activities and experiences.

Language and Literacy

Children are acquiring beginning skills for reading and writing. Children can understand and use language for communication and conversation.

- Children will recognize and write their first name
 - Children will use conventional grammar
- Children use and appreciate books, along with print concepts
 - Children will identify and name letters
 - Children will follow 2- to 3-step directions

Families will share books and other written materials together. Families will have turn-taking conversations.

Mathematical & Scientific Thinking

Children can develop thinking skills and understand how things work in the world.

- Children will recognize and count objects from 1-10
 - Children will understand shapes
 - Children will use classification skills
 - Children will use scientific inquiry skills

Families will actively work on children's individual learning goals. Families will ask children "W" questions.

Health, Wellness and Physical Development

Children can demonstrate control of large and small muscles. Children will identify and practice healthy and safe habits.

- Children will take care of their own needs appropriately, including dressing and eating
- Children will use fingers and hands to perform fine motor skills such as using scissors and holding a pencil
 - Children will demonstrate traveling and balancing skills

Families will make healthy choices and participate in proactive practices. Families will participate in physical activity.

Pre-K Counts Attendance Policy

Excused Absences - When a student is prevented from attending for mental, physical or other urgent reasons. This can further be defined as illness, family emergency, death of a family member, medical or dental appointments, fire, natural disaster, or other extenuating circumstances deemed as excused by the program.

Unexcused Absences - Any absences that are not included in the above definition.

Attendance Requirements:

- When a child is absent from school, the parent must inform the teacher and send in a written excuse within three (3) days of the absence. Absences excuses are available from the teacher.
- Students enrolled in the PA Pre-K Counts classroom are considered full-time and must attend **5** days per week for a minimum of **180** days per year for the full length of the day, either 2.5 hours/half day or 5 hours/full day. Each classroom runs for a different length of time. **Children are to attend the scheduled time for their classroom.**
- Families will be contacted when children are absent three (3) consecutive days to learn the nature of the absence and offer support as appropriate.
- When children have more than five (5) consecutive unexcused absences, the provider and the family together, must discuss the reasons for the absence and determine ways to support the child's attendance at school. An attendance plan will be completed.
- Children who have **ten (10)** or more consecutive unexcused absences or more than **10% unexcused absences** over the course of the school year (more than 18 days total) and have not responded to program supports, **must be dismissed** from the Pre-K Counts classroom and replaced with an eligible child from the waiting list or recruited from the community.

The policy will be:

- Reviewed with each family at orientation and as deemed necessary by staff.
- Reviewed with each parent anytime a child has an unexcused absence.
- Included in each Parent Handbook.



Our Approach to Behavior Management

The FCCA program follows the OCDEL initiative of Inclusion/Reduction of Suspension/Expulsion throughout or program.

We believe that behavior management should be a learning process with the overall objective helping the children grow toward greater self-control while maintaining a safe environment for all. The FCCA program maintains a pro-active, strength-based approach to behavior management. The teachers will use the Conscious Discipline Social Emotional Curriculum as well as some of the following techniques.

- ◆ **Positive Reinforcement:** Teachers will acknowledge and reinforce the positive behaviors they see the child demonstrate. They will avoid giving attention to behaviors they do not want the child to engage in.
- ◆ **Physical Proximity:** Teachers will position themselves in close proximity to children who are having a difficult time managing their behaviors. Often times the mere presence of the teacher will provide enough support for children that the unwanted behaviors will decrease.
- ◆ **Verbal and Visual Prompts:** Teachers will give children verbal prompts and visual reminders when necessary. They remind children verbal of the classroom rules and will ask children questions to help them solve the problem they are experiencing.
- ◆ **Redirection:** When a child is unable to control his or her behavior in a situation even with the interventions before, the teachers may redirect the child to another activity in the classroom. The child will be allowed to return to the activity when they are ready.
- ◆ **Take a break:** Teachers may suggest that a child take a break from the activity that is creating a problem. They will take the child to a quiet area for a short period of time to take some deep breaths and calm their bodies before rejoining the group.
- ◆ **Social Development Plan:** When children are exhibiting behavior difficulties that are outside the realm of typical behaviors for their age group, parents will be asked to meet with teachers to develop a plan that will focus on helping their child develop the skills needed to control his or her behavior. This can happen in several different ways.
 - A referral may be made to the Intermediate Unit to distinguish if there is a developmental need
 - A referral may be made to a Mental Health agency for a mental health evaluation.

The teacher and parents will come up with strategies and goals to achieve what is best for their family and child in the classroom. The teachers will work with community agencies and parents to help make a successful classroom experience for their child.

To all parents:

My name is Julie Knauff and I am the Health/Nutrition and Disabilities Manager for the FCCA Pre K Counts Program. I wanted to take this time to give you the following information regarding the Special Education Law known as IDEA 2004. Please take time to read these basic rights for children with disabilities. I can be contacted at 814-337-4279 ext. 104 if you have any questions.

**IDEA 2004 Guarantees four basic rights to children with disabilities
(Individuals with Disabilities Education Act)**

Free Appropriate Education Children with disabilities are entitled to a public education appropriate to their needs, at no cost to their families.

Least Restrictive Environment (LRE)

If possible, children with disabilities must be educated with students who do not have disabilities and should attend the school that is closest to home.

Supplementary Aids and Services

Children with disabilities must be provided with support services that assist them in benefiting educationally from their instructional program.

Assessment

An assessment must be completed to determine the child's needs. This may be done only with the parent's informed written consent.

In order to assure that these rights are received, IDEA also includes the following protections:

Individualized Education Program (IEP)

The IEP must be written at least annually for all children with disabilities. The IEP team consists of those who have assessed the child, school support personnel, a school administrator, general and special education teachers and the child's parents or legal guardian.

Due Process:

Due process rights ensure that no changes can be made in a child's program without prior notice to the parents. Further, due process provides a mechanism for the resolution of disagreements

Kids and Traffic Key Road Safety Messages for all the adults in a child's life

When children are walking near roads, footpaths, driveways and car parks,

- hold their hands until they are at least 8 years old
- ensure they hold onto a pram, stroller, bag, trolley or your clothing if you cannot hold their hand
- closely supervise them up to at least the age of 10 years.



To be optimally protected in the event of a crash, children should stay in the specified restraint type for as long as physically possible.

BEFORE driving with children

Visit an authorised restraint fitter to make sure each child's restraint is

- certified to meet the Australian/New Zealand Standard
- correctly installed and checked
- correct for the child's age and size¹ according to the law².

For children –

Younger than 6 months –
rearward facing child restraints

Between 6 months and 4 years –
either rear or forward facing child restraints

Between 4 and 7 years –
either forward facing child restraints or booster seats.

From 7 years –
Forward facing child restraints or booster seats (fastened with a lap/sash seatbelt) or, if they no longer physically fit in a child restraint or booster, adult seatbelts.

¹ For more details, visit '[Child Car Seats](#)'.

² [NSW Road Rules 2014](#), Rule 266

WHILE driving with children, make sure they

- are always buckled up in their child restraint or booster seat and stay buckled up, awake or asleep, no matter how short the journey enter and exit the car through the 'Safety Door' – usually the left-hand rear kerbside door.
- Ensure more mobile children **enter first** and **exit last** to help keep them safe
- sit in the back seat. In a vehicle with two or more rows of seats, children under 4 years must not sit in the front seat. Children between 4 and 7 years can only sit in the front seat in a booster seat if all the back seats are taken up by children under 7 years of age.

When children are playing or cycling

- make sure the area is safe and away from vehicles and water
- actively supervise them while they are playing
- check they are wearing a correctly fitted helmet, suitable clothing and enclosed shoes when riding wheeled toys and bikes.



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KIDS and TRAFFIC

Early Childhood Road Safety Education Program
In partnership with Transport for NSW and Macquarie University

School Bus Safety Tips

Everything you need to know to keep your kids safe in and around the school bus.

Taking the bus for the first time is a big step for your child. Help your kids get a gold star in bus safety by following these tips.

- Walk with your kids to the bus stop and wait with them until it arrives. Tell kids to stand at least three giant steps back from the curb as the bus approaches and board the bus one at a time.
- Teach kids to wait for the bus to come to a complete stop before getting off and never to walk behind the bus.
- If your child needs to cross the street after exiting the bus, he or she should take five giant steps in front of the bus, make eye contact with the bus driver and cross when the driver indicates it's safe. Teach kids to look left, right and left again before crossing the street.



- Instruct younger kids to use handrails when boarding or exiting the bus. Be careful of straps or drawstrings that could get caught in the door. If your children drop something, they should tell the bus driver and make sure the bus driver is able to see them before they pick it up.
- Drivers should always follow the speed limit and slow down in school zones and near bus stops. Remember to stay alert and look for kids who may be trying to get to or from the school bus.
- Slow down and stop if you're driving near a school bus that is flashing yellow or red lights. This means the bus is either preparing to stop (yellow) or already stopped (red), and children are getting on or off.



School buses are the safest mode of motorized transportation for getting children to and from school, but injuries can occur if kids are not careful and aware when getting on and off the bus.



**FCCA PRE-K COUNTS
Lake Pick Up / Returned from Bus Policy**

Child's name _____ Date _____

Teacher _____ Center _____

Designated pick up time _____

Parent arrival time _____

Late/Returned from Bus Charge _____ Date Paid _____

If your child is late being picked up or returned from the bus, there will be a charge of \$5.00 for every 15 minutes past the designated pick up time for self-transporters or from the time the child has returned to the center for those who are transported on a bus. This is not a Pre-K Counts charge.

SAMPLE

For Center Use Only:

Parents Name: _____ Date: _____

Payment Due: _____ Date Payment Received: _____

1st offense: _____ 2nd Offense: _____



What is needed for a volunteer to come into the classroom?

- 1) Proof of age (driver's license or other state issued picture identification with current address)
- 2) Health Assessment and TB test results (see attached)
- 3) Two letters of reference
- 4) Background checks for volunteers (see below)
- 5) Emergency plan training (completed by the classroom teacher)
- 6) Volunteer information form (second page)
- 7) Disclosure Statement

If any individual is considered a staff person and counted in the staff: child ratio, then a staff file is needed, including the CPSL clearances.

What background checks do volunteers need?

If the volunteer has contact with children, the following clearances are needed:

Child Abuse History Certification (<https://www.compass.state.pa.us/cwis/public/home>)

Report of Criminal History from PA State Police (<https://epatch.state.pa.us/Home.jsp>)

Federal Criminal History (FBI) clearance (<https://uenroll.identogo.com/>) service code: 1KG6ZJ

National Sex Offender Registry (keepkidssafe.pa.gov)

Please contact your child's teacher if you need help filling out the required forms. Volunteers must be 16 years of age or older.



FCCA

Family & Community Christian Association

Pre-K Counts

Volunteer Information Form

Name: _____ age: _____

Address: _____

Phone number: _____

Emergency Contact: _____

Emergency Contact Phone Number: _____

OFFICE USE ONLY

___ Driver's License or other identification (make copy for file)

___ Health Assessment and TB test results

___ Letter of Reference

___ Letter of Reference

___ Child Abuse History Certification

___ Report of Criminal History

___ FBI Fingerprints

___ National Sex Offender Registry Clearance

___ Emergency Plan Training (date: _____)

___ Disclosure Statement



Child's Name _____

Center _____

FCCA PRE-K COUNTS Outdoor Play Policy

Children shall play outdoors daily when weather and air quality permit; however, some precautions must be taken due to air quality, cold and sun exposure.

Children must go outside when:

- The forecast temperature/wind chill are above 25 degrees and
- The forecast temperature/heat index is less than 90 degrees
- There is no significant precipitation falling and
- There is no current air quality alert

Children shall be dressed appropriately for the weather, including wearing appropriate seasonal clothing, and footwear, so they can participate fully, move freely, and play safely.

Clothing appropriate for the current weather:

- Snow: heavy coat, waterproof/warm boots, hat, mittens, and snow pants
- Rain: raincoat and waterproof boots
- Different temperatures during the day: layers of clothing

Footwear should provide support for running and climbing.

Examples of appropriate footwear:

- Sneakers
- Gym shoes
- Other shoes with rubber soles that enclose the feet and will not come off easily

Examples of inappropriate clothing and footwear include:

- Flip flops or sandals with no back straps
- Clogs or Crocs with no back straps

Teachers will ensure children are well hydrated and drinking water will be available to them during activity.

During Initial Center Conferences, the teachers will go over the Outdoor Play Policy with parents, and make sure they understand and sign it.

Parent Signature

Date

JK March 2022

Abuse and Assault	Phone number
Child Line Hotline	800-932-0313
Crawford County Human Services	814-724-8380
After Hours	814-724-2548
PPC Violence Free Network	814-827-3472
Women's Services, Inc.	814-724-4637
After Hours	814-333-9766
Titusville YWCA Housing and Support Services	814-827-2746

Alcohol and Drug	Phone number
Alcoholics Anonymous Hotline	814-337-4019
Crawford County Drug and Alcohol Commission	814-724-4100
Turning Point and Freedom Center	888-333-1356

Child Care Services	Phone number
Early Learning Resource Center	814-337-8055

Disability Referral Services	Phone number
ARC of Crawford County	814-724-7346
Crawford County Early Intervention Program	814-724-8380
CHAPS	814-333-2924
Elks Home Service Nursing	724-475-5018
Keystone Blind Association	814-333-3121
Northwest Tri-County IU #5	800-677-5610 Ext: 8461
Meadville Office	814-724-8401
Riverview Intermediate Unit #6 (Titusville)	814-226-7103
Social Security Administration	888-347-9276
United Community Independence Programs	814-336-4157

Education Services	Phone number
Center for Family Services, Inc.	814-337-8450
Crawford County Career & Technical Center	814-724-6024
Crawford County Libraries	
Benson Memorial	814-827-2913
Cambridge Springs	814-398-2123
Cochranon	814-425-3996
Linesville	814-683-4354
Meadville	814-336-1773
Saegertown	814-763-5203
Shontz	814-382-6666
Springboro	814-587-3901

Libraries (cont.)	Phone number
Stone Memorial	814-587-2142
Crawford County School for Adult Education	814-807-1500
ELECT Program (through IU #5)	814-734-8467
Families First Early Head Start	814-332-0242
Penn State Extension	814-333-7460
Saint Benedict's Education Center	814-724-4018
FCCA Pre-K Counts	
Administration	814-337-4279
Alice Schafer (Linesville) 2	814-683-4231
Cambridge Springs 1	814-398-2044
Cambridge Springs 2	814-398-2315
Cochranon	814-425-2105
Conneaut Lake	814-382-4501
Conneaut Valley	814-587-2151
Maplewood 1	814-967-4672
Maplewood 2	
Saegertown	814-763-6511
Titusville 1	814-827-1951

Emergency Disaster	Phone number
American Red Cross, Regional	814-833-0942
Associated Charities/Food Pantry	817-827-6613
The Salvation Army (Meadville)	814-724-3738
The Salvation Army (Titusville)	814-827-0386

Employment	Phone number
PA CareerLink Crawford County	814-337-5248
Pennsylvania Office of Vocation Rehabilitation	814-871-4551
Toll Free	800-547-0721
Crawford County Assistance Office	814-333-3400

Food and Financial	Phone number
Associated Charities/Food Pantry	814-827-6613
Center for Family Services, Inc.	814-337-8450
Crawford County Assistance Office	814-333-3400
Toll Free	800-527-7861
Office of Economic Opportunity	814-333-7374
SAMARITANS	814-382-4487
Titusville Salvation Army	814-827-0386
WIC	814-333-7080

Fuel Assistance/ Weatherization	Phone number
Center for Family Services, Inc.	814-337-8450
Crawford County Assistance Office	814-333-3400

FCCA Pre-K Counts Community Services Directory

2022-2023

Fuel Assistance/Weatherization (cont.)	
Office of Economic Opportunity	814-333-7374
Northwest Pennsylvania Weatherization Inc	814-425-1872

Health Services	Phone number
American Red Cross	814-337-3241
Cambridge Springs Health Center	814-373-3080
Community Health Services, Inc.	814-333-7070
Conneaut Lake Health Center	814-382-0446
Meadville Area Free Clinic	814-333-3932
Meadville Community Health Center	814-373-2976
Meadville Dental Center	814-336-1937
Family Planning	814-333-7088
Highmark Blue Cross and Blue Shield	814-871-6858
PA Department of Health (Northwest District Office)	814-677-0672
Women, Infant and Children (WIC)	814-333-7080
State Health Center	814-332-6947
Visiting Nurse Association	814-333-7000

Housing	Phone number
Crawford County Coalition on Housing Needs	814-337-4380
Housing- Fairview/Fairmont	814-724-4500
Housing- Forest Green	814-336-6344
Liberty House	814-337-4380
Meadville Housing Authority	814-336-3177
Saint James Haven	814-337-6082
Titusville Housing Authority	814-827-7676

Legal Service	Phone number
Adult Probation	814-333-7350
Domestic Relations Section	814-336-2695
Juvenile Probation	814-336-4061
Northwest Legal Services	814-724-1040
Public Defender	814-333-7367

Mental Health Services	Phone number
ARC	814-724-7346
Associates in Counseling and Child Guidance	814-337-2224
Bethesda Children's Home/Lutheran Social Service	814-724-7510
Catholic Charities Counseling and Adoption Service	814-456-2091
Clarion Psychiatric Center	814-226-9545

Community Alternatives	814-724-7407
Comprehensive Children and Family Services	814-724-1141
Family Services of Northwestern PA	814-724-4800
Northwest Human Services Creekside Center	814-371-3763 ext. 211
Touchstone Solutions, Inc.	814-337-1259
Stairways Behavioral Health	(814) 337-8762

School Districts	Phone number
Conneaut School District	814-683-5900
Crawford Central School District	814-724-3960
PENNCREST School District	814-337-1615
Titusville School District	814-827-2175

Support Groups	Phone number
Active Aging	814-336-1792
Alcoholics Anonymous	814-337-4019
Big Brothers and Big Sisters of Crawford County	814-866-4505
The Compassionate Friends	814-337-6377
Court Appointed Special Advocate	814-337-4471
Highmark Caring Place	814-871-6868
Love, Inc.	814-724-1417
Partners in Care	814-676-8285

Transportation	Phone number
Crawford Area Transportation Authority	814-336-5600
Medical Transport	814-333-7090