

Wickliffe Academy
Day Care Center
Parent Handbook

28510 Euclid Avenue
Wickliffe, OH 44092
(440) 585-2223
Hours 6:30 am 7:00 M-F



Our Philosophy

Most everyone will agree that the early years of life are the most precious for both parents and young children. As more of us enter the workforce, we find ourselves in a quandary: What to do with the children? At The Academy, we will provide you and your children with the best care outside of your own home. Our goal is to make those first years of life fun, secure, and appropriately challenging in a warm environment.

The center employs an administrator, assistant administrator as well as a staff of teachers that are trained and comply with the teacher/child ratio set forth by the day care licensing policies of the Ohio Department of Job & Family Services and the city of Wickliffe.

To assist in delivering and maintaining our quality, our staff are professionals committed to developing the child and to the concept of day care. They will have the best interest of the children as their top priority backed by many years of experience in the early childhood education or a related field and/or certification of training from the Department of Human Services.

Licensing Statement

The Academy is licensed to operate legally for the care of infants, toddlers, preschoolers, and school agers. The license issued by the Ohio Department of Job & Family Services is posted at the front entrance of the center. A copy of the laws and rules governing childcare are available upon request from the Ohio Department of Job & Family Services. Their toll-free number is printed on the license located in the front of the facility on the parent information bulletin board. A copy of the laws and rules governing childcare is also available at the facility upon request. The licensing record is posted in the center and a copy is available upon request from the Ohio Department of Job and Family Services. More information about licensing is attached to this document

NONDISCRIMINATORY POLICY

USDA CACFP Nondiscrimination Statement

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

<p>(1) mail: U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue, SW Washington, D.C. 20250-9410;</p>	<p>(2) fax: (202) 690-7442; or (3) email: program.intake@usda.gov. This institution is an equal opportunity provider.</p>
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ADMISSIONS

A child is considered to be enrolled in the center only after the registration fee is paid or a placement letter from the appropriate county agency has been received, the administrator confirms the availability of space and the required paperwork has been received. This paperwork includes the basic enrollment, medical, and emergency transportation forms. 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 upon enrollment. This form must be updated every 13 months.

HOURS AND DAYS OF OPERATION

The center will be open Monday through Friday 6:30am until 7:30pm. A late fee of \$30 for the first hour and \$5 for every ten minutes thereafter, per child, will be charged if a child is not picked up by closing time. We will close in observance of the following holidays:

- Good Friday
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving and the day after

Christmas Eve, Christmas Day and the day after
New Year's Day

In the event that one of these holidays falls in the middle of the week or the holiday falls on the weekend, the center director reserves the right to add additional closing dates. Also, if there is not a sufficient need for child care among the center's clientele during the Thanksgiving and Christmas holiday season, the center director reserves the right to add additional closing dates.

A full week's tuition is charged during the week of the holidays listed above. Tuition will be charged for absences due to illness. If the child's illness extends beyond one week, there will be no charge for the additional days if a doctor's note is submitted upon return to the center. To receive credit, the doctor's note needs to state the child was unable to attend.

STAFF /CHILD RATIOS AND MAXIMUM GROUP SIZE

Wickliffe Academy will not exceed the following state required ratios:

1:5 or 2:12	Infants (0-12months)
1:6 or 2:12	Infants (12-18 months)
1:7	Toddlers (18 months - 30 months)
1:8	Toddlers (30 months - 36 months)
1:12	Preschoolers (3 years – 4 years)
1:14	Preschoolers (4 years until eligible for kindergarten)
1:18	School-agers (eligible for school)

We desire to provide a higher level of quality care and our ratios may lower as we seek to participate in various quality initiatives. Ratios for toddlers and preschoolers may be doubled for 1 ½ hours during rest time as long as children are resting quietly on their cots and enough staff are in the building to meet the regular required staff/child ratio if there is an emergency.

The maximum group sizes are as follows:

12	Infants
14	Toddlers
16	2 ½ - 3 year old
24	3 year old
28	4-5 year old
36	School-age Children

Maximum group size is defined by the number of children in one group that may be cared for at any time. Limitations do not include naptime, lunch time, outdoor play or special activities.

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 the school as a safe and comforting place, where they know what to expect and when to expect it.

Typical Daily Schedule for Infants

6:30 a.m. – 8:30 a.m.	Individual activities
8:30 a.m. – 9:00 a.m.	Diaper changing (continued throughout the day every two hours or more often as needed or)
9:00 a.m. – 9:30 a.m.	Snack (individual feeding schedules are followed throughout the day)
9:30 a.m. – 10:00 a.m.	Small group time (reading, music, floor exercise)
10:00 a.m. – 10:30 a.m.	Outside play/walks (weather permitting, indoor gross motor activities)
10:30 a.m. – 11:00 a.m.	Diaper changing
11:00 a.m. – 11:45 a.m.	Lunch
11:45 a.m. – 2:30 p.m.	Naptime or individual activities for those awake
2:30 p.m. – 3:00 p.m.	Diaper Changing
3:00 p.m. – 3:30 p.m.	Snack
3:30 p.m. – 4:15 p.m.	Small group time
4:15 p.m. – 5:00 p.m.	Outside play/indoor gross motor
5:00 p.m. – 7:00 p.m.	Diaper changing, individual play, departure

Typical Daily Schedule for Toddlers

6:30 a.m. – 8:30 a.m.	Arrival, snack, supervised free choice activities and toileting
8:30 a.m. – 9:00 a.m.	Diaper checks for non-potty-trained toddlers
9:00 a.m. – 9:30 a.m.	Breakfast
9:30 a.m. – 10:00 a.m.	Clean up, self-assisted center play/free choice
10:00 a.m. – 11:00 a.m.	Group activities including circle time
11:00 a.m. – 11:30 a.m.	Outdoor play (weather permitting), gross motor play, story time, songs

11:30 a.m. – 12:30 p.m.	Toileting, diaper checks, hand-washing, lunch
12:30 p.m. – 2:30 p.m.	Naptime
2:30 p.m. – 3:00 p.m.	Wake up, diaper changing, toileting
3:00 p.m. – 3:30 p.m.	Snack
3:30 p.m. – 4:15 p.m.	Individual/Group Activities including art
4:15 p.m. – 5:00 p.m.	Outdoor play (weather permitting)
5:00 p.m. – 7:00 p.m.	Diaper changing, toileting, free play, and departure

Typical Daily Schedule for Preschoolers

6:30 a.m. – 9:30 a.m.	Arrival, breakfast, free choice activities, and toileting (Very early arrivals may rest if needed.)
9:30 a.m. – 10:00 a.m.	Circle Time
10:00 a.m. – 11:45 a.m.	Playing/learning programs including literacy, math, social skills, science, art and directed free play
11:45 a.m. – 12:00 p.m.	Toileting and hand-washing
12:00 p.m. – 12:45 p.m.	Lunch
12:45 p.m. – 1:00 p.m.	Clean-up, tooth-brushing and nap time preparation
1:00 p.m. – 3:00 p.m.	Nap time, relaxation time
3:05 p.m. – 3:30 p.m.	Snack and toileting
3:35 p.m. – 4:35 p.m.	Afternoon, Short learning program
4:35 p.m. – 7:00 p.m.	Free-choice activities and departure

Typical School-age Daily Schedule

6:30 a.m. – 8:30 a.m.	Arrival, breakfast, free choice activities
8:30 a.m. – 9:00 a.m.	Free Play, board games, computer games, breakfast for later arrivals
9:00 a.m. – 11:45 a.m.	Journaling or learning programs including social studies, social, and cognitive skills.
11:45 a.m. – 12:00 p.m.	Toileting and hand-washing
12:00 p.m. – 12:45 p.m.	Lunch
12:45 p.m. – 1:00 p.m.	Clean up
1:00 p.m. – 3:00 p.m.	Relaxation time, quiet time, reading, movies
3:00 p.m. – 3:30 p.m.	Snack and toileting
3:35 p.m. – 4:35 p.m.	Homework or teacher directed activities including art or remedial work
4:35 p.m. – 7:00 p.m.	Free-choice activities and departure

Tuition/Fee and Payment Policies

Upon enrollment of your child, The Academy requires a non-refundable annual registration fee. After the necessary forms are completed and a date to begin has been established, the child may attend. The registration fee is \$60. Tuition fees are due on Monday of each week. In the event the center is closed on a Monday, your child's tuition payment will be due the next day of operation. Please see the back of the attached fee schedule for more information.

All county co-pays and tuition payments are due on Monday of each week. Any parent, who is receiving a county voucher, and desires to remove their child from the center must clear their account balance and inform the center 2 weeks prior to leaving. Anyone not giving the proper notice or who does not clear their balance will be reported to their caseworker. In this situation, the county does not issue any more vouchers until the account balance is cleared up. Furthermore, if any client of the county fails to produce the voucher, the full amount of the services rendered become the responsibility of the parent or guardian. Placement letters are needed at enrollment and any change in schedule including changes in work or school hours.

If payment is delinquent or voucher co-payments are not paid the case will be sent to collections and access denied. The Academy reserves the right to use any and all means to collect unpaid debts including debt collection services who may add unpaid balances to credit reporting agencies including TransUnion, Experian, and Equifax.

The center **does not** take checks. Cash, money orders, and credit/debit card payments are accepted. If a check is taken on a single situation basis, please be advised that the return check fee is \$30.

The center must be notified of **vacation** dates at least two weeks in advance. Each child is granted 5 free vacation days after 12 months of attendance. If the child is on vacation more than 5 days, the normal rate will be charged after the first week. Full tuition is due for any period including **holidays**.

Our school age summer program features a wide range of activities. Each year the children engage in summer education activities as well as field trips. A separate charge

for the summer program is assessed. The cost of the program is established each year. The assessment helps to defray the cost of field trips, t-shirts and materials.

Withdrawal

Although we want to do everything in our power to keep your child in our care, sometimes it is not possible. In the event a child is permanently withdrawn from the center by the parent or guardian, the parent/guardian will **give the center a two-week notice**. In the event of an emergency situation and the child can no longer attend the center, it is the duty of the parent/guardian to give notice to the Administrator as soon as possible.

Termination

On rare occasions the Administrator may determine that a child should be terminated. The parents will be given two weeks advance notice unless it is an emergency situation in which case, no notice will be given. Grounds for termination include uncooperative parents, parents who do not abide by the policies including the schedules of the classroom, rude/abusive parents who disrespect staff, children who are unable to adapt to a social environment, chronic absenteeism, failure to pay, or failure to abide by the attendance policies for check in and out (TAP System). The Academy reserves the right to terminate any child at any time.

Arrival, Departure and

Child Release Policy

Staff will release children only to persons on the enrollment form. If an emergency arises the parent must provide a written, signed note giving the person permission to pick-up the child. Staff will check ID's of anyone they do not recognize. Please let people know ahead of time about his so they can bring a picture ID.

The staff will not release children to anyone, including parents, who appear to be under the influence of drugs or alcohol. Emergency contacts will be called to transport the child home. The local police will be notified if necessary.

According to Ohio Department of Job and Family Services Child Care Licensing Regulations "any custodial parent or guardian of a child enrolled at The Academy shall be permitted unlimited access to the center during hours of operation for the purposes of contacting their child (ren) or evaluating the care of the premises. A parent of a child enrolled at the center who is not the child's residential parent shall be permitted unlimited access to the center and be afforded the same rights as the residential parent unless there is court documentation limiting access and conditions of the nonresidential parent. Upon entering the center, the parent or guardian shall notify the administrator or designee of their presence". If there are custody issues involved with your child, you must provide the center with court papers indicating who has permission to pick up the

child. Again, The Academy may not deny a access to their child without proper documentation.

Ohio Department of Job and Family Services Child Care Licensing Regulations require each child to be signed *in* and *out* by whoever brings him/her to school and picks him/her up. *You must use the tablet to check in and out every day if you are using a voucher for child care. All other parents must bring their child into the center and alert the teachers that they have arrived.* In emergency situations and during practice fire and weather drills, the attendance is used to check every child. It is imperative that you follow this requirement.

When you drop your child off make sure that you make personal contact with someone on staff. Please do not just drop off or pick up and go to ensure that we are aware that the child has been picked up or is left in our care. We want to make the transition to and from school a positive one for both you and your child. It is very important to your child that you are on time dropping him/her off in the morning. Children may not be dropped off at the entrance of the building and sent inside alone. Parents are responsible for the supervision of their child before and after sign-in. No child is permitted to be passed over the playground fence for pick up or drop off. At the end of each day, please check your child's cubby for special projects, flyers or other important information.

As we are an early childhood education program, and not just a child care center, our staff create very in-depth lesson plans for each day. It is unfortunate when children miss out on exciting activities. It can also be frightening to your child if you are late picking him/her up. If, for any reason, you are going to be a few minutes late, call us and we will tell your child's teacher who will explain your tardiness and reassure your child that you will be arriving shortly.

Children Arriving to the Center from Other Programs

At times it may be necessary for a child to arrive at the center from another program (Example: Child arrives after a part time Head Start program or a school ager arrives at the center after school). If a child is scheduled to arrive and does not, we will first contact the parent to confirm that the child is scheduled to be at the center that day, and then contact the program that they are to have arrived from. We will then consult with the parent to determine further action. For this reason, it is very important that parents contact the center when their child is not going to be attending.

When children are transported to or from this facility by another entity such as the local school district please understand we are **not** responsible for your child **until** they arrive in our custody.

1. It is the parent's responsibility to alert the school district that their child will be picked up and/or dropped off at the center.

2. It is the parent's responsibility to alert the center when the child will not be on the bus.
3. If your child does not exit the school bus at the center and they are scheduled to be here:
 - a. The center **is not** responsible **nor** liable for your child's whereabouts because your child is still in the custody of the school system.
 - b. If the school bus does not bring them here, **the school district is responsible** for informing you where they dropped your child off and what time.
 - c. The center will call the parent to locate the child.

School Closings

In the event of in climate weather, please check the local news for school closings. The Academy will appear on the channels 3, 5, 8, 43, and 19 I-Alert school closings. In case of an emergency, diligent effort will be made to contact each parent or those on the emergency contact list.

Supervision Policy

A major responsibility of the staff is to ensure the health and safety of each child entrusted in our care. Staff persons are alert to the safety needs of their children, anticipate possible hazards and take necessary appropriate precautionary and preventative measures. At the beginning of each day, each child is quickly assessed by the teachers for bumps, bruises, scratches, burns or any other physical attribute out of the ordinary. The staff member will fill out an observation form and the center director will call you if the staff member did not ask you about the issue prior to your departure.

At no time will a child be left unattended. Staff will supervise children at all times, including naptime. If a child becomes ill, they may be isolated in the administrator's office or in a section of the classroom that is not in use but within the sight and hearing of a staff member.

School age children may run errands inside the building or use the restroom alone or in groups of no more than six children without adult supervision as long as the following conditions are met: children are within hearing distance of their teacher or the administrator, the teacher checks on the children regularly until they return and the restroom is for the exclusive use of the center. One group of no more than six school children, fourth grade or older, may engage in activities which pose no physical risk to their safety in a room without a child care staff member, as long as the teacher can see or hear the children at all times and checks the children periodically.

School Delays/Cancellations: Our program will operate a full day for school agers when school is closed for vacations, delays or cancellations.

Transition: 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 plan will include the beginning and ending date of the transition period and include the transition schedule. 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 room.

Child abuse reporting: All staff members are mandated reporters of child abuse by law. If staff have suspicions that a child is being abused or neglected, they **MUST** make a report to the local children's services agency. The safety of the children is always our first concern.

Parent Participation Policy

The Academy encourages parents/guardian to visit us at any time. Please join us for special events and share your talents and skills with us as well. Parent conferences will be scheduled twice a year. Unscheduled meetings are also encouraged and can usually be arranged upon request. We will publish a quarterly newsletter. We will prepare a parent roster for each child's class. You have the option of omitting your name and phone number from the list. The roster is available upon request.

Parents are an essential part of our center. It is our policy to encourage parents to inform us when they are pleased with the care of their child as well as when they are displeased. All parental concerns need to be discussed with the center Administrator who will involve the staff as needed.

Field Trips/Transportation of Children

Preschool and school age children will take periodic field trips which will also be done with a trained staff member in the bus. Each child will wear a nametag or wear a T-shirt with the center's name, address and phone number during field trips. First Aid supplies will be carried on field trips. Health records, permission slips and emergency transportation forms will travel with a staff member during field trips. Before departing the center, a count will be taken of all the children and marked on a separate attendance sheet, specifically created for the trip. Upon arrival at the destination, another count will be taken to assure that all of the children have safely arrived. This process will be repeated upon leaving the destination and returning to the center. During the course of

field trips, each staff member is assigned a specific group of children that they are responsible for supervising. Before any child participates in either a routine or special field trip, the center will obtain written permission from the parent or guardian. The center will be providing transportation on routing trips for school age children going/to from school. This transportation will be done on the buses owned by the center. A staff member with first aid /communicable disease and CPR trainings will be present in the bus.

The center will not transport children in emergency situations. If a child requires transportation, the parent and the emergency squad will be contacted.

Swimming Information

Water activities will be provided at the center or the local city sprinkle park during the summer. At the center, the children may play in the sprinkler or small wading pools. The Academy does not visit swimming pools. Parents will be asked to sign a written permission slip prior to children engaging in water play with standing water. Please remember to send bathing suits, towels, and sunscreen for your children. Sunscreen must also have a medication form completed for it. If your child burns easily, please include a lightweight T-shirt that they may wear over their swimsuit.

Behavior Guidance Policy

The staff at the academy recognizes that positive discipline is constructive and encourages the healthy development of a child's self-esteem. 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 discipline goal is to help the child gain self-control through learning appropriate behaviors. We will set clear, consistent and developmentally appropriate limits. We will state rules and directions for guidance in a positive manner.

When dealing with conflict, we always try to keep the child's developmental characteristics in mind. Preschoolers are still quite self-centered. They are also struggling for independence and control. We acknowledge and talk about what each child is feeling and engage the children as active participants in the problem-solving process. The limits we set and expectations we have for our children respect the ages and abilities of the children.

If a discipline problem does surface, the staff member will explain, discuss and try to help the child understand exactly what kind of behavior is acceptable. Positive reinforcement (commenting on children aware doing the right thing) and positive redirection (removing the child and giving them an appropriate activity) will be used. A child may be asked to

sit for a short period of time to give the child a chance to regain control if they are having a difficult time. Time outs will be age appropriate in length and done within the classroom. However, there are occasions where our best efforts are not successful in resolving an issue. When this occurs, we will contact parents and ask for help. Usually, parents will understand a situation and offer alternatives which may help in the successful resolution of the issue. Sometimes, a formal parent-teacher conference will be necessary. Any discussions with staff will be strictly confidential. If a child demonstrates behavior that requires frequent "extra attention" from the staff member, we may choose to develop and implement a behavior management plan with the help of professional resources. This plan would be developed in consultation with the parents and would be consistent with the requirements of Rule 5101:2-12-22 OAC. **If it is determined that our program cannot accommodate the special needs of a child, he/she will be asked to withdraw from the academy.**

Staff members at The Academy do not use and will not allow others to use verbal humiliation, corporal or physical punishment while the children are in their care. We will not discipline a child for failure to eat, sleep or for toilet accidents. Center rules will be posted in every room and parents will be informed of any quiet times or behavior difficulties. If the parent has any concerns regarding discipline techniques, we encourage you to discuss them with the center director.

Meals and Snacks

The Academy provides breakfast, lunch, dinner and at least one daily snack. Menus will be posted on the front bulletin board, in every room and on the website. The Academy reserves the right to change the menu as needed.

Breakfast is served upon the child's arrival, but no later than 9:00 am. All meals comply with USDA Guidelines.

Formula must be premixed and stored in bottles. Bottles of formula/breast milk will be kept in a refrigerator. Each bottle must have each child's name on it. Bottles will not be heated in the microwave oven. Infants will be served food in conformity with written instructions from the parent/guardian or physician in charge of the child.

If your child has any allergies, please discuss this with the administrator and the child's caregivers. The center does not serve peanut or strawberry products. 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.

ACCIDENTS/EMERGENCIES

The Academy has devised several procedures to follow in the event that an emergency would occur while a child is in the center's care. In the event of a fire or tornado, staff would follow the written instructions posted in each classroom, describing emergency evacuation routes, and the procedures to be followed to assure that children have arrived at the designated spot. In order to prepare children for the unlikely need to evacuate, the center does conduct monthly fire drills and periodic tornado drills. Should we need to evacuate due to fire or weather conditions, or the loss of power, heat or water to the center, our emergency destination is the gymnasium at All Saints campus. If the immediate area must be evacuated, we will evacuate to the Wickliffe Public Library at the corner of Lincoln and Euclid Avenue. A sign will be posted in the front of the center indicating that we have been evacuated and the location where you can pick up your child. Parents will also be contacted as soon as possible to come to pick up your child. If a parent cannot be reached, we will contact the emergency contacts as listed on your child's enrollment information.

In the unlikely even there would be an environmental threat or a threat of violence, the staff will; secure the children in the safest location possible, contact and follow the directions given by the proper authorities and contact the parents as soon as the situation allows. An incident report would also be provided to the parents.

There is always one staff member present that has received training in First/Aid, Communicable Diseases and CPR. In the case of a minor accident/injury staff will administer basic first aid and TLC. If the injury/illness would be more serious, first aid would be given and the parents would be contacted immediately to assist in deciding an appropriate course of action. If any injury/illness is life threatening, the EMS will be contacted, parents will be notified and a staff member will accompany the child to the hospital with all available health records. Staff may not transport children in their own vehicles. Only parents or EMS will transport.

An incident/injury report will be completed and given to the person picking up the child, on the day of the incident/injury if any of the following occur; the child has an illness, accident, or injury which requires first aid; the child receives a bump or blow to the head; the child had to be transported by emergency squad; or an unusual or unexpected event occurs which jeopardizes the safety of the child. If a child requires emergency transportation, the report shall be available within 24 hours after the incident occurs. The center shall also contact licensing personnel from the appropriate ODJFS office within 24 hours when there is a "general emergency" or "serious incident, injury or illness". The report will be provided to licensing staff within 3 days of the incident.

Clothing

Suitable clothing is essential for your child to feel completely free and happy while at preschool. We recommend light comfortable clothes, closed shoes they can run and jump

in and clothes they can get messy in. As explained, we use the High/Scope Curriculum. As such, the children choose the activities they want to do. If children must worry about dirty clothes, it will interfere with full participation in many of the creative activities we set up such as: finger-painting, shaving cream exploration, hill climbing, tree climbing, easel painting, woodworking, etc.

Separation

The Academy "separation policy" is undoubtedly one of the most important parts of our program. Beginning school is a significant occasion and can be a source of positive growth for everyone involved - children, parents and teachers. It is a common fallacy that a young child who "does not mind" when her parent leaves her or when she leaves them has coped well with separation. The child who really copes well allows herself to miss the absent one, to feel sad, lonely and angry and to express her feelings appropriately.

Establishing trust with the teachers enables children to become comfortable with the separation from their parents. The younger the child, the more intense their feeling of fear. Some researchers conclude that until the children are around three years old, they cannot retain a stable inner mental image of their absent parents. This is why we encourage parents of infants to supply a picture of themselves that is placed in the crib.

Encouraging children to participate fully in saying goodbye, hugging, kissing, crying, waving and saying, "I'll miss you", are all ways of bringing feelings out in the open. Once in the open, they are easier to deal with. Parents should never sneak out. Just as it's important to let your child know that you are leaving, it is important to let them know that you'll be back. Bringing a favorite toy or blanket to school each day, or something belonging to their parents, brings a bit of home to school and serves as a link. A picture of the family taped into a child's new lunch box brings a reminder of home and serves as a bridge from home to school.

Our belief is that separation reactions in growing children are valid and to be expected. The understanding of this and its inclusion as a significant element of our early childhood curriculum will help your child to develop a strong sense of themselves as individuals able to feel sad, angry and grieving, and develop the ability to cope with these feelings without being overwhelmed. This will help them practice the skills they will use in many different separation experiences all through their lives.

Our separation policy is flexible and individualized. Parents and teachers work as partners. Again, our view is that separation is a process, not a rigid step-by-step procedure. We regard entry and separation as an opportunity for your child's growth, rather than a problem. Our entry and separation policy supports this idea. It is our position that parent-child attachment is a basic necessity for healthy human development. Helping children achieve a successful separation (not just physical, but emotional) and

adjustment to our preschool is our goal. When children are able to master their separation feelings at school entry, they have achieved a giant step in their growth.

Knowing that each child will have a different time table of adjustment depending on their age, previous experience with separation and individual reaction change, and our separation policy will provide the opportunity for our children to become confident, competent and self-assured. A good beginning, as well as continuing adjustment to our preschool requires a sharing in the understanding of our children and open communication between parents and our preschool staff. The staff can learn from parents, just as our parents can learn from the staff.

Communicable Disease Policy

The Academy provides children with a clean and healthy environment. However, we realize that children become ill from time to time. If this is your child's first group care 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 keep ill children at home. A staff member will observe all children upon entering their classroom. Sick children will be sent home! Please plan ahead and have a back-up care plan in place if you are not able to take time off from work/school. When your child is absent due to illness, please notify the center. The Academy will notify the parent of a child's condition when a child has been observed with any of the signs and symptoms listed below. A child with any of the following symptoms will be immediately isolated and the parent or emergency contact person MUST remove the child immediately:

- Temperature of 100 degrees F in combination with any other signs of illness
- Diarrhea (more than two abnormally loose stools during the day)
- Severe coughing (causing the child to become red in the face, to make a whooping sound or causing the child to choke)
- Difficult or rapid breathing
- Yellowish skin or eyes
- Redness of the eye, obvious discharge, matted eyelashes, burning or itching
- Untreated skin patches, unusual spots or rashes
- Unusually dark urine or grey or white stools
- Stiff neck with an elevated temperature
- Evidence of lice, scabies or other parasitic infestation
- Vomiting more than once or when accompanied by any other sign of illness above
- Sore throat or difficulty swallowing
- Evidence of ring worm

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. Anytime a child is isolated they will be kept within sight and hearing of a staff member. The cot and all linens used will be washed and disinfected.

Medication Policy

The center will administer medication 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. The only exception to this requirement is for school age children that require the immediate use of an inhaler for a medical condition. School agers only will be permitted to maintain control of their inhalers.

Parents must sign a release form stating that they are permitting their child to have access at all times to the inhaler. The child must keep the inhaler on his person at all times, it may not be stored in a cubby or book-bag. Anytime the child is unable to maintain control of the inhaler it must be handed directly to the staff member responsible for the child.

Prescription medications must be in their original container and the administered in accordance to instructions on the label. Over the counter medications must also be administered in accordance to label instructions. If parents request any different dosages 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 permission from your physician regarding this. Please speak with the administrator for more details regarding this.

Health Plans

Children who have special needs including chronic illnesses such as asthma must fill out a Child Medical/Physical Care Plan in accordance with ODJFS rule 5101:2-12-38 and 5101:2-13-38. A copy will be kept in the child's file.

Celebrations

Holidays will be multicultural celebrations at The Academy. Birthdays will also be celebrated at the center. We encourage parents to share in some or all of the celebrations and traditions with us. Parents are welcome to provide treats for the class. Please talk to the teacher a few days in advance so that he/she may plan accordingly.

Infant Care

The Academy gladly accepts infant beginning at age 6 weeks. Our goal is to provide a secure, loving and stimulating environment. The following are guidelines for infant care however we encourage parents to openly communicate any concerns or requests.

The center will provide a crib for each infant. Infants are placed on their backs to nap. Infants 12 months and younger may not have anything in the crib including blankets therefore please dress your baby accordingly. "Sleep sacks" and footed pajamas are allowed. The center will launder crib sheets weekly or more often if soiling occurs.

No infant will be placed in his/her crib with a bottle for feeding and at no time will a bottle be propped for an infant.

You must provide diapers for your child and pull-ups and several pairs of underwear are required for potty training. Wipes will be provided for by the center. We must have at all times a minimum of TEN diapers or pull-ups for each infant and toddler. Please check daily to see if more are required.

The utmost diligence will be taken to ensure that infants have a stable environment. Therefore, the center will strive to provide the same caregivers on a daily basis.

Each infant will be encouraged to safely and comfortably sit, crawl, toddle or walk and play in the infant area away from the sleeping quarters on a daily basis.

All non-toilet trained children must have TWO complete change of clothing. If child has an accident and soils his/her clothing, the clothing will be removed, placed in a plastic bag and sent home for laundering.

Any unused portions of formula, breast milk or food remaining in a container from which the infant has been directly fed shall not be reheated or served a second time.

OUTDOOR PLAY

Research has shown that children stay healthier when they have 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 temperatures are 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 about 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. 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.

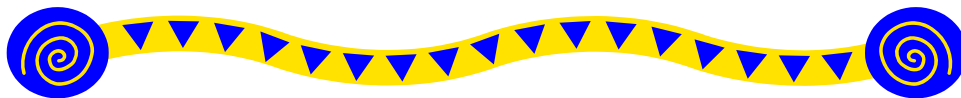
PARENT PARTICIPATION

Parents are encouraged to participate whenever possible in the activities at the center. Parents have unlimited access to all areas of the building used for child care during hours of operation. Parents may wish to attend field trips, class parties, special luncheons or simply stop in to join in the daily fun. Teachers are available to discuss a child's progress or needs at any time but we encourage parents to set an appointment for lengthy conversations. Teachers want to focus on you and your child at these times.

If parents have any concerns or questions at any time it is recommended that they contact the child's teacher first. If parents are not satisfied with answers from the teachers then please contact the administrator at any time. Please feel free to bring concerns up when they occur. Often, they can be address when they are little problems, before they grow into bigger problems. Our staff fully realizes that you are trusting us with your precious little ones and we want our relationship to be a good one.

Rules at a Glance

1. The cut off time for arrival is 9:30am daily. Children will not be allowed to attend after that time. Counts for lunch are taken at 9:30 am and food is prepared accordingly.
2. **CELL PHONES ARE NOT PERMITTED FOR USE IN THE CENTER AT ANY TIME. THE CENTER IS NOT RESPONSIBLE FOR CELL PHONES THAT ARE LOST OR STOLEN AT THE CENTER.**
3. Because outdoor activities are a major part of our program at The Academy, all toilet-trained children must bring at least ONE complete change of clothing to keep at the center at all times. Please do not send your child to school with clothes that cannot get dirty. It's fun here and they will get dirty! These items should be in a book bag, labeled with the child's name.
4. Toys, dolls, jewelry and electronics should be left home unless they are brought for sharing time or specifically asked for by their teacher.
5. Children should be dressed in comfortable play clothes that they can remove themselves at bathroom time.
6. Permission slips must be signed prior to all field trips by the parent.
7. The center will provide outdoor play each day in suitable weather for all children including infants. The center director reserves the right to decide the appropriateness of the weather for infants.
8. The center staff encourages frequent parent communication. If at any time a parent would like to have a conference with a teacher or the center director, you may contact the person and set up an appointment.
9. Open toed sandals and flip flops are not allowed during the summer time.
10. The fee for non-returned Academy clothing is \$50.



Creative Curriculum

Broad Goals

A. Social Skills- Emotional Stability and Mental Health

Help children experience emotional stability and mental health by aiding them in:

- Remaining in touch with the full range of feelings, positive and negative, within self and being able to recognize and acknowledge their presence and express them in positive ways.
- Building a positive self-concept; valuing themselves and others as unique individuals.
- Developing a sense of identity by learning about themselves in relation to members of their families and the families of others, to members of their cultural background and the cultural background of others.
- Developing confidence in others: children, parents, teachers and other adults.
- Persisting in efforts and experiencing success; accepting and adjusting to opposition and lack of success.
 - We will provide children with a nonsexist curriculum by:
 - Widening the horizons of both boys and girls so that they are not constrained and limited in their ideas about what activities are appropriate for children and adults of either sex.
 - We will help children become socially well-adjusted by aiding them in:
 - Beginning to achieve empathy and insight into the feelings and concerns of other children and members of the staff.
 - Developing the ability to play with other children by accepting leadership from others on occasion and by contributing their own ideas when desirable.
 - Assuming responsibility for self and for the group; learning how to cooperate.
 - Accepting responsibility for caring for self, possessions, and the property of others.

B. Creative Self

Help children express their creative self by aiding them in:

- Expressing their own ideas and feelings through the use of self-expressive materials
- Learning to produce alternative solutions to problems when necessary.
- Exploring, creating and enjoying various forms of art, music, dance and drama.

C. Social Studies- Multicultural Emphasis

We will provide the children with a multicultural curriculum by aiding them in:

- Valuing diversity; understanding and accepting the lifestyles of others
- Fostering positive attitudes in children about their own and other's racial and cultural backgrounds and appreciate the uniqueness of other cultures.
- Learning to recognize the similarities among all people, regardless of their culture.
 - Children will be exposed to key concepts in economics, history and geography.
 - Economics: understanding the relationship of the consumer to the producer, division of labor and the meaning of scarcity and plenty.
 - History: exposure to various historical events
 - Geography: locating places on the map, understanding that we live on earth and understanding earth as a planet in space.

D. Cognitive Skills-Mathematical Preparation

Help children experience intellectual growth by aiding them in:

- Developing positive attitudes toward learning.
- Developing intellectual ability by performing a variety of tasks that provide practice in particular mental abilities to later success in school. These abilities include:
 - Grouping and classifying items
 - Arranging items in logical order and telling what comes next
 - Formulating common associations
 - Identifying and matching identical objects
 - Identifying and labeling objects that are different
 - Grasping principles of cause and effect
 - Transferring learning to facilitate the solving of problems
 - Understanding informal measurements and graphs
 - Participating in informal counting and mathematical operations activities

F. Science

Physical Science

- Sharpening sensory awareness: learning about the environment through exploring, listening, observing, tasting, touching and smelling.
- Experimenting with materials, tools and equipment

- Making discoveries and solving problems
- Exploring concepts in physics such as sound, heat, electricity and the source of each
- Concepts in chemistry such as the study of different qualities and properties of materials and changes that occur in them.
- Understanding meteorology concepts such as weather conditions and the study of the seasons
- Understanding astronomy concepts such as the sun, moon, stars and the regularity of changes that take place as time passes.

Biological Science

- Naming and describing living things
- How humans use living things and their products
- Understanding the concept of the interdependence of life; why and how living things act as they do
- Planting and growing

E. Language Development-Focusing on Reading preparation and language arts. Helping children increase skills in language development by aiding them in:

- Expressing themselves verbally: communicating with others, increasing speaking, listening, reading skills, and vocabulary; developing auditory discrimination
- Listening to and appreciating rhymes, stories, poetry and music
- Pre-reading skills- developing an interest in reading, understanding the relationship of speech to print, recognizing letter names, developing a sight word vocabulary, developing a left to right and top to bottom orientation
- Understanding instructional terms.

F. Physical Well being

Help each child acquire physical well-being by aiding them in:

- Establishing desirable health habits
- Developing muscular control and coordination
- Developing wholesome attitudes towards the body and bodily function
- Practicing safety procedures, including poison, fire, and traffic safety as well as safety practices during work and play
- Experiencing a balanced program of activity, relaxation and rest

- Accepting and understanding disabilities in both themselves and others
- Gaining skills in both large and fine-motor control

TUITION AND FEE SCHEDULE

Full Time

Full time rates are based on a child attending the facility at least 25 hours per week. Tuition is due on the first Monday of the month for the entire month.

Part Time

The only part-time slots available are for school age children.

The following is the tuition schedule at The Academy:

	Weekly	Per Diem
Infants 6 weeks – 18 months	\$300.00	\$62.00
Toddlers 18 months- 3 years old	\$275.00	\$48.00
Preschool 3-5 years old	\$195.00	\$48.00
School Age 5 years (in school) – 11 years old	\$155.00	\$48.00
School Age summer rates*	\$165.00	\$48.00
School Age less than 5 hours	\$150.00	\$35.00

Per Diem rates are in effect for those families, who are clients of the county, who use up all of their allotted excused absences (10 per six months). Any absences outside of the 10 days are charged at a Per Diem rate and are the responsibility of the parent to pay. School age summer program has an additional one time only activity fee.

Transportation

Transportation is an additional \$20 per child per week for pick up and drop off services.

WELCOME TO TRANSPORTATION!!

We are pleased that you have chosen us to provide before or after school care for your child. Ultimately, we are also honored that you have chosen to put your child in the trust of our transportation department. We attempt to create a bus route that will ensure the safe and *timely* pick up and drop off of our students. This method allows us the possibility to add new schools and routes as the need arises. Once our routes are established, we will only add schools if we are able to fit them in the schedule.

1. Transportation fees (**\$10 week for one way-\$20 for two ways**) are due on Monday of every week. Our system is designed to charge your account every week. This gives you the option to pay weekly, bi-weekly, or monthly. Payments are due in advance and may not default.
2. It is important that you notify us of any changes in the drop off or pick up of your child. Please do not send any messages to us through your child. Please, always call and speak to the administrator at the center.
3. Be sure to provide us with a copy of any school closings in which your child will be attending the center instead of school, this includes early pick up days.
4. Children at one point may be placed at one of our other centers (Collinwood Academy) during the transportation run. This is to ensure that we are not overcrowding the bus as we continue to pick-up other children. Your child/ren will return to their home center at the end of the transportation run.
5. Don't hesitate to call the center with any questions or concerns that apply to transportation. Before you get overwhelmed or frustrated...let's talk it out!

Once you enroll in transportation...

- 1) Before transportation can begin for your child, we require the following:
 - a. The child and possible driver(s) meet or the parent may leave a picture.
 - b. The child to see the buses in order to recognize them.
 - c. Transportation fee(s) paid.
 - d. Rules and Regulations signed by parent and child.
 - e. Permission slip signed by parent.
- 2) You are committed to our transportation program for the entire school year. You have **one** opportunity to discontinue your transportation services. Once you have terminated your transportation you may not return until the following school year.

X

Parent Signature

Date:

RULES & REGULATIONS (for parents)

1) Transportation fees are charged every Monday. The fees are weekly rates and are only adjusted for the following reasons:

- a. Child's first week (this is a trial and error week)
- b. School is closed for 3 or more days
- c. Winter and spring vacation

Transportation fees will not be waived for any of the following reasons (including but not limited to...)

- a. The family is only using services one way.
 - b. School is closed for 2 days or less.
 - c. Child is suspended from school or our transportation.
 - d. We are closed for a holiday noted in the parent handbook.
- 2) It is the parent's responsibility to contact the center if your child is not attending school or for whatever reason does not need to be picked up.
- 3) It is the parent's responsibility to notify the school that the child will be transported by R.H.A. and may not stay after school. All detentions or other activities will have to be scheduled with the parent for a later date. If we do not receive notification from the parent that the child should stay we **WILL NOT** leave the child.
- 4) It is your responsibility to keep your contact numbers accurate.
- 5) When terminating services you **MUST** notify us in writing.

Rules & Regulations (for children):

- 1) Children will go directly to the bus after they have been dismissed.
- 2) Children will sit and IMMEDIATELY put on their seat belt.
- 3) Children will not move from one seat to another.
- 4) Children may NOT stand until the bus has come to a complete stop and the driver verbally allows them to unload the bus.
- 5) Children may NOT eat on the bus.
- 6) Children may NOT use profanity.
- 7) Children must keep hands and feet to themselves.
- 8) Children may not throw anything outside the bus windows or doors.
- 9) Children are responsible to clean the area surrounding them before leaving the bus.
- 10) Children **MUST** use indoor voices. Screaming and fighting will not be tolerated.

X

Parent Signature

Date

The Academy pledges that:

- 1) The driver will be an employee or child care staff member.
- 2) A cell phone or comparable form of communication will be available.
- 3) No cell phones will be used while the bus is in motion.
- 4) At no time will children be left unattended in a bus.
- 5) The driver will check attendance boarding and exiting.
- 6) The driver will pick up and drop off at curbside or the area designated by the school the child attends.
- 7) Children will not be on the bus when the bus is being refueled unless absolutely necessary.
- 8) A person trained in first aid, communicable disease, and CPR will be present.
- 9) The Academy will have the buses inspected by an ASE certified mechanic annually.
- 10) The Academy will have the buses serviced twice a year and as needed.
- 11) The buses will be inspected daily.
- 12) Children will be checked for seatbelts.
- 13) All procedural requirements set by Job and Family Service rule #5101:2-18 will be followed.

Academy Representative	SIGNATURE	DATE

I, _____, have read and reviewed the above policies. I have also reviewed them with my child, _____, and I am confident the he/she understands the rules and will comply. We are aware that children will be suspended from transportation as a consequence of continuously breaking the rules. I also understand that I am still responsible for the weekly fee and after three suspensions my child will be terminated from transportation services.

I give permission for my child to be transported to:

Name of School	M	T	W	T H	F	PARENT SIGNATURE	DATE

COVID UPDATE

The Academy is aware of the concerns of our parents about the spread of the new virus, COVID-19, caused by the Novel Coronavirus (SARS-CoV-2). We will be making a change to our Fever Policy, per the recommendation of the Centers for Disease Control:

1. We will take your child's temperature upon arrival at the door
2. We will send children home with a fever of 100.0 or above
3. If a child develops a fever over 100.0 with respiratory symptoms (cough and/or shortness of breath) while at the center, we will send them home.

A return to school note will be required from your medical doctor. We will be erring on the side of caution, and your patience is important.

The Academy is closely monitoring the situation and following guidance from the US Center for Disease Control, the Ohio Department of Health, and the County Department of Health.

Parents are asked to provide work schedules. You may not bring your child if you are not working. Keep them home.

We are also taking steps in our cleaning and disinfecting throughout our building to minimize the spread of viruses and other illnesses.

There are several steps that students, staff and community members can take to minimize the spread of all respiratory illnesses, including COVID-19, according to the State Department of Health:

- Wash your hands often with soap and water for at least 20 seconds. If soap and water are not available, use an alcohol-based hand sanitizer.
- Soiled hands should be washed with soap and water;
- Avoid touching your nose and mouth with unwashed hands;
- Avoid close contact with people who are sick;
- Stay home when you are sick. Staff and children are asked to stay home until symptom free;
- Cover your cough or sneeze with a tissue, then throw the tissue in the trash; and
- Clean and disinfect frequently touched object and surfaces.

If you or a family member begin showing symptoms of a respiratory disease, such as fever, shortness of breath and/or cough, contact your healthcare provider immediately. Before going to your healthcare provider's office, inform them if you believe you have been exposed to a case of COVID-19, and follow their advice.

If The Academy becomes aware that a student or staff member is diagnosed with COVID-19, we will immediately notify staff and parents/guardians. We will also contact the Department of Health for their support and advice.

If there is an outbreak and we are unable to staff the classrooms or the Department of Health mandates a shut down, we will notify both staff and parents immediately. It is essential that we have up-to-date phone numbers on file. If you are out of the office for a day, please let your child's teacher know how we can reach you.

If a decision is made to close the Center, we will post the closing on WKYC Channel 3, WJW Channel 8, and WOIO Channel 19, Facebook and our website.

Families are encouraged to follow the CDC's information for travel, available at <https://www.cdc.gov/coronavirus/2019-ncov/travelers/index.html>.

Please inform The Academy as soon as possible if you, or any family or staff member in your household, has traveled or has plans to travel to or from a CDC Level 3, or CDC Level 2 area (as designated by the Centers for Disease Control). These designations are available on the CDC website and are updated regularly by the CDC (<https://www.cdc.gov/coronavirus/2019-ncov/travelers/index.html>).

PRECAUTIONARY MEASURES: The health and well-being of our families and staff are our highest priorities. In the interest of limiting the opportunity for transmission to our vulnerable community, we are taking the following precautionary measures:

Returning Travelers – Any individual returning from any Level 2 or 3 area must not enter The Academy for 14 days after returning to the area. This includes any individual with pick-up and/or drop-off privileges at the Center. If, at the end of this 14-day period, the traveler has not experienced any symptoms, a return to The Academy is allowed. If the traveler has experienced symptoms, you will need to notify The Academy and obtain medical clearance before a return to the Center can be allowed.

For more information, consider consulting these additional resources:

- Novel Coronavirus (COVID-19)
<https://www.health.ny.gov/diseases/communicable/coronavirus/>
- Coronavirus disease 2019 (COVID-19) – frequently asked questions – prevention
<https://www.cdc.gov/coronavirus/2019-ncov/faq.html#prevention>
- Prevention, treatment of Coronavirus disease 2019 (COVID-19)
<https://www.cdc.gov/coronavirus/2019-ncov/aboutprevention-treatment.html>

Please understand that we are diligently working to protect all children and staff. Thank you for your patience during this time, and please do not hesitate to contact us with any questions.

PARENT CONTRACT

We have received, read and understand the policies and procedures outlined in the parent information packet *and* the policies have been reviewed with me.

_____Initial

We will abide by the rules set by The Academy in order to ensure the safety and well-being of all the other participants and their families. _____Initial

We understand the process followed should disciplinary measures be necessary.

_____Initial

We understand the late policy and agree to pick-up our child on a timely basis unless arrangements have been made with the center director. _____Initial

We understand the tuition, co-pay and fee scale and agree to pay for attendance and for any unexcused absences at the per diem rate. _____Initial

Parent's or Guardian's Signature

Date