

Creative Early Learning Center, Inc.

Policy Handbook



OUR MISSION

The mission of Creative Early Learning Center is to provide children with a safe, healthy, and fun environment which enables children to discover themselves and their limitless possibilities. An environment where each child can grow and learn at their own level.

Welcome to Creative Early Learning Center, Inc.!

Our **Purpose** is to provide you with quality child care in a loving and learning atmosphere. We strive to meet your personal needs and to offer you the best guidance and learning for your child away from home. We will guide your child with a positive approach to develop self confidence, self control and to respect one another and their feelings.

Our **Philosophy** is that loving care, together with a developmental learning program paced to each child's need, interest and rate of development, is a very important part of the "total child". Our learning programs are structured with individual differences and age characteristics in mind. We provide "hands on learning" activities that focus on social, emotional, intellectual and physical needs. Creative Early Learning Centers, Inc. is committed to work together with parents and teachers for the benefit of a child.

Our **Goal** is to provide a safe, clean, nurturing child oriented atmosphere. We know how important it is for children to feel safe and secure. We set high standards for cleanliness, friendliness and professionalism.

Our **Learning Programs** are written by the Centers program director with additional daily activities the classroom teachers contribute. We make learning fun by providing a wide range of learning choices. Our curriculum includes arts and crafts, music and movement, story time and finger plays, science discoveries, math concepts, alphabet recognition, and cooking experiences. All children are in individual classrooms per their age development and learning programs are written to provide age appropriate experiences. In order to integrate some of the school activities, we send home a monthly calendar which includes the themes and daily activities for each month. During the summer months we offer a summer camp atmosphere with good old- fashioned fun! The children participate in weekly themes, outdoor activities, picnics, water play and enjoy nature in our park like setting. Extra curricular activities are also offered these may include gymnastics, music, and library time. Other services may include vision and hearing screening and portraits. The office can offer you more information about these programs, as some may require additional fees.

Our **Teachers** are trained in CPR, first aid, the management of communicable diseases, the recognition and prevention of child abuse and other educational related areas. Our teachers hold one of the most important and difficult jobs in society today – they are helping to raise America's future. We strive to create mutual respect between parents and teachers; to build a partnership for the benefit of the child. Open communication is a key factor between teachers and parents. We have an open door policy for parents at all times.

WITHDRAWAL OR DISMISSAL: The Center requires a two week notice in writing for all withdrawals. In the event that an emergency situation has become apparent and the child can no longer attend the Center it is the duty of the parents to give notice to the Director as soon as possible. Two weeks tuition is due even if the child is not attending the Center if the proper notice has not been given.

Creative Early Learning Center, Inc. reserves the right to dismiss any child who presents a risk to the safety or health of other children or staff, or any child whose needs cannot be met in our program or lack inability to follow our Centers policies.

SECURITY FOB (S): The Center has a security system that requires each parent to use a Fob to enter the building. This system ensures that only people with a security Fob can be able to enter the Center. A security deposit is required for each Fob. You will receive a refund your last week if a proper two weeks notice of withdrawal has been submitted to the office in writing and the return of your Fob to the office. Each parent is responsible to sign for their own security Fob.

RETURN CHECKS: A charge of \$30.00 will be due for any checks returned by a bank for NSF or for any other reason. After the second NSF check only cash or money orders will be accepted.

LATE PICK UP: A fee of \$10.00 per each 15 minutes will be charged for any child who is not picked up by closing time. You will be required to sign a late pick up form upon arriving. Please call the office if you are going to be late. If we do not hear from you we will call the people listed for emergency contacts on the enrollment forms. If we cannot reach anyone to pick up your child we will call the local authorities.

SIGN IN/ OUT PROCEDURES: Parents are required to sign in/ out their child daily on the form in the main entry. Please walk your child into his/her classroom and acknowledge to the staff members your child's arrival and departure. No child will be released from the Center to any person other than those authorized on the enrollment form; unless a written, dated and parent signed letter is received from the parent giving permission of another person authorized to pick up their child. The person picking up the child must show identification to the staff member in charge of the child. In the event of an emergency situation a phone call will be accepted, however, the person picking up the child must show identification in this situation as well.

EMERGENCY PLAN: In case of an emergency the Center would follow the medical and dental plan located by each classroom and telephone. In case of an accident or medical emergency, parents will be called. If we cannot reach a parent we will call an authorized person on the enrollment form for emergency contacts. A trained staff member will administer first aid when necessary. The local emergency squad will be called when necessary. Your child's medical record and emergency medical treatment release form will accompany your child. A staff member will accompany your child and will stay with your child until released to a parent or guardian. A incident form will also be given to a parent.

ACCIDENT PLAN: In case of an emergency the Center would follow the medical and dental plan located by each classroom and telephone. If your child would receive a minor injury first aid would be administered. If treatment is needed by a doctor, we will contact a parent or authorized person on the enrollment form. A incident form is completed and given to a parent.

SEVERE WEATHER POLICY: In the event of severe weather, Creative Early Learning Center, Inc. may delay the opening time for one hour or close the Center one hour earlier to allow for staff members to travel safely to the Center or home. If the local city schools are closed **due to severe weather only** this is when we might open one hour later and or close one hour earlier. Please listen to the radio or watch the TV for local school closings.

ENROLLMENT: To be in compliance with all State licensing requirements we need the following forms on file before your child can start in our program:

- * enrollment forms
- * medical form signed by physician
- * tuition agreement
- * emergency transportation form & water safety form

All enrollment forms need to be updated yearly. If you have any changes of work, home or other important information, please notify the office in writing.

REGISTRATION : A non refundable registration fee is due upon enrollment and yearly in August for the new school year. Once you pay the registration fee your child must start school within two weeks to hold a spot and payment of tuition is due. One week payment in advance is also required at the time of registration; this payment will go towards your last week of enrollment.

ORIENTATION: After registering your child into our Center the office will set up a orientation date for you and your child to spend some time meeting teachers, classmates and other staff members. It is a wonderful time for you and your child to experience what goes on in the classroom and to talk to your child's teachers about important personal information about your child. This is a great way to build a partnership and to help you feel confident and comfortable about bringing your child to the Center. All completed enrollment forms are due at this time and you can also bring in your child's belongings (diapers, blanket, change of clothes, etc.).

HOURS OF OPERATION & HOLIDAYS: The Creative Early Learning Center, Inc. is open year round, Monday through Friday from 6:30 A.M. to 6:00 P.M., excluding the following holidays when we will be closed: **New Year's Day, Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Christmas Eve and Christmas Day.** If any holiday occurs during the work week a full week's tuition is due; this is also for part-time children enrolled. If a holiday falls on Saturday we will be closed Friday and if a holiday is on a Sunday we will be closed on Monday.

TUITION: Tuition payments are due on Monday by 6:00 P.M. A late payment of **\$20.00** will be charged to all accounts not paid by Tuesday at noon each week. Unpaid balances will result in dismissal. Full weekly tuition is due and payable whether a child is absent due to illness, accident, holiday, or for any other reason. Tuition is based on enrollment rather than attendance. If your child is scheduled part time this policy is standard and is the same for both full and part time enrollees. Tuition checks may be placed in the mailbox located in the entrance by the sign in/out form. If you pay by cash you will need to pay a staff member to receive a receipt. Please do not put cash in the mail box. Some additional fees may be necessary from time to time to cover special events and field trips. If you need a monthly statement of tuition paid, you need to set it up with the office. Yearly statements will be issued in January.

FAMILY DISCOUNTS: A 5% discount off oldest all year round enrolled child. Full Time enrollment only.

ABSENCE: Please call the office after 9:00 A.M. to notify us when your child will be out of school due to an illness or for any other withholding. If the Center is not notified about your child's absence after two weeks enrollment will be terminated. Re-enrollment is based upon availability.

VACATION: All year-round enrolled children can receive **one week** free tuition per year January to January. Your child must be enrolled at Creative Early Learning Center, Inc. for a six month period to receive a free week. Vacation days must be consecutive and your child must be absent from the Center. It is required you give the office a letter in writing requesting vacation credit two weeks prior to your scheduled vacation.

STATE REQUIREMENTS: The Creative Early Learning Center, Inc. is licensed by the State and the license is posted in the main office. Laws and rules governing our Center are available on request. A toll free number is available which any person may use to report a suspected violation of day care laws and rules. The number is on the license located in the main office. The Ohio Job & Family Services requires that we report all suspected incidents of possible child abuse/neglect. In some cases, we are directed by the state's child protective agency not to notify the parents of the report. Please understand that we are legally obligated to comply with these guidelines. Our centers are subject to inspection by state and city health, fire and licensing officials.

All inspection reports and licensing records of the Center are available and posted for your review.

The Creative Early Learning Center, Inc. accepts all children, and feels that it is unethical and unlawful for the center to discriminate in the enrollment of children or the hiring of staff on the basis of race, color, religion, sex or national origin.

Parents or guardians have unlimited access to the center during the hours of operation.

The Center is currently licensed for 14 infants, 37 toddlers, 78 preschoolers, 36 school age

The Center will have one teacher for:

- 1) Every 5 infants up to 12 months of age.
- 2) Every 6 infants 12 to 18 months
- 3) Every 7 toddlers up to 30 months.
- 4) Every 8 toddlers who are at least 30 months old, but less than three years old.
- 5) Every 12 preschool children who are three years old.
- 6) Every 14 preschooler children who are four or five years old, but not school children.
- 7) Every 18 children who are less than eleven years old.

PARENT PARTICIPATION: We encourage parent participation in our programs. We want your child to succeed and to be happy. An essential part of this is the partnership we form with you, the parent. We make every effort to keep you informed about your child's achievements, attitude, and behavior. Please contact the Director or your child's teacher should any problems arise concerning your child. If you should want to request a parent/ teacher conference, please notify the office to schedule a appointment.

Monthly curriculum guidelines are sent home in each class.

Daily reports are provided for infants and toddler 1 to keep parents informed.

We have parent/teacher conferences to discuss your child's progress, and any other concerns you may have. We send home progress reports to keep you informed about your child's progress. No formal conferences are scheduled for school – age children or infants, although you are more than welcome to schedule a conference if you see a need.

Field trips are only for 4-5 year olds and school age children. We encourage parent participation to help supervise the children. Due to limited space on the bus or van we can only allow a certain number of parents to volunteer.

Parents are welcomed to come to the Center to share your special hobby , craft or enjoy reading a story with your child's class. Also, if you would like to celebrate a special occasion such as a birthday arrangements in advance should be made with your child's teacher.

Parents are always welcome to enjoy special guest visits , programs and parties throughout the year with your child. Arrangements in advance should be made with your child's teacher.

MEDICATION: Creative Early Learning Center, Inc. will only administer prescription medication to your child while he/she is at the Center under the following conditions:

If the medication is a prescription drug that your child's Doctor has prescribed for him/her, specifically, we will administer the drug only after the child has been taking the medication for 24 hours. The prescription drug must contain the child's name, a current date (not more than 6 months), exact dosage to be given, and method of administration. Parents must fill out the required medication form provided by the Department of Human Services.

We will administer nonprescription topical ointments, creams, lotions, baby wipes and sunscreen when parental instructions include the name of the ointment, cream, lotion, baby wipes, sunscreen, the name and birth date of the child, parent signature and current date. Parents must fill out the required medication form provided by the Department of Human Services. All topical ointments, creams, lotions, baby wipes or sunscreen must be labeled with your child's name. When used for skin irritations, the ointment, cream, or lotion shall be used for no longer than 14 consecutive days.

We reserve the right to refuse to give any medication we suspect may be harmful to your child.

MEDICAL & COMMUNICABLE DISEASES:

State licensing requires us to maintain a medical record on each child and for the child to have a physical examination upon enrollment. The medical expires one year after the exam date and needs to be updated prior to the expiration date on the medical. This is a state law and must be abided by or your child will be withdrawn. At least one staff member will be present who has completed training in communicable disease recognition, child abuse recognition and prevention, and first aid during all hours of operation. Hand washing and proper disinfecting of diaper changing areas and equipment are part of our staff training.

If your child becomes ill while in attendance at the Center, we will isolate the child, keep your child within sight/sound of a staff member, and contact a parent, guardian or authorized person to pick up the ill child (within 1 hour maximum). The Center is not equipped to take care of sick children. According to State licensing requirements, and for the protection of all children and staff, your child must be isolated if at the Center or kept home with the following symptoms:

- * Temperature of 100 degree Fahrenheit and/ or combination with any other signs of illness.
- * Severe coughing, causing the child to become red or blue in the face, or to make whooping sounds.
- * Difficult or rapid breathing.
- * Yellowish skin or eyes.
- * Conjunctivitis (pink eye).
- * skin rash's / infected skin patches.
- * Unusually dark urine and/or gray or white stool.
- * stiff neck.
- * Evidence of lice, scabies, or other parasitic infestation.
- * Diarrhea and/or vomiting .
- * Sore throat, glandular swelling, teary inflamed eyes, sneezing and profuse nasal discharge.

If your child is sent home because of illness, he/she must be free of any of the above symptoms for at least 24 hours before returning to the Center. A written statement from a licensed physician is required for some of the above symptoms stating that your child is not contagious before returning to the Center.

Parents are notified when their child has been exposed to certain contagious diseases. We post a notice by classroom doors and by the sign in/out form. A Department of Health communicable disease chart is posted in the Center for appropriate management of suspected illness.

Our staff members are subject to the same rules as the children if they contract a communicable disease.

It is our policy to care for mildly ill children within their own group. A mildly ill child is one who exhibits one minor, common cold symptom, or a child who is not feeling well enough to participate in classroom activities, but this child does not exhibit any severe symptoms as listed above. The child may rest in his/her classroom and will be observed by the teacher for worsening conditions.

GUIDANCE/ BEHAVIOR PLAN: Creative Early Learning Center, Inc. goal is to support the individual child in becoming responsible and aware of the consequences of his/her behavior and to help the child to make positive and healthy choices within a classroom environment. We strive for a classroom environment that provides children with opportunities to explore within consistent age – appropriate limits. To support this goal, the Center staff provides the following guidelines to assist children in problem solving skills, and to take responsibility for making good choices:

A clear and consistent routine for the daily classroom schedule is maintained. Children function best when they clearly understand what happens next in their day.

Teachers maintain a positive and calm interaction style with the children. A positive role model for behavior sets a clear example for young children.

Teachers model appropriate language with young children. Cooperation is emphasized when interacting in the classroom.

Teachers focus on positive aspects of behavior by showing appropriate ways to problem solve. Instead of grabbing the car away from Ted, use your words and, ask him if you can have the car when he is finished playing”, or make positive statements “Great job helping clean up”, “ It was nice of you to share the truck with your friend”.

These basic behavioral guidelines are maintained throughout the school day and clear limits are set for the children: 1. Safety 2. Cooperation with others. 3. Physical aggression is not an acceptable means of problem solving. 4. Children are encourage to use their words to ask for what they need. 5. Children are encouraged to make responsible choices during the school day and are provided clear consequences for their behavior.

If these positive guidance techniques are not working effectively and inappropriate behavior persists. Creative Early Learning Center, Inc. will use the following steps:

1. The teacher will observe and record the child’s inappropriate behavior and record what the teacher has done to try to change the behavior.
2. The teacher will request a parent/teacher conference and a specific action plan will be developed to address the unacceptable behavior. The action plan will outline all steps the staff will take to change the behavior, all steps the parents will take, and all the steps toward disenrollment if the behavior persists.
3. The teacher and Center director may suggest outside resources to the parents.
4. If the inappropriate behavior continues, Creative Early Learning Center, Inc. will request that the parents withdrawal the child from the Center.

Creative Early Learning Center, Inc. may withdrawal a child immediately whose behavior creates a risk of harm to the health and safety of other children or staff.

Creative Early Learning Center Inc. does not permit the following forms of discipline: corporal punishment; punishing a child for lapses in toilet-training habits; withholding food, light, warmth, clothing, or medical care; ridicule, embarrassment, or humiliation; and physical restraint, other than restrain necessary to protect a child or others from harm.

CHILDREN WITH SPECIAL NEEDS: Creative Early Learning Center, Inc. will comply with the Americans with Disabilities Act and applicable federal, state, or local law in providing services to children with disabilities. Our goal is to meet the individual needs of the child within the structure of our program, while maintaining a healthy and safe environment for all the children and staff.

CUSTODY AND VISITATION: In the event of a separation or divorce, both parents have equal access to their child, unless we have a copy of legal custody papers including restraining orders, in our file.

PERSONAL BELONGINGS: Each classroom has their own toys and educational equipment as part of the learning experience. Creative Early Learning Center, Inc. cannot assume responsibility for loss or damage to any personal possessions children bring to school. It is very distressing to children to misplace or lose belongings and sometimes difficult for the teachers to identify the owner. Therefore, children are encouraged to leave toys, food, money, candy at home. However, it is acceptable for a child to bring a blanket, or stuffed animal for rest time.

CLOTHING: Children should come to school ready for play and wear washable comfortable clothing that are easy for the child to manage. We request that all children bring a complete set of extra clothing. All clothing needs to be clearly labeled with your child's name. Please make sure you provide extra clothing for the different change of seasons. We can not be responsible for unmarked clothing. Tennis shoes or other soft-soled shoes are the safest, please no sandals, thongs or hard heeled shoes.

OUTDOOR PLAY: Fresh air and exercise are important in every child's life. Your child will have fun climbing, balancing, sliding, riding, digging in sand, and playing with others. Safety surfaces that absorb falls cover the portion of the playground underneath equipment, while hard-surfaced areas are provided for riding toys, jump rope, and ball activities. It is important that we have scheduled outside time at least two times a day for each classroom. State licensing requires that we include outdoor time in our daily lesson plans when weather permits. That means even in the winter, your child should come ready for snow-play: boots, mittens, coats, snow pants, hats, etc.

If your child is well enough to come to school and to participate in all activities, then your child is well enough to play outside. Children do not go outdoors if the temperature/wind-chill is **lower than 30F**.

If your child has a medical reason for not going outside, we will be happy to comply with a physician's request when presented with his/her written instructions.

CLEANLINESS: We promote cleanliness and good hygiene with the children and staff. Frequent hand washing is practiced by the children and staff. Hand washing is always required before eating and after toileting. Our staff cleans and disinfects changing tables after each diaper change. All toys and equipment are disinfected on a regular schedule.

Our building is regularly cleaned by professionals, we also have a preventive pest control quarterly. Air filters are changed on a regular basis.

PARENT ROSTER INFORMATION: Creative Early Learning Center, Inc. has a class list for each classroom. The class list includes your child's name, parent/guardian names, and phone numbers. The roster will only contain the names and numbers of parents/guardians who give us permission to include them in our roster. The class list is available to you upon request only from the office.

REST TIME: All children who spend a full day with us will be required to rest. Depending upon their age, children are expected to rest quietly or engage in quiet activities, allowing other children to sleep. Your child may bring in one blanket and one stuffed animal to rest with. Infants rest in a crib and older children rest on a cot provided by the Center. * Please label blankets and stuffed animals.

NUTRITION AND FOOD: Creative Early Learning Center, Inc. provides breakfast, a hot lunch, and afternoon snack daily. A menu is posted in the main entrance. Every classroom has a daily schedule posted for eating times. Different age groups may eat at different times. Please call the office by 10:00 a.m. if your child is coming in late to school and will need a lunch.

BREAKFAST is served from 7:30 to 8:00 a.m. each morning.

LUNCH is served between 11:00 a.m. to 11:30 p.m.

AFTERNOON SNACKS: Nutritional snacks are served at approximately 2:00 to 3:00 p.m.

The meals served constitute 1/3 of the child's recommended daily dietary allowance. All snacks and meals are planned to meet the nutritional requirements of children. All our food is USDA approved.

We ask that you send food from home only in special circumstances. These are:

- . Special diets under a doctor's order. Written instructions and permission for special diets must be placed in your child's file.
- . Packed lunches for field trips (as allowed by local regulations). We will provide you with nutritional information.
- . Infants that are not eating table foods or food on the Center menu.

WATER SAFETY: During the summer the children participate in outside water play with wading pools or sprinklers. Creative Early Learning Center, Inc. will provide the proper staff ratio required at all times. If swimming at any recreational pool the Center staff will supervise the water activities in addition to certified lifeguards. State ratios will always be maintained, or exceeded during recreational swim activities. A written permission form for each child is required to participate in water activities from the parent/guardian. The permission form will indicate whether your child is a swimmer or non swimmer.

SAFETY AND TRANSPORTATION POLICY: Safety is one of the most important functions of Creative Early Learning Center, Inc. Our Center has established policies to protect the best interest of your child. The following policies are to be adhered by all staff and parents alike.

1. No child shall be left alone or unsupervised.
2. Children and parents are greeted upon arrival and departure. Parents/guardians will sign their child in and out upon their arrival and departure on our daily log. Parents are to bring their child inside the building and leave them in the care of a staff member. Departure a parent/guardian will escort their child from the Center each evening after notifying a staff member.
3. For the protection of your child, all children must be accompanied by a parent/guardian in the parking lot going to and from your car.
4. Our Center has a telephone located in the main area of the school for emergency use only.
5. Fire drills are held monthly at varying times. A record of fire drills are available in the office.
6. Fire and weather procedures are posted in each room. Primary and secondary routes are clearly marked.
7. Use of aerosol sprays are prohibited when children are in attendance.
8. Incident forms will be completed and available to parents/guardians in accordance with licensing regulations. Parents/guardians will sign the incident form, which will be kept on file at the Center, and take the carbon copy home with them on the day of the incident.
9. Staff members will immediately notify the director and Children Protective Services at 696-KIDS if they suspect any type of physical misconduct, neglect, or abuse towards a child.

SAFETY AND TRANSPORTATION POLICY CONTINUED:

10. All staff members at all times have access to children enrollment forms (medical & emergency transportation forms).

11. If an accident or injury occurs or when any other incident necessitates administration of syrup of ipecac, a incident form is completed that day and a carbon copy is given to a parent/guardian. The Center keeps the top copy in a file.

12. In the event your child needs emergency transportation, the local emergency squad will be called.

13. When the Center goes on a field trip or special outings we follow this safety plan:

*Creative Early Learning Center will use a insured or licensed bus service or Center van for transportation.

*A written permission form from the parent/guardian for each child transported to/from the Center will be obtained for each outing, or in case of routine trips, will include all trips with subsequent dates on the permission form.

*A copy of each child's emergency transportation form and health record will be taken on all field trips and outings.

*Each child on a field trip or special outing will have identification attached to him/her containing the Center's name, address, and phone number.

*A first aid box is always available on the bus/van and with the teacher.

*Appropriate staff child ratios will be maintained on all field trips or special outings.

* A staff member trained in first aid will accompany all field trips or special outings.

14. It is against Center policy for our staff to transport your child to or from our Center. It is up to parents/guardians to make proper arrangements for the transportation of your child.

INFANTS (6 WEEKS TO 18 MONTHS)

Our most important objective is to create an atmosphere of love and confidence for your infant. Each infant's daily schedule is unique. Schedules are discussed with each parent so there is a coordination between home schedules and the care given at our Center. During waking hours, infants spend their time exercising, socializing, and learning according to their age and ability. We also encourage that the babies go outside for fresh air when weather permits. Cribs are provided for only sleeping. Babies eating schedules are based on an individual basis.

WHAT TO BRING:

In order to provide the best of care for your baby, we require you to bring and maintain a supply of the following items for your child's exclusive use:

1. Box of disposable diapers. (labeled) There is a \$1.00 charge for each Center diaper used.
2. Box of baby wipes. (labeled)
3. Prepared bottle formula dated and labeled each day. One can of ready made formula for emergency use.
4. Baby food in a jar or cereal. (labeled)
5. Several changes of clothing in a labeled bag.
6. Blanket, 2 crib sheets, and baby bibs all items labeled. (must be taken home to wash every week)

TODDLERS (18 TO 36 MONTHS)

Socialization skills are emphasized as the children in the Toddler Rooms enjoy the variety of active and quiet time activities planned for them. Toddler age children like to explore and manipulate small and large toys, blocks and dramatic play. We encourage decision making by providing different areas of interest. We have daily lesson plans that encourage arts & crafts, music and finger plays, group discussion time and story time. Language development is very important at this age. Weather permitting the Toddlers go outside two times a day or use the indoor large muscle room. Monthly lesson plans are posted on the bulletin board outside the Toddler Room doors. Nap time is approximately 12 noon to 2:00 p.m. Lunch is served at approximately 11:00 a.m.

WHAT TO BRING TO SCHOOL:

In order to provide the best of care for your child, we require you to bring and maintain a supply of the following items for your child's use:

1. One blanket and one stuffed animal (optional) for nap time. (labeled and taken home weekly to be washed).
2. Box of disposable diapers. (labeled) There is a \$1.00 fee for each Center diaper used.
3. Box of diaper wipes. (labeled)
4. Several changes of clothing. (labeled)

TOILET TRAINING: Generally, training begins at about 22-24 months of age. Not all children are ready at the same age. When you feel that your child is showing signs of readiness, it is important that open communication between teachers and parents are promoted. Our teachers will do their best job to help train your child. We try to coordinate efforts between parents and the Center so that your child can be successful.

Toilet training should always be a positive experience with lots of love and patience. It is important that parents provide training pants and extra clothes during this period, along with diapers or pull-ups for nap time.

TODDLERS SAMPLE SCHEDULE

6:30 to 8:00	Arrival/ large muscle room
8:00 to 8:15	Breakfast
8:15 to 9:15	Toileting / Free play activities
9:15 to 9:30	Circle time – morning greeting, attendance
9:30 to 10:00	Outside play or large muscle room
10:00 to 10:30	Art/ Free play activities/ fine motor activities
10:30 to 11:00	Toileting/ story time, music
11:00 to 11:30	Lunch Time
11:30 to 11:50	TV Time
11:50 to 12:00	Prepare for nap time
12:00 to 2:00	Nap time
2:00 to 3:30	Toileting/ snack time/ outside play or large muscle room
3:30 to 4:00	Music activity/ Free play activities
4:00 to 4:15	Story time
4:15 to 5:00	Toileting/ Free play activities/ fine motor activities
5:00 to 6:00	Prepare to go home/ large muscle room

- Please note: This schedule is a sample it can vary on the individual needs of the children.

BUSY BEE PROGRAM (3-4 YR. OLDS): This program is designed to explore a variety of basic concepts and skills such as counting, shape and color recognition, basic alphabet recognition, opposites and positional concepts through developmentally appropriate hands-on activities. The Busy Bee classroom is arranged by offering a variety of learning centers: block /truck area, dramatic play area, quiet reading area, computer area, art area, fine motor skills area for exploration and problem solving. Children work and play together in small groups of their choice. The children also have individual learning time with the teacher directed table.

THE EXPLORERS PROGRAM (4 –5 YR. OLDS): This program is designed to prepare your child for kindergarten. Our pre-math, pre-reading, and pre-science activities especially prepare the children for the following year. The classroom is arranged by offering areas that stimulate decision making and choices. Computer area, arts & crafts, bean table, writing area, quiet reading area, trucks/block area, dramatic play area, and a large variety of manipulative toys and games. Your child will be introduced to an alphabet letter for the week and the lesson will expand on hands on learning with cooking, arts & crafts, learning basic printing skills, phonics sounds and much more. The Explorer class also goes on scheduled field trips throughout the school year and has a end of school year graduation program.

WHAT TO BRING TO SCHOOL AND SPECIAL REQUESTS:

In order to provide the best of care for your child, we require you to bring and maintain a supply of the following items for your child’s use:

1. One blanket , one stuffed animal, and pillow (optional) for nap time. (label all items)
Blankets are sent home weekly to be washed.
2. Several changes of clothing. (labeled) Please make sure you provide cloths for the change of seasons.
3. Please do not bring in food or toys from home. We have plenty at the Center!
4. Please check your child’s monthly calendar daily

SAMPLE OF DAILY SCHEDULE FOR 3,4 AND 5 YR. OLDS.

6:30 to 8:00	Arrival/ TV time/ Breakfast/ Coloring table
8:00 to 9:00	Free play in activity areas
9:00 to 9:30	Attendance/ morning greeting/ group discussion of daily learning
9:30 to 10:30	Learning centers, arts & crafts, teacher directed table
10:30 to 11:30	Clean up/ restroom/ story time or music/ outside play or large muscle room/ get ready for lunch.
11:30 to 12:30	Lunch time/ TV time
12:30 to 2:30	Nap Time
2:30 to 3:30	Restroom/ snack/ group discussion/ music
3:30 – 5:00	Free play in activity areas/ outside play or large muscle room
5:00 – 5:30	Finger plays/ story time/ get ready to go home
5:30 to 6:00	Coloring/ looking at picture books/ TV

BEFORE AND AFTER SCHOOL PROGRAM FOR SCHOOL AGE CHILDREN:

Our before school program offers children coloring activities, reading books and TV time along with a breakfast.

Our after school program provides a loosely structured curriculum that promotes freedom of choice of play activities such as building blocks, puzzles, board games, dramatic play, and art table. The children also go outside weather permitting, and have seasonal parties. Our after school program includes a snack.

We offer full day care services during holiday vacations, snow days, and conference days from their school at an additional cost. We also offer a “All Star” summer camp program for school age children.

Ohio Department of Job and Family Services
**CENTER PARENT INFORMATION REQUIRED
BY OHIO ADMINISTRATIVE CODE**

The facility is licensed to operate legally by the Ohio Department of Job and Family Services. This license is posted in a conspicuous place for review.

A toll-free telephone number is listed on the facility's license and may be used to report a suspected violation of the licensing law or administrative rules. The licensing law and rules governing child care are available for review at the facility upon request.

The administrator and each employee of the facility 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, custodian, or guardian of a child enrolled in the facility shall be permitted unlimited access to the facility during all hours of operation for the purpose of contacting their children, evaluating the care provided by the facility or evaluating the premises. Upon entering the premises, the parent, or guardian shall notify the Administrator of his/her presence.

Contact information for parents/guardians of the children attending the facility is available upon request. This information will not include the name, telephone number or email of any parent/guardian who requests that his/her name, telephone number or email not be included.

Recent licensing inspection reports and any substantiated complaint investigation reports for the past two years are posted in a conspicuous place in the facility 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. The center's licensing inspection reports for the past two years are also available for review on the Child Care in Ohio website. The website is: <http://jfs.ohio.gov/cdc/childcare.stm>.

It is unlawful for the facility 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.