



**Wanner Enterprises, LLC  
D/B/A Shaynah Kinner Daycare Center**

**Parent Handbook**

205 James Street  
Kutztown, PA 19530

(610) 683-5040  
Fax: (610) 683-5431  
[www.shaynahkinner.com](http://www.shaynahkinner.com)

***Quality Childcare in Kutztown since 1981 and  
under new management since 2015!***

# Welcome...

Thank you for choosing Shaynah Kinner Daycare Center! Shaynah Kinner Daycare Center provides state-licensed childcare for families in the Kutztown and surrounding areas. Shaynah Kinner operates in accordance to DHS regulations and is licensed by the Commonwealth of Pennsylvania.

## **Mission Statement**

We strive to meet the needs of the whole child by providing quality care for children in a safe, nurturing learning environment.

We strive to be a contributing leader to the enhancement of the quality of early and school-age care in the Kutztown community.

## **Experience you can count on...**

Shaynah Kinner Daycare Center has been providing daycare and pre-school experiences for the Kutztown area for over thirty three years.

Shaynah Kinner provides an education program for preschool and school-age children.

## **Our Goal is to:**

- Provide well-trained staff that create an environment of acceptance and warmth

- Carefully train staff to be concerned with your child's social, emotional, physical, and intellectual growth

- Build a curriculum on the basic tenets of child development, addressing cognitive, social, emotional, physical, and aesthetic areas of growth

- Provide a daily schedule that allows adequate time for self-initiated and group learning and exploring activities

- Have Shaynah Kinner be

*"Your Child's Home Away From Home!"*

**Contact Information:** Phone- 610-683-5040 Email-[shaynahkinner@gmail.com](mailto:shaynahkinner@gmail.com)

**A copy of codes and regulations can be found at [pacodeandbulletin.gov](http://pacodeandbulletin.gov), section 55, Chapter 3270-Child Care Centers.**

## About the Owner...

I would like to welcome all of our new and returning families. Shaynah Kinner has been an established daycare in the Kutztown area for many years. In 2015, I purchased the daycare and have been continuing the reliable and dedicated service that families need in their daily lives. A bit of history is in our name, the English translation of the Pennsylvania Dutch Shaynah Kinner is “cute kids”.

I would like to take the time to introduce myself. My name is Faith Wanner and I am a graduate of Kutztown University. I have been in the education field for over twenty-five plus years in various roles. I began my career in the Kutztown School District and went on to spend sixteen years with the Berks County Intermediate Unit. I was a classroom teacher for childcare and was a specialized teacher for children with special needs. These experiences provided opportunities to develop many teaching techniques to provide education for a variety of challenging behaviors and learning abilities.

I am married to my husband Michael and I have a daughter, Olivia who has been a Shaynah Kinner kid since she was five years old.

My goal for Shaynah Kinner is to develop well rounded and productive children that will work hard and do their best in the world. I expect the children to be respectful of the staff and one another. Shaynah Kinner will be a place that they will be able to feel safe and grow not only physically, but socially and emotionally. We will continue the tradition of “Home away from home.” Children are our priority! I consider parents to be my partners in education. I look forward to creating an environment where we will all grow together. It truly does take a village.

Thank you for your continued support.

*Faith Wanner*

**Hours of Operation: Monday-Friday 6:00am-6:00pm**

**Fees-**

-A non-refundable registration fee of \$25 is charged with completed paperwork for enrollment

School Year (August-June)

For ALL packages:

- Second child is a \$1.00 per day discount
- Over 9 hours/day- \$1.00 per day increase
- Over 10 hours/day- \$2.00 per day increase

Preschool Age (3yr-K)

Package A- Full Days (based on 9 hour day)

- 4 or 5 days- \$160/week
- 3 days- \$110/week
- 2 days- \$80/week

Package B- Part- Time- (Anything less than a full day, other than preschool)

-\$6/hour

Package C- Pre-School- 8:45am-11:45am

- 4 or 5 days- \$75/week
- 3 days- \$50/week
- 2 days- \$35/week

School Age (K-5)

Package D- (Kutztown & Greenwich)

- AM & PM- \$85/week
- AM or PM- \$55/week

Drop-in- Care for an as needed basis

- \$20.00 for any day less than 4 hours 59 minutes
- \$40.00 for any day 5 hours or more

\*\*School Age children must provide school district in writing of bus stop permission\*\*

(form is available at our center or the district administration building)

Summer (June to August)

All children- ages 3-12

- 4 or 5 days- \$160/week
- 3 days- \$115/week
- 2 days- \$80/week

### **Over Time Fees**

- Pick up after 6:00pm will incur additional fees
  - If a phone call was received, \$1.00/minute after 6:00pm
  - If no phone call was received, \$2.00/minute after 6:00pm
- Days off of School- extra fee required
  - \$15/\$20 according to School Age contract

### **Payments-**

-Standing week and first week payment due with complete paperwork to secure enrollment placement

-Standing week will cover your child's last week at Shaynah

Kinner

-Standing week may be forfeited if account becomes delinquent or two (2) weeks' notice is not given for withdrawal from Shaynah Kinner

-All payments are due Friday morning for the upcoming week

-All accounts are expected to be paid in advance one week

-Payments are accepted in cash, check, or charge (VISA or

MasterCard only)

-Checks payable to "Shaynah Kinner Daycare Center"

-Automatic credit card payments are available and completed Friday mornings

-Payments will be accepted on a weekly, bi-weekly, or monthly basis

-Payments are to be maintained and are subject to termination if

balances are delinquent

-A subsidized client's tuition is not pro-rated based on the start date

-Returned checks will incur a \$25 fee per item

### **Late Fees**

-late payments are subject to a late fee of \$5.00 per week and are considered late as of Monday 6:00pm

### **Delinquent Accounts**

- You will receive written notice of past due tuition
- Past due accounts may result in loss of child care services
- Child will be reinstated only after payment of delinquent tuition and reapplication to the program, if numbers allow (the spot may have been filled and you will be placed on waiting list)
- Delinquent accounts may be sent to the District Justice to obtain payment and delinquent fees

### **Vacation-**

- Each child is allowed TWO weeks of vacation-One week during school year, One week during summer
- Child must be enrolled for a year prior to using a vacation week
- Account must be in good standing

### **Waiting List-**

- Children are placed on the waiting list on a first-come, first-served basis within subsidy for which the parents are eligible
- Priority is given to full time care

### **Absenteeism-**

- Please notify Shaynah Kinner if your child will be absent, and how long the absence will continue
- If enrollment numbers allow, days may be switch/added due to absenteeism within the same week

### **Withdrawal-**

- Shaynah Kinner must be notified, in writing, when you plan to withdraw or change services
- A two (2) week notice is required for services to be dropped or changed
- Standing week will be forfeited if two (2) weeks' notice is not given for withdrawal

### **Age Requirement-**

-Children must be at least 3 years old to attend Shaynah Kinner Daycare Center

**Holidays-** Center is closed but fee is expected as usual  
(See handout for exact dates provided at enrollment)

- New Year's Day
- Good Friday
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day & Friday after
- Christmas Eve & Christmas Day
- New Year's Eve Day
- Shaynah Kinner is closed the week between Christmas & New Year's Day, this is a no payment week

**Meals-**

- All children will be given an am & pm snack provided by Shaynah Kinner Daycare Center
  - We encourage all children to try snack
- All children will provide their own lunch
  - Each child will need their own lunchbox/lunch bag with their name on the outside
  - All dishes need to be labeled with the child's name
  - We will microwave foods if necessary
  - All cold items (lunchmeat, fruit, cheese, yogurt, milk etc.) must be in a gallon size bag labeled with the child's name
    - this bag will be placed in our refrigerator upon arrival
- Please no "heat ups" during summer months and off school days

**Toys from home-**

- Toys from home are welcome and need to be labeled with your child's name
  - We encourage sharing of these items, if these items cause problems at Shaynah Kinner, they will be sent home and asked not to return
- Sleep Toy
  - Snuggle friends are allowed, they must be made of soft material

### **Nap Time-**

- Daily- 1pm-3pm
- All children are encouraged to take a nap or rest quietly during this time
- A nap mat/blanket/sleeping bag must be provided for your child
  - Stays at center, will be sent home to be washed monthly
- Sleep Toy-
  - Snuggle friends are allowed, they must be made of soft material

### **Outdoor Play**

- We will go outside everyday as long as the temp is between 25 and 95 degrees
- Dress your child appropriately
- Sneakers are strongly encouraged for safe outdoor play

### **Extra Clothes**

- We ask that an extra change of clothes is kept at Shaynah Kinner
- Each child has a shoe box we keep spare clothes in case of accident

### **Birthday Treats**

- We love to celebrate birthdays at Shaynah Kinner
- Please communicate to us if you would like to bring in a treat for your child's birthday

### **Supervision Policy (3270.51-55)**

- Shaynah Kinner's supervision policy is based on Staff: Child ratio
  - o Pre-School Age 10:1
  - o School Age 12:1
- The Supervision is based on youngest child is care's age
- Care Card System-Each child has a card with the following information
  - o Child's Picture
  - o Child's Name



- Child's Allergies (if any)
- Days Child is in Care
- Each staff has no more than 10 care cards in their "care group"
- Each staff is responsible for monitoring (see/hear/direct) those children at all times
- If the children move to a different area the staff will exchange the children & care cards to another staff in that area

### **Discipline**

- Shaynah Kinner uses 1-2-3 Magic
- We pride ourselves on being consistent with the children
- We are firm but kind
- All staff will use the same kind of discipline

### **Parent Communication**

- Monthly newsletters will be sent home the first week of the month
  - Read for important updates and curriculum activities
- Bulletin board inside entrance
- Remind Messages
  - Mobile app notifications about important events and activities

### **Transportation Policy (3270.171-178)**

- Shaynah Kinner staff transports children for the purpose of emergency, fieldtrips, pool visits, elementary summer reading programs
- Each child will have written permission to be transported by Shaynah Kinner staff on the Emergency Contact Form
  - Shaynah Kinner staff uses the 2008 Buick Enclave to transport children
  - Shaynah Kinner staff uses car seats and booster seats appropriate for each child's height and weight
    - Staff will inspect each seat for valid expiration date
  - On each excursion the driver will be accompanied by an additional staff member and no more than 5 children
  - On each excursion a first aid kit will accompany the group

### **Swimming**

- All children must have a season pass from the pool, provided by the parent

-we will let you know when it is time to purchase season pool passes

-We have very strict rules at the pool to keep your child safe

-Please refer to swimming rules handout provided to all Summer contract enrollments

### **Parking**

-Park in parking lot, or on Maple Street

-White garages across the alley do not belong to Shaynah Kinner, DO NOT PARK there

### **Medication**

-If your child is required medication while in our care please bring in doctors note, prescription and medication in original container

-We will need parent signature on Medication log, located next to the microwave in the kitchen

### **Inclement Weather**

-If we would need to close the center due to inclement weather we will post to Facebook, send out Remind message, and post on WFMZ 69 News.

-Safety of staff and families are our priority.

-We will do our best to notify of closures ASAP.

### **Sickness**

-If your child becomes ill at Shaynah Kinner, staff will assess symptoms, take temperature and contact parents

-If your child has fever (99.9F), diarrhea, or vomiting or anything that may be contagious then we will isolate your child until they are picked up

-Child must be fever free for 24 hours to return to center

-If your child has just a minor discomfort, we will make your child comfortable and allow them to stay

We will try to make all children as self-sufficient as possible for that individual child to get them ready for school. We do encourage dressing themselves, mittens, boots, shoes, swimming suits, etc., along with toileting. We will help where needed.

We do not discriminate against persons because of their sex, race, color, religious creed, ancestry, or national origin. We will also help anyone with a disability of any sort as long as we are able.

We reserve the right to dismiss or remove your child from our enrollment if we feel that it is beneficial to our school, our other children, and our staff. This could be a consistent behavior problem where the child's behavior is disrupting the educational part of our day or where the child might be demanding of our staff's time and cannot devote any time to the rest of the children as a group. By doing so, it would affect our staff/child ratio. Dismissal from our center may happen without a notice. A notice is not required if dismissal would benefit our center.

## **COVID-19 Health and Safety Plan**

- Call in or ring doorbell to announce your child is here
- Child/Staff should have mask on to enter the building and for the duration of their care
- Staff will greet you to exchange your child and their belongings, Parents DO NOT ENTER building!
- Child/Staff will take the child's temperature upon arrival
- If the child has shown a fever (99.9F) the child will be asked to return home and only return when fever free for 24 hours
- If child/staff has been exposed to a positive case of COVID he/she must quarantine for minimum of 14 days, only returning if symptom free
- Child/staff washes hands upon entering building
- Child needs to discuss with staff where they would like to go play
- Same procedure for pick up time, please call in or ring the doorbell
- All personal items go home daily
- Cleaning procedures are conducted regularly (see cleaning checkoff notebooks for daily/weekly/monthly) by staff, weekly cleaning (WCS Inc.) and bi-weekly for COVID treatment (fresh Scent PA Commercial Services LLC)



## DAILY SCHEDULE

6:00am – 7:30am	Breakfast/Free Play
7:30am – 8:30am	Free Play/ Preschool Crafts
8:30am – 8:45am	Preschool Playtime/School-age to Bus
8:45am – 9:30am	Preschool Playtime/Preschool Crafts
9:30am – 10:00am	Morning Meeting/Bathroom
10:00am – 10:30am	Snack/Music Time
10:30am – 11:00am	Curriculum Instruction
11:00am – 11:30am	Outdoor Playtime
11:30am – 11:45am	Story Time
11:45am – 12:00pm	Bathroom
12:00pm – 12:30pm	Lunch
12:30pm – 1:00pm	Lunch/Bathroom
1:00pm – 3:00pm	Nap Time
3:00pm – 3:30pm	Bathroom
3:30pm – 4:00pm	Snack
4:00pm – 4:30pm	Preschool Outdoor Play/School-age Arrival & Snack
4:30pm – 5:00pm	School-age Outdoor Play/Preschool Play Time
5:00pm – 6:00pm	Play Time (Small Activities)/Homework

To the Parent(s)/Guardian(s) of \_\_\_\_\_

*This letter is to assure you of our concern for the safety and welfare of children attending Shaynah Kinner Day Care Center. Our Emergency Plan provides for response to all types of emergencies. Depending on the circumstance of the emergency, we will use one of the following protective actions:*

- **Immediate Evaluation...***Students are evacuating to a safe area on the grounds of the facility in the event if a fire etc.*
- **In-place sheltering...***Sudden occurrences, weather or hazardous materials related, may dictate that taking cover inside the building is the best immediate response.*
- **Evacuation...***Total evacuation of the facility may become necessary if there is a danger in the area. In this case, children will be taken to St. John's Lutheran Church, Kutztown Grange, Kutztown Fire Company or Kutztown Elementary School.*
- **Modified Operation...***May include cancellation/postponement or rescheduling of normal activities. These actions are normally taken in case of a winter storm or building problems (such as utility disruptions) that make it unsafe for children but may be necessary in a variety of situations.*

*Please listen to **Center Telephone, Remind, Facebook or WFMZ Channel 69 TV** for announcements relaying any of the emergency actions listed above.*

*We ask that you **NOT** call during the emergency. This will keep the main telephone line free to make emergency calls and relay information.*

*Faith's cell phone #610-823-3327 may be used as an alternate phone no. to call in an EMERGENCY event.*

*The form designating persons to pick up your child was included with your child's original enrollment packet. This form always goes with us when we leave the building and will be used every time your child is released. Please realize that only persons you list on the form will be allowed to pick up your child.*

*I specifically urge you NOT to attempt to make different arrangements during an emergency. This will only create additional confusion and divert staff from their assigned emergency duties.*

*In order to assure the safety of your children and our staff, I ask your understanding and cooperation. Should you have additional questions regarding our emergency operating procedures contact:*

*Facility Director – Faith Wanner      610-823-3327 (C) or 610-682-0816 (H)*

*Asst. Director - Denise Keim      610-683-5040 (SKC) OR 610-207-4277(C)*

## For Subsidized Clients

Any inquiries regarding eligibility for state subsidized child care should be addressed to Early Learning Resource Center (ELRC) at 610-987-2247.

ELRC will explain employment, training, and financial requirements that must be met for participation in the state and federal subsidized funding.

A United Way subsidized client must apply for state and federal subsidy with Early Learning Resource Center (ELRC) within 60 days of enrollment in Shaynah Kinner and accept ELRC funding when offered. The client must provide written proof of their ELRC application status to Shaynah Kinner within 60 days of enrollment.

## Know Your Civil Rights

In accordance with applicable federal and state civil rights laws and regulatory requirements, you and your children, as clients of Shaynah Kinner, have the right to services at this facility and to be referred for services at other facilities without regard to race, color, religious creed, disability, ancestry national origin, age, or sex. If you feel you have been discriminated against in any of these areas, you have the right to file a complaint with any of the following agencies:

Berks County Intermediate Unit  
1111 Commons Boulevard  
PO Box 16050  
Reading, PA 19612-6050

Department of Human Services  
Bureau of Equal Opportunity  
Room 223, Health & Human Services Building  
PO Box 2675  
Harrisburg, PA 17105

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

PA Human relations Commission  
Harrisburg Regional Office  
Riverfront Office Center  
1101 S. Front Street, 5<sup>th</sup> Floor  
Harrisburg, PA 17105

Commonwealth of Pennsylvania  
DHS Bureau of Equal Opportunity  
Southeast Regional Office  
801 Market Street, Suite 5034  
Philadelphia, PA 19107