Appendix H

LIPA Handbook March 2019

L&I Parents' Association

Member Handbook

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L&I Child Care Center

Department of Labor & Industry Building

Room 150E

651 Boas Street

Harrisburg, PA 17121

(717) 265-7740

https://www.dli.pa.gov/Individuals/child-care/Pages/default.aspx

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Department of Labor & Industry Parents' Association (LIPA)

The purpose of this Handbook is to explain in detail the role of the Parents' Association in the operation of the Labor & Industry Child Care Center ("Center"). This Handbook also explains your role and your obligations as a member of the Association and includes the By-laws under which the Association is governed. You are part of an organization trying to provide the best kind of care for children enrolled in the Center. The only way this can happen is through your input and active participation.

The general membership of the Parents' Association elects a Board of Directors at the Association's annual meeting, which is typically held the third Wednesday in September. The Board consists of four Executive Officers and three At-large Members with each member serving a one-year term and each officer/member may not serve for more than four consecutive terms. The Board meets the second Wednesday of every month to manage the business and affairs of the Association. It appoints members to standing and select committees, approves committee recommendations, authorizes the expenditures of Association funds, resolves problems and sets policy. The Board also keeps members informed of Association activities by regularly publishing a newsletter, distributing membership lists, and preparing an Annual Report, which includes a Review and Financial Statement of the group's fiscal status. Specific duties of the Board and Officers are contained in the Association's by-laws and on page 3 of this book.

Parent Responsibilities

The Center is operated as a partnership. The Commonwealth, via the Department of Labor & Industry, provides and maintains the space for the center. Participating parents and other commonwealth employees form the Parents' Association, which selects and contracts with a childcare provider to operate the center, and plays a key role in important decision-making. Because of this arrangement, parents have a unique and exciting opportunity to participate and voice opinions concerning their children's care that is not always available in privately operated, offsite, day care centers.

LIPA and Bright Horizons encourage parents to roll up their sleeves and join in. Bright Horizons will work closely with the Labor & Industry Parents' Association to promote communication and parental involvement. With our "Open Door Parent Visitation Policy" you are invited to drop by any time to observe our program. Your child's teacher appreciates your interest and help in the classroom.

Our Center's programs are developed with parent participation as an integral component. It is our hope that parents become involved in as many aspects of our program as possible.

Parents' Role

Parents are invited and strongly encouraged to participate in parent-teacher conferences, usually scheduled in November and May each year, to review the developmental programs of your child. In addition, at any time you may request a meeting with the Center Director and/or your child's teacher to discuss any matter concerning your child's development and participation at the center. A better understanding of your child(ren)'s experience contributes in a positive way to reinforcement and carry-through at home. We want to keep the lines of communication open at all times.

Notices from the Parents' Association will be distributed through e-mail. Please read these carefully.

Field Trips

Field trips are planned in conjunction with the curriculum to offer hands-on experiences for your child. Most field trips occur in the summer months and are often local within the downtown Harrisburg area. You will need to have the appropriate clearances for chaperoning field trips and walks.

Annual Dues

Membership in the Parents' Association is required through payment of an annual fee when a child/family is enrolled in the center. All members including families on the Enrollment Waiting list will pay the annual membership fee by January 31st each year (payable by money order or check made out to the "L&I Parents' Association" or "LIPA"). Annual dues are separate from the fee paid when submitting your application for enrollment.

Gift Card Program

In order to assist parents with the cost of tuition, the Parents' Association has a Tuition Credit/Gift Card Program involving Giant, Karns, and Weis grocery stores. Under the program, Parents' Association members, childcare staff and other interested parties may purchase Giant, Karns, or Weis gift cards from the Labor & Industry Parents' Association.

The face value of the cards is required at the time of purchase. A check made payable to the L&I Parents' Association (LIPA) is the only form of payment accepted – NO CASH. Separate checks need to be written for Weis, Karns, and Giant. Cards cannot be returned so participants should plan to use or sell those that they purchase.

Credit for Tuition: The Parents' Association receives a 5% discount on each gift card sold. The tuition credit will be calculated as 90% of that 5% discount or 4.5% of the total amount purchased. For example: if $100.00 worth of cards is purchased, it will be broken down as follows: $95 to the store;$.50 to the Parents' Association;$4.50 tuition credit.

Quarterly, the Treasurer will calculate the amount of tuition credit earned per family. A credit slip will be placed in the appropriate family's mailbox showing the tuition credit earned, which the parent may then deduct from the next week's tuition check. Please **DO NOT** calculate and deduct an amount on your own; please wait instead for your credit slip.

For more information about the program, please feel free to contact the Gift Card Coordinator.

Fundraising

Fundraisers are organized periodically by the Fundraising Committee with the approval of the Board of Directors. These events are a means of generating income to continue center operations and make relevant purchases. Participation in fundraising is a requirement of all Parents' Association Members. Those that do not wish to participate may be offered an opt-out opportunity, which will involve a monetary contribution.

Labor & Industry Parents' Association (LIPA) BOARD

LIPA is the organization made up of Parents/Guardians of the children enrolled in the Center as well as the parents/guardians currently on the waiting list. LIPA's specific duties are outlined in the By-laws as well as Management Directive 205.21 and described below.

Board of Directors

The Board consists of four executive officers and three members-at-large and generally meets the second Wednesday of each month to manage the business and affairs of the Association. The Board appoints members to committees, approves committee recommendations, authorizes the expenditure of the Association funds, resolves problems and sets policy. Specific duties of the individual Board members are as follows:

President: Presides over all meetings of the members and Directors, has general and active management of the affairs of the Association, and sees that all orders and resolutions of the Board are carried into effect. The President is also an ex-officio member of all committees and is the official liaison with the childcare center provider.

Vice President: Performs all duties of the President when the President is absent or incapacitated. The Vice President performs such other duties as assigned by the Board or the President.

Secretary: Attends all meetings of the members and Directors, and records all the votes of the Association and the minutes of all transactions. The Secretary maintains the Association's official documents, including the by-laws, Articles of Incorporation, and contracts. The Secretary gives notice of all meetings and performs such other duties as may be assigned by the Board of the President.

Treasurer: Has custody of the Association's funds, and keeps full and accurate accounts of the Association's receipts and disbursements. The Treasurer disburses funds as may be ordered by the Board, and provides the Board with an accounting of all Association transactions and its financial condition at the monthly meetings of the Board.

Members-at-large: Attend the monthly Board meetings and are entitled to one vote each on all matters being voted upon by the Board. Members-at-large are responsible to sign checks written by the Association Treasurer. The Members-at-large also perform such other duties as may be assigned by the Board. There are three Members-at-large on the Board.

Committees

The following committees are in place to serve the needs of the Parents' Association, to support all parents and children in the center, and to work in partnership with the provider. Each committee is made up of a group of parents with one overall chair, who have a desire to make a difference in the operation of the Center. At least one parent, or sponsor, per enrolled child is encouraged to join at least one of these committees.

Enrollment: Manages the enrollment waiting list, including verifying eligibility of the children; and manages the annual association dues, sends out notices, collects payments. This committee works very closely with the Center Director with placement of a child into the center. The Membership Coordinator also ensures the Center Director has enrollment/orientation packets on hand to distribute to newly enrolled families. The orientation packet should include the LIPA Handbook, Current Parent Board of Directors, and Gift Card program information. The parent/guardian will sign an acknowledgement of receipt of the LIPA handbook and

committee membership commitment. The Membership Coordinator will ensure all LIPA handbook acknowledgements are updated annually and will keep them on file for the time period they are effective.

Fire & Safety: Works with the provider to ensure that the center meets health and safety requirements; by developing an evacuation plan, which is tested in the center every 60 days as required by state law. This committee works very closely with the Center Director. This committee should ideally have 4-7 members with most of those being evacuation volunteers. The evacuation volunteers should be located in close proximity to the Center in the L&I building.

Teacher Appreciation: Develops and organizes activities to recognize staff efforts; keeps updated staff records in order to reward staff for longevity in employment, and for birthdays and holidays.

Fundraising: Organizes and manages Fundraisers. These events are a means of generating income to continue center operations and make relevant purchases. Participation in fundraising is a requirement of all Parents' Association Members. Those that do not wish to participate may be offered a buyout option, which will involve a monetary contribution. The Board of Directors will decide upon the amount of the buyout contribution.

Handbook/By-laws: Updates and distributes the association handbook and by-laws; and new family orientation information and provides updated copies to the Membership Committee Chair and the Board of Directors on a yearly basis. The update should coincide with the annual elections. Also develops/updates job descriptions and procedures for officers.

Special Programs: Implements and manages programs to establish adequate parent education and interaction; this includes the Annual Picnic; Thanksgiving celebration and a Holiday program for the Center. This committee also assists the Center Director with special programs such as Week of the Young Child.

Elections: Conducts pre-election activities and oversees the election of association officers.

Inventory: Conducts annual inventory of Center equipment.

Gift Card Program: Organizes and manages gift card program for the Association. Works with families participating in the program, receives and fills orders as needed for parents. Submits orders to gift card providers. Keeps logs up to date. Forwards payments to Treasurer. Meets with President quarterly for reconciliation meeting.

Budget: Responsible for setting the annual budget each fiscal year. Budget will have to be complete and will need to go in front of the Board for approval no later than the June Monthly Board meeting. The committee will report semi-annually on the status of spending for the current fiscal year. The committee will work with the enrollment coordinator to estimate application and annual dues income, and with the fundraising committee to establish fundraising goals for any additional funding required to meet the budget.

General Information

The Provider:

The model program is operated on a partnership basis. The Commonwealth, via the Department of Labor & Industry, provides and maintains the space for the Center. The Labor & Industry's Parents' Association and other employees from the Department of Labor & Industry select and contract with a provider to operate the Center. Our childcare provider, Bright Horizons Learning Centers, LLC is responsible for the actual day-to-day care of the children and is the employer of the Child Care staff.

Communicating with Provider

The Association's Board of Directors meets regularly with Bright Horizons to provide a direct line of communications between the two organizations. These meetings are held as part of the Board's regular meeting the second Wednesday of each month. At these meetings, the Board and the provider discuss items pertinent to the Center's operation.

REMEMBER: The childcare program at the Center is not the sole responsibility of the Commonwealth or Bright Horizons, but is also your responsibility as a member and/or parent. If we are to provide quality and affordable care we must ALL work together. Quality care will only be provided if we are involved in monitoring the Center and reporting or resolving problems. This means parents need to take time to talk to the caregivers and the director to not only resolve problems or make suggestions but to show their appreciation for the good experiences their children have in the Center. Our Center will only be as good as we make it.

Commonwealth Agency Liaison

A representative from Department of Labor and Industry serves as liaison between the Center, Parents' Association and the agency. The liaison plays a key role in communicating with the Governor's Office of Administration, coordinating and approving landlord expenses, and helping to achieve Center goals. Liaisons are defacto members of every committee and subcommittee. The liaison attends all Parents' Association meetings and is provided with all required documentation set forth in the by-laws. The liaison is responsible for updates to the internal childcare website located on the LION. The Association appreciates the support and attention given by the agency liaison. They are an important part of the success of the Center.

Liaison Contact Information

Deborah Pallo, Executive Office, 17th Floor, L&I Building

717.836.3333 or dpallo@pa.gov

Enrollment Policy

Worksite childcare is a service provided for children, grandchildren, and nieces/nephews of Commonwealth employees and children of child care center staff. Subject to the age and enrollment criteria and limits established by Bright Horizons and the Parents' Association, eligibility for enrollment shall be determined in accordance with the following guidelines. Commonwealth agencies are defined as those under the Governor's jurisdiction, any agency subject to *The Administrative Code of 1929*, the General Assembly, the state judiciary, or an independent agency.

Priorities:

A. First Priority for enrollment shall be given to:

*All permanent, full-time (750 hours per year or more) employees of the Department of Labor & Industry headquartered in the Department of Labor & Industry Building;;

*All permanent, full-time employees of a Commonwealth of Pennsylvania agency that provides direct support to the Department of Labor & Industry's operations and whose headquarters are in the Department of Labor & Industry Building

* Any parent who currently has a child enrolled in the Center, and Center staff.

B. Second priority for enrollment shall be given to:

*All other employees of the Department of Labor and Industry whose headquarters are not in the Department of Labor and Industry Building; and

*All other employees of any Commonwealth agency whose headquarters are in the Department of Labor and Industry Building.

C. Third priority shall be given to all other Commonwealth employees, as defined above.

D. Fourth priority shall be given to grandchildren and nieces/nephews of employees described in A. above.

E. Fifth priority shall be given to grandchildren and nieces/nephews of employees described in B. above.

F. Sixth priority shall be given to grandchildren and nieces/nephews of employees described in C. above.

Important Notice:

The Parents' Association Board of Directors reserves the right to approve an exception to the above policy guidelines on a case-by-case basis by unanimous vote of the Board if the exception is determined to be necessary to serve the operational needs of the Center.

Child:

To be enrolled, the child must be the parental responsibility of the employee or Center staff, through childbirth or adoption, or must meet one of the following criteria:

1. A stepchild living with the employee;
2. A child living with and being solely supported by the employee and who is related to the employee by blood or marriage;
3. A child living with and being solely supported by the employee who is the child's legal guardian;
4. A child being supported by the employee under a court order as a result of a divorce decree; or
5. A foster child living with and being solely supported by the employee.

Grandchild:

To be enrolled, the child must be the grandchild or step grandchild of the employee, by marriage or blood.

Niece/Nephew:

To be enrolled, the child must be the niece/nephew of the employee, by marriage or blood.

Important Notice: The Parents' Association reserves the right to request that documentation be provided to verify compliance with the aforementioned criteria.

Disenrollment:

A child is ineligible to attend the Child Care Center when his or her parent/sponsor is no longer a Commonwealth employee. These parents/sponsors shall have their children made ineligible for continued enrollment thirty (30) business days from the date of the change in their status.

Appeals:

A disagreement regarding priority for eligibility for enrollment shall be presented in writing to the president of the Parents' Association. The president shall appoint a committee of three (3) to hear and recommend a resolution to such a disagreement. The president, in consultation with the Parents' Association Board of Directors, shall take action to resolve the disagreement. The Parents' Association shall make a reasonable effort to resolve the dispute within no more than ten business days after receipt of written notice of the disagreement.

Adopted by the Labor and Industry Parents' Association on January 11, 1989, and amended by the Board of Directors on January 24, 1990, January 10, 1995, July 9, 1996, June 28, 2007, and June 16, 2011.

Food Program

Our Center provides a nutritionally balanced breakfast and lunch, as well as quality mid-afternoon snacks as well as milk and juice. This food service is provided by **Pre-K Gourmet**, which has been contracted through the Parents' Association. The cost for this program is structured into your Tuition payment. Monthly menus are distributed to inform parents of child meals.

Nursing Nook

Breastfeeding in the Center is welcome and accommodated. Breastfeeding mothers who have children in the Center also have access to a private, secured mother's room **(*Nursing Nook*)** where mothers may express their milk or feed their baby during lunch and breaks. The *Nursing Nook* is located in the Center hallway.

For more information on the *Nursing Nook*, contact the Employee Benefits, Safety, and Health Office at 787-2247.

Rules, Regulations, and Governing Documents

Commonwealth Child Care Program

Quite simply, without Commonwealth **Management Directive 205.21**, as Amended, "Commonwealth Child Care Program" the center would not exist. This document authorizes the creation and operation of a center in a commonwealth building. It also defines roles and responsibilities for the Commonwealth, parents' associations, and agency governor's office liaisons. The management directive is mirrored in the parents' association by-laws, this handbook, and the provider contract. To read MD 205.21, go to https://www.oa.pa.gov/Policies/md/Documents/205_21.pdf.

DHS Regulations

The Commonwealth of Pennsylvania requires all day care centers to meet the requirements of Pennsylvania Code Title 55, Chapter 3270 (http://www.pacode.com/secure/data/055/chapter3270/chap3270toc.html) and maintain a current certificate of compliance. The regulations include specific requirements for staff credentials, staff/child ratios, room/play area space, fire safety, equipment, programs, health assessments, medication,

nutrition, and records. The Department of Human Services inspects the center several times a year with announced and unannounced visits. Title 55 also includes cross references with requirements of the Department of Health, Department of Education, and Department of Labor and Industry.

LIPA By-laws

The by-laws are the working instructions for the association. The by-laws cover the rules and regulations associated with membership, meetings, officer responsibilities, committees, and the conduct of business. Responsibilities include contracting to provide safe, high-quality childcare.

ACKNOWLEDGMENT OF RECEIPT
THE LABOR & INDUSTRY PARENTS' ASSOCIATION
HANDBOOK
Rev. 3-2019

CHILD'S NAME (PRINT): _____

DATE: _____

PARENT SIGNATURE: _____

COMMITTEE OF INTEREST: _____