

Montgomery County Court Child Care

“A Child Care for Families with Court Business in Montgomery County”



Parent's Information Handbook & Daily Schedule

Program Administered by:
The Montgomery County Office of Day Care Services

COURT CARE IS AN EQUAL OPPORTUNITY CARE PROVIDER

Program Located at:
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Court Care Service Goal and Mission:

The Montgomery County Commissioners are providing an on-site day care center to assist families of Montgomery County with childcare needs during court related business. The drop- in childcare will provide an alternative to children living the experience of courtroom business first hand or remaining in court corridors for extended periods of time. The program will improve the experience of citizens who must contend with the state’s justice system and provides the child with quality care. The Court Care program is focused on meeting both the physical and emotional safety needs by providing a space designed for that specific purpose. The center will offer a wide range of developmentally appropriate activities that allow children to express their emotions, engage their intellect, interact with their peers, and feel safe while away from their family or guardian. Our mission at the center is to create a culturally diverse environment responding to the individual needs of each child. Our philosophy is “Children’s Work is Play” and it emphasizes the fact that a child’s primary job in their early years should involve varied and multiple opportunities for quality play. The Montgomery County Court Care is licensed by the Pennsylvania State Department of Public Welfare and meets all state and local safety and sanitation requirements. All staff has a current medical evaluation, criminal history check and a current child abuse check. The staff at the Court Care program is also degreed and experienced in Early Childhood, Elementary and Special Education and receives an additional 24+ hours of training each year. The staff at Court Care shares the common goal of wanting to provide a nurturing and safe environment for every child entering our doors. The center and its staff work diligently to provide a quality program for your child and welcome parent input to enhance our program. All documentation on staff can be provided upon request.

Intake and Discharge Information: *Parents Please Read!*

Families will be welcomed to the center by staff in a reception area that is separated from the childcare area. In the reception area, the director/staff will meet with the parent/guardian upon their arrival. At this time the staff will provide information concerning registration, releases, medical and health checks, observations and rules and regulations pertaining to the day care center and its usage. **It is recommended that parents make a reservation for upcoming appointments to avoid the chance that the Court Care program would reach our child capacity and not be able to serve you on the day of your court business.** Parents are welcome to visit the center prior to their appointment for a “greet and meet” to discuss their child’s developmental or emotional needs for the day of their attendance. The following information must be on record in order for the child to remain at the Court Care program. The Court Care program is a licensed facility and a Pennsylvania Keystone IV Center. These certifications require the following conditions and documentation on file for all children:

- Registration form and all signed State of Pa. policies
- Emergency contact and release form for child
- Medical, first aid, and emergency transportation release form
- Medication and photo release
- Court information and return time to the center
- Personal information concerning any needs of your child
- Child physical body check form (upon entrance into program)
- Observations, assessments, IEP’s or IFSP’s

Juror/Jury Duty:

Jurors should arrive at the Court Care program by 8:00a.m. Following registration into the program jurors will be given a court notification letter. This document must be given to the jury room to alert the courts that your child(ren) are in attendance at the daycare program. **All jurors are expected to pick up children at their scheduled lunch break and promptly at the end of their court day.** If a juror is **selected** for duty or will be in attendance beyond 4:30 p.m., it is **the juror’s responsibility** to remind the court staff to **notify** the Court Care Center, so that emergency pickup procedures may be initiated due to a possible late stay with the courts. This process for emergency pick-up will be **mandated at 3:15 p.m.** on your day of court service to assure that the emergency pick up has up to a one hour travel period to arrive at the center. Emergency pick up person should be notified, available and local. Jurors detained in court services during deliberations should pack a lunch for their child(ren.) Refrigeration is available for all lunches. **Parents do not need to pick up children during jury deliberations.** Court Child Care service hours end at 4:30 p.m.

Emergency Procedures:

If a parent had completed his/her court business and fails to return promptly, the center director will initiate Emergency Procedures.

- *Every attempt will be made to locate parent in the court system
- *Emergency release person will be contacted for pick-up
- *Department of Social Services will be notified to assume custody of child(ren).

Any parent misusing the Court Care Program WILL NOT be permitted back into the Center.

Daily Program:

The daily program will provide childcare services for children from infant to twelve years of age. Each child's individual needs will be met in a loving, nurturing, healthy, and safe environment. A program has been planned to allow every child the opportunity for choices, with guidance. A variety of toys, materials, and activities have been made available to assist with cognitive, perceptual-motor, physical, and social development. A daily schedule with varied activities will engage your child's mind and body to promote a positive experience. **Court Care uses the PA Early Learning Standards, Creative Curriculum, Anti-Bias Curriculum, Kindness Curriculum and the Keystone Stars performance standards in developing our learning curriculum.** These tools with assessments and observations provide a developmentally appropriate program for your young learner. Curriculum adaptations will be made based on observations, "greet and meet", IEP's and IFSP's. The Daily program will include two snack times offered in the a.m. and p.m. hours of operation. **The daily program follows all regulations set forth by the department of Public Welfare as a licensed center in the state of Pennsylvania.**

Daily Schedule

8:00-8:30	A.M. Registration (8:00 a.m. arrival is for Juror's only)
8:30-9:00	Children's Choice Time (Open Center Play)
9:00-9:15	Gathering Time (Calendar, Weather, Building Relationships)
9:15-9:30	Social Studies and Our World
9:30-9:45	Hand washing, Bathroom, Self-Help Skills, and Diaper Changing
9:45-10:15	Snack/ Clean-Up Time and Independent Manipulative Activity Time
10:15-10:45	Gross Motor Development
10:45-11:15	Art and Art Appreciation
11:15-11:30	Music, Movement, and Appreciation
11:30-11:45	Language and Literacy
11:45-12:00	Math and Science Exploration
12:00-12:15	Independent Play/Bathroom
12:15-12:50	Lunch Break and P.M. Arrivals (no lunch is provide at the center)/parents released from court must pick up their child for the lunch hour (Pa. Child Welfare Regulation)
12:50-1:00	Bathroom, Diaper Changing, and P.M. Registration
1:00-1:30	Children's Choice Time (Open Center Play)
1:30-1:45	Bathroom, Self-Help Skills, Diaper Changing, and Story Time
1:45-3:15	Quiet Time and Independent Mat Activities
3:15-3:40	Bathroom, Self-Help Skills, Diapering, and Snack Time
3:40-3:50	Gross Motor and Music Activity
3:50-4:15	Children's Choice Time (Open Center Play)
4:15-4:30	Center Clean Up

Note: Court Child Care does not have a playground due to security based cases. All children must be out of the center for a thirty minute period for every four hours of attendance. (Pa. Dept. of Welfare Regulation)

Authorized Caregivers and Procedures:

Authorized Caregivers: All files will maintain a list of authorized pick-up people for all children in attendance. The file will include a name, address, phone number and relationship to child. This will ensure that all children are released to only Authorized Caregivers.

Sign-In and Sign-Out Procedure: Parents/Guardians who bring the child to, or remove the child from the facility will sign the children in and out of the center. A sign-in sheet is provided in the center.

No child will be released to anyone other than an authorized pick-up person. No child will ever be released to a parent who appears to be intoxicated. The center will contact an emergency contact for release. If no contact is available for child discharge, the center will seek the assistance of Child Protective Services for guidance.

Discipline:

Caregivers will use only positive guidance, redirection, and the setting of clear-cut limits that foster the child's own ability to become self-disciplined. Caregivers will encourage children to be fair, respect property, respect other people, and learn to be responsible for their actions.

Self-discipline is the long-range goal for every parent and their child. To assist the child in controlling his or her own behavior a variety of methods are used:

- We have provided an appropriate environment and materials to reduce negative behavior
- All staff modeling appropriate behavior
- Helping children to verbalize their feelings
- Reinforcing appropriate behavior
- Peace Table Conference
- Center rules
- Providing suitable outlets for energy
- Helping children to problem solve

If these behavior management techniques are ineffective, the removal of a child from the environment may be used selectively for children over 18 months of age who are disturbing others or at a risk of harming themselves. The period of removal will be just long enough to enable the child to regain control of him or herself. **Physical punishment, spanking, or humiliation** is never considered acceptable behavior by staff or any parent in our center.

Inclusion of All Children in Early Childhood Programs in Pennsylvania: C-17#03:

The purpose of this policy statement is to set a vision and provide recommendations to States, local educational agencies (LEAs), schools, and public and private early childhood programs, from the U.S. Departments of Education (ED) and Health and Human Services (HHS) (the Departments), for increasing the inclusion of infants, toddlers, and preschool children with disabilities in high-quality early childhood programs.

It is the Departments' position that all young children with disabilities should have access to inclusive high-quality early childhood programs, where they are provided with individualized and appropriate support in meeting high expectations. This joint ED and HHS policy statement aims to advance this position by:

- Setting an expectation for high-quality inclusion in early childhood programs;
- Increasing public understanding of the science that supports meaningful inclusion of children with disabilities, from the earliest ages, in early childhood programs;
- Highlighting the legal foundations supporting inclusion in high-quality early childhood programs;
- Providing recommendations to States, LEAs, schools, and early childhood programs for increasing inclusive early learning opportunities for all children; and
- Identifying free resources for States, programs, early childhood personnel, and families to support high-quality individualized programming and inclusion of children with disabilities in early childhood programs.

Though this policy statement focuses on including young children with disabilities in early childhood programs, it is our shared vision that all people be meaningfully included in all facets of society.

Reduction and Expulsion in Early Childhood Programs in Pennsylvania C-17#04:

Court Child Care's vision is to support families and their children, from prenatal through school age, by using data, research, and stakeholder guidance to assure high-quality services. Through our mission, Court Care is committed

to provide families with access to high-quality services and the supports needed to participate in play and learning activities that will prepare children for school and life success.

Suspension and expulsion does nothing to teach appropriate behavior and denies children the opportunity to access the benefits of an early childhood program. At the Montgomery County Court Child Care Program our goal is to:

- Create positive climates and focus on prevention.
- Develop clear, appropriate, and consistent expectations and consequences to address disruptive behaviors.
- Ensure fairness, equity, and continuous improvement.

These objectives apply equally to all settings that serve young children and require support for the adults, as well as the children, in those settings.

Staff:

All staff who have any contact with the children will have a yearly health assessment, a TB screening by the Mantoux method, a review of immunization status (MMR, polio, etc.), a criminal history record check, child abuse check, FBI clearance, and written references. The staff members of the Montgomery County Court Care Program are competent, caring professionals with the necessary experience, education, and credentials to care for the center's children. Staff is hired without regard to their race, color, religious creed, life style, handicap, ancestry, national origin, union membership, age, or sex. **The Court Child Care Program is an equal opportunity care provider.** The Court Care program will staff the center with a Director and the necessary teachers to meet the Department of Public Welfare regulations for the number of children enrolled.

Volunteers:

Will not be counted in the child/staff ratio or left unsupervised with children.

Foster Grandparent:

On occasion, the Court Care program utilizes a foster grandparent in the daily schedule of the children. The foster grandparent is not counted as a part of the student/teacher ratio, but provides the extra TLC for children in attendance.

Community Involvement:

Each month the Court Care program and the Norristown Public Library come together for a special story time at the center. This program, "Books and Me" is in place to encourage literacy in our children and county. Yearly the Court Care program involves the community and parent(s)/guardians in the program by providing an opportunity in the center for collaboration on the behalf of their children. Group gatherings are in place to provide families with resources, referrals, information and special guests. The center's yearly gathering encourages all families to participate and expand their knowledge of valuable information and topics geared to your child's needs in the areas of social, emotional, physical and academic growth.

Plan for Child Transition/Transfer of Records and Reports:

Confidentiality is of paramount importance in regards to information pertaining to the children enrolled at Court Care. All children's files are stored in locked cabinets. Only the Court Care staff, our Executive Director, Keystone Stars and DPW will have access to a child's and his or her family's personal information. Court Care will cooperate with community schools and stakeholders by providing information requested by a school entity enrolling a child previously enrolled in the Court Care program. All school entities requesting information will need to obtain written permission from the child's parent or guardian. Any other file access will only be granted to the Montgomery County Court system and will require a court subpoena.

Parent Engagement/Policy Planning and Decision Making:

Each parent who has a child in attendance at the Court Care program is provided with a survey giving them the opportunity to comment on the policies and procedures of the program and to make suggestions for improvement. Parents are also given the opportunity to confer with the staff at the completion of each visit and may make suggestions or comments directly to the staff at that time.

Parent Referral for Health and Medical Services:

From time to time, a parent or the center staff may feel the need for referral to appropriate social, mental health, educational or academic services available in our county. A complete list is available to all families through the center Director or staff. Additional materials may be acquired from the center's resource and referral system in place in both the lobby and center teaching floor. The resource information may be selected privately and /or with the assistance of the Court Care Staff. All parents arriving to the center will receive diverse information appropriate for their child's age level and developmental age. A parent may also request information by phone at (610)292-4956 between the hours of 8a.m.-4:30 p.m., Monday through Friday.

Infant Sleeping and SIDS:

Montgomery County Court Care, in order to protect our children from one month to 12 months of age will follow the back to sleep campaign for the protection of our children and the prevention of SIDS. For additional information on SIDS please ask a staff member.

The Facility and Prohibited Substances:

The Montgomery County Court Care meets all Pennsylvania Department of Labor and Industry and Department of Welfare regulations. The staff will maintain the physical environment and will be responsible for cleaning and the removal of any hazards to maintain a safe and healthy environment. The center is designated as a Non-Smoking area. The use of tobacco, alcohol, or illegal drugs is prohibited on the facility premises. No guns or other weapons of any nature are permitted in or around the center. Anyone using or having any of the above substances or weapons will be asked to leave the premises or security and police will be contacted. **Parents will be informed if guns or ammunition are kept in the facility.**

Equipment:

All play equipment and toys shall be safe, clean, and appropriate to the developmental needs and interest of the children that use them daily. All furniture is durable, safe, cleanable, and child size. All crib, bedding materials, and rest mats will be sterilized and washed on a per use basis. A daily, weekly and monthly check of all play equipment is done to insure its safety.

Emergency Plans and Needs:

All Court Care staff has written documentation of current first aid, CPR, and fire safety training on file. This information is available to all families upon request.

First Aid Kits:

First aid kits are located in three primary center locations. All kits are inaccessible to children, and will be replenished following use to maintain all supplies. All kits are checked on a monthly basis to replace missing or expired items. The first aid kits are maintained by the Director.

Review of Injury Reports:

Whenever an injury occurs, a copy of a completed incident report form will be filed in the Injury Log and a copy given to the parent. The injury log will be reviewed on a bi-monthly basis to identify hazards in the center. No injury will ever go unreported by the center to the parent.

Emergency Phone Numbers:

The telephone numbers of the Fire Department, Police Department, Local Hospital, and Poison Control are located by every phone in the center. Every parent must supply emergency contact information that is kept readily available on every child at the drop-in center. A signed copy of emergency information and authorization for emergency transportation must be completed every time a child is in attendance.

Snow or Storm Closings:

If the Montgomery County Court House decides prior to opening hours not to open the facility, parents using the court system can access this information by radio broadcast on KYW 1060 AM or your local news station. If the **County Court House is not in operation, the Court Care program is closed.**

Evacuation Plans and Drills:

Emergency exiting routes are posted next to the entrance of each room in the center. Emergency exiting procedures are **practiced on a monthly basis**. Records will be maintained stating the date, time, student/teacher ratios and location of the emergency and the evacuation time of the drill. Evacuation will be completed with all staff and child ratios being maintained. The staff and students will evacuate the premises to a safe setting. **In case of emergency the center will firstly be evacuated to Court G in the Montgomery County Court House; Secondary evacuation will be made to the Montgomery County Women's Center at 107 E. Main Street, Suite 307. If the Court Campus is evacuated, the center will relocate to the Norristown Police Department located on 235 E. Airy Street, between Arch and DeKalb Streets. Pick-up of children can be done at the local Police Department.** A contact number for the police is **(610)272-1111**. In case of fire or fire drill practice, the children will exit the center and relocate to the Court House Lobby, directly across the street from Court Care Center on Swede Street. The Center Director will carry attendance and emergency contact information from the facility to the new site in an emergency situation.

Immunizations and Sick Policy:

All children attending the County Court Care program must have their required immunizations. Required immunizations include DPT, polio, measles, rubella, mumps, hemophilus influenza, and a TB test. Children who are ill should not be in day care. It is advisable that your child should remain at home when they are ill. This will protect your child and the center and speed recuperation. In order to maintain a healthy environment for our children, children will not be permitted into the center with the following symptoms:

Fever over 100° (oral)	Head lice, mites, fleas, and pinworms
Nausea, vomiting, or diarrhea	Conjunctivitis (Pink Eye) with discharge
Chicken Pox, Measles, or Scabies	Impetigo, Mumps, Rash (except diaper rash)

Short Term Illness:

If a child becomes ill while in attendance the center will complete a *symptom record*. This record will monitor the child's health symptoms as contact is made to either the parent or an emergency contact. If the child is too ill to remain in the center, the child will be provided a place to rest until the parent or designated contact arrives for pick-up. The child will be supervised at all times during their rest period. The symptom record will be given to the parent so that the parent has the necessary information concerning their child's health issues. The symptom record will assist the parent if a consultation is needed with a health provider for further treatment. Health Education will be a part of the curriculum for parents and teachers. Current information for parents will be available in the lobby and is available for the taking.

Medication Policy:

We prefer that any necessary medication be given to a child prior to entering the Court Care Program. However, medications can be given by the staff, but only if the following is followed:

1. Written permission form must be completed including:
 - A. Medication name
 - B. On Container: Child's name, physician's name, Date, pharmacy, telephone number, dosage, and times per day.
 - C. Recommended temperature

All medication must be in a sturdy, child-resistant, closed container inaccessible to children. Medication will not be given if the date on the medication has expired. A medication log will be maintained by the facility staff to record the instructions for giving the medication, parent consent, amount, time of administration, and the person who administered each dose of medication. Any other concerns will be noted on the log. A new medication log is completed on a daily basis for each child.

Food Handling, Feeding and Drinking Water:

Drinking water will be accessible to children who can serve themselves and offered to others. Water is offered through a bottled water system with single-use paper cups.

Food Products:

- All fruits and vegetables will be washed thoroughly with water before use.
- All foods stored in the refrigerator will be covered to prevent contamination.
- Cooked or ready to eat foods will be stored above raw foods in the refrigerator.

Refrigeration:

Refrigerators will be maintained at a temperature below 40° F and freezers will be maintained below 0° F. The refrigerator is cleaned on a weekly basis and will house beverages, snack foods, infant and toddler formula and refrigerated medications.

All medications will remain on a separate shelf from all other food products.

Food Ware:

All eating utensils will be either plastic or paper and disposed of after use.

Infant and Toddler Feeding:

All parents of infant and toddler children will complete an additional intake form discussing their child's feeding, napping, and diapering needs. All infant and toddler families will receive a day care **communication log** detailing their young child's day.

1. Food will never be larger than ¼ inch pieces for finger snack feeding.
2. Round firm foods like popcorn, hot dogs, or hard candy are not permitted.
3. Infants will be fed on demand or at least every four hours.
4. For bottle feeding, infants will be held or fed sitting in an upright position
5. Providing a place for nursing mothers to feed their baby will support breast-feeding.
6. Formula should be brought to the center in a factory-sealed container.
7. Breast milk will be warmed in a warm pot of water and never microwaved.
8. Only whole milk will be served to children less than 24 months of age. Only breast milk or formula will be served to children less than 12 months of age.
9. Commercially packed baby food will be served from a paper or plastic bowl with the use of a spoon. All food and food ware will be discarded at the end of feeding.
10. All children will be in the sitting position while eating to avoid choking.

Lunch and Snack Schedules:

The center **will serve both morning (9:45 a.m.) and afternoon snack (3:15 p.m.) for all children in attendance.** A snack menu is posted on the center bulletin board for each week. ***No lunch is provided at the center.*** All parents are responsible to pick up child for lunch unless the parent is still involved in their court related business over the lunch hour (***If the court room is not breaking, court staff will notify center.***). Parents must pick up children for any breaks over thirty minutes. The court child care will provide a light snack until parent returns promptly from their court business. **The state requires children to have outdoor time and a meal after four hours of attendance. This break must be located off the Child Care site. This policy will be reviewed orally on the day of your attendance and provided in all handouts from the center. (Pa. Dept. of Welfare and licensing regulation)**

Special Needs Plan:

Children with **special needs** that require assistance with their ability for self-feeding, mobility or toileting will require more personalized one to one care. We ask that parents of special needs children complete a **management plan (form)** to assist the staff at the Court Care Program in providing the necessary care for your child. Parents are encouraged to make advanced arrangements with the center if this is possible. The Court Care Program is accessible for wheel chairs in its location, center design, and toileting needs. **Staff ratios are 1:3. In order to adapt our daily program, we request families to provide any IEP's or IFSP's to our Director or teaching staff.**

Hand Washing and Diapering Procedure:

To minimize the spread of illness, the staff and children are required to wash hands after diapering, toileting, and before handling food or eating. Staff will only diaper in the designated diapering area. The diapering surface will be kept clean, waterproof, and free of cracks and tears. All staff will follow the complete diapering procedure posted at the changing area. The use of disposable gloves, individually bagged soiled diapers, bleached changing area and proper hand washing will assist in keeping your child(ren) and the center free from illness. Hand washing signs are posted at each sink area with the times when hand washing is required. All staff, volunteers, and children will wash their hands at the following times:

- | | | |
|--|------------------------------------|--------------------------------|
| * before and after eating or handling food | * before feeding a child | * after diapering or toileting |
| * after handling food fluids | * after cleaning | * before and after medications |
| * upon arrival at the center | * before and after using play doh | * after nose wiping |
| * before and after administering first aid | * after handling any bodily fluids | * other times as needed |

The center will be cleaned on a daily basis with the use of a (non-toxic) solution of ¼ cup of household bleach to one gallon of tap water. All surfaces, toys, bathrooms, cooking, and toileting areas will be cleaned on a daily or as-needed schedule. The center is additionally maintained by a professional service on a daily basis.

Parents/Staff Code of Ethical Conduct:

The “Code of Ethical Behavior” offers a guideline for all parents entering the Montgomery County Court Care Program. The code is a statement of commitment to uphold the moral, ethical and core values of the Centers policies while in our child and family center. The following standards are your responsibility in assisting and supporting the center in the promotion of a safe and healthy play and learning environment:

- We shall never harm children. We will not participate in any practice that is emotionally damaging, physically harmful, degrading, dangerous, disrespectful, exploitative, humiliating or intimidating to any child, staff or family member at the Montgomery County Court Care Program.
- Convey to their children a supportive attitude toward education and their attendance at the Court Care Center.
- Respect all school property.
- **Respect the confidentiality of all families and students attending the center.**
- Maintain a climate of mutual respect and dignity for all families ethnicity, language, culture and family structure and the value each individual plays in the quality of our diverse community.
- **Collaborate with the teachers and administrators on all necessary information concerning a child’s physical and emotional health, so we may best serve each child and our attending families.**
- Parents will not engage in language or gestures that are profane, lewd, vulgar or abusive.
- **Discrimination, which includes the use of race, color, creed, national origin, religion, gender orientation or disability as a basis for treating another in a negative manner will not be tolerated.**

The Montgomery County Court Care Center and its staff are dedicated to conducting themselves in an appropriate, professional and civil manner in regards to the rights and welfare of all children, parents, DPW Regulations and County Personnel. There are no exceptions for inappropriate behavior set forth by family, parents or guardians while in attendance and on the Court Care Center premises. Any person violating the “Code of Ethics” policy may be subject to the removal of themselves and their child from the Court Care Center, interventions with local security, police or the local Children and Youth Agency. Families are a primary importance in the development of a growing child. Our responsibility is to collaborate with each family to assure a happy, safe and developmentally appropriate experience for all children at the Montgomery County Court Care program. **Together we can harvest this “unique and valuable stage of the human life cycle”.**

Curriculum Statement

Court Care uses the PA Early Learning Standards, Creative Curriculum, Anti-Bias Curriculum, Kindness Curriculum, and the Keystone Stars performance standards in developing our learning curriculum. These tools, along with assessments and observations, provide a developmentally appropriate program for your young learner. Curriculum adaptations will be made based on observations, “meet and greet” parent interviews, IEPs and IFSPs.

Child Observation/Screening and Assessment:

The Court Child Care program is a drop-in program that values the time your child spends with us at the center. The terms observation, screening and assessment are a part of the intervention process at the Court Child Care Center and used as a tool to view a snapshot of your child’s development while enrolled in our program. The center’s screening process looks at a child’s health status, developmental, sensory (vision and hearing) and behavioral. This guided process helps us as educators to develop our learning environment for your young learner. Court Care aims to provide an inclusive play environment that meets the needs of all children. The observation, screening and assessment process allows us to identify a child’s weaknesses and strengths and to share with you the parent your child’s development in a face to face meeting each time you attend the program. The question, how did my child do, today will be shared through teacher observations, parental milestone information and the Ounce or Workplace Sampling Assessment. This open communication is a necessity for every professional embracing your child as they develop.

Ounce Scale- infant and toddler assessment measure

Workplace Sampling- preschool assessment measure

Formal Evaluation- A formal evaluation is performed by a qualified professional to diagnose a developmental, sensory or behavioral condition or disability requiring intervention. The Court Child Care program will provide professional contacts to any parent feeling the need for early intervention concerning their child’s development. The center welcomes children with IEP’s and IFSP’s and will adapted the environment to the best of our ability to accommodate each child’s needs.

Family Conference Policy:

Parent conferences are always available to any family needing to discuss issues concerning their child’s social, physical, emotional, and academic development. The conferences may be scheduled at the parent’s’ convenience and community outreach and resources are available to assist the family in determining the best plan of action in furthering your child’s development. Conferences are a valuable tool to review a child’s milestones, class, and age transitions and any developmental concerns. Parents are encouraged to schedule conferences at least two times a year. Any questions or concerns may be addressed on your day of attendance or contact with the center director and staff may be made by phone or by written request.

Court Care Policy for Language and DLL Learners:

Court child care is respectful and inclusive with children from all cultures with a non- English speaking profile. Court Child Care follows ***developmentally and culturally appropriate practices (DCAP) when working with young ELLs and their families: Recognize developmentally equivalent behavioral patterns; Give equivalent developmental milestones the same value; Use familiar interactive styles; Reinforce the values of the ELL family; Address differences in home and school values and beliefs; and recognize that certain content or subject matter may be viewed differently by different cultures (i.e., specific animals, symbols, etc.)*** The child care takes special consideration to a child’s multidirectional, multidimensional, multiethnic, and multilingual development; Their culturally-based ways of knowing and understanding the world; The ongoing sociocultural changes they experience; and Their dynamic family structures, cycles, and environments. The Montgomery County Learning program strives for cultural competence. ***As an organization we have a defined set of values and principles, and demonstrate behaviors, attitudes, policies and structures that enable them to work effectively cross-culturally; Have the capacity to (1) value diversity, (2) conduct self-assessment, (3) manage the dynamics of difference, (4) acquire and institutionalize cultural knowledge, and (5) adapt to diversity and the cultural contexts of the communities they serve; and Incorporate the above in all aspects of policy making, administration, practice, and service delivery, and systematically involve consumers, key stakeholders and communities (NCCC, 2009)***

Caring for Our Children Policy:

Caring for Our Children, 3rd edition (CFOC3) is a collection of 686 national standards that represent the best practices, based on evidence, expertise, and experience, for quality health and safety policies and practices for today’s early care and education settings. The Court Care program uses *Caring for our Children* to establish policies and practices regarding care plans for children with special needs, asthma, medical needs, food allergies, and medication administration. This ensures that the center is addressing these issues with the best and safest modes of care in order to protect all of the children in attendance at the center.

Confidentiality:

Confidentiality of information about the child and family will be maintained. Enrollment forms and all other information concerning the family and child compiled by the Court Care Program will be accessible only to the parent, center staff, social services, state licensing department, and anyone to which the parent has provided written consent. All parent and child documentation will be filed and not available to the general public for viewing. We follow **HIPPA Practices** set forth by the state of Pennsylvania.

Yearly Calendar and Hours:

The center is open Monday through Friday from 8:00 a.m. to 4:30 p.m. daily. The center and Court House are closed on the following days:

**NEW YEAR’S DAY
MEMORIAL DAY
COLUMBUS DAY
CHRISTMAS DAY**

**MARTIN LUTHER KING, JR. DAY
INDEPENDENCE DAY
VETERAN’S DAY**

**PRESIDENT’S DAY
LABOR DAY
THANKSGIVING DAY**

Montgomery County Court Care Stakeholders:

Montgomery County Court Care is a childcare program run by the Montgomery County Court House. Court Care is connected to many community organizations (stakeholders) that we work with to provide services for our families. Our stakeholders include:

Women’s Center of Montgomery County
Denise Flynn, Director
610-279-7474
107 E. Main St. Suite 307
Norristown, PA

Laurel House Shelter
Beth Sturman, Director
610-277-0207
(address confidential)
Norristown, PA

Norristown Public Library
Tracee Yawger
610-278-5100
Swede Street
Norristown, PA

Montgomery County Intermediate Unit
610-539-8550
Lafayette Street
Norristown, PA

Norristown Area School District
Maryanne Hoskins, K-3 Facilitator
610-630-5032
Cole Manor Elementary
Eisenhower Middle School
Marshall Street Elementary and Whitehall

Early Learning Resource Center
Jeanine Moser, Director
610-278-3707
1430 Dekalb Street, 5th Floor
Norristown, PA

ACLAMO
Juan Guerra, Director
610-277-2570
Marshall Street
Norristown, PA

Community Organizations:

Court Care also works with several other community organizations that provide services to families. If additional information is needed, feel free to ask the center staff. The Court Care staff holds memberships in the following organizations:

ICN (Inter-agency Council of Norristown)
NAEYC (National Association for the Education of Young Children)
PennAEYC (Pennsylvania Association for the Education of Young Children)
CCPN (Child Care Professionals Network)
Pennsylvania Keystone Stars

Complaints:

The Director of the Court Care Program is responsible for answering all questions, concerns, and complaints about discrimination, the program, staffing, facility, operation, and management of the center. The following process is necessary to resolve conflict:

1. If not resolved by the *Director*, then send a written copy of the question or concern to the:

Director of Early Learning Resource Center
Montgomery County Court House
P.O. Box 311
Norristown, Pennsylvania 19404-0311
Attention: Ms. Jeanine Moser

2. If your concern is not resolved by that channel, please contact the following organizations:

Day Care Unit
Department of Public Welfare
Bureau of Equal Opportunity
Room 521/Health and Welfare Building /P.O. Box 2675
Harrisburg, Pennsylvania 17105-2675
(Within 90 days of incident)

Office of Civil Rights
U.S. Department of Health and Human Service
Suite 372, Public Ledger Building
1500 S. Independence Mall West
Philadelphia, PA 19106-3499
(Within 180 days of incident)

Department of Public Welfare
Bureau of Equal Opportunity
Southeast Field Office
1105 B State Office Building
1400 Spring Garden Street
Philadelphia, Pennsylvania 19130

Pennsylvania Human Relations Commission
711 State Office Building
1400 Spring Garden Streets
Philadelphia, PA 19103-
(Within 180 days of incident)

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

The Court Child Care program is an equal opportunity care provider.