



**Sunnyside**  
**Extended Day**  
**Program**  
**2024-25**

Contact us at: 412-441-2423

Or at [DeakingsDaycare@gmail.com](mailto:DeakingsDaycare@gmail.com)

Greetings Sunnyside Families!

My name is Victoria Deakings of the Deakings Daycare. We are excited to offer you and your child(ren) before and after school care via Deakings Daycare. We have 20 years of childcare experience and currently operate daycare programs at four locations that are state registered and Keystone Stars enrollment. We have been serving children of the east end for many years, transporting children between Pittsburgh Sunnyside and our facilities. This relationship has been so successful that we feel it necessary to create/ bring our program “on-site” to the Pittsburgh Sunnyside family!

Our mission at Deakings Daycare is to provide safe and nurturing childcare that enhances the educational, social and emotional well- being of all children.

Our Mission Statement

*We establish an educational foundation for children with open communication with the parents. We allow children to self-regulate and express emotions in a healthy way while feeling valued for their unique personalities. All children are treated with respect which helps them to feel competent and confident. We strive to provide a healthy and safe environment while enjoying excellent nutrition. We strive to teach morals and values in hopes that these teachings will stay with them throughout their adult life.*

While we are not owned, operated or funded by Pittsburgh Sunnyside Elementary or Pittsburgh Public School District, our longstanding relationship and common love of and commitment to children, makes this a natural partnership that we’re sure will enhance the work we all do with and for children. The Projected opening for Deakings Daycare @ Pittsburgh Sunnyside has not been determined as we are in the process of conducting a survey to determine the feasibility of opening at Sunnyside.

**Deakings Daycare Extended Day Program will reopen on the first day of school.**

After school care will operate from dismissal – 5:45pm. Staff will provide homework assistance & tutoring, as well as assistance with long-term assignments, such as science projects, upon request. Healthy snacks will also be provided daily.

CCIS will be accepted and there will be a sliding fee scale depending on your childcare needs. Please do not contact the school. If you have any questions please contact me, Victoria Deakings directly at (412) 441-2423 or via email at [Deakingsdaycare@gmail.com](mailto:Deakingsdaycare@gmail.com)  
Space is limited so please register (using the enclosed pre-registration form) as soon as possible.

Thanks so much for your interest. We look forward to working with you and your child(ren).

Sincerely,

Victoria/ Jeffrey Deakings- Owners Deakings Daycare

# Extended Day Program

## Information Guide

Welcome to the Deakings Daycare at Sunnyside School! We are excited to bring back a fully licensed and regulated program this coming school year that meets or exceeds all DHS licensing standards. In this Information sheet you will find program details that support our daily activities and logistics.

### Contact Information

Victoria Deakings, Director

Phone: (412) 441-2423 Extended Day Phone: (412) 294-2088

Email: [Deakingsdaycare@gmail.com](mailto:Deakingsdaycare@gmail.com)

If at any time you are unable to reach us, please leave a message. We check our messages several times per day, and we will return your call promptly.

### Drop Off and Pick Up Location

Please use the door behind the trailer that leads directly into the cafeteria for the Extended Day

**\*Please be sure to Sign-Out using the ProCare App**

### Tuition

Tuition is due every Monday regardless of operation status.

Various Scholarships and subsidy programs including ELRC and ACCM are available to help reduce this cost. Fees and Co- pays are to be paid via ProCare. Should there be some reason as to why you are unable to pay through ProCare, please notify your director before payment is due. Please note that payments on ProCare will be charged a 3% processing fee.

**There will be a \$10.00 per day late payment fee. If your fee is not satisfied by the end of business on Monday your family will not be able to return on Tuesday.**

**There is a \$10.00 per minute late pick up fee starting from the first minute of closure. Late fees are to be paid in cash. After your third late pickup your contract is subject to termination.**

To avoid paying late fees of please make your payments and pick up your children on time

### Absences

If your child attends the morning session and will not be attending on the day he or she is scheduled to attend, please notify the program on or before the morning of the absence.

## **Schedule Changes**

In an effort to be as flexible as possible for our families, we are able to accommodate most changes throughout the school year with a two-week advance notice in writing. All changes must be sent via email to [deakingsdaycare@gmail.com](mailto:deakingsdaycare@gmail.com) or phone @ 412-294-2088. You will receive confirmation of your change from our office. Please do not assume we have made your schedule change unless you receive confirmation from our office. Due to staffing and material constraints, we cannot make exceptions to this policy.

## **What to Bring Daily**

A portion of the time spent in Extended Day will be working on academic studies. It is important that your child brings any assigned school work that may need special attention, including homework. Your child should also bring tennis shoes for athletic activities.

## **Snacks**

Afternoon snack will be provided for the children directly after school. All of our snacks are peanut/tree nut free and include items such as yogurt, pretzels, animal crackers, goldfish, cookies, etc.

## **Medication and Illness**

Parents may not send a child to the program if they:

- themselves or a member of your household has tested positive for Covid-19 without written clearance from a licensed medical professional
- has any rash of acute onset associated with fever or symptoms of illness
- has an oral temperature of 100 degrees or greater
- has had persistent vomiting and/or diarrhea in the 12 hours prior to coming to the program
- has been diagnosed with a contagious illness that has not been treated and given written clearance by a licensed medical professional

***If a child is diagnosed with a contagious disease, the child will require a statement from the doctor indicating that the disease is no longer communicable upon return to the program.***

Children who develop any of the following conditions while at the program will be sent home:

- Oral temperature of 100 degrees or greater
- Vomiting Diarrhea Uncontrollable or persistent cough
- Appearance of acute illness or complaint of severe pain
- Uncontrollable cough or runny nose

***A staff member will notify the parent of a child's illness. If a parent cannot be reached, the child's emergency contact will be notified to pick up the child. It is expected that the child will be picked up as soon as possible. Until the parent arrives the child will be excluded from activities with other children and will rest quietly under the supervision of a staff member.***

If an accident or medical emergency occurs, the staff member in charge will administer the necessary first aid immediately and call an ambulance if the child's injury requires emergency room treatment. Staff will also call the parent or emergency contact and stay with the child until arrive.

### **Caring for our Children**

Deakings Daycare uses "Caring for our Children" (nrckids.org/CFOC) as a resource to assist in establishing our Health and Safety policies and practices regarding care plans for children with special medical needs as well as medication administration. It is our goal to provide a secure and safe environment for your family. This includes giving your child a healthy place to learn and grow. While we understand and sympathize that keeping a sick child home from daycare is extremely difficult for a working parent, it is the number one contributing factor to the cycle of illness that can occur in a group/center! Deakings Daycare adheres to strict hygiene policies regarding sanitizing of toys and equipment, and the use of proper hand washing techniques.

### **School Delays and Early Dismissals**



The Extended Day Program will operate on regular school days as well as early dismissal days only for morning care. On days when school is delayed due to snow, the program will only operate the afterschool program. Our program does not operate during school holidays, vacations, or days when school has been cancelled due to snow or inclement weather and emergency closings. **Payment is due even when the program is closed. \*Please remember you are paying for the space that we are holding for your child not his or her attendance**

### **Program Expectations**

Children are expected to be able to:

- Follow program rules
- Participate appropriately in planned activities within a group of 12 children and 1 staff member
- Communicate with staff members and other children
- Cooperate with transitions in activities
- Stay within the activity area and not wander away from the group
- Be cooperative
- Follow staff directions
- Respond appropriately to a variety of staff members
- Treat others with respect
- Play cooperatively with other children
- Behave in a manner that does not pose an unsafe situation for themselves, other children, or staff
- Be independent for personal care needs such as washing hands and toileting

• **Questions**



Please email [deakingsdaycare@gmail.com](mailto:deakingsdaycare@gmail.com) or contact us at (412) 441-2423

## **Child Behavior / Dismissal Policy**

### **CHILD GUIDANCE POLICY**

Deakings Daycare guidance policy is designed to help children become independent and caring by learning self-control, decision making skills and responsibility for their own actions. Our goal is to help children develop positive self-esteem and respect for themselves and others. At no time will corporal punishment be used at this facility!

Our staff uses the following guidelines and techniques to discipline your child:

- Use of praise through kind words and actions to reinforce desirable behaviors.
- Use of problem solving instead of punishment.
- Redirection to another activity when a child displays undesirable behaviors.
- A cool down will be used as a last resort when the previous techniques fail to change inappropriate behavior.

### **CHRONIC DISRUPTIVE BEHAVIOR**

The safety and welfare of all the children at our center are very important to us. While the staff will make every effort to work with children and their parents to promote appropriate behaviors, there are situations when additional action may become necessary.

Initial meeting: If a child's extreme, uncontrollable behavior continues to physically or emotionally endanger staff or other children at the center, a parent meeting will be requested by the management staff and the child's teacher. The problem behavior will be discussed and recorded, and goals for correction will be established.

Second meeting: If, after a predetermined time frame, the initial goals for changing the child's behavior fail, a second meeting will be requested by the management staff. The behavior correction goals will be discussed again, and a new behavior plan will be defined.

Suspension/Dismissal: If no progress occurs within the established timeline, a suspension will result. Parents will be responsible for payment during the length of the suspension. Dismissal of the child will occur after three suspensions, or immediately if the child's behavior severely injures a staff member or another child.

### **DISCHARGE POLICY**

Deakings Daycare reserves the right to cancel the enrollment of a child for the following reasons:

- Non-payment or excessive late payment of fees
- Failure to submit required information or forms
- Failure to comply with the policies of the center
- Physical or verbal abuse of staff or children by a parent or child

## ***Transitions***

Your child's transition in Childcare should be a positive and exciting learning adventure. We will work with you and your child to ensure the smoothest possible transition occurs as new routines and new people are introduced.

### **Transition from home to center/group Childcare facility**

Prior to your child's first day, you will have an opportunity to tour the center, meet with your child's peers and teachers and communicate any anticipated concerns. At this time, please share the best communication methods that the teacher may use to reach you.

### **Transition between learning programs**

Children are transitioned to the next program based on age, developmental readiness, state licensing requirements, and space availability. During the transition, current and future teachers will meet with you to propose a plan to introduce your child into the new program.

### **Transition to elementary school**

Transition activities such as a field trip to a local elementary school, creating a mural of special friends and special times at our center will be part of your child's education at our center. We will provide you with information on local schools, what to expect, and ideas on how to talk to your child about going to elementary school.

### **Transition for before/after school care**

Children who are of school age may continue with before/after school care at our center. The center will work with the school to ensure that the children arrive at our designated location safely.

### **Transition to self-home care**

Transition activity suggestions are provided to children and parents to make the transition going from childcare to home before/afterschool smooth.

## **Supervision Policy**

It is our policy that teachers and staff must always be able to see and hear children, even during nap time. Upon arrival or departure all children must be marked in or out in Procure, indicating the time of arrival or departure. This must be done at the time when the child is released to the parent or guardian from the daycare staff, or vice versa. Daily attendance must also be recorded when all the children are absent.

## Resources

Here at Deakings Daycare, it is our goal to support families in as many ways as possible. To help accomplish this goal, we work to bridge families who may need additional support, to the appropriate agencies that may be able to better provide where resources may be lacking.

Resources include, but are not limited to:

- Supplemental Nutrition Assistance Program (SNAP): <https://www.pa.gov/en/services/dhs/apply-for-the-supplemental-nutrition-assistance-program-snap.html>
- ELRC: <https://www.pa.gov/en/services/dhs/apply-for-child-care-works-subsidized-child-care.html>
- Ealy Intervention: <https://www.pa.gov/en/services/dhs/apply-for-child-care-works-subsidized-child-care.html>
- Greater Pittsburgh Community Food Bank: <https://www.pa.gov/en/services/dhs/apply-for-child-care-works-subsidized-child-care.html>
- Off the Floor Furniture Bank: <https://www.offthefloorpgh.org/>
- Western Pennsylvania Diaper Bank: <https://www.wpadiaperbank.org/>

Should your family need any additional assistance, please do not hesitate to contact us.



## Picture and Video Release Form

I, the undersigned, do hereby grant or deny permission to Deakings Daycare to use my child \_\_\_\_\_ images. Pictures may be used for multiple things including but not limited to emailing parents, the Deakings Daycare website, memories, sharing with families, and posting throughout the daycare to generate a sense of belonging.

\_\_\_\_ I grant permission for my child's images to be used by Deakings Daycare.

\_\_\_\_ I do not grant permission for my child's images to be used by Deakings Daycare.

Signature \_\_\_\_\_

Date \_\_\_\_\_

Deakings Daycare

# DEAKINGS DAYCARE

## Parent Acknowledgement and Waiver of Liability

I hereby certify that I have read the policies and procedures outlined in the Parent Guide of The Deakings Daycare. As the parent/guardian of:

Child 1: \_\_\_\_\_,

Child 2: \_\_\_\_\_,

Child 3: \_\_\_\_\_, we will abide by the policies and procedure set forth in this guide. We recognize our right to communicate with our daycare center provider on any concerns or issues surrounding our child(ren). We also recognize that failure to comply with policies may result in suspension or termination of services.

Waiver of Liability, Release, Assumption of Risk & Indemnity Agreement Notice: This is a legally binding agreement. I understand that by signing this Childcare Waiver of Liability, I release and hold harmless Deakings Daycare, and its owners, directors, officers, advisors, employees, agents, instructors, volunteers, childcare workers, and all other persons or entities acting for them from any and all claims, demands, suits, cost and charges, in connection with or arising out of Deakings Daycare, including but not limited to, personal injury, property damage, bodily harm, injury, liability, claims, demands, damages, cost, expenses, actions and causes of action in respect of death, loss or damage to the child, or by the child, regardless of cause or to arise by reason of or during participation of Deakings Daycare childcare.

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

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

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

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

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

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

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

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

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

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

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

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

Parent Copy

## SUNNYSIDE PRE-ENROLLMENT REGISTRATION FORM

Thank you for your interest in the Deakings Daycare extended day program. Choosing a quality childcare program is one of the most important decisions you will make. We take your decision seriously and are committed to living up to the important responsibility of caring for your child.

To register, you may drop this completed form in the basket in Dilworth's main office labeled Deakings Daycare Registration forms, or you can contact me directly via phone or email at the bottom of the registration form. Prior to enrollment, the Center Director will schedule a time for you to meet with your child's primary caregiver to learn more about The Deakings Daycare's program and develop a schedule for you and your child. The Director will review the parent/guardian policies /procedures and enrollment forms at that time.

Child's Name: \_\_\_\_\_  
Child's Name: \_\_\_\_\_

Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_  
Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_

### Parent Guardian Information:

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

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

E-Mail: \_\_\_\_\_  
Home Phone: \_\_\_\_\_  
Company Name: \_\_\_\_\_  
Company Phone: \_\_\_\_\_

E-Mail: \_\_\_\_\_  
Home Phone: \_\_\_\_\_  
Company Name: \_\_\_\_\_  
Company Phone: \_\_\_\_\_

### Please Circle:

**Before Only**

**After Only**

**Before and After**

What date would you like to begin? \_\_\_\_\_

**We will do everything possible to meet your needs, but we are unable to guarantee start dates. Enrollment is based upon availability and is subject to priority enrollment rules of the Program.**

\_\_\_\_\_  
(Parent Signature)

\_\_\_\_\_  
(Date)

**Thank you for choosing The Deakings Daycare.**

**Phone: 412-441-2423**

**E-mail: Deakingsdaycare@gmail.com**