

# **CHILDCARE ADVENTURES EARLY LEARNING CENTER**

Our staff would like to thank you for considering our Center for the care of your child. Please read all instructions, so that all policies and procedures are fully understood before enrolling your child. If you have any questions, we would be more than happy to answer them.

## **MISSION STATEMENT**

The mission of Childcare Adventures Early Learning Center is to provide an environment for early learning in a warm and positive atmosphere. We want this first introduction to education away from home one that will foster a continued love for learning, an interest in the world and an acceptance of its people.

## **PHILOSOPHY**

First and foremost, Childcare Adventures believes the safety, health and happiness of the child is a priority. It is our belief that the teacher is the most important factor needed to achieve high quality care. Also, it is necessary to meet the child where they are and to provide meaningful and developmentally appropriate experiences so each child feels successful at his level of ability.

Educational professionals have proven that the years of 0-5 to be the best time for cognitive development. Our structured curriculum offers both hands on and teacher led activities to develop better language and math skills, fine and gross motor skills, along with social and emotional maturity. These experiences at the preschool sitting, along with family and play experiences form the foundation for the theories and ideas of how the physical and social world.

## **NON-DISCRIMINATORY POLICY**

Childcare Adventures governing board adopted the following racial nondiscriminatory policies: Childcare Adventures recruits and admits students of any race, color, religion, sex, or national origin to all the rights, privileges, programs and activities. In addition, the school will not discriminate on the basis of race, color or ethnic origin in administration of its educational policies, scholarships/loans, fee waivers, educational programs and athletics/extracurricular activities. In addition, this school is not intended to be an alternative to court or administrative agency ordered, or public school district initiated, desegregation.

Furthermore, this Center will not discriminate on the basis of race, color or ethnic origin in the hiring of its certified or non-certified personnel.

“In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department. (Not all prohibited bases will apply to all programs and/or employment activities.)

If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination, complaint form, found online at [www.Ascr.usda.gov/complaint](http://www.Ascr.usda.gov/complaint) form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjunction, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at [program.intake@usda.gov](mailto:program.intake@usda.gov).

Individuals who are deaf, hard of hearing, or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (Spanish).

USDA is an equal opportunity provider and employer.

## CONTACT INFORMATION

The administrator will have a copy of the parent's contact information upon request.

## PROGRAM

All children have the opportunity to join in our developmentally appropriate educational program. Each classroom consists of children grouped with their respective ages. Our program is designed to incorporate art, music, literature, language development, science experiences, number and math concepts and computer skills. Each day provides an experienced teacher with the skills to develop the emotional, physical, social and intellectual aspects of your child through quiet, active, group and individual participation. Children come eager and ready to learn and our objective is to provide the experiences, in which all children can participate, learn and meet with success. Our staff provides both hands on and teacher led activities. Learning can be lots of **FUN**. We still have plenty of time for interactive play and individual expression. Each morning and afternoon outside time is scheduled for health and physical fitness. We continue going outside morning and afternoon during the winter, but for shorter periods. The following page details the philosophy behind the curriculum used at Childcare Adventures Early Learning Center.

## INFANT PROGRAM

Our infant program provides full time care for children 6 weeks through 18 months of age. Daily schedules, provided by parents, are followed as closely as possible. Because babies start learning language right from the minute they are born, our caregivers will provide the foundation for later verbal development by talking to your child throughout your baby's wake hours. Because early language is so connected with emotional development the interactions that build language also strengthen the feelings of love and attachment. Babies love songs, rhythms and being read to. Small babies' arms and legs are gently exercised to stimulate motor development. Older infants are encouraged to physically explore their play area on their own and interact with the caregiver and others in the group.

We provide table food, juice and whole milk. All baby food and formula bottles other than Nestle Good Start, must be provided and prepared by the parent. Any prepared or breast milk bottles may be retained only for 24 hours. If you are choosing to breastfeed your child at the center, you are more than welcome. All formula and breast milk bottles must be labeled with the date of preparation. Parents must also provide disposable diapers, wipes, a blanket, and a spare can of ready-made formula for emergencies.

Breakfast is served no later than 8:00 a.m. for those babies eating table food. If your child will be arriving later than this, please feed him or her at home. We would also appreciate it if young infants receive their first bottle of the day at home.

## Ratios

The licensed ratios of this Center is as followings:

<u>CLASS SIZE</u>	<u>staff/child ratios</u>	<u>small group sizes</u>	<u>Step Up to</u>
<u>Quality</u>			
Infants (6wks to 18mos)	1:5	2:10	2:10 or 3:15
Toddlers (18-36 mos)	1:7	2:14	1:7 or 2:14
Preschool (3 yr olds)	1:12	2:24	1:12 or 2:24

Preschool (4&5 yr olds)	1:14	2:28	1:14 or 2:28
Schoolage	1:18	2:36	1:18 or 2:36

## **ENROLLMENT**

Enrollment and Tuition Children between the ages 6 weeks and twelve years are eligible for enrollment at Childcare Adventures Early Learning Center. Children may attend the center anytime between 6:30 a.m. and 6:00 p.m., Monday through Friday.

- Documents to be completed and returned before enrollment are:
- Child Enrollment Form
- Tuition Policy Acknowledgement
- Child Medical Statement
- Family Information
- Child and Adult Care Food Program form
- Childcare Adventures Early Learning Center Develop. Screening Release

## **ABSENT POLICY**

When parents register their child they are contracting for the days set forth at that time. Parents are responsible to pay the required amount unless the parent completes one of the excused absence slips seven days prior to the absence. There is no limit to the number of days a parent may sign their child out on vacation, as long as it is reasonable and not a scheduling issue. Days in which a parent or child is sick or unable to attend for any reason still have to be paid. There are no exceptions to this policy.

During the months of June, July and August, a child's enrollment space will not be guaranteed/held for more than two weeks. Due to the high cost of infant care, infants 6 weeks through 18 months, are allowed only 10 days of excused absence (vacation days) during the calendar year.

This policy is very beneficial to parents who have more than two weeks vacation and during holiday times. It accounts for substantial savings at the end of the year. It also helps the center plan accordingly with our staffing so that teachers may have extra time off around holidays.

Third party payment students that are LCJFS may miss a maximum of 10 days during a six month calendar period (January through June and/or July through December). If your child misses more than the allotted absence days, you will be charged for those days at our full daily rate. If you fill out a vacation slip seven (7) days prior to an absence, the missed days will not count against your total.

## **WITHDRAWAL POLICY**

Notification of withdrawing a child must be in written form 7 days prior to your last day. After 5 days of

absence a child will be dropped from the enrollment, and parent is responsible for these 5 days of tuition.

## **DISMISSAL**

Childcare Adventures Early Learning Center reserves the right to dismiss any student at our discretion without explanation or cause.

Please refer to page 13 in regards to Guidance/Child Management policies.

## **COPAYS**

Recipients of financial assistance from Ohio Department of Jobs and Family Services (ODJFS) are required to pay a co-pay each month. If payment is not made by the last day of the preceding month, the child cannot attend on the first day of the new month. Your co-pay is then considered delinquent and must be reported to ODJFS. A Payment Agreement will be signed upon enrolling your child.

## **STAFF**

Our staff is made up of teachers with 2 and 4-year degrees and certificates. The administrative and teaching staff is required to continue their education through instructional training in teaching theories, cognitive development, child management techniques, curriculum development, language and literacy along with various types of in-service classes in early childhood development along with the required health and safety modules. Students in the College of Education are employed part time as assistant teachers throughout the year. All staff is trained in Preventing Infection Disease, First Aid, CPR and Child Abuse Recognition and Prevention. We are very proud of the stability of our staff. Our core staff members have been with us 3-20+ years. Our Center has very low staff turn over.

## **HOURS**

We open at 6:30 a.m. and close at 6:00 p.m. Monday through Friday. **Your child must arrive at the center by 9:30 a.m.** It is very important that your child gets the full benefits of our educational program; this would mean having your child arrive by 9:00 a.m. to engage in the morning meeting.

**A late fee of \$10.00 for every 15 minutes, or portion of, past the closing hour of 6:00 p.m., will be accessed.** This money goes directly to the teacher who is here with your child.

## **CLOSINGS AND HOLIDAYS**

We are closed New Years Day, Memorial Day Monday, July 4<sup>th</sup>, Labor Day Monday, Thanksgiving Day, and Christmas Day.

**Early closings: New Years Eve at 5:00 p.m. and Christmas Eve at 3:00 p.m.**

The center will be closed on a Level III Snow Emergency in Lucas County.

## **SCHOOL AGE SCHOOL CLOSINGS**

During public school delays or school closings, Childcare Adventures will take school age children that are currently

enrolled. They will also be taken during summer and holiday breaks. The school age children will have planned activities on the said delays and holiday closings.

School age children have permission to use the restrooms unattended.

## **MEALS**

Breakfast is served **promptly** at 8:00 a.m. We have staggered lunch periods starting at 11:30 with the last group eating at 12:30. Snack is served at 2:30 p.m. Food and drink from outside the center is prohibited unless it is a party day or birthday. Children must be in attendance when their class eats to participate in meal times and each respective age group eats meals together. **If your child is not participating in our meal times, please eat prior to your arrival in the building.**

Our policy does not include sack lunches. Monthly menus are posted on the kitchen door. This meal constitutes at least one-third of the daily-recommended dietary allowances, includes foods from all four basic food groups, and reflects the developmental stage of the child and is in accordance with the guide lines of the Child and Adult Food Program. Many fresh vegetables and fruits are served. Foods high in sugar, salt and fats are kept to a minimum.

In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age or disability. To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue, SW Washington D.C. 20250-9410 or call (202) 720-5964 (voice or TDD). USDA is an equal opportunity provider and employer.

## **NECESSARY ITEMS**

You will need to bring the following items to the center for your child.

**Infants:** diapers, wipes, 1 blanket, pre-made bottles marked with the date and child's name, 2 extra outfits and 1 extra pre-made can of formula with a sanitized bottle

**Toddlers:** diapers, wipes, 1 blanket and one complete an extra outfit .

**Preschoolers:** 1 Blanket and an extra outfit.



## INFANT SCHEDULE

6:30-8:00	Greeting and assisting infants with their separation from parents and integrating them to the center room and toy exploration.
8:00-8:30	Breakfast (center provided)
8:30-8:45	Diapering
9:00-9:15	Storytime
9:15-9:30	Music
9:30-9:45	Exercise
9:45-10:00	Outside Time
10:30-10:45	Diapering
11:00-11:30	Craft or Organized Physical Activity
11:30-12:00	Lunch and Diapering
12:00-2:30	Nap Time
2:30-3:00	Snack and Diapering
3:00-3:30	Outside Time
3:30-4:00	Story Time
4:00-4:30	Organized Physical Activity and Diapering
4:30-5:00	Music
5:00-6:00	Free Play

## Toddler Schedule

**7:30-8:00** (30 min) **Free choice:** Guide children in selecting interest areas. Observe and interact with individual children to extend play and learning. Lead a short small-group activity that builds on children's skills and interests.

**8:00-8:30** (30 min) **Breakfast:** Sit with children and enjoy breakfast together.

**8:30-9:00** (30 min) **Toileting/Free choice**

**9:00-9:20** (20 min.) **Circle time:** Share news, talk about the day's activities, and talk about the choices for the morning. Attendance, calendar, weather, pledge, helpers, learning wall, and a rhyming song or fingerplay.

**9:20-9:50** (30 min.) **Outdoor choice time:** Supervise the playground toys and equipment. Observe and interact with children as they jump rope, play ball, ride bikes and so on.

**9:50-10:10** (20 min.) **Arts/crafts:** Guide children in an art activity. Inspire children's creativity and self-expression.

**10:10-10:45** (35 min.) **Center time for cognitive development:** Allow children to explore interest areas (blocks, dramatic play, etc.) by creating inviting theme activities at such centers.

**10:45-11:05** (20 min.) **Music/rhythms/stories:** Lead children in singing songs, finger plays, and dancing. Use musical instruments and props.

**11:05-11:30** (25 min.) **Toileting/Wash for lunch/Set cots**

**11:30-11:55** (25 min.) **Lunch:** Encourage conversations about the day's events, the meal, and topics of interest to children.

**12:00-2:00** (120 min.) **Rest time:** Help children relax, so they can fall asleep. Play soft music and rub their backs.

**2:00-2:20** (20 min.) **Toileting/wash for snack**

**2:20-2:40** (20 min.) **Snack time:** Sit with children and enjoy a snack together.

**2:40-3:10** (30 min.) **Outdoor choice time**

**3:10-3:30** (20 min.) **Story time**

**3:30-4:10** (40 min.) **Center time for cognitive development, toileting**

**4:10-4:30** (20 min.) **Group time:** Lead a group discussion about the day and plans for the next day. Invite children to reflect on the day. Read and discuss a storybook.

**4:30-5:00** (30 min.) **Free Choice**

## Preschool Daily Schedule

- 7:30 - 8:00** (30 min) **Free choice:** Guide children in selecting interest areas. Observe and interact with individual children to extend play and learning. Lead a short small-group activity that builds on children's skills and interests.
- 8:00 - 8:30** (30 min) **Breakfast:** Sit with children and enjoy breakfast together.
- 8:30 - 9:00** (30 min) **Free choice**
- 9:00 - 9:25** (25 min.) **Circle time:** Share news, talk about the day's activities, and talk about the choices for the morning. Attendance, calendar, weather, pledge, helpers, learning wall, and a rhyming song or finger play.
- 9:25 - 10:05** (40 min.) **Center time for cognitive development:** Allow children to explore interest areas (blocks, dramatic play, art, sand and water, computers, library, toys and games, and discovery) by creating inviting theme activities at such centers.
- 10:10 - 10:45** (35 min) **Arts/Crafts:** Guide children in an art activity. Inspire children's creativity and self-expression.
- 10:45 - 11:15** (30 min.) **Outdoor Choice Time:** Supervise the playground toys and equipment. Observe and interact with children as they jump rope, play ball, ride bikes and so on.
- 11:20 - 11:40** (20 min.) **Music/rhythms/stories:** Lead children in singing songs, finger plays, and dancing. Use musical instruments and props.
- 11:45 - 12:00** (15 min.) **Toilet/Wash for lunch**
- 12:00 - 12:25** (25 min.) **Lunch:** Encourage conversations about the day's events, the meal, and topics of interest to children.
- 12:30 - 2:30** (115 min.) **Rest time:** Help children relax so they can fall asleep, play soft music and rub their backs.
- 2:30 - 2:45** (15 min.) **Toileting/wash for snack**
- 2:45 - 3:15** (30 min) **Outdoor Free Choice**
- 3:20 - 3:35** (15min.) **Snack time:** Sit with children and enjoy a snack together.
- 3:35 - 3:55** (20min.) **Story time**
- 3:55 - 4:35** (40min.) **Centers:** Allow children to explore centers. Observe and interact with individual children to extend play and learning.

**4:40 - 5:00** (20min.) **Group time:** Lead a group activity or a discussion about the day and your plans for the next day. Invite children to reflect on the day. Read and discuss a storybook.

**SCHOOLAGE DAILY SCHEDULE**  
**SUMMER OR VACATIONS**

6:30-8:00am- Greet and Choice Time

8:00-8:30am- Breakfast

8:30-9:00am- Choice Time

9:00-10:00am- Project Work and Centers

10:00-10:15am- Circle Time

10:15-10:30am- Fine Motor

10:30-10:45am – Story Time Literacy & Props

10:45-11:30am – Gross Motor/Outdoor Time

11:30-11:45am – Music and Movement

11:45-12:15am – Lunch

12:15-12:30pm – Transition Time

12:30-1:00 – Quiet Reading

1:00-2:30-Outside/Sprinkler

2:30-3:00pm – Snack

3:00-3:45pm – Gross Motor/Outdoor Time

3:45-4:30- Free Choice and Small Groups

4:30-4:45pm – Story Time

4:45-5:00pm – Review the Day

5:00- 6:00pm – TV Time

## **SAFETY**

### **SIGN IN/OUT:**

Upon arrival and departure at the Center, it is required that parents bring children into the building and to the classroom teacher to assure the teacher is aware of the child's arrival. Our parking lot gets very busy, do not allow your child to run ahead to the car.

No child is ever left alone or unsupervised, this includes sibling. Each classroom teacher also keeps attendance sheets. Each teacher in charge of a child or group of children will be responsible for their safety. Each teacher is responsible to be aware of a child's departure.

### **PICK UP CARDS:**

Upon your registration at our Center, you will be given pick up authorization cards. These are to be distributed to those people that are authorized to pick up your child. These should be kept in your wallet at all times. Additional cards are available. When someone is picking up a child other than the parent, we must know in advance and they must present their ID card. A child will not be released from Childcare Adventures to anyone unless they have their ID card. If you choose to remove someone from your authorization list, you are responsible for retrieving the ID cards, and making the Center aware of the changes.

### **CUSTODY AGREEMENTS:**

In disputed custody situations, court papers must be on file designating who is the court appointed custodial parent. Our Center will abide by the rules established by this document in regards to who can pick up children. Please do not ask us to allow this person occasional pick up rights.

### **SCHEDULED ARRIVALS FROM ANOTHER FACILITY:**

If your child is scheduled to be dropped off at our Center by another facility, i.e. public school buses you are required to call our Center if the child will not be dropped off as scheduled because of sickness or appointments. If your child does not arrive as scheduled and we have not heard from you, we will make every effort to contact a parent by phoning the home and work in an effort to track down the whereabouts of the child.

### **LOCKED DOOR ENTRY:**

Our Center regards the safety of children at a high magnitude. We have a keypad security door. Upon entry of the Center a four-digit code is needed to enter the building. This code will be issued to the parent on the first day of enrollment.

### **FIRE AND TORNADO DRILLS:**

We conduct monthly fire drills and periodic tornado drills with the children. Evacuation routes and plans are posted in each room. These are reviewed with the Fire Marshall during inspections. Your child's teacher teaches safety rules for daily living and safety in the classroom. Special guests also conduct safety programs

throughout the year.

**PARKING:**

The Center parking lot is very busy with many children and parents coming and going from the building. Please be cautious when entering the lot and try to refrain from parking in front of the building doors. This does block the view of incoming and outgoing families. Remember, let's keep our children safe.

**EMERGENCIES AND ACCIDENTS**

In the event of a severe medical problem or an accident occurs, the following procedure will be observed:

1. The emergency squad will be notified.
2. First aid will be administered until help arrives.
3. Attempts will be made to contact parents or other designated persons.
4. If the child must be transported to the hospital, one of our staff will accompany the child with the child's records. The emergency squad will transport the child to the source of medical treatment.

A detailed medical emergency plan as stipulated by Section 5102:2-12-32 of the State Licensing Board is available for parental review upon request. The Emergency Medical Authorization form and medical history must be completed prior to your child's first day.

First aid kits are located in the front office. All staff members receive classes in First Aid and CPR, Common Childhood Diseases and Child Abuse Recognition and prevention, with updates every three years.

An incident report will be completed when an accident or injury occurs. An incident report will be written if any of the following incidents occur: \* illness which requires first aid treatment \* accident which requires first aid treatment \* injury which requires first aid treatment \* bump or blow to the head \* emergency transporting \* unusual or unexpected event which jeopardizes the safety of children or staff. All staff members have immediate access to telephones.

Spray aerosols shall not be used at any time when children are present at the Center.

**ENVIRONMENTAL OR VIOLENT THREATS**

First aid kit and radio will be in secure room with children. Staff will wait for further direction from local emergency broadcast.

In the event that we would have to evacuate the building we would be at The True House of God, 3251 Glendale, Toledo, OH 43614. Where we will remain until parents can be contacted to pick up their child.

**FIELDTRIPS :**

When children are transported by vehicle away from the Center for field trips, special outings or routine field trips; a first aid kit and each child's emergency authorization form is taken along. A staff member trained in first aid, common childhood illnesses and child abuse will be available on each field trip and special outing. Each child on the outing shall have an identification attached to him/her self containing the Center's name, address and phone to contact in the event the child gets lost. The Center shall have written permission from the parent or guardian of each child who is transported away from the Center for a field trip or special outing. The permission slip shall be valid only for the date and destination indicated on the written permission. The health record of a child who has allergies, handicap conditions, or health conditions such that special procedures or precautions may be indicated during the course of the field trip or special outing is available on the trip.

**FIELDTRIP COST:**

Fieldtrip costs are the responsibility of the parent. The fieldtrips planned are a minimal amount.

#### FIELDTRIP TRANSPORTATION:

Transportation on field trips is provided by a lease agreement with a local school district in a yellow school bus, which meets all the Ohio State laws regarding the transportation of Ohio children. Other means of transportation on field trips would be walking. The appropriate amounts of teachers are assigned to the class for safety.

#### PERMISSION SLIP:

The classroom permission slip will accompany all field trips and serve as the resource guide for the number and names of each child attending the outing. Staff members are trained to keep constant count of their assigned group throughout the trip.

### **WATER ACTIVITY SAFETY PLAN**

Swimming lessons or free swims may be scheduled during our summer program if transportation and scheduling needs can be met. The following state guidelines will be met:

- a. a special water permission form must be completed
- b. pool area will be completely fenced
- c. statement if child is a swimmer or non-swimmer
- d. supervision/lessons will be given by a Red Cross certified life guard or equivalent
- e. group ratios will be maintained
- f. Childcare Adventures staff will stay with your child the entire time

All other field trip guidelines will be observed in addition to the above statements.

Water play for toddlers and preschoolers will include sprinklers.

Childcare staff ratios will be maintained during water activities in addition to certified lifeguards and at no time will your child be left unsupervised.

### **COMMUNICABLE DISEASE**

At least one staff member is on the premises at all times that is certified by the Red Cross in CPR and First Aid, Preventing Communicable Disease and Child Abuse Prevention and Recognition. All staff members are trained in the signs and symptoms of illness, hand washing and disinfecting procedures by the administrator/director when they are employed by the Center. When our staff members become ill they are immediately replaced by a qualified substitute. Any child with the following symptoms will be discharged from the Center:

- a. diarrhea (3 or more abnormally loose stool in a 24 hour period)
- b. severe coughing, causing the child to become red or blue in the face or make a whooping sound
- c. difficult or rapid breathing
- d. yellowish skin or eyes
- e. redness of the eye, obvious discharge, matted eyelashes, burning or itching
- f. temperature of 100 degrees Fahrenheit taken by the auxillary method when in combination with any other signs of illness
- g. untreated infected skin patches

- h. unusually dark urine and/or gray or white stool
- i. stiff neck with elevated temperature
- j. head lice (NO NIT POLICY), scabies or other parasitic infestations
- k. sore throat with difficulty swallowing
- l. vomiting more than 1 time or when accompanied by any other sign or symptom of illness

When a child shows any signs of the above illnesses a parent is called to pick up their child as soon as possible, or have another person designated by the parent pick them up promptly. When appropriate the child will be isolated, within view of an adult, from all other children at the center until the parent picks the child up. We will follow the Ohio Department of Health Communicable Disease Chart for the management of the illness. This chart is posted on the east wall of the office. Parent/guardian of children exhibiting signs or symptoms of illness or have had because of exposure to a communicable disease will be notified immediately. Those exposed to a communicable disease will be notified in the newsletter and by a sign on the bulletin board.

We would greatly appreciate your advising us, if you discover your child has a readily transmitted disease such as head lice or scabies. Please don't be embarrassed to discuss it. Due to the close association of children in schools, these nuisances can get out of hand if not quickly addressed. We believe in educating every one in what to look for and when a case has been detected. By working as a team, we will not ever get more than a few random cases.

An ill child will not be readmitted until the administrator/director has observed that appropriate treatment has been given and all signs of the communicable disease has disappeared. After 24 hours of antibiotic medication the child may return. Mildly ill children (i.e. minor common colds) may attend day care. If they are not feeling well enough to participate with the class, they may have quiet time or rest on a cot in view of the teacher.

## **IMMUNIZATIONS**

In effort to provide the best protection for all our children, our facility does not enroll children without immunizations unless documentation of immunization exemptions is provided in accordance with Ohio law.

## **MEDICATIONS**

Our staff is able to only administer **prescription medication**. Administering medication is an enormous responsibility. Our role as providers is to administer medication if the dose can not be given to the child at home due to dose times or amounts. We will administer medication as long as the prescription is for three or more doses a day. It is very important that the parent administer the first dose the child will receive of a new medicine due to allergic reactions. The parent must complete the appropriate forms for medication to be administered at the center. **Medication must be in its original container and packaging and bear the child's name on the label.** No medications, vitamins, or special diets are administered unless instructions to administer such items are written, signed and dated by a licensed physician and is prescribed for a specific child. Medications are administered at 11:30 a.m. and/or 2:30 p.m.

**All medications including inhalers are kept in the school office, with the exception of school ager's inhalers.**

**BITING:**

Every effort will be made by our staff to talk with parents in an effort to find mutually satisfactory management of this behavior. When a child bites another, the biter will have an offender report completed and signed by the teacher, administrator and parent. At this time we will consult with the parent to agree on behavior management techniques. The child that is bitten will have an incident report completed and appropriate first aid administered.

#### **TRANSITIONING:**

A transition letter will inform you of when your child will be transitioning into their new classroom. It is important that your child has ample time to adjust to their new room, new teacher and new friends. We want to allow for a smooth transition; therefore we begin by going to the new classroom a few hours a day during their transition week. Please make time during your child's transition to also meet the new teacher and classroom.

#### **NAPTICES:**

All preschool children enrolled in the program must participate in naptime. Preschool children that cannot fall asleep are expected to take a rest period on their cot.

#### **TOILET TRAINING:**

Our staff will support parental decisions on starting toilet training. When you begin potty training there are a few essentials that are necessary to help your child along. It is important to have many changes of clothes because accidents will happen because your child is learning. There are a variety of products you can choose such as training diapers or underwear. If you choose training diapers, you will need to supply them for your child. If you choose to do underwear, it is important that you also have the plastic pants that go over them. This is due to sanitary purposes. We will put children on the potty approximately every 45 minutes or when needed at the beginning. To facilitate training we reward with positive reinforcements such as verbal praise, a treat, or a sticker for trying.

### **PARENT PARTICIPATION**

Our center has an open door policy, parents are welcome to visit our school any time and stay as long as they wish. Please check in with the director/administrator upon arrival. Preschoolers receive progress evaluations once each year.

Communication between parents and our staff is very important to us. We hope to be able to have frequent chats with you about your child's day here at school. Longer, more in depth conferences may be scheduled at a mutually convenient time in person or by phone.

If you have questions, comments, concerns, complaints or problems related to the child day care program, you may request a meeting with the child's teacher or present the problem to the administrator/director, who will then confer with the teacher and parent to find a solution that will benefit the child. We feel these are important concerns and will deal with each one. If an employee has a question, comment, concern, complaint or problem then they will speak to an administrator/director.

Your comments are important to us!

Parents may feel free to join in any of the daily activities or field trips.

Parents are encouraged to attend our family special events. We have a Christmas Program each December involving all the children. Monthly newsletters with upcoming events or important dates to remember may be picked up in the foyer the first week of the month or may also be viewed on our website. **[www.bieberelc.com](http://www.bieberelc.com)**

## CLOTHING

We plan on having lots of fun here, sometimes messy too, so please dress your child in play clothes. Rubber soled shoes are also much safer for inside and outside play. During the summer months, we do not allow **clogs, crocs or flip-flops; all shoes must have a heel strap**. We do go outside during the winter (weather permitting), please have snow boots, pants, hat and gloves for your child. Please label all outerwear with the child's name. Your child must have at least one set of extra clothes at the Center. Dress your child according to the weather. Please dress your child in clothes that they will be able to manage when going to the bathroom.

If your child does not have an extra set of clothes, the need may arise to call you to pick him or her up because we have no change of clothes.

Children must have a blanket for naptime; a stuffed animal and/or child size pillow may be brought if desired. **Please write your child's name on both**. These will be sent home every week to be washed. Please return on Monday.

## OUTDOOR PLAY

Our Center goes outside twice daily year around. Winter temperatures near 20 degrees will be assessed for suitability according to sun, wind chill, and dampness on a daily basis. Summer temperatures over 95 degrees will be assessed with the heat index and if water play is involved. Outside play times are shorten in duration in excessive hot or cold weather. Outside play is suspended during rain, sleet or lightning and occasionally due to icy surfaces in the playground area.

## TOYS

Please do not let your child bring personal toys from home except for Show and Tell days. We have plenty of toys for all the children. Toys from home are often lost or broken from the many children playing with them. Toys, money or jewelry not being worn appropriately will be taken by the teacher and kept until the parent returns in the evening. We will not be responsible for lost or broken toys.

## BIRTHDAYS AND PARTY DAYS

We have several party days throughout the year. We not only welcome but also greatly appreciate treats from parents. You are welcome to bring in treats to share with your child's class in celebration of your child's birthday, please include the ingredients label of the treats to accommodate children with allergies.

**Please refrain from having gifts delivered that cannot be enjoyed by all.**

## KID'S KAMP

Our summer program, Kid's Kamp, runs from mid June through Labor Day. Center philosophy is that children need a change from school readiness activities; Kid's Kamp is fun and adventure filled, along the scope of a day camp. Some activities are longer arts and crafts projects, Center "events" like a carnival, float parade, ice cream truck visit, basketball, picnics, and occasional field trips. Kid's Kamp offers the reliability and safety that we build our reputation on. Tuition is the same as the basic rate.

## **PAYMENT POLICIES**

When you enroll your child at Childcare Adventures, you are contracting for a specific number of days and will be quoted the tuition amount. It is required that one week's fee be paid ahead as a deposit. Thereafter, the tuition fee is due every week unless a vacation slip is filled out 7 days prior to the absence. We are not able to accommodate the switching of days from your contracted days unless a vacation slip is filled out 7 days prior to the change.

Notification of withdrawing your child must be in written form **7 days prior to your last day**. After a five-day absence without notification your child's name will be dropped from our enrollment roster. **You will be required to pay these five days**. Your deposit will be your last week's tuition.

Due to high cost in infant care, infants may take (10) excused absent (vacation) days during a calendar year.

During the months of June, July and August a maximum of (10) days will be allowed as an excused absence for vacation. If more days are taken than (10) days, this is considered unreasonable and we cannot guarantee your child's spot.

Our operating expenses do not change when your child is sick or absent for any reason. Thus we contract with parents to provide service on a weekly basis. Your tuition fee is due each week that a vacation slip is not filled out. **There will be no exceptions to this policy.**

Payment is due on the first day of the week your child attends. If payment is not received by Wednesday closing, the account will be considered delinquent and a late payment charge of \$20.00 will be added Thursday morning. **If at the 2<sup>nd</sup> week of non-payment your child will be dropped from the enrollment. There will be no exceptions to this policy.**

Parents that receive financial assistance from Ohio Department of Jobs and Family Services (ODJFS) are required to pay a copay the 1<sup>st</sup> of each month. If payment is not made by the last day of the preceding month your child cannot attend on the 1<sup>st</sup> day of the new month. Copays not paid by the 1<sup>st</sup> of each month are considered delinquent and must be reported to ODJFS.

The charge for checks that are "non-sufficient" is \$30.00. Checks that have to be resent for the second time will be charged \$20.00 to cover bank charges.

Part time students are required to attend on the days they enrolled for when registering. We cannot accommodate changing of days, due to state laws governing the number of children per teacher and/or building size. Days may be changed permanently by talking with the director or administrator.

Third party payment students that are LCJFS may miss a maximum of 10 days during a six month calendar period (January through June and/or July through December). If your child misses more than the allotted absence days, you will be charged for those days at our full daily rate. Any missed days that are beyond the allowance will be billed at our full daily rate. There are no exceptions to this policy. If you fill out a vacation slip seven (7) days prior to an absence, the missed days will not count against your total.

## **STAFF BABYSITTING POLICY**

Our center policy is that no currently employed staff member may babysit for parents outside the center. Our staff is not allowed to transport any child(ren) in their own personal vehicle. There are no exceptions to this policy.

## **GUIDANCE AND MANAGEMENT POLICY**

Proper behavior and order in the classroom is essential for the safety of all children. "Accentuate the positive, eliminate the negative" is our center motto.

We practice many forms of positive re-enforcement such as verbal praise, stickers, stamps, and rewards. We have sticker charts, student of the month awards, caught being good recognition days. We are constantly working on developing new methods to call attention to the good behaviors.

Our guidance policy is base on Adler's theory of natural and logical consequences. For example, running in the building would be addressed as "go back and use your walking feet this time". These work very well because even the smallest child can understand the infraction and the consequence.

When necessary we do use traditional methods such as redirection, time outs and teaching children to "use their words" and "not their hands" when they feel threatened or angry. In addition:

1. No Spanking Policy.
2. We use positive re-enforcement as much as possible.
3. Group attention methods used may include blinking overhead lights, ringing a bell, or using a whistle.
4. We use "time out".
  - a. "Time out" is maximum one minute per year of the child.
  - b. Repeated offenders will be brought to the attention of the director/administrator.
  - c. A parent consultation will be scheduled, if immediate improvement is not seen in the child's behavior, a seven-day notice will be given and the child's enrollment terminated.
5. If a child is in a situation endangering himself/herself or another child or teacher, said child will be physically removed from the situation and temporarily held if necessary in order to prevent further trauma.
  - a. The second time a child must be restrained; they will be dismissed.
6. Behavior disruptive enough that the child must be removed from the regular classroom setting and brought to the director/administrator shall warrant a parent consultation with the first warning being given the parents. One to three day suspensions may be imposed by the director or administrator for continued misbehavior. Tuition will be due as scheduled for the missed days.
7. The following shall warrant dismissal, hitting a teacher, offensive or obscene language, throwing chairs or other objects, endangering self, other children, or teachers with their misbehavior and any unchecked aggression.

This Center reserves the right to immediately dismiss any enrolled child at our discretion without cause or explanation.