

# CREATIVE WORLD CHILDCARE CENTER

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Parent Handbook

2018

## **Creative World Childcare Center** **Parent Handbook**

Welcome to Creative World CC. Our goal is to provide a safe, secure environment for your child that fosters physical, social, emotional, and cognitive development. While you are participating in our program, we hope to develop a partnership, between home and school, which benefits the development and growth of your child.

We ask that you read this Handbook in its entirety and feel to ask questions.

### **Philosophy**

Creative World CC is based on the child development model which incorporates the theories of Piaget, Montessori, Erikson, and others. Learning through play is viewed as the cornerstone of the curriculum. Adults provide protection, security, stimulation, support, limits and affection. Children are respected as individuals within a child-oriented environment rather than a teacher-directed program.

At Creative World CC, children are given the opportunity to explore materials and participate in a variety of experiences. Activities are carefully planned and implemented in an open-classroom setting. Children are free to choose from age- appropriate activities including art, music, language development, pre-math skills, dramatic play, science and nature. Children develop self-esteem, independence and problem-solving skills as they make choices and assist in planning the environment and the activities.

Our primary goal is for children to feel safe and secure. Prior to being independent a child must know that he or she can depend on adults and a predictable environment. Children are treated with respect and kindness. We recognize that children develop at different rates and have different interests. Small group size and appropriate teacher-child ratios allow for meeting the individual needs of each child.

Learning and playing are not limited to the classrooms. Children participate in the outdoor environment each day (weather permitting). There are opportunities for water play and motor development. The center provides age appropriate playgrounds. Infants are also taken outside for walks in a stroller or in the arms of a teacher.

### **Licensing**

At the end of the handbook you will find an attachment about licensing and other valuable information. Please take the time to read this information.

### **Admissions**

A child is considered to be enrolled in the center only after the registration fee has been received, the administrator confirms the availability of space, the required paperwork is received, reviewed and approved by the administrator. This includes basic enrollment and health information and any change to this information must be communicated to the office immediately so that current information is always on file. This is for the safety of your child. A medical form signed by a physician or certified nurse practitioner is required to be submitted within 30 days of admission. This medical must be updated annually.

## Hours and Days of Operation

The center will be in operation Monday through Friday from 6:30am to 6:00pm. If you are running late please call the center. There is a \$1.00 fee per every minute, per child for late pick-up after 6:05pm. This is important as many children fear they have been forgotten when parents do not arrive at their usual time. Please remember our staff is anxious to get home on time to their families and commitments as well.

The center will close to observe the following holidays:

New Year's Day

Memorial Day

Independence Day

Labor Day

Thanksgiving Break (Thursday and Friday)

Christmas day

\*Early dismissal will occur on Christmas Eve and New Year's Eve and will be subject to change with parent's needs. If the holiday falls on a Saturday the center will be closed the Friday before the holiday. If the holiday falls on a Sunday the center will be closed the Monday after the holiday.

Full tuition is due for any periods including holidays as the staff receives these days as paid holidays.

## Tuition Options

All families must sign a parent contract prior to the beginning of service.

County Subsidy Families:

The center accepts local county "childcare vouchers" for payment from the Department of Job and Family Services for FULL TIME CHILDREN ONLY. Parents must comply with the billing process and requirements established by the supporting county agency. Co-payments are set by the county and must be paid by the pre-determined date, set by that county. If the co-payments are not paid, this will result in termination of your childcare. There are not payment arrangements available.

Private Pay Families:

Tuition is due by the Friday before the start of the following week. If tuition is not paid on the Friday before you must see the director to pre-arrange payment arrangements. Statements are not sent out on a weekly basis but may be requested.

Parents will be notified when payments are past due. Since the center operates in lieu of tuition, past due accounts will not be tolerated. Past due accounts will be subject to a late fee of \$5.00 per day per child until the balance is paid in full. There is a \$45.00 returned check fee. Not making a payment and/or arrangements will result in the loss of your child's spot in the classroom.

**Registration Fee:** An annual, non-refundable registration fee of \$50 is, charged per child.

**Tuition Rates:**

	Five days	Four days	Three days	Hourly Rate
Infants: 6 wks. to 18 mo.	\$ 205	\$174	\$133	\$12
Toddlers: 18 mo. To 2 ½ yrs.	\$178	\$154	\$118	\$12
Preschool 3 to 5 years	\$157	\$134	\$103	\$10

**Vacations, Long Term Illnesses and Planned Absences**

Subsidy parents must refer to individual county contracts.

Please notify the director if your child will be absent from the center. If a child is absent for 5 consecutive days and we do not hear from you, the child will be withdrawn from the center.

Each family is given a vacation week of 5 consecutive days in the same week at half the price of their child's typical tuition rate. Families may use this up to a maximum of 4 weeks per year.

After the family has been with the center for over 1 year, the family is given a vacation week of 5 consecutive days in the same week for free and may only use this once per year.

**Disenrollment**

All children who are accepted and enrolled in the Center will be guaranteed a spot as long as their registration fee is paid and tuition is current. Parents are required to submit a 2 week notice or monetary equivalent when withdrawing from the center. This practice allows the center time to contact those on the waiting list.

Our center reserves the right to withdraw any child whose behavior creates risk of harm to the health and safety of other children or staff. Examples of disenrollment reasons: non-payment of fees, custody struggles that interfere with the center and extremely harmful behavior of child or parent.

**Snow Days**

The Center will be open during the hours of operation unless conditions are deemed to be unsafe for the children and staff. If such an event were to occur while the children are in the building, parents will be notified by telephone to pick their children up immediately. Any and all closures or delays will be viewable on channel 9 and via the centers Facebook page.

**Drop Off & Pick Up Procedures**

In order to assure the safety of your child, we ask that you drop off and pick up your child in the classroom and make verbal contact with the teacher. Parents must sign their children in and out along with the time each day. Please do not allow your children to enter the building or classroom alone.

Difficulty with separation is not unusual for children, especially during their first weeks of attendance. It is important that children know their parents are going to work/school and will return. Prolonging your good-byes can send mixed messages to your child and can increase anxiety. A staff member will be happy to assist you if necessary and help your child transition into an activity. If a child is upset when you leave please take comfort in knowing that children usually calm down and begin to participate in daily activities as soon as the parent is out of sight. Please feel free to call at any time to check on your child.

We also ask that parents call the center by 9:30am if their child will be absent or they will be arriving late that day. We worry about our families and children when they do not arrive at their anticipated time and also like to be informed if there is a potential illness to watch for at the center. We also need to secure the appropriate amount of staff for the afternoon schedules.

**\* If we do not hear from you by 9:30am a member of our staff may contact you at home and/or work to confirm your child's attendance for that day.**

### **Authorized Pick Up**

Your child will be released only to those persons listed on your authorization form. Please advise family and friends who occasionally pick-up your child from the center that their proper photo identification will be required. Please notify the office if there are any changes in pick-up plans or changes in the authorization form need to be made.

In the event that a parent or other authorized person arrives to pick up a child and appears to be under the influence of drugs or alcohol, the center will call an alternative authorized individual from your child's emergency contact form to pick up your child. If we cannot contact someone, other appropriate assistance will be offered in order to ensure the safety of your child.

### **Parent Involvement**

The center is focused on our children, while providing a supportive environment for both parents and teachers. Your involvement is both welcomed and encouraged. The center will keep you informed of classroom and center activities through daily report forms, posted classroom news and/or the centers monthly newsletter. There are also bulletin boards throughout the Center that may have special notices for parents.

Please know that you are welcome to visit the center at any time. You may also be asked as assist with field trips, cooking projects, and/or other special classroom activities.

Parent-teacher conferences are held at least once a year. This allows both of us the opportunity to share important information concerning your child and the program offered at the center. In addition, conferences may be held at any time throughout the year, at either the request of the parent or teacher.

Parent meetings will be held at various times throughout the year. These include both social and educational events. Topics for discussion and speakers will be based on parent and teacher request.

Each classroom has a child/parent roster that is available to any parent, at their request. Each parent has the option to have their phone number placed on this list and may only obtain the roster for the classroom that their child is in.

Please remember that drop-off and pick-up times are very busy periods in terms of transitions and adjustments. These periods are not the best times to discuss your child's progress or growth especially if he or she is standing with you. You may however, call the center at any time to set up a phone or in-person conference when the teacher is available.

### **Communication**

Communication is essential as we work together to meet the needs of your child. Please call the center at any time if you have any questions. We need and value your input. If at any time a parent or guardian has a question, please feel free to ask the teacher in the classroom. If the teacher cannot answer or address your concern, they will then direct you to the Administrator who will then answer any and all questions and concerns you may have. Employee policy is that all employees may address concerns to the administrator and

if they are not taken care of in a proper amount of time or manner then the employee may express those concerns to the owner.

Should you observe any area or piece of equipment that needs maintenance or repair, please alert the director and/or owner. If you have any questions concerning the centers policies and/or practices, please ask the teachers, director or owner.

### **Confidentiality Policy**

The only information teachers should share with parents, is the information concerning his or her child. Conversations about other children, other parents, co-workers, supervisors, etc., are unprofessional and in some instances illegal.

### **Transitions**

You will be notified when your child is ready to move up to the next classroom. As part of the procedure, center staff will develop a transition plan. This will include the beginning and end date of the transitioning period and include a transition schedule that best fits the needs of each individual child. The plan will be signed by the parent. Parents may also request to have their child transitioned. These requests will be accommodated if it is in the best interest of the child and space is available in the next classroom.

### **Outdoor Play**

Research has shown that children stay healthier when they have a daily outdoor play. Based on this information and state requirements, outdoor play will be included in our program on a daily basis. We will limit the amount of time outside when the temperature is very warm or very cold. Children will not be taken outside when the temperature (wind chill and heat index factored in) drop below 20 degrees or rise above 90 degrees. If the situation requires it, we will also adjust outdoor time due to rain, threatening weather, ozone warnings, etc. On days that outdoor play is not provided due to these conditions, we will include a time for indoor gross motor activities such as hula hoops, obstacle courses, dancing and exercising in classrooms. Please send your children with the proper clothing so they may be comfortable and safe whenever we are outside. This includes snow pants, hats, mittens and boots in the winter time.

### **Clothing**

All children need at least one complete, labeled change of clothing at the center. As the seasons change please check and change the outfits left at the center. Young children may need several changes of clothing each day, especially those involved in potty training.

### **Parents of Infants**

Infants will be fed according to their individual schedule and will be held while bottle feeding. Please remember to bring:

1. A supply of baby food (unopened) and prepared bottles or breast milk (include plastic bottles and caps).
2. Disposable diapers and wipes.
3. An extra set of clothing.

All bottles must be labeled with your child's first and last name, date, and contents. The bottles will be refrigerated and warmed in a crock pot or bottle warmer. Empty bottles will be placed in your child's diaper bag.

A written daily record of your infant's activity will be available at the end of each day that will also include any supplies that need to be replenished.

Infants sleep position: Infants that cannot roll over on their own will be placed on their back to sleep at all times.

## **Parents of Toddlers**

Please remember to bring:

1. Disposable diapers and wipes. (You may bring in a large supply of disposable diapers for your child) Your child's teacher will note on the daily report when your child's supply is low.
2. An extra change of clothing to be left at the center in case of spills or accidents.

We will follow the parents lead with regard to toilet training. We ask that you advise us when you are ready to begin potty training with your child

## **Daily Report Forms**

For children in the center who are from 6 weeks to three years of age, teachers will keep daily records concerning your child's activities and behaviors during the day. Special needs will also be noted on the forms.

We ask that you share information concerning any event or happening that may affect your child's behavior during the day. Were they up late? Is a parent ill or at home? Is your child teething? Any and all information is appreciated.

## **Personal Belongings**

Often, children may want to bring in items related to the unit being studied or share items from a vacation. You should check with your child's teacher to see if there is a day designated for sharing such items. Please label all items brought to school.

Appropriate books, cassette tapes and CDs enrich the children's lives and may be brought at any time. Please label all items brought to school as we are not responsible for the item if it gets lost and/or broken.

We ask that children NOT bring the following items to the center:

- Toy weapons of any kind
- Money
- Gum
- Candy
- Cosmetics
- Jewelry

## **Nap Time**

A rest period is part of the daily schedule for each age group. Children are encouraged, but not forced to sleep during this time. The center does provide crib sheets for all cribs but does not provide a blanket for children on cots. We ask that parents take their blankets home on Fridays to be washed and return them on Mondays. Along with a clean blanket, children are welcome to bring in a favorite sleep toy or any other security item. These items can be left at the center for the week or taken home each night.

## **Food Service**

The center feels that it is very important to provide proper nutrition and for children to sample different foods. Creative World CC participates in the USDA program. Grain, fruits and dairy products are given for breakfast and a well-balanced lunch (consisting of 1/3 of the daily requirements in the four food groups) is served. Weekly menus, including meals and snacks, will be posted each week in all classrooms and on the parent communication board.

Breakfast is served from 8:00am-9:00am, lunch is served from 11:30am-12:00pm and PM snack is served from 2:30-3:00 for all children.

Special Diets: Food exceptions are made in the case of allergies when there is written documentation as required from a physician.

For infants: The center will provide single ingredient baby food and iron fortified infant cereal. When your child is making the transition to table food, we will offer appropriate selections from the daily menu. Vitamin D Milk and 100% fruit juice will also be available.

Meals are served “family style” with children being encouraged, but not forced, to eat. We encourage children to taste each item being served. During snack time, children have the opportunity to develop independence and self-help skills by serving themselves when they are ready to eat. . If you wish to join us for lunch, we do ask that you inform the center in the morning of the day you wish to eat with your child.

### **Medication**

The center will administer medications to a child only after the parent completes a request for Medication form. All proper sections must be completed and the medication handed to the teacher each day. Medications will be stored in a designated area inaccessible to children. Medications may NOT be stored in a child’s cubby or book bag.

Prescription medications must be in their original container and administered in accordance to label instructions. If parents request any different dosage or uses, a physician must provide written instructions on the Request for Medication form. Over the counter medications will not be administered for more than three days without instructions from a physician.

Food Supplements or Modified Diets: If your child requires a food supplement or a modified diet, you must secure written information from your physician regarding this. Please speak with the administrator for more details regarding this. Occasionally, children will need to receive medication while at the center. If your schedule allows, you may wish to come during the day and give the medication yourself. In order for the Center to assume that responsibility, we follow Ohio licensing regulations regarding the administration of medications. All medications including creams and lotions must be delivered to the office of the director. Do not leave medication in the classroom with your child’s teacher. The center director will help you complete the necessary paper work and deliver the medication to the classroom if needed.

All medications, lotions and creams must have a completed “request for the administration of medication” form. No medication may be in out center without this completed form. DO NOT send medication, lotions or creams in diaper bags, purses and/or book bags. This includes lip balm.

#### **Prescription Medications:**

Prescription medication, food supplements and modified diets; the center will secure and follow the written instructions of a licensed physician and advanced practice nurse certified to prescribe medication, or a licensed dentist on the JFS 01217 “Request for administration of medication” form. All instructions on this form will be followed. The center will also secure written instructions from the parent or guardian on the form. A prescription label also serves as written instructions for medication and food supplements as long as the following are met:

- A) The label contains the child’s full name, a current date (within the last twelve months), the exact dosage to be given and the means of administration.
- B) The prescription label is attached is to the original container.

When administering medication, food supplements, modified diets, the center will:



- (1) Assure that the medication, food supplement, or modified diet is not administered for any period of time beyond the date indicated by the physician, advanced practice nurse certified to prescribe medication, or licensed dentist, or for twelve months whichever comes first.
- (2) Designate individuals who will administer prescription and nonprescription medication. Any staff member may apply nonprescription topical products or lotions used as a preventative measure.
- (3) Verify each administration or application of medication by documenting it on the JFS 01217. Application of nonprescription topical products and lotions used only as a preventative measure does not need to be documented.
- (4) Assure that dosages administered by the center do not exceed prescribed dosages or manufacturers' recommended dosages.
- (5) Assure that a separate form is used for each medication to be administered.
- (6) Assure that completed forms be kept on file at the center for review by the department for at least one year following the administration of the medication, food supplement, or modified diet.

When storing medications the center shall:

- (1) Assure that all medication and food supplements are given directly to center personnel for immediate safe storage, except that an inhaler or medication may be available to a school child with a special health condition in an emergency in accordance with the center's policy as required in rule 5101:2-12-30 of the Administrative Code.
- (2) Assure that all center personnel are made aware of all school children who have immediate access to personal inhalers and that a JFS 01217 is completed for all school children who have immediate access to personal inhalers.
- (3) Refrigerate medication as needed immediately upon arrival at the center and store in a separate container to prevent contamination with foods.
- (4) Keep medications out of the reach of children.
- (5) Remove all medications from the center when no longer needed or if the label indicates that the medication has expired.

Non-Prescription Fever/Pain Reducing Medications:

Only nonprescription fever/pain reducing medications that do not contain aspirin or cough or cold medication that not contain codeine may be administered by the center, without written instructions from a licensed physician, if the following are met:

- A) The center secures and follows written instructions from the parent or guardian on the JFS 01217 "Request for Administration of Medication" form. These instructions are not to exceed manufactures' recommended dosages;
- B) The medication is in the original container with the original label attached.
- C) The full name of the child receiving the medication is printed on the container. The label shall specify appropriate dosages based on the child's age or weight.
- D) The full name of the child, who is to receive the medication, is printed on the container;
- E) The center administers the medication for no longer than three consecutive days

within a fourteen day period, unless there is written instructions from a physician.

#### Non-Prescription Topical Ointments, Creams or Lotions:

Non-prescription topical ointments, creams, or lotions may be administered by the center if the following are met:

- A) There shall be written instructions from the parent or guardian on the JFS 01217 "Request for administration of medication" form. The form shall be valid for no more than 12 months.
- B) The center shall follow manufacturer's guidelines regarding application.
- C) When used to treat skin irritations or manifestation of skin irritations, the ointment, cream, or lotions shall be administered by the center for no longer than fourteen consecutive days at any one time within the manufactures' recommendations.
- D) When used to prevent skin irritation or manifestation of skin irritations, the ointment, cream or lotion can be administered at every diaper change within the manufacturers' recommendations.

#### Storage of Medications:

All medication is to be delivered to the director's office upon arrival in the center. Medications, fluoride supplements, and food supplements shall be kept in a safe location where children cannot reach them. A medication requiring refrigeration shall be refrigerated immediately upon arrival at the center and shall be stored so as not to contaminate food. Medications will be removed from the center when they are no longer needed or if the label indicates that the medication is expired.

#### Illness

Creative World CC provides children with a clean healthy environment. However, we realize that children become ill from time to time. If this is your child's first group experience, it is possible that they may experience more frequent illnesses at the beginning before their immune system becomes more active. We observe all children as they enter the program to quickly assess their general health. We ask that you not bring a sick child to the center. They will be sent home! Please also plan ahead and have a backup plan in place if you are not able to take time off from work/school.

A child with nay of the following symptoms will be immediately isolated and discharged to the parent or emergency contact:

- Temperature of 100 degrees F –in combination with any other signs of illness
- Diarrhea (more than three abnormally loose stool within a 24 hour period)
- Severe coughing (causing the child to become red in the face or to make a whooping sound)
- Difficult or rapid breathing
- Yellowish skin or eyes
- Redness of the eye or eyelid, thick and purulent (pus) discharge, matted eyelashes, burning, itching or eye pain.
- Untreated skin patches, unusual spots or rashes
- Unusually dark urine or grey or white stools
- Stiff neck with an elevated temperature
- Evidence of untreated lice, scabies, or other parasitic infestation
- Vomiting more than once or when accompanied by any other sign of illness
- Sore throat or difficulty swallowing

**Pink Eye (conjunctivitis)** when the eye is red or pink with white or yellow eye discharge. Other symptoms are matted eyelids, eye pain, and redness of the eyelid or skin surrounding the eye.

**Irritability** or listlessness which is not consistent with the child's temperament will be noted by the director who will call the parent. The child does not have to leave the Center.

If your child contracts any of the following infectious diseases he/she must be excluded until:

<b>Chicken Pox</b>	After <b>all</b> blisters have scabbed over.
<b>Croup</b>	After the cough has subsided.
<b>Ear Infection</b>	After three doses of medication or after 24 hours.
<b>Fever</b>	After the fever has returned to normal without the aid of fever reducing medication.
<b>Head Lice</b>	After one complete treatment and removal of <b>all</b> nits.
<b>Impetigo</b>	After 24 hours of medication.
<b>Pink Eye</b> (Conjunctivitis)	After the child has been on medication for 24 hours <b>and</b> has no matter in their eyes.
<b>Ringworm</b>	After medical treatment with a fungicidal ointment.
<b>Roto Virus</b>	After the child has had one formed stool.
<b>RSV</b>	After the wheezing and coughing has subsided.
<b>Shingles</b>	After all blisters have scabbed over (same as Chicken Pox).
<b>Strep Throat</b>	After the child has been on medication for 24 hours.
<b>Thrush</b>	After 24 hours on medication.

A child with any of the following signs or symptoms of illness shall be immediately isolated and discharged to his parent or guardian or person designated by the parent or guardian:

- (1) Temperature of at least one hundred degrees Fahrenheit when in combination with any other sign or symptom of illness. Temperature shall be taken by the axillary (armpit) method with a digital thermometer. The thermometer shall be sanitized after each use.
- (2) Diarrhea (three or more abnormally loose stools within a twenty-four hour period).
- (3) Severe coughing, causing the child to become red or blue in the face or to make a whooping sound.
- (4) Difficult or rapid breathing.
- (5) Yellowish skin or eyes.
- (6) Redness of the eye or eyelid, thick and purulent (pus) discharge, matted eyelashes, burning, itching or eye pain.
- (7) Untreated infected skin patches, unusual spots or rashes.
- (8) Unusually dark urine and/or gray or white stool.
- (9) Stiff neck with an elevated temperature.
- (10) Evidence of untreated lice, scabies, or other parasitic infestations.
- (11) Sore throat or difficulty in swallowing.
- (12) Vomiting more than one time or when accompanied by any other sign or symptom of illness.

A child isolated due to suspected communicable disease shall be:

- (1) Within sight and hearing of a staff member at all times.
- (2) Cared for in another room or portion of a room away from other children.
- (3) Provided with a cot and made comfortable. After use, the cot will be sanitized with an appropriate sanitizing agent, or if soiled with blood, feces, vomit or other body fluids, the cot shall be cleaned with hot, soapy soap and water and sanitized with an appropriate bleach solution which is prepared on a daily basis, or other acceptable disinfectant solution which is environmental protection agency (EPA) rated as hospital disinfectant with a label claim for mycobactericidal activity.

If your child should be exposed to a Communicable Disease our policy is that we will post a note on the door of the classroom in which this occurred in and we will also send home a note stating what symptoms to look for and any preventative care that can be done.

If your child becomes ill while at the center, you will be called to pick-up your child as soon as possible. You will be notified should your child be exposed to a contagious disease. Please notify the center should your child become ill so that we may notify other parents of a contagious disease. According to ODJFS licensing standards a child must be fever free for 24 hours prior to returning to the center. Please do NOT administer a fever-suppressant and bring your child to the Center. This is unfair not only to your child but also to the other children and teachers.

According to NAEYC's Healthy Young Children Manual, "children should be excluded if their illness prevents the child from participating comfortably in the program's activities." As you review the policy above, please keep this guideline in mind...THANK YOU ☺

Any child demonstrating signs of illness not listed above will be isolated and carefully observed for symptoms. The parent will be notified. If a child does not feel well enough to participate in center activities the parent will be called to pick up the child. Anytime a child is isolated they will be kept within sight and hearing of a staff member. The cot and linens used will be washed and disinfected before being used again.

Parents will be notified by a sign on the door if children have been exposed to a communicable illness. Children will be readmitted to the center after at least 24 hours of being free of fever and other symptoms. If they are not symptom free a doctor's note will be required for stating that the child is not contagious.

### **Discipline Guidance, and Management**

Creative World CC staff believes that helping a child to learn self-control is very important; our hope is that each child will learn self-discipline through careful guidance. Your child will be treated with love and respect. If children are treated with respect, they in turn, learn to respect the teachers and their friends. Our experiences will be kept within the child's capabilities and the child will be made aware of these expectations. Positive reinforcement, (commenting on children doing the "right" thing) and positive redirection (removing the child and giving them an appropriate activity) will be used. Staff will not impose punishments for failure to eat, sleep or toileting accidents. This discipline policy applies to all staff and parents while they are at the center.

If a situation arises where a child is consistently endangering himself, peers or staff, it may become necessary to disenroll the child. Every attempt will be made to work together with the parents and the child to correct the behavior. However, the safety of the children is always our primary concern. The administrator would be in communication with the parents prior to this occurring. If the child demonstrates behavior that requires frequent "extra attention" from the staff member, we may choose to develop and implement a behavior management plan. This plan would be developed in consultation with the parents and would be consistent with the requirement of Rule 5101:2-12-22 OAC.

### **Biting**

When a child is bit by another child, it is a traumatic situation for both children and both sets of parents. Yet, biting is not unusual behavior for pre-verbal children. They may become frustrated when they cannot say "Move," "I was playing with that," or "You are too close." Because they cannot speak, some children will bite.

When this occurs, the area is cleaned and ice may be applied. They are held and consoled until they are ready to rejoin the group. The biter is told that biting is not allowed and that it hurts. Perhaps the best way to stop biting is to encourage language development and using words.

As a parent you will receive an incident report identifying whether your child was bit or that your child was the one who was bit.

### **Birthdays**

If you wish to celebrate your child's birthday at the center, please discuss your plans with the classroom teacher. The teacher can advise you of and food allergies or scheduling conflicts. Your child's birthday may be celebrated in the classroom at the appropriate time that you and your child's teacher discussed.

You may provide party hats, napkins, plates, and cups if you wish. We will serve juice. Your child may wish to donate a book, puzzle, or CD to the classroom in lieu of goodie bags. Please discuss specific plans with your child's teacher.

### **Balloon Policy**

The center allows only Mylar helium balloons. Rubber and latex are Not acceptable due to the potential treat of aspiration.

### **Accident Report Forms**

If your child is involved in a mishap that requires any type of attention or first aid, and the office does not feel that you need to be called, you will be notified with an accident report. You will be advised of what happened, where it happened, and what action was taken. The incident report will be issued on the day that was written and a copy will be given to the parent when they pick up their child that day.

An incident/injury report shall be completed by the child care staff member in charge of the child when the following occur:

- (1) An illness, accident, or injury which requires first aid treatment; or
- (2) A bump or blow to the head; or
- (3) Emergency transporting; or
- (4) An unusual or unexpected event which jeopardizes the safety of children or staff, such as, a child leaving the center unattended.

Notification of incidents to the licensing office: the center administrator or designee will speak with a representative from the appropriate licensing office within twenty-four hours during the week or within forty-eight hours if the incident occurs on a weekend or holiday in the event of any of the following:

- (1) Death of a child at the center.
- (2) Serious incident, injury, or illness to a child
- (3) An unusual or unexpected event

**Should an accident require emergency medical treatment**, the center will call 911 and the child will be taken to Children's Hospital Emergency Room. The parents will be contacted immediately to meet the staff member and the child at the Emergency Room. If neither parent can be reached, we will call the emergency contact person designated on the child's enrollment sheet.

### **Emergency Preparedness/Evacuation**

The center is inspected regularly by licensing, fire and health department personnel. Our employees also conduct internal safety inspections.

Emergency procedures and evacuation plans are posted in each classroom, which explains actions to be taken by the staff in these situations. Each teacher must take the completed attendance sheet outside to account for each group. Tornado and fire drills are practiced monthly.

General Emergency Situations: These include any threats to the safety of the children due to environmental situations or threats of violence, natural disasters such as fire, tornado, flood, etc. and/or loss of power, heat or water. In this situation the center will follow the directions on our general emergency plan. If the building cannot be occupied, the children will go to the designated emergency shelter and a sign with this location will be posted on the front door for parents.

“Shelter in place” procedure: teachers need to stay calm, lock all doors and windows, and turn off all air conditioners, fans, vents and heating systems that draw air from the outside. Children will be reassured and comforted while remaining under staff supervision.

### **Other Safety Precautions & Procedures**

All children will be supervised at all times by an employee. Attendance will be taken upon the arrival and departure of each child. Teachers are responsible for the safety of the children within the group. There will always be at least one member of the staff trained in CPR and certified in first aid at all times.

### **Babysitting**

Occasionally parents may ask teachers to baby sit. The Center does not encourage this practice and assumes no responsibility for employees before or after their scheduled work hours.

### **Daily Schedules**

The children’s daily schedule is flexible enough to provide adaptability when necessary but structured enough to provide predictability for the children. We want them to view their school as a safe and comforting place, where they know what to expect and when to expect it.

### **Infant Schedule**

\*Please note that this is a tentative schedule. Upon every infant’s arrival, we are changing diapers every 2 hours or if needed more often than that. Each infant is also on an individual feeding schedule.

6:30am-8:00am	Arrival
8:00am-9:00am	Breakfast
8:30am-9:15am	Stories & Music & Gross motor activities
9:15am-9:30am	Circle Time
9:30am-10:00am	Art project
10:00am-10:30am	Large Motor Activities/Outdoor Play
10:30am-11:30am	Music/finger plays, belly time & Hand washing
11:30am-12:00pm	Lunch

12:00pm-2:15pm early	Nap time & belly time and stories for babies who awake- up
2:15pm-3:00pm	waking up, Hand washing & PM snack
3:00pm-3:30pm	Large Motor Activities/Outdoor Play
3:30pm-4:00pm	Music & finger plays
4:00pm-4:30pm	Afternoon special activity
4:30pm-5:00pm	sensory
5:00pm-6:00pm	Stories, Music, Belly time & departure

### Toddler 1 & 2 Schedule

6:30am-7:30am	Arrival
7:30am-8:00am	Bathrooms/Diapers & Hand washing
8:00am-9:00am	Breakfast & centers
8:45am-9:00am	Exercise & stretching
9:00am-9:30am	Bathrooms/diapers, Hand washing
9:30-10:00am	Large motor Activities/outdoor play
10:00am-10:30am	Circle time
10:30am-10:45am	Stories & Music
10:45am-11:30am	Art Project/song/fingerplay time
11:30am-12:15pm	Hand washing, Lunch & Bathroom/Diapers
12:15pm-12:30pm	Nap time stories
12:30pm-2:30pm	Nap time & quiet activities
2:30pm-3:00pm	waking up, stretching, diapers/bathrooms & hand washing
3:00pm-3:30pm	PM snack & table games
3:30pm-4:00pm	Large motor room/outdoor play
4:00pm-4:30pm	Music & finger plays
4:30pm-5:00pm	Diapers/bathrooms & centers
5:00pm-5:30pm	Special afternoon activity
5:30pm-6:00pm	Centers/free play & departure

### Preschool Schedule

6:30am-7:30am	Arrival
7:30am-8:00am	Bathrooms & hand washing
8:00am-9:00am	Breakfast & centers/free play
8:45am-9:00am	Clean-up & prepare for today's activities
9:00am-9:30am	Circle time, stories & centers
9:30am-10:00am	Music & finger plays
10:00am-10:30am	Motor room/Outdoor play
10:30am-11:30am	Art Activity & Hand washing/bathrooms
11:30am-12:00pm	Lunch, bathrooms & hand washing
12:00pm-12:30pm	Story time & quiet activities
12:30pm-2:30pm	Nap time & quiet activities
2:30pm-3:00pm	Waking up, stretching, bathrooms & hand washing
3:00pm-3:30pm	Snack time & table time (math &/or science)
3:30pm-4:00pm	Afternoon special activity
4:00pm-4:30pm	Motor room/outdoor play
4:30pm-5:00pm	Bathrooms & stories/music & finger plays
5:00pm-5:30pm	Free choice Art
5:30pm-6:00pm	Free play/centers & departure

### Schoolage

6:30am-8:00 am	Arrival/Morning Snack and free play
8:00am- 8:30	Bathroom & Ready for Bus
12:00	Kindergarten return
12:15	Wash hands/Lunch/ bathroom



1:00	Clean up story time & quiet activities
2:00	Motor room/Outdoor play
3:00pm-3:30pm	Snack time & table time (math &/or science)
3:30pm-4:00pm	Afternoon special activity
4:15pm	1 <sup>st</sup> -6 <sup>th</sup> grade return from school
4:00pm-4:30pm	Motor room/outdoor play
4:30pm-5:00pm	Bathrooms & stories/music
5:00pm-5:30pm	Free choice Art
5:30pm-6:00pm	Free play/centers & departure

### **Staff/Child Ratios and Maximum Group Size**

The center will follow the Ohio Department of Job and Family Services child ratios. This information is found in each classroom. Supervision of children is the function of actively observing and guiding a child or group of children. This includes awareness of and responsibility for the activity of each child and being physically present and near enough to intervene if needed. Supervision means child care staff members have knowledge of children's needs, accountability for their care, and knowledge of which children they are responsible for at all times.

Below are the approved ratios and maximum group sizes for two teachers in each classroom that will be maintained at the center.

<u>Classroom</u>	<u>Age</u>	<u>Teacher/Child Ratio</u>	<u>Maximum Group Size</u>
Infants	6 weeks to 18 months	1:5 or 2:12	12
Toddler I	18 to 30 months	1:7	14
Toddler II	2 ½ to 3 years	1:8	16
Preschool	3 to 5 years	1:12	24
Schoolage	Age eligible for kindergarten through 12 years	1:18	36

\*Ratios are doubled for children 18 months or older during naptime if all children are on their cots. Naptime does not exceed 2 hours. Also please refer to our staff/child ratio signs posted at the entrance of each classroom.

### **Non-Custodial Parents and Custodial Situations**

A parent of a child enrolled at Creative World CC who is not the child's custodial parent will be given the same rights as the custodial parent unless there is court documentation limiting access and conditions of the non-custodial parent on file at the center.

If custody of court papers is on file at the center, they will be strictly followed unless the custodial parent requests a more liberal variation of the court order in writing.

If there are court papers in the child's center file that deny/limit the non-custodial parent/guardians rights to visitation, we CANNOT release the child. Staff will call the custodial parent and report the circumstances. If the parent insists or is threatening the staff will call 911.

### **Parent & Staff Policies**

We believe parents are the most significant adults in a child's life. We do everything possible to promote your involvement in our center and the programs we offer.

The parent staff policies and procedures handbook has been written for parents and staff to promote an understanding of the current programs, policies and procedures of Creative World CC.

Please understand that the childcare business is continually changing. Therefore, there may be times that we have to change or update policies, procedures or programs, with little to no notice. Creative World CC. does reserve the right to modify or change the policies, procedures or programs at any time.

### **Other Safety Precautions & Procedures**

All children will be supervised at all times by an employee. Attendance will be taken upon the arrival and departure of each child. Teachers are responsible for the safety of the children within the group. There will always be at least one member of the staff trained in CPR and certified in first aid present at the center at all times.

If your child will be attending another school during the day and does not return as expected we will contact the school and/or parent until the child is located. If you are aware ahead of time that your child will not be returning please call the office or let their teacher know in advance.

The center will not provide care for children whose parents refuse emergency transportation.

Creative World CC reports all serious and moderate incidents/accidents to ODJFS.

## Center Parent Information

The center is licensed to operate legally by the Ohio Department of Job and Family Services. This license is posted in a noticeable place for review. A toll-free telephone number is listed on the center's license and may be used to report a suspected violation of the licensing law or administrative rules. The licensing rules governing child care are available for review at the center. The administrator and each employee of the center is required, under Section 2151.421 of the Ohio Revised Code, to report their suspicions of child abuse or child neglect to the local public children's services agency. Any parent of a child enrolled in the center shall be permitted unlimited access to the center during all hours of operation for the purpose of contacting their children, evaluating the care provided by the center or evaluating the premises. Upon entering the premises, the parent, or guardian shall notify the Administrator of his/her presence. The administrator's hours of availability and child/staff ratios are posted in a noticeable place in the center for review. The licensing record, including licensing inspection reports, complaint investigation reports, and evaluation forms from the building and fire departments, is available for review upon written request from the Ohio department of job and family services. It is unlawful for the center to discriminate in the enrollment of children upon the basis of race, color, religion, sex or national origin or disability in violation of the Americans with Disabilities Act of 1990, 104 Stat. 32, 42 U.S.C. 12101 et seq. For more information about child care licensing requirements as well as how to apply for child care assistance, Medicaid health screenings and early intervention services for your child, please visit <http://jfs.ohio.gov/cdc/families.stm>

**Acknowledgement**

**As a parent of Creative World Childcare Center., I have read the hand book and will operate in agreement with all the policies and procedures. If I have any questions I will contact the Director to clear any misconceptions.**

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**Parent Signature** **Date**

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**Parents Name in Print** **Date**

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**Name of child(ren) who will attend center**

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**Director or Designee Signature** **Date**

