ENVISIONS ENTERPRISES

Child-centered enrichment programs
Since 1996

Parent Handbook
For
School Year Programs

2026-2027 School Year

ENVISIONS Enterprises
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Office Hours:
9:00 am – 3:00 pm
or by appointment

Licensed by the Pennsylvania Department of Human Services

Vision

ENVISIONS is a collaborative effort of professionals, ENVISIONS families and the Manheim Township community to create an enriching environment for young children and school students that nurtures individual growth including self-motivation, independence, team-building, empathy and problem-solving skills while fostering family and community values.

Mission Statement: The mission and purpose of ENVISIONS is to provide children of Manheim Township School District with high quality childcare and educational programs with revenue generated to provide additional educational benefits to the students of the school district.

Administration

ENVISIONS is a Foundation of Manheim Township School District and a non-profit organization which is governed by a Board of Directors.

All of our programs strive to:

- Provide informal enrichment experiences and environments appropriate for the individual child's needs and abilities.
- Plan and implement activities to encourage each child's growth physically, socially, emotionally and intellectually.
- Support families by offering their children security, warmth and nurturing; and by offering parents respect, opportunities for involvement and "peace of mind".
- Strengthen and enrich the educational experiences of Manheim Township students.

Curriculum

Activities and material for all of these programs emerge from the interests of the children and are further developed by the staff. Daily program plans provide all children who participate opportunities to choose from activities and materials whenever possible. While appropriate social interaction is encouraged, if available, space/time is set aside for "all alone" pursuits of individual children in all ENVISIONS programs. Parents are encouraged to participate in program activities, including special presentations and community service projects as well as family projects in conjunction with curriculum themes.

Calendar

The School Year programs of ENVISIONS are open Monday through Friday, before school opening at 6:45 am, after school closing at 6:00 pm. The Summer Camp Program is open 7:00 am to 6:00 pm. Programs are closed on the following holidays (adjustment will occur when holiday is on a Saturday or Sunday):

* New Years Day
* Memorial Day
* Independence Day (summer holiday)
* Labor Day
* Thanksgiving Day
* Black Friday (Nov. 27)
* Christmas Day

We may choose to close or consolidate at our discretion or when restricted by the school district and with as much notice as possible on any day when scheduled enrollment is very low or when the general health and safety of the children is a significant concern.

NOTE: A gap in care of 1-5 days between the end of the school year and the beginning of camp and from the end of camp and the start of school can be expected.

PA State Licensure

Our programs maintain licensure by the Department of Human Services (DHS). Licensed facilities must meet minimum standard of space, staff-to-child ratios, and qualifications of staff members as well as FBI Fingerprinting, state police and child abuse clearances. A copy of the regulations dealing with the operation of our program is available at all sites to any parent upon request or by calling the Department of Human Services (DHS) at 800-222-2117 or dhs.pa.gov.

Subsidized Funding

Parents interested in subsidized funding for childcare should contact Early Learning Resource Center (ELRC) (formerly CCIS) directly at (717) 854-2273 or 800-864-4925. This program is managed at the ELRC building located at 29 N. Duke St., York, PA 17401. ELRC maintains a list of qualifications including family income to determine the level of subsidy. ENVISIONS welcomes those who qualify. ENVISIONS works with ELRC, however it is solely ELRC who determines a family's qualifications, and ENVISIONS accepts the ELRC determination.

ENVISIONS/FINANCIAL INFORMATION-----School Year 2026-2027

Tax ID# 23-2910358

Our goal is to offer services to our families at a reasonable cost while maintaining quality year round programs and staff. Below and to follow is the financial information related to the school year programs we provide.

Application Fee (due with application/contract) (NON-REFUNDABLE see below)

Early Enrollment **Application Fee** one child **(Early Application Fee expires 6/7/26)**	**$55.00**
Early Enrollment **Application Fee** each additional sibling child **(Early Application Fee expires 6/7/26)**	**$50.00**
Regular Enrollment Application Fee every child **(after 6/7/26)**	**$80.00**

Application fees are charged to maintain information required by the Department of Human Services (DHS). This information must be collected for **each** new school year. Continued attendance from one school year to the next is **not assumed** and new information must be completed to meet the requirements. Some programs and program locations fill quickly. It is suggested you **complete and return your information** (along with application fee) **as soon as possible due to high demand** for some programs and program locations. Applications are **processed on a first come/first served basis.**

IF YOU WAIT TO SUBMIT AN APPLICATION, CHILDCARE SERVICES COULD BE UNAVAILABLE FOR THE START OF THE SCHOOL YEAR.

Application fees are non-refundable, except when program space is unavailable and your child is added to the waiting list. Accounts with outstanding balances are not eligible for the lower application fees and applications from outstanding accounts will not be considered for services until they are current and paid in full. Program availability will not be guaranteed for outstanding accounts. When outstanding accounts are paid, at that time, those requests will be reviewed for space availability in the program requested and automatic approval should not be assumed.

Program Care Options

SUNRISE Before School Program (begins at 6:45 am)---please see fee schedule, (fees cover a maximum of 2.25 hrs. normally 6:45 to 9 am). Sunrise Program usage outside of contracted days (pre-approval required) will be charged at the rate of $22.00/day. Late start days due to weather, etc. will be charged additional hours when applicable.

Regular Before School Care Program (begins at 7:00 am)------please see fee schedule, (fees cover a maximum of 2 hrs. normally 7 to 9 am). Before School usage outside of contracted days (pre-approval required) will be charged at the rate of $19.75/day. Late start days due to weather and usage prior to 7 am, etc. will be charged additional hours when applicable.

After School Care Program---please see fee schedule, (fees cover a maximum of 2.5 hours approximately 3:30 to 6 pm) After School usage outside of contracted days (pre-approval required) will be charged at the rate of $22.50/day. Early dismissal days will be charged additional hours when applicable.

5th & 6th Grade Care/Landis Run---Please contact the business office (717-569-0796) for current information.

*****Operation of each program listed is dependent on sufficient enrollment numbers.*****

Program Care Contracts (a variety of options exist)

Care Contracts are based completely on parent(s)/guardian(s) requested care. Usage outside of contracted time will be charged in addition to contracted amounts and ***billed separately***. Please do not attempt to prepay usage outside of your contract---you will be billed separately for the actual use outside your contract. Attempting to prepay usage outside your contract may lead to errors and possibly double billing.

5 Day Contracts are premium contracts because of their reliability and financial commitment to the program. 5 day contracts are usually eligible for larger savings and greater credit opportunities.

3 & 4 Day Contracts are also accepted. Because they offer more staffing challenges, the savings available and/or the credit opportunities are more limited than 5 day contracts. However, these contracts do have the option of occasionally changing their care day (within the same week) if pre-approved by the site director. Credits apply on days when ENVISIONS is closed (holidays/weather closures) and no services are offered if applicable to your specific contract day(s).

Contracts must be a minimum of 3 days per week. We will no longer be accepting 2 or 1 day contracts per week. In order to accommodate a greater number of childcare needs, we have made this decision to no longer accept contracts of less than 3 days per week.

Variable day contracts are not accepted. Because of Department of Human Services (DHS) mandated staff/child ratios, families must choose a schedule of specific days contracted. However, with pre-approval from the Site Director, all contracts of less than 5 days have the option of occasionally changing their care day (within the same week) when this request can be accommodated. Accommodation must be pre-approved, not assumed, cannot be guaranteed for an extended period of time, and cannot occur on a regular basis.

We are not able to accept every other week contracts and contracts that vary the contracted day from week to week.

All fees are subject to change without notice. However, should a change in fees be necessary, we will attempt to give 60 to 90 days notice before the changes would become effective.

ENVISIONS reserves the right to limit, consolidate, suspend, and/or close programs and services within our discretion for any reason including any operational, governmental, or acts of God. Should ENVISIONS need or be required to close for any reason, refunds for contracted closed days as appropriate will be provided. Thank you for your assistance and commitment to keeping everyone safe and healthy. If at any time you have questions or concerns, please contact us.

Contract Changes

Contract Change requests must be initiated by parents/guardians in writing using the contract change form available from the business office. Contract Change form requests must be made a minimum of **two weeks** (14 days) before the start date of the requested change. Because we plan and staff for each child's contracted attendance, all changes must be reviewed for space availability in the program requested and **automatic approval should not be assumed**. Until approved and processed, the current contract fees will be required. Please contact the business office (717-569-0796) immediately for the contract change form.

*****No contract change requests will be honored or accepted for processing during the time period from the two weeks prior to the start of school (August 10, 2026) until the end of the first two weeks of the school year. Beginning September 9, 2026 contract change requests will be reviewed for approval.** Contract changes must be reviewed for space availability in the program requested and **automatic approval should not be assumed**. This policy is to assure we meet Department of Human Services (DHS) licensing regulations, staff scheduling requirements, and to facilitate the timely collection and processing of all required paperwork. This policy also helps us assure the safety of your child as the beginning of each new school year offers new challenges. Thank you for complying with this policy.

Withdrawals

Withdrawals from the program are required to be made in writing using the withdrawal form available from the business office. Withdrawal form requests must be made a **minimum of two weeks** (14 days) prior to the date of withdrawal. If two weeks' notice is not given, payment of the regular contracted amount will be required. If at a future time you request care services, you will need to begin the application process again. Requests for reenrollment must be reviewed for space availability in the program requested and **automatic approval should not be assumed**. We *cannot* guarantee future space will be available if your needs change. Children withdrawn from the program who later reapply for the current school year will be charged a $40.00 reinstatement fee. Please contact the business office (717-569-0796) immediately for the withdrawal form.

Payments

Those financially responsible for paying childcare fees are required to prepay for the services they requested based on their regular contract of care.

Option A---4 Week Prepayment: 4 week prepay offers the ***best rates*** for care contracts. It also offers the ***most convenience*** in greatly reducing the number of payments. Payment must be made directly to the **ENVISIONS business office** and ***received the week prior to the first day of care*** in each 4 week prepay period. A schedule for the first payment of the school year and all pre-payment periods and due dates will be distributed in August prior to the start of the school year. ENVISIONS business office will determine if timely payment has been made and the discounted rate has been earned.

Option B---Weekly Prepayment: Payment must be received at the **care site** the ***Friday before*** the week of care.

Please make your payments by the due dates as **you will not be invoiced separately** for your contracted amount. Regardless of payment option chosen, we rely on families to pay their contract amount on a timely basis. When families pay promptly, it helps us keep our administrative costs lower and it becomes easier to keep our child care rates as low as possible. We appreciate all families doing their part to keep rates as low as possible.

When making a payment, please do the following---Make check payable to ENVISIONS---Use black/blue ink, the bank will not accept other colors--Include your child's name, payment # or week, and care site in the memo section of your check.

School Year 2026-2027, we will now allow parents to make direct payments through the Procare Solutions Portal. You can make Credit Card (5% fee) or ACH ($5.00 fee) payments through the portal. You can also make payments by check or money order. This protects both your family & ENVISIONS by allowing us to have reviewable and verifiable records if payment questions occur. No cash payments will be accepted for both security and recordkeeping concerns. Since we are a business operating in publicly accessible buildings, accepting cash is too great a risk. Our goal is to safeguard your payments and correctly credit your account so we cannot accept the risk cash payments create.

Late & Delinquent Payments/Bad Checks & Processing Fees

Payments made after the due date will be charged a minimum $10.00 late payment fee and be ineligible for discounted rates. **Suspension/termination of childcare services will occur when fees are not paid on time and/or as contracted.** Checks returned by the bank will be charged a minimum $30.00 bad check processing fee and those payments will be considered late and delinquent. Re-payment must be made by money order for the bad check amount and bad check fee. Bad checks may also be referred to the "Bad Check Restitution Program" enforced by the District Attorney of Lancaster County. Accounts where balances are not kept current and are not paid within 60 days of invoicing will be referred to a collection agency and subject to legal action. All legal avenues to collect for contracted and additional services provided will be used to obtain payment. Once a family has been referred for collections, future program applications will not be accepted. Any applications already processed will be voided.

Outside of Contract Charges/Credits

Dependent on your regular contract of care, you may incur additional fees or earn credits. Outside of contract charges and credits earned are calculated every 4 weeks during the school year. If applicable, additional charges are invoiced and/or credit memos are issued. Since these items are specific to your regular contract of care, no general discussion is practical here.

Your regular contracted fee will not change unless you request a written change to your contract of care. A **change of contract form** is available upon request. For details, please see the contract change information listed previously.

You will be **billed additionally** for no school days, early dismissal hours, and any other usage outside your usual contract. The rate charged will be either the hourly rate calculated in half hour increments, a program day rate, or a combination of rates depending on the program used.

Often at the **end of the school year** you may have unpaid outside of contract charges or unused credits earned as your final account balance. It is also possible your account will finish in balance. If your **net account balance** at the end of the school year results in a **balance due,** you will be sent a **final school year invoice.** If your **net account balance** at the end of the school year results in **credit earned,** you will be **sent a refund check** for the amount of your unused credit. When the school year ends, we will reconcile your final account balance due or unused credit. It is our policy not to carry account balances or credits forward from one program to another and a final accounting for each program will be provided. Because we will need to process the child time cards from the last week of the school year, there will be a 2-4 week period before you will receive your final invoice or refund.

Other School Year Programs (Scheduled No School Days, Scheduled Early Dismissal, etc.) (Payment discounts do not apply)

*******SCHEDULED NO SCHOOL DAY CARE*****--parent/guardian must provide a peanut-free packed lunch**
(includes afternoon snack during afternoon hours)

$50.00 per day---Due to limited space, partial days are no longer an option offered

If we are able to offer this service, Scheduled No School Day Care is available in addition to your regular contract of care. It is offered to contracted families who request/sign up in advance by the posted deadline. When parents request/sign up for this care we then plan and staff for their child's attendance. **Once this care is requested/signed up, it is charged without exception regardless of the child's attendance.** Fees charged for this care are in addition to the regular contract of care and billed separately. Credit will be issued when the scheduled no school day falls on a child's regularly scheduled contracted day.

ELRC (formerly CCIS) subsidized families who sign up their child for Scheduled No School Day care will be invoiced the current rate per ENVISIONS ELRC RATE SHEET. ELRC families should call the business office with any questions about the current rate.

On No School Days **Parents *must pack a peanut free lunch with drink* for their child. Please keep in mind that ENVISIONS will not be able to accommodate heating lunches.**

Due to food allergies we operate as a peanut free program. Children may bring their own peanut free snacks if desired or needed due to food allergies, however, no discount of fees will be given. Snacks are provided in a self-serve format whenever possible to promote self-reliance. A space will be provided for those students wishing to bring their own morning breakfast/snack.

*******SCHEDULED EARLY DISMISSAL CARE****/Regular Contracts**---early dismissal days as scheduled by MTSD into the regular school calendar will be charged an equal number of hours after school ends (i.e. 1:40 pm early dismissal, ENVISIONS regular after school hours will become 1:40 pm to 4:10 pm = 2.5 hours of care). Because the regular after school program operates for 2.5 hours, only time requested beyond 2.5 hours will incur additional charges. ENVISIONS will normally operate until 6 pm and any additional childcare will be charged at the rate of $5.25/hr. in half hour increments and billed separately and in addition to the regular care contract. Any charges because of a variance in the early dismissal time as determined by MTSD will be addressed when applicable (example: last day of school year is often an earlier dismissal time). **ELRC (formerly CCIS) subsidized families** who sign up their child for Early Dismissal Day care will be invoiced the current rate per ENVISIONS ELRC RATE SHEET. ELRC families should call the business office with any questions about the current rate.

E=MC2 Programs/Tutoring Services & Other Occasional Programs, if offered, operate separately from the regular school year and summer camp programs and the fees charged are additional. Because of the separate costs associated with these programs, we cannot substitute these fees for your regular childcare contract fees.

Bad Weather/Emergency/Unscheduled Events

ENVISIONS program schedules and locations are often affected by MTSD decisions concerning weather/emergency events.

Late Start Care (snow, etc.) ---on delayed school starts as determined by MTSD, if conditions allow, the ***ENVISIONS before school program will begin at 8 am.*** Because the regular before school program operates for 2 hours, only time used beyond 2 hours will incur additional charges. Those children who have Sunrise Program contracts will incur additional charges only if they exceed the normal number of hours contracted. Any additional childcare will be charged at the rate of $5.25/hr. in half hour increments and billed separately and in addition to the regular care contract. **ELRC (formerly CCIS) subsidized families** who send their child to Late Start care will be invoiced the current rate per ENVISIONS ELRC RATE SHEET. ELRC families should call the business office with any questions about the current rate. **Please remember that on a late start day, MTSD staff will be working to remove snow when your child arrives for care. For the safety of everyone, we ask that you assess and understand the risk factors of road and parking lot conditions. We ask you to be extra careful to avoid accidents and respect the snow removal process.**

Unscheduled Early School Closure (snow, etc.) ---on unscheduled early school closures as determined by MTSD, ******ENVISIONS WILL ALSO CLOSE***.*** ENVISIONS will close the same time MTSD closes and no after school care will be offered. Parents/Guardians are responsible for securing their child's transportation home and should have a plan in place when an unscheduled early school closure occurs. This plan should be shared with the appropriate school district staff at your child's school. Credit will be issued where applicable when the after-school program is closed.
Unscheduled School Closed Days (snow, etc.) ---on unscheduled full cancellation of a school day as determined by MTSD, ******ENVISIONS IS ALSO CLOSED***.*** Credit will be issued where applicable.

Early Drop Off & Late Pick Up

ENVISIONS contract with MTSD allows operating hours from 6:45 am to 6 pm. Our liability insurance also covers this time frame. For these two important reasons, dropping your child off before 6:45 am and/or picking up your child after 6 pm places us in an ***extremely*** undesirable position. Penalty fees for these instances are $10.00 plus $1.00 per minute for each minute outside of the normal operating hours. These fees are charged for each child. Penalty fees will be charged the first instance and each time thereafter. When continued early drop off or late pick up occurs, the result will be suspension/termination of care. Please do not place us in this position.

Unscheduled/Unapproved Attendance

Unscheduled/Unapproved attendance may cause staff to child ratios to be greater than the Department of Human Services (DHS) allows and places our state license at risk. Unscheduled/Unapproved attendance is when a family uses services outside their regular care contract without giving prior notice and receiving ENVISIONS pre-approval of their child's attendance. Penalty fees for these instances are $10.00 an hour. This includes not properly signing up for early dismissal and scheduled no school days. **Please do not place our government license at risk.** Please seek prior approval and keep us informed. Unscheduled arrivals will be required to immediately pick up their child if required staff to child ratios are compromised.

Attendance, Illnesses & Vacations

When we accept your child into our program, we staff and plan for your child's attendance. Once the space allotted to us by MTSD and regulated by the Department of Human Services (DHS) is at program capacity, we develop a waiting list of children who would like to attend for whom we do not have spots. **Because we commit your contracted day to your family and cannot practically temporarily fill that space for reasons of absence, illness, or vacations, etc. your regular care contract fee will be charged regardless of use/attendance.**

In addition, costs related to your child's contracted day(s) in the program cannot be easily minimized when he/she does not attend. If we were to project or estimate those costs, invariably we would need to recover those costs across all contracts, not only for those children who do not attend their contracted days. This practice would move the costs from those who do not attend as contracted to those who do attend as contracted. We believe shifting the cost to those who do attend would not result in a fair charge for services. We would need to raise tuition for all families to cover the unknown costs of those who do not attend the days they contracted/requested.

Group Childcare Services

ENVISIONS provides group childcare services at multiple locations. We recognize, celebrate, and respect the personality traits that make your child unique. **However, our services are not designed nor priced for regular or continuing individual one-on-one care.** Some children have a greater need for individualized care and in those situations ENVISIONS may not be a family's best childcare solution.

Family needs vary greatly, and our goal is to meet those needs as best we can within a practical and successfully structured group childcare environment. For the majority of families, we can provide the services they need. However, we recognize and accept that in certain situations ENVISIONS is not the best childcare solution.

Student Suspension Policy

When a student is suspended by the school district, the school district does not allow the student to attend activities held on school grounds during the suspension. As a business operating on school grounds, ENVISIONS must be able to continue to charge fees even when the child's attendance is not allowed by a school district decision. ENVISIONS is an independent entity from the school district and responsible for its own financial obligations. ENVISIONS cannot suffer a negative financial consequence due to no fault of its own or an action or a decision made by an unrelated person or entity. A child's suspension is just such a case. **Therefore, your regular care contract fees will be charged regardless of a child's suspension.** We find it unfortunate there is a need to establish a suspension policy.

School Building Usage

The ENVISIONS program works in cooperation with the Manheim Township School District (MTSD) for the benefit of your child and family. Our use of the school district's facilities is subject to change at the district's discretion. ENVISIONS programs and their locations are sometimes subject to change due to school district decisions beyond ENVISIONS control.

At our discretion, ENVISIONS reserves the right to consolidate programs/services, charge fees, and determine the number and location of sites open based on enrollment, attendance, weather, emergency situations, scheduled and unscheduled school days, or any unusual circumstance as determined by ENVISIONS.

Policies & Fee Structure

Our policies and fee structure have been shaped by the experiences and challenges we have encountered. Although a particular policy may not seem fair to every family in every situation, we hope you understand they have been instituted to give us both long term financial stability and health. Financial health is necessary so we may continue to meet our mission of providing your family with the quality services you need. Even though ENVISIONS is a non-profit company, we compete for qualified staff and incur many of the same costs as for profit companies. Thank you for choosing us as your care provider.

Suspension & Termination of Services

When you sign your contract with ENVISIONS, we commit to providing those services to you and require you to commit to paying for the services you request on a timely basis. You are also agreeing to follow our policies per the terms of your contract, submit and adhere to the terms of all forms you sign, adhere to the policies presented in the parent handbook, and make payment for services on a timely basis per the payment information ENVISIONS provides. We can, without notice, limit, suspend, or terminate services for violating these terms and policies or for any other good cause, including, but not limited to, if You: (a) threaten or commit violence against any of our employees, agents, stakeholders, or representatives; (b) use vulgar, offensive, racist, or inappropriate language or otherwise engage in harassment when interacting with any of our employees, agents, stakeholders, or representatives; (c) interfere with the operations of our services; (d) engage in abusive communication, messaging, emailing, or calling; (e) engage in any deceptive or fraudulent conduct with respect to service or payment of services; (f) do not make payments as required. We reserve the right to, without notice, limit, suspend, or terminate your services for any other operational or governmental reason or act of God. In addition, any criminal offenses (i.e. threatening violence, etc.) will be reported to the appropriate legal authorities for prosecution.

Tax ID# 23-2910358 & Receipts

Our tax ID# is listed above and appears on almost every item of financial paperwork you receive.

Because of a trend in financial information some parents need for employer reimbursed childcare payments we provide receipts for each 4-week care period. Although we try to provide you with the information you need, for efficiency, our recordkeeping allows only a certain level of information to be tracked. Your checkbook provides you with the most accurate record of payments and the dates payments were made to ENVISIONS. If you require additional information we will make a *reasonable* effort to provide that information. Our payment system is relatively simple and when payments are made when due and in the manner requested, providing information to families is also simple. Problems providing information may occur when payments are not made on time because your contracted amount and the outside of contract amounts continue to accumulate. Problems providing information may occur when mixing payments of contracted amounts with outside of contract amounts. Problems providing information may occur when mixing sibling (more than one child) payments and/or credits. Federal tax laws may require you list the individual amount paid for each child. Mixing sibling payments complicates determining individual child payments. If you make your payments when due and pay each amount separately the process is simplified.

Our policy regarding receipts for **4-week prepayments** *made by the due date and paid directly to the business office as required* is that we automatically provide a receipt approximately 2 weeks after the due date. This receipt shows the care period paid, payment number, check number, and amount paid.

Our policy regarding receipts for **weekly prepayments** *made by the due date and paid directly at the care site as required* is that we will provide a receipt when the fourth payment of the care period is received in the business office. This receipt shows the care period paid/weeks paid, check number(s), and amount paid.

Because we provide receipts throughout the school year, please keep your receipts as we *DO NOT SEND* an additional annual summary tax receipt at the end of the calendar year duplicating what has previously been provided.

Enrollment

Upon receipt of a completed application form (and providing the requested care day(s) are available), an "in-take conference" will be arranged, if possible, with the parent/guardian responsible for the child. At the conference, the current Parent Handbook is reviewed, and the following forms are to be completed:

- Contract of Care
- Parent Consent / Emergency Contact Information
- Special Permission Form
- Introduce Your Child Form
- Current Health Assessment

All paperwork, including a current health appraisal must be submitted to ENVISIONS prior to your child's first day of attendance. No child will be granted care until all paperwork has been received and processed. Upon written request, copies can be made if transferred to another childcare location.

Registration for School Year Programs and Summer Camp are processed separately. Separate application fees are required for School Year Program applications and with Summer Camp applications. The registration process must be completed for each new school year and / or summer camp program. **Continuing attendance is not "assumed".** Registrations for returning or continuing ENVISIONS participants may be forwarded to the business office by the Site Director. Those families new to ENVISIONS should be referred to the office for an in-take conference.

We anticipate a **30-day adjustment period** for a newly registered child to adapt to program routines. At the end of this time an assessment is made of the child's adjustment and a meeting with parents may be requested. A copy of this observation will be provided at the written request of the enrolling/contracted parent.

Children with special needs for whom our programs and provisions are appropriate, are welcome. If your child currently has and IEP/IFSP, it would be beneficial to share a copy of this plan with us so we can work together to ensure that the guidelines are put into practice.

Reasonable adjustments are made to accommodate requests, suggestions and concerns if in the best interest of the child and the program. Adjustments are also made to meet individual needs, when feasible. However, we provide group childcare services and are generally unable to provide one-on-one services.

ENVISIONS reserves the right, at its discretion, to make a determination whether the continued participation of any child is appropriate.

Health and Welfare

Age appropriate health appraisals are required and must be updated according to the requirements for medical examinations/immunizations for school attendance.

The Department of Human Services (DHS) requires all children to have a current health physical on file. All children must have a current health appraisal on file prior to starting care. Parents are responsible for obtaining a blank medical form from their site or the Business Office. Medical forms must be completed by the child's physician and returned to us promptly.

Children who become ill while participating in our programs will be placed in isolation, and parents (or emergency contact person) will be contacted immediately. Any child who develops a fever of 100.4 degrees or more will be sent home. If symptoms of vomiting and/or diarrhea or debilitating discomfort develop, the child will be sent home. We recommend that ill children remain home. If necessary, staff will administer medications at the written request of the parent and the physician only if the medication is in its original container and has the original label attached. It is preferable to avoid the need for children to require medication administration during ENVISIONS programs. Parents of children with chronic health conditions are required to provide staff with pertinent information and training regarding the special needs of their child before the child can participate in any ENVISIONS program.

The safety of all children in our care is of highest priority. Every effort will be taken by ENVISIONS staff to protect the health and safety of children and staff, including keeping toxic materials and medications stored safely out of reach, and maintaining a system for tracking children.

Staff will seek medical help if recognize potential signs or symptoms of head or neck injury and suspect a child has been injured by violent shaking, abusive head trauma, or identification of maltreatment; in order to help prevent serious health problems. In addition, staff are legally required to report all suspected cases of child abuse to state authorities. In any instance where there is reasonable cause to believe that child abuse or neglect has occurred, the individual who suspects child abuse or neglect is required to report directly to the child abuse reporting hotline, child protective services, or the police, as required by state and local laws. Staff will use calming strategies in assisting children who are crying, fussing, or distraught. Staff will seek assistance from other staff if any incident becomes too overwhelming.

Accidents

Parents will be notified of accidents and appropriate first aid procedures (following guidelines of American Academy of Pediatrics and/or American Red Cross) will be used when needed.

Written reports are kept of all minor injuries (such as cuts, falls, etc.) as well as more serious injuries. Parents are required to read and sign these reports.

Parents are required to keep all records up-to-date, especially work phone numbers, emergency contact people and all other pertinent information.

Clothing Policy

Students are subject to the school district dress code. In addition, children should wear weather-appropriate clothing that lets them move and play safely for both indoor and outdoor activities daily. Children should have close-toed shoes for physical activities. A change of clothing is recommended for children who may encounter soiled clothing or for planned water play activities.

Parents: Please help us stay informed

It is crucial that all of the adults at ENVISIONS who are involved with your child daily are well informed. Please put all schedule or routine changes in writing for **both your child's classroom teacher and ENVISIONS staff**. Make sure your child and his/her classroom teacher knows the child's schedule of participation in ENVISIONS programs from the very first day of school. For your child's safety, it is of utmost importance, that any time a child who is scheduled to attend the ENVISIONS after school program **WILL NOT BE ATTENDING**, that the parents/guardians notify ENVISIONS and their child's classroom teacher that the child will not attend.

Contract forms and emergency contact information must be kept up to date. Please keep us informed of any changes. Parents will be asked to update forms every six months.

Snack

Due to food allergies we operate as a peanut free program. We provide an afternoon snack for your child(ren) in our afterschool program. Snacks are varied and include drinks. Water is always available. Snack menus are posted on site and are modified, when possible, to accommodate food allergies. Children may bring their own peanut free snacks if desired. However, no discount of fees will be given. Snacks are provided in a self-serve format whenever possible to promote self-reliance. Children may not share snacks or meals with other children without parental permission from all involved. A space will be provided for those students wishing to bring their own morning breakfast/snack in all programs.

When your child attends on No School Days, **parents must pack a peanut-free lunch with drink for their child. Please keep in mind that ENVISIONS will not be able to accommodate heating lunches.**

Conferences

Conferences may be requested by the parents/guardians or staff at any time and will be arranged as soon as it is mutually possible. We encourage open and frequent communication between staff and parents/guardians. Knowledge of significant happenings in the home can help staff decide how best to meet your child's changing needs.

Evaluations

Parents are asked to complete annual evaluation forms covering all aspects of ENVISIONS programs. These are used to make changes or additions as needed to our programs. This is a valuable tool for providing your input of suggestions and requests.

Program content is adapted or supplemented in response to surveys and evaluations of programs distributed to parents and staff. Any additional feedback – from parents, staff, regulatory agencies, etc. is reviewed for validity and practicality, and programs are re-evaluated accordingly, as promptly as possible.

Transportation

Transportation to and from ENVISIONS programs is the responsibility of the parents to arrange. ENVISIONS provides transportation during summer camp for field trips via contract with busing company.

Toys from home

Children are requested to bring only items needed for quiet time or security from home. All personal toys should be kept at home with the exception of:

- Occasional special designated days at the discretion of the Site Director.
- Books, tapes, CD's etc. may be shared only with staff approval.

Items from home may be brought to No School Days or Summer Camp at the discretion of the Site Director. ENVISIONS staff encourage respectful play of shared items but cannot accept responsibility for items brought from home which become lost, stolen, or damaged during ENVISIONS programs. All personal items must be labeled with the child's name.

Movies (DVDs)

Listings of videos or DVDs in the ENVISIONS library are posted. Parents may review the listings and deny permission for their children to view any or all of those listed movies. Movies or parts of movies other than those listed may be shown only when notice of the planned viewing can be posted in time for parents to consider whether or not to give permission for their children to participate in the viewing. Staff honor parents' directives and adapt plans accordingly.

As parents / Guardians we ask that you:

- Accept the value of constructive conformity to necessary rules and procedures.
- Be supportive of staff and policies.
- Exchange positive, as well as negative, feedback with ENVISIONS staff and administration.
- Address conflicts and issues directly through negotiation with staff.
- Have input on decisions affecting your children before decisions are finalized whenever possible.
- Inform staff promptly of changes in contact or emergency information.
- Uphold your part in contractual agreements with ENVISIONS.
- Read ENVISIONS handbooks and postings and ask for clarification when needed.
- Teach your children respect for the authority and partnership between parents and staff.
- Walk your child to and from the ENVISIONS room and clock your child in and out using the PRCARE app. This policy is subject to change for health and safety guidelines.

Staff

Primary responsibilities of all staff are to protect the health, safety, privacy and confidentiality of each child in the program. Each staff member must have Criminal Background Clearances, Child Abuse Registry Clearances, FBI Fingerprinting, National Sex Offenders Registry verification and health appraisals. Staff are required by the state to receive first aid, fire safety, and emergency evacuation training.

Staff members are also encouraged to receive trainings in the following areas:

- Behavior Management
- Health and Safety
- Child Abuse Awareness & Reporting (as a licensed child care facility, we are mandated to report suspected child abuse)
- Special Needs of Children
- Developmentally appropriate practices
- Policy, regulations and philosophy review
- Harassment and Bullying
- Professionalism

Please contact your Site Director with any questions or concerns. Each Site Director has a copy of, and is bound by, guidelines contained within the ENVISIONS Administrative Policies Guide. Feel free to contact the Executive Director at 717-569-0796 if your questions or concerns remain unanswered or if there are any questions about any individual staff member's performance.

Behavior Management

All staff and students have the right to a safe and effective teaching and learning environment.
Students will be expected to follow these rules:

1. Show respect and responsibility.
2. Use good body and language control.

Discipline involves the ongoing process of helping children develop problem-solving skills while protecting the integrity of the child. Staff shall incorporate positive redirection and use developmentally appropriate positive methods of discipline which encourage self-reflection, self-control, and cooperation. No child will be subjected to physical punishment at any time. Conferences with parents and individualized behavior contracts may be utilized when behaviors are repetitively disruptive.

Supervision of Children

Children will be supervised at all times in compliance with staff:child ratio requirements. Each staff member shall be assigned the responsibility for supervision of specific children. The staff person shall know names and whereabouts of the children in their assigned group.

Civil Rights Compliance

Admissions, the provisions of services, and referrals of clients are made without regard to race, color, religious creed, disability, ancestry, national origin (including those with 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 re-design, 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 (and / or parent/guardian) who believes they have been discriminated against may file a complaint with:

ENVISIONS Enterprises
PO Box 5134, Neff Building
Lancaster, PA 17606-5134
envisions@mtwp.net

Department of Human Services
Bureau of Equal Opportunity
Room 225, Health and Welfare Bldg.
PO Box 2675
Harrisburg, PA 17120

PA Human Relations Commission
Harrisburg Regional Office
333 Market Street---8th Floor
Harrisburg, PA 17101

U.S. Department of Health & Human Services
Office for Civil Rights
200 Independence Ave, S.W.
Room 509 HHH Building
Washington, D.C. 20201

Per Commonwealth of Pennsylvania Revision (9/2/2014)

SPECIAL INFORMATION FOR FAMILIES ELIGIBLE FOR SUBSIDIZED CHILD CARE/(ELRC)
Families Who Utilize Subsidized Childcare through Early Learning Resource Center (ELRC) (formerly CCIS)

The following information is presented for you in an effort to provide services to you in a clear and straightforward manner so that you are aware of the obligations of signing a contract with us. It also helps you to understand the relationship you have with both Early Learning Resource Center (ELRC) and ENVISIONS and the agreement ENVISIONS has with ELRC.

We work with the Early Learning Resource Center (ELRC) to provide care at ELRC determined subsidized rates. We recognize that the funds ELRC provides to assist in payment of childcare costs is a great benefit for your family. ELRC pays us a fee for the services we provide your family. Although ELRC sometimes reimburses a lesser amount than the tuition we would regularly charge, we currently accept the ELRC determination and reimbursement rates as a service to your family.

If your family is eligible, ELRC will determine your family co-pay amount. Unless ELRC would notify us of a change in your co-pay amount, please pay your weekly fee directly to your site director at your child's care site on or before the *Friday before* the week of care. Accounts that do not pay by the Friday before the week of care will be required to make 4 week prepayments for care and late payment fees will be incurred. The late fees and 4 week prepayment requirement can easily be avoided by consistently making payments as required.

Continued late payments will result in suspension/termination of care services in accordance with those policies published in the parent handbook.

ELRC also requires you make timely payments to us. If payments are not made in a timely manner, we are obligated to report late payments to ELRC the day the payment is delinquent. Delinquent payments may jeopardize your eligibility for subsidized care. In addition, our agreement with ELRC requires we collect a one week co-pay deposit in addition to your weekly co-pay.

To ensure proper credit to your account, please include your child's name, care site, and payment number in the memo section of your check. Payment may be made by check or money order.

All charges and credits earned for usage outside your contract will be billed/credited separately. Please do not prepay anticipated or usage outside your contract until billed as this will cause confusion and possibly double billing. Also, in some cases, extra services may be paid through ELRC if ELRC eligible.

At a future time ELRC may determine a change in your co-pay amount. If this happens, you will be responsible for the new ELRC determined co-pay amount on the effective date of the new co-pay amount as determined by ELRC. ELRC often makes determinations retroactively and these determinations will be enforced retroactively.

It is your responsibility to follow ELRC policies regarding parent/caretaker requirements to insure your child remains eligible for subsidized care.

Failure to meet the ELRC requirements will result in you becoming ineligible for ELRC funding. If you become ineligible you will be subject to and responsible for charges equal to the usual private pay rates charged to non subsidized families. This will be true whether eligibility is suspended temporarily or permanently by ELRC. ELRC often makes determinations retroactively and these determinations will be enforced retroactively.

If at some future time ELRC determines, for whatever reason, your child no longer meets their eligibility requirements; you will be responsible for charges equal to the usual private pay rates charged for your child's contract effective when eligibility ends. A *new contract is required to be completed* to reflect the change from ELRC subsidized care to self-pay care. ELRC often makes determinations retroactively and these determinations will be enforced retroactively.

We are committed to providing your family with quality childcare. The space for which you have enrolled/contracted is committed to your child. Your child's regular attendance is expected as you have contracted. ENVISIONS is committed to providing that space and ELRC is committed to providing your family assistance in paying for that space. ENVISIONS works closely with ELRC to assure the subsidized childcare benefit a family receives is based solely on ELRC eligibility requirements. Our agreement with ELRC requires us to report child absences and continued habitual absence may cause your ELRC eligibility to end. You will be responsible for charges equal to the usual self pay rates charged for your child's contract if your eligibility ends for any reason as determined by ELRC effective immediately as determined by ELRC.

In addition, when you contract for services with us, your child's starting date will be mutually confirmed by considering your requested start date, the date we are able to start your child based on our state licensing requirements, and the date for which ELRC determines your child to be eligible for subsidized care. Once that date has been agreed upon by you,

ENVISIONS, and ELRC, you will be responsible for payment based on the confirmed start date. It is ELRC policy to begin payment on the date the child actually first attends the program. However, it is our policy to charge for services beginning on the starting date for which you contract. Therefore, you will be subject to the regular tuition rates charged regardless of attendance based on the contracted start date when ELRC determines your child was not eligible for those days due to non attendance. For these reasons, **you should be sure your contracted start date is the same date your child will begin attending.**

Parents are fully responsible to keep both us and ELRC informed whenever changes occur. Please contact ELRC immediately with your questions and changes. This will assist in keeping your family eligible for this valuable resource and will avoid as much as possible additional charges to you. For any contract days for which your child is regularly scheduled to attend and for which ELRC determines your child is not eligible, you will be charged our regular self pay rates for those ELRC ineligible days.

Your ELRC determined co-pay amount will be due for each week of the school year **including seasonal/holiday break weeks.**

ADDITIONAL SERVICES OUTSIDE OF CONTRACTED DAYS will be invoiced as extra services. Examples of extra services are, but not limited to, **NO SCHOOL DAYS---EARLY DISMISSAL DAYS---LATE START DAYS** AND ANY DAY REQUESTED OUTSIDE OF YOUR CHILD'S REGULAR CONTRACTED DAYS. An ELRC family **RATE SHEET is available from BUSINESS OFFICE.**

We want to emphasize to you that for contract changes or withdrawals a two week (14 days) notice is required and tuition will be charged where applicable from the effective date of the contract change or withdrawal as determined by ENVISIONS. For contract changes or withdrawal from the program, contact the business office (717-569-0796) immediately.

In addition to your child's contract of care, you will be required to sign an addendum highlighting the information above and agreeing to make payment at the usual self pay care rates whenever ELRC determines your child is ineligible for ELRC payment to be made to ENVISIONS on your behalf.

We encourage you to call us promptly with questions.

ENVISIONS thanks you for your interest in our programs!

ENVISIONS providing quality childcare since 1996

----- Our home is an extension of your home -----

School Year Program (Grades K---6th) **ENVISIONS** *School Year 2026-2027*

2026-2027		Regular BEFORE	SCHOOL	PROGRAM	Starts @ 7 am	
BEFORE SCHOOL (7-9 AM)			3 DAYS	4 DAYS	5 DAYS	
COST/WEEK MUST PREPAY AT SITE BY FRIDAY PRIOR TO WEEK OF CARE			$43/WK	$53.50/WK	$57.50/WK	
***4 WEEK CONVENIENCE PREPAY TO ENVISIONS BUSINESS OFFICE PRIOR TO FIRST WEEK OF 4 WEEK CARE PERIOD (see below)			$160 ($40.00/WK) SAVINGS APPROX. $120/YR	$200 ($50.00/WK) SAVINGS APPROX. $140/YR	$215 ($53.75/WK) SAVINGS APPROX. $150/YR	

---BEFORE SCHOOL USAGE OUTSIDE OF CONTRACTED DAYS (pre-approval required) WILL BE CHARGED AT THE RATE OF $19.75/DAY

2026-2027		AFTER	SCHOOL	PROGRAM		
AFTER SCHOOL (3:30-6 PM)			3 DAYS	4 DAYS	5 DAYS	
COST/WEEK MUST PREPAY AT SITE BY FRIDAY PRIOR TO WEEK OF CARE			$52.00/WK	$65/WK	$71.25/WK	
***4 WEEK CONVENIENCE PREPAY TO ENVISIONS BUSINESS OFFICE PRIOR TO FIRST WEEK OF 4 WEEK CARE PERIOD (see below)			$195 ($48.75/WK) SAVINGS APPROX. $130/YR	$245 ($61.25/WK) SAVINGS APPROX. $150/YR	$265 ($66.25/WK) SAVINGS APPROX. $200/YR	

---AFTER SCHOOL USAGE OUTSIDE OF CONTRACTED DAYS (pre-approval required) WILL BE CHARGED AT THE RATE OF $22.50/DAY

5 DAY BEFORE & 5 AFTER SCHOOL PROGRAM COMBINATION

(FOR THOSE WHO HAVE BOTH 5 DAY BEFORE & 5 DAY AFTER SCHOOL CARE CONTRACTS)

2026-2027		BOTH PROGRAMS COMBINED 5 DAYS	5 DAYS BEFORE & 5 DAYS AFTER	COMBINED SCHOOL PROGRAM		
5 DAYS BEFORE SCHOOL (7-9 AM) + AFTER SCHOOL (3:30-6 PM)		5 DAYS BEFORE SCHOOL (7-9 AM) + AFTER SCHOOL (3:30-6 PM)				
COST/WEEK MUST PREPAY AT SITE BY FRIDAY PRIOR TO WEEK OF CARE		$126.00/WK				
***4 WEEK CONVENIENCE PREPAY TO ENVISIONS BUSINESS OFFICE PRIOR TO FIRST WEEK OF 4 WEEK CARE PERIOD (see below)		$475 ($118.75WK) SAVINGS APPROX. $300/YR				

SAVE MONEY!---WRITE FEWER CHECKS!---ADD CONVENIENCE!

******4 WEEK CONVENIENCE PREPAY OPTION******

ENVISIONSSunrise Program*** starts at 6:45am (Grades K---6th)*** **School Year 2026-2027**

2026-2027		***SUNRISE***	BEFORE SCHOOL	PROGRAM		
SUNRISE BEFORE SCHOOL (6:45-9 AM)			3 DAYS	4 DAYS	5 DAYS	
COST/WEEK MUST PREPAY AT SITE BY FRIDAY PRIOR TO WEEK OF CARE			$47.00/WK	$59.75/WK	$66.25/WK	
***4 WEEK CONVENIENCE PREPAY TO ENVISIONS BUSINESS OFFICE PRIOR TO FIRST WEEK OF 4 WEEK CARE PERIOD (see below)			$175 ($43.75/WK) SAVINGS APPROX. $130/YR	$225 ($56.25/WK) SAVINGS APPROX. $140/YR	$250 ($62.50/WK) SAVINGS APPROX. $150/YR	

***SUNRISE BEFORE SCHOOL USAGE OUTSIDE OF CONTRACTED DAYS (pre-approval required) WILL BE CHARGED AT THE RATE OF $22.00/DAY

2026-2027		AFTER	SCHOOL	PROGRAM		
AFTER SCHOOL (3:30-6 PM)			3 DAYS	4 DAYS	5 DAYS	
COST/WEEK MUST PREPAY AT SITE BY FRIDAY PRIOR TO WEEK OF CARE			$52.00/WK	$65/WK	$71.25/WK	
***4 WEEK CONVENIENCE PREPAY TO ENVISIONS BUSINESS OFFICE PRIOR TO FIRST WEEK OF 4 WEEK CARE PERIOD (see below)			$195 ($48.75/WK) SAVINGS APPROX. $130/YR	$245 ($61.25/WK) SAVINGS APPROX. $150/YR	$265 ($66.25/WK) SAVINGS APPROX. $200/YR	

---AFTER SCHOOL USAGE OUTSIDE OF CONTRACTED DAYS (pre-approval required) WILL BE CHARGED AT THE RATE OF $22.50/DAY

5 DAY ***SUNRISE BEFORE & 5 AFTER SCHOOL PROGRAM COMBINATION

(FOR THOSE WHO HAVE BOTH 5 DAY SUNRISE & 5 DAY AFTER SCHOOL CARE CONTRACTS)

2026-2027		BOTH PROGRAMS COMBINED 5 DAYS	5 DAYS BEFORE & 5 DAYS AFTER	COMBINED SCHOOL PROGRAM		
5 DAYS ***SUNRISE BEFORE SCHOOL		5 DAYS SUNRISE BEFORE SCHOOL	SUNRISE BEFORE SCHOOL (6:45-9:00am)	& AFTER SCHOOL (3:30-6:00pm)		
COST/WEEK MUST PREPAY AT SITE BY FRIDAY PRIOR TO WEEK OF CARE		$132.50/WK				
***4 WEEK CONVENIENCE PREPAY TO ENVISIONS BUSINESS OFFICE PRIOR TO FIRST WEEK OF 4 WEEK CARE PERIOD (see below)		$500 ($125.00/WK) SAVINGS APPROX. $300/YR				

SAVE MONEY!---WRITE FEWER CHECKS!---ADD CONVENIENCE!

******4 WEEK CONVENIENCE PREPAY OPTION******

Initial Date of Care:_____ Next Update Due:_____ Date of Withdrawal:_____

ENVISIONS Enterprises
Tax ID# 23-2910358

K-6th CONTRACT OF CARE

School_____ Site:_____

School Year 2026-2027

CHILDS NAME: _____ Grade /Teacher_____

Name—Address---Phone Number

Regular Schedule of Care

Number of Days Charged per week (3 Day Min.): _____SUNRISE _____BS _____AS

_____SUNRISE PROGRAM(6:45am start) _____REGULAR Before School(7am start) _____After School

SUNRISE—or---REGULAR BEFORE Arrival Time:	AFTER SCHOOL Pick Up Time:
_____M_____	_____M_____
_____T_____	_____T_____
_____W_____	_____W_____
_____TH_____	_____TH_____
_____F_____	_____F_____

$_____Application Fee Date Paid:_____ Check/Money Order #_____

Contract Fees: $_____*4 Week* Prepay Amount $_____Weekly Prepay Amount

Weekly prepayments must be received at the care site the ***Friday before*** the week of care. **4 Week prepayments** must be made directly to the ENVISIONS business office and ***received the week prior to the first day of care*** in each 4 week prepay care period. A schedule of 4 week prepayment periods and due dates is provided. Fees subject to change without notice.

Charges for usage outside the child's regular contract will be invoiced and are in addition to the regular contract fees. These fees may include, but are not limited to, early dismissal hours, no-school days, late start hours, extra hours outside of contracted hours, extra days, etc.

Special Information:_____

I/We agree to update the emergency contact/parent consent information immediately whenever changes occur. I/We have received/discussed the Parent Handbook and I have had the opportunity to ask questions and agree to follow policies. I/We understand the fee and payment policies and agree to make payments as required. I/We will submit a current health assessment form for my/our child before the first date of care services. I/We understand program changes may be necessary due to the health crisis. I authorize ENVISIONS to provide care and financial information to each parent/guardian _____(initial) This agreement will be enforced to the greatest extent permitted by law.

Parent(s)/Guardian(s) Signature(s):_____ **Date:** _____

Parent(s)/Guardian(s) Date of Birth: Month:_____/Day:_____/Year:_____

Parent(s)/Guardian(s) Signature(s) at six month review:_____
Date

Director's Signature/Date: _____Intake Conference Date/Time or Parent Declined Conference_____

Official Use Only/Account: _____Current _____Outstanding _____New Family

CC: PARENT/GUARDIAN **CC: SITE** **CC: EX. DIR./FILE COPY** **CC: BUSINESS OFFICE**

EMERGENCY CONTACT / PARENTAL CONSENT FORM

55PA CODE CHAPTERS 3270.124(a)(b). 3270.181&182 3280.124 (a)(b) 3280.181&182 3290.124(a)(b). 3290.181&182

Child's Name:		Birthdate:
Home Address:		
Mother's Name:		Email:
Home Address:		
Work Name:		
Work Address:		
Home Phone:	Work Phone:	Cell Phone:
Father's Name:		Email:
Home Address:		
Work Name:		
Work Address:		
Home Phone:	Work Phone:	Cell Phone:
Emergency Contact Person(s) Name 1.	Relationship to Child:	Daytime Phone:
2.		
3.		
Person(s) to Child May Be Released 1.	Address:	Daytime Phone:
2.		
3.		
Child's Physician or Medical Care Provider		Phone:
Address:		

Special Disabilities (If Any)	Allergies including Medications
Medical or Dietary information necessary in an Emergency	Medication or Special Conditions
Additional Information on Special Needs of Child	
Health Insurance Company	Policy # Required

PARENT'S SIGNATURE IS REQUIRED FOR EACH ITEM BELOW TO INDICATE PARENTAL CONSENT

Obtaining Emergency Medical Care – Required	**Administration Of Minor First Aid Procedures - Required**
Walks And Trips	Swimming
Transportation By The Facility	Wading

SIGNATURE OF PARENT OR GUARDIAN REQUIRD AT APPLICATION **DATE**

SIGNATURE OF PARENT OR GUARDIAN REQUIRD AT APPLICATION **DATE**

PERIODIC REVIEW:

SIGNATURE OF PARENT OR GUARDIAN DATE

SIGNATURE OF PARENT OR GUARDIAN DATE

ENVISIONS Special Permission Form

(revised February2026)

Child's Name _____ DOB _____ Site _____

ELECTRONIC DOCUMENTATION: Children in our programs have opportunities to participate in many special projects and activities. These may be recorded, some for "public" displays. Names and other personal information are not usually included with displayed photos/recordings.
Please sign below the permission(s) to which you give consent.

Signature_____ Date _____My child may be photographed.
Signature_____ Date _____My child may be videoed.
Signature_____ Date _____My child's voice may be recorded.

SOCIAL MEDIA: We occasionally post photos on our social media to share what we do in our program. We want to respect your child's privacy; **all faces will be covered** before posting any pictures of students. Names and personal information will not be shared or displayed with photos.
Please sign below the permission to give consent.

Signature_____ Date _____ My child's photo may be posted to social media

COMPUTERS: The children may have the opportunity to use computers and/or explore the internet under the supervision of ENVISIONS staff.
Please sign below the permission to which you give consent.

Signature_____ Date _____ My child may use the computer with internet.
--OR--
Signature_____ Date _____ My child may use the computer **w/o** internet.

SUNSCREEN: Weather permitting, we spend time outdoors each day. We suggest that you provide sunscreen and a water bottle for your child's protection. If sunscreen is not provided, time outdoors may be restricted. I understand the risk of sunburn and will not hold ENVISIONS accountable should I not provide sunscreen for my child.

Parent Signature _____ Date _____

HAND SANITIZERS: In an effort to prevent the spread of illness and germs and to maintain compliance with DHS regulations, we ask that you grant permission for your child to use hand sanitizers provided by ENVISIONS or MTSD while in our program. Hand sanitizers will be used in the presence of a staff member to supplement hand washing and will be inaccessible to children when not in use.
I give my child permission to use hand sanitizers while in ENVISIONS care.

Parent Signature _____ Date_____

INFORMATION RELEASE: By signing below, I give permission for **MTSD and/or ENVISIONS staff to receive or release information** pertinent to the welfare of my child (which may include, but not limited to IEP and IFSP). The information is to be exchanged with understanding that appropriate selectivity and confidentiality will be maintained. Such information is to be shared only with MTSD and ENVISIONS employees and any person or organization specified: _____
Copies of the authorization are to be considered valid.

Parent Signature _____ Date _____

SCHOOL RELEASE: I give permission for my child to be released to MTSD classroom teacher, support teacher and/or administration upon their request before and/or after school.

Parent signature _____ Date _____

CHILD HEALTH REPORT

(55 PA CODE §§3270.131, 3280.131 AND 3290.131)

Parent/Provider fill in this part.

CHILD'S NAME: (LAST)	(FIRST)	PARENT/GUARDIAN:
DATE OF BIRTH:	HOME PHONE:	ADDRESS:
CHILD CARE FACILITY NAME:		
FACILITY PHONE:	COUNTY:	WORK PHONE:

☐ I authorize the child care staff and my child's health professional to communicate directly if needed to clarify information on this form about my child.

PARENT'S SIGNATURE:

DO NOT OMIT ANY INFORMATION

This form may be updated by a health professional. Initial and date any new data. The child care facility needs a copy of the form.

HEALTH HISTORY AND MEDICAL INFORMATION PERTINENT TO ROUTINE CHILD CARE AND DIAGNOSIS/TREATMENT IN EMERGENCY (DESCRIBE, IF ANY):
☐ NONE

DESCRIBE ALL MEDICATION AND ANY SPECIAL DIET THE CHILD RECEIVES AND THE REASON FOR MEDICATION AND SPECIAL DIET. ALL MEDICATIONS A CHILD RECEIVES SHOULD BE DOCUMENTED IN THE EVENT THE CHILD REQUIRES EMERGENCY MEDICAL CARE. ATTACH ADDITIONAL SHEETS IF NECESSARY.
☐ NONE

CHILD'S ALLERGIES (DESCRIBE, IF ANY):
☐ NONE

LIST ANY HEALTH PROBLEMS OR SPECIAL NEEDS AND RECOMMENDED TREATMENT/SERVICES. ATTACH ADDITIONAL SHEETS IF NECESSARY TO DESCRIBE THE PLAN FOR CARE THAT SHOULD BE FOLLOWED FOR THE CHILD, INCLUDING INDICATION OF SPECIAL TRAINING REQUIRED FOR STAFF, EQUIPMENT AND PROVISION FOR EMERGENCIES.
☐ NONE

IN YOUR ASSESSMENT, IS THE CHILD ABLE TO PARTICIPATE IN CHILD CARE AND DOES THE CHILD APPEAR TO BE FREE FROM CONTAGIOUS OR COMMUNICABLE DISEASES?
☐ YES ☐ NO IF NO, PLEASE EXPLAIN YOUR ANSWER:

HAS THE CHILD RECEIVED ALL AGE APPROPRIATE SCREENINGS LISTED IN THE ROUTINE PREVENTIVE HEALTH CARE SERVICES CURRENTLY RECOMMENDED BY THE AMERICAN ACADEMY OF PEDIATRICS? (SEE SCHEDULE AT WWW.AAP.ORG)

☐ YES ☐ NO

NOTE BELOW IF THE RESULTS OF VISION, HEARING OR LEAD SCREENINGS WERE ABNORMAL. IF THE SCREENING WAS ABNORMAL, PROVIDE THE DATE THE SCREENING WAS COMPLETED AND INFORMATION ABOUT REFERRALS, IMPLICATIONS OR ACTIONS RECOMMENDED FOR THE CHILD CARE FACILITY.

VISION (subjective until age 3)	
HEARING (subjective until age 4)	
LEAD	

RECORD DATES OF IMMUNIZATIONS BELOW OR ATTACH A PHOTOCOPY OF THE CHILD'S IMMUNIZATION RECORD

IMMUNIZATIONS	DATE	DATE	DATE	DATE	DATE	COMMENTS
HEP-B						
ROTAVIRUS						
DTAP/DTP/TD						
HIB						
PNEUMOCOCCAL						
POLIO						
INFLUENZA						
MMR						
VARICELLA						
HEP-A						
MENINGOCOCCAL						
OTHER						

Parents may write immunization dates; health professional should verify and complete all data.

MEDICAL CARE PROVIDER:	SIGNATURE OF PHYSICIAN, CRNP OR PHYSICIAN'S ASSISTANT
ADDRESS:	TITLE:
PHONE:	LICENSE NUMBER: DATE FORM SIGNED:

PLEASE INTRODUCE YOUR CHILD TO US!

Child's Name _____ Date _____
School _____ Grade Level _____
Ethnicity _____ Primary Language _____ Secondary Language _____
(For cultural activity planning purposes)

1. Please list family information that staff should be aware of/sensitive to (i.e. divorce, single parent family, two household family, custody agreement, etc.):
2. Please list names and ages of child's siblings if applicable:
3. Please list any extra-curricular activities and organizations that your child participates in:
4. Does your child have any hobbies, activities, or special interests that brings them joy?
5. Does your child have any pets? If so what kind? Names?
6. What motivates your child?
7. What frustrates your child, and what helps with calming/positive behavior support?
8. Is there anything else you'd like us to know about your child?

ENVISIONS

P.O. BOX 5134, NEFF BUILDING, LANCASTER, PA 17606 PHONE: 717.569.0796
Tax ID#: 23-2910358 EMAIL: envisions@mtwp.net FAX: 717.735.6780

School Year 2026-2027, we will now allow parents to make direct payments through the Procare Solutions Portal. You can make Credit Card or ACH payments through the portal. You will receive invoices monthly during the week of Payment Due Dates.

- ☐ I will make payment by check or money order
- ☐ I will make payment by credit card and pay 5% fee
- ☐ I will make payment by ACH and pay $5.00 fee

PLEASE SIGN & RETURN Promptly to the ENVISIONS Business Office

I agreed to the above payment method for School Year 2026-2027. I understand the fees associated with the method I will pay by. I will make payment by the due date indicated on invoice received and understand that I can be subjected to late fees if payment is not made on time.

PARENT SIGNATURE(S) DATE

Sincerely,

Benjamin Enck
Business Manager

Please send payment to ---

ENVISIONS Enterprises
Business Office/Neff
P.O. Box 5134
Lancaster, PA 17606