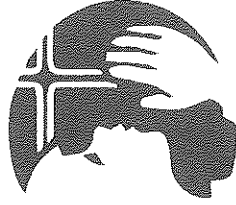


Kiddie Daycare and Preschool of Howland Parent Handbook and Policies

Owner: Orvill Simons
Administrator: Kristine Marshall



Mission Statement:

Kiddie Daycare and Preschool will offer an atmosphere for children to learn the fundamental of life. Our staff will become extended members to the families involved. Our Center will be staffed with teachers that can offer the best for the children and families. All Staff will have training in CPR, First Aid, Child Abuse, and Communicable Disease.

Kiddie Daycare and Preschool

Licensed Day Care Facility

Thank you for inquiring about the Kiddie Daycare and Preschool Center. The following information is intended to allow you to make the best possible choice in the placement of your child. A child is not considered enrolled until an enrollment fee of \$50.00 is paid and all the appropriate paperwork is filled out and returned to Ms. Kristine.

It is our purpose to provide the best care available for your child.

Hours: Monday through Friday 6:00am to 6:00pm

Ages: Children 6 weeks to 12 years of age can be enrolled.

Ratios:

Infants	6 wks - 12 mo	5 to 1
Infants	12 mo - 18 mo	6 to 1
Toddlers	18 mo - 24 mo	7 to 1
Toddlers	2 yrs - 3 yrs	8 to 1
Preschool	3 yrs - 4 yrs	12 to 1
Preschool	4 yrs - 5 yrs	14 to 1
School Age	Kindergarten - 12 yrs	18 to 1

Meals: We provide a well-balanced breakfast, and a nutritious snack is served daily. There is no extra charge for these meals. Parents are required to provide lunch for their children. This should include something from all four basic food groups and include an ice pack. We order pizza on Fridays for \$5 a week. We also do ice cream on Thursday, that is also \$5. We do provide sides with the pizza. You can also pack a lunch for your child. We also have our staff restroom for moms who breast feed.

Toilet Training: We will assist parents with toilet training, beginning at the age of 2. No derogatory remarks or negative comments will be said at the time of training. Child will be toilet trained on half hour intervals, or as needed. No child will be left unattended while toilet training.

Items to Bring: Infant Room: Formula (or breast milk) (a separate bottle for each feeding) once the child transitions to Whole Milk we will provide that, Baby food, Baby Cereal,



Pacifiers (if they use them), three extra changes of clothes, Diapers and Wipes. Toddlers thru Preschool: Lunch, a small blanket and pillow with there names on them, three extra set of clothes, wipes (one package every month). Please do not bring toys from home.

Tuition Payment and Fees Guideline

1. We offer a daily, weekly, or biweekly schedule. Tuition is due on Tuesday. There is a late fee of \$15.00 added to tuition if it is not paid by the due date. If tuition is not paid for five school days, then your child may not be allowed to attend until your account is brought current. Any account that has been closed or in the case that a child has pulled and has an unpaid balance they will have an interest rate of 1.75% added per month to the outstanding balance.
2. If you do not call your child off by 9 am on a scheduled day you will be charged for that day.
3. If a student pulls from the center all tuition and fees must be paid in full by the students on the last day. If these fees are not paid up then interest will be added to the account in the amount of 5.0% per week until the account is paid in full. We at any time can turn any unpaid balances to our attorneys.
4. All tuition fees are based on a budget that allows KDC to provide materials, project supplies and other necessities.
5. Any child that is picked up after 6:00pm will be charged a minimum fee of \$15.00 for the first 15 minutes and \$1.00 per minute thereafter.
6. All fees and tuition are subject to change.
7. If your child is ill or hospitalized for five or more days, a credit will be added to the next week's balance. A note from a physician will only honor this.
8. Once an enrollment date has been established and enrollment does not begin, a min fee of \$50.00 will be required to hold your child's spot.
9. NSF checks will result in a \$25.00 fee from us and also from the bank.
10. Each family is allotted two weeks of unpaid tuition based upon the number of days you are contracted for.
11. Kiddie Daycare and Preschool federal tax ID number: Please ask the administrator for this number. This number will be passed out at the beginning of tax season.
12. The Holidays that we are closed are: New Year' Day, Good Friday, Memorial Day, July 4th, Labor Day, Thanksgiving Day, Black Friday, Christmas Day. Christmas Eve and New Year's Eve will be decided on the need of the families at that time.



Natural Disaster and Fire Evacuation Procedures:

In the event of a natural disaster or fire we will evacuate the building following these guidelines:

- The staff will remove the children from the building and relocate to the open fields adjacent to Kiddie Daycare and Preschool
- Staff will have attendance sheet and maintain supervision of their group
- Parents/Guardians will be notified immediately of the situation and the location of the children.
- In the event of a tornado, all children will be taken to an inside wall and assume the "turtle" position.

In the event of a power outage, we will contact the power company for the estimated time of repair and or return of power. Parents/Guardians will be notified to pick up their child if the repair or return of power takes longer than one hour during extreme summer heat or freezing winter temps.

In the rare occasions we may close because of inclement weather we will contact the local broadcast services, radio stations, and/or post on our Facebook page. We also have a disaster plan in place.

Center Information

Kiddie Daycare and Preschool -Howland
3990 N. River Rd
Warren, Ohio 44484
330-856-9393
howland@thekiddiedaycare.com

1. The Ohio Department of Job and Family Services issued a license for Infants, Toddlers, Preschoolers, and School Age children. This license is posted in the office and the lobby. Their toll-free number is listed on the face of the license.
2. The Laws and Rules governing childcare are available upon request.
3. All staff is required under section 2151.421 of Ohio Revised Code to report any suspicious signs of child abuse or neglect.



4. Parents, guardians or custodians of a child enrolled in our center will be permitted unlimited access to the center during normal business hours for the purpose of contacting their child, evaluating the care of child or evaluating premises. Please notify Ms. Kristine when entering the center.
5. The center licensing record will include but is not limited to compliance reports, health inspection reports and fire inspection reports.
6. The children will be taken outside daily for play, weather permitting. Please dress your child appropriately for the weather. Should the temperature be 90 F or above or 35 F or below, children shall stay inside to play.
7. The center does not participate in any offsite field trips

Discipline and Behavior Management Policy

Kiddie Daycare and Preschool believe discipline is an important component for classroom harmony. Therefore, the following discipline procedures will be enforced.

- We will use positive reinforcement of good behavior.
- We turn negative behaviors into a learning opportunity through whole class discussion.
- We act promptly and consistently using positive reinforcement.
- We foster active listening
- We "catch the child being good."

At times parents/guardians may be called in for a conference regarding their child's behavior.

- We DO NOT spank, shake or otherwise physically punish the children.
- We DO NOT make fun of, yell at, or otherwise verbally abuse the children.
- We DO NOT place children in locked rooms, closets, or boxes as punishment
- We DO NOT withhold food, rest, or toilet use.
- We DO NOT leave any child unattended.

*If a situation arises where a child is consistently endangering themselves, peers or staff, it may become necessary to disenroll the child. Every attempt will be made to work together with the parents and the child to correct the behavior. However, the safety of children is always our main concern. The administrator would be in communication with the parents prior to this occurrence. If the child demonstrates behavior that requires frequent "extra attention" from the staff member, we may choose to develop and implement a behavior



management plan. This plan would be developed in consultation with the parents and would be consistent with the requirements of Rule 5101: 2-12-22. Suspensions and expulsions will be reported as a serious incident in the OCLQS.

*Situations that will cause disenrollment will be parent behavior, child behavior and lack of payment.

Biting Policy

If a child bites 3 times or 1 severe bite that breaks the skin, the child will be sent home. If sent home 3 times for biting, removal from daycare will occur.

Safety Policies

Kiddie Daycare and Preschool safety policies include the following regulations:

1. No child will be left unattended or unsupervised.
2. Parents will drop off and pick up in the foyer. This helps prevent illnesses entering the building.
3. No child will be released to anyone other than a parent or an approved person that is listed on the children's forms.
4. If there is a custody agreement between parents, please provide a copy for your child's file.
5. There is always access to a working telephone throughout the buildings.
6. We conduct monthly fire drills. The time of drill varies. A record of fire drills will be kept at the center and is available for viewing upon request.
7. A fire emergency plan and weather alert plan are posted in every classroom. The plan explains the responsibilities and action to be taken by staff. The plan includes evacuation routes.
8. All staff are trained in CPR and First Aid
9. In case of illness or injury an incident report will be filled out. The parents/guardians are to sign the report and acknowledge receipt.
10. We will not use any aerosol sprays between 6am and 6pm. All major cleaning will be completed when the center is closed.
11. The staff or administrator will immediately notify the local children service agency of suspected child abuse or neglect.
12. Parents will be notified when their child is ready to move up to the next classroom. Parents will be given the information and the form to sign when their child is ready to transition.
13. School age children are allowed to do errands around the building and use the restrooms unsupervised.



14. Howland location has transportation that is provided by schools, parents need to set up this with the schools.
15. In the event of a serious illness or injury the center administrator will make the decision to call the parent or 911. In the case that 911 is called and the child is transported to the nearest hospital the staff administrator, or another employee will ride with that child until a parent arrives.
16. The Centers do not participate in any off-site field trips.
17. Infants and any child in a diaper or pull up are checked and changed every 2 hrs.
18. Toddlers and Preschool children will have a two-hour rest/nap time from 1pm-3pm. If a child does not nap, then they may sit quietly on their cots with a tablet or do something quietly.

Communicable Disease Policy

All staff has been trained in the recognition of communicable diseases. All staff is trained in hand washing and disinfecting procedures. If an employee is ill, she/he will be advised to stay home until symptoms are no longer present.

The following are symptoms for which a child shall be discharged from the center until symptoms are no longer present.

-ANY COVID SYMPTOMS

- Diarrhea more than three abnormally loose bowel movements in a 24hr period.
- Severe coughing causing the child to turn red or blue in face or a cough with a whooping sound.
- Difficulty or rapid breathing
- Yellowish eyes or skin
- Conjunctivitis (pink eye)
- Temperature of 100* F and in combination with any other sign of illness. Fever free for 24 hours without medication before returning to the center.
- Untreated infected skin patch
- Unusually dark urine and or gray /white stool
- Stiff Neck

If a child develops any signs/symptoms of the above mentioned he/she will be placed in isolation area and the parent/guardian will be contacted. While the child is in isolation the staff will monitor for:

- Unusual spot or rash
- Sore throat or swelling and difficulty swallowing
- Elevated temperature
- Vomiting



- Evidence of lice, scabies or other parasitic infection

Any child placed in isolation will be within sight of the teacher and never left unsupervised. The staff will keep the child calm and comfortable. Should their condition worsen, the parent/guardian will be notified to pick up the child. If the illness is contagious, the child will be required to stay home until he/she is no longer contagious. A physician's note will be required for the child to return to school. All parents will be notified of exposure when there is a report of a contagious disease in the center.

Medication can be administered to children if parents fill out a request for medication form. All sections of the form must be completed properly, and the medicine given to the teacher or administrator each day. Medication will be stored in the designated area inaccessible to children. Prescription medicine must be in the original container and directions must be followed as stated on the label. Over the counter medication must also be administered as listed. If a parent wants a different dosage a physician must provide written instructions on the Request for Medication form.

If you call off your child or I send them home because they are sick, siblings cannot attend that day and I will send all children home.

Accidents/Emergencies:

- In the event that there is a threat of violence the staff will ensure 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 will also be filled out and given to the parents

Assessments:

- Assessments are conducted on the children monthly to track their progress in the classrooms and to use the data collected for the teacher's lessons. We use creative curriculum in our classrooms and report assessments into Teaching Strategies. We provide reports on a quarterly basis.
- WE do not send the data to ODJFS from these assessments.
- Outside assessments can be done by local agencies if a parent feels that one is needed. Please speak to the administrator if this is requested.

ADA Compliance



Children with disabilities will be assessed on an individual basis to determine if the program is the right for their needs. If the child is enrolled, the program will ensure compliance with administering medication and care procedures in the accordance with the American Disabilities Act (ADA).

Classroom Schedules

Infants: (Individual Schedules are followed throughout the day)

- This gives you an idea of what your infant does throughout the day

6:00 am- 7:00am	Arrival to the center and mixed age groups
7:00am- 7:15am	Children will separate into classrooms
7:15am- 8:00am	Diaper Checks
8:00am-8:30am	Breakfast, Morning Bottles
8:30am-9:15am	Tummy time, bouncers, soft toys.
9:15am-9:45am	Diaper Checks
9:45am-10:30am	Floor time and Art activities for older babies
10:30am-11:15am	Lunch time/ Afternoon Snacks
11:15am-11:45am	Diaper Checks
11:45am-1:00pm	Naptime
1:15pm-1:45pm	Diaper Checks
1:45pm-2:15pm	Afternoon Snack
2:15pm-3:10pm	Floor time, Bouncers, Jumpers, Fine Motor
3:15pm-3:45pm	Diaper Check
3:45pm-4:10pm	Play time
4:15pm-4:45pm	Diaper Check
4:45pm-6:00pm	Quiet Activities until pick-up

Toddlers:

6:00 am- 7:00am	Arrival to the center and mixed age groups
7:00am- 7:45am	Children will separate and do small groups
7:45am- 8:00am	Children will clean up and Hand washing
8:00am-8:30am	Breakfast
8:30am-9:00am	Clean up and Diaper checks
9:00am	Prayer
9:10am-10:00am	Classroom time; Centers; Circle Time;
	Group Activities
10:00am-10:30am	Diaper Checks
10:30am-11:00am	Outside Play/ Large Room Play
11:00am-11:30am	Art Projects; Fine Motor Activities
11:30am-11:45am	Bathrooms and Washing Hands for Lunch



12:00pm-12:30pm
12:30pm-12:45pm
12:45pm-3:00pm
3:00pm-3:15pm
3:15pm-3:30pm
3:30pm-3:45pm
3:45pm-5:00pm
5:00pm-5:15pm
5:15pm-6:00 pm

Lunch
Clean-Up and Diaper Checks
Naptime/ Rest Period
Wake-Up/ Diaper Checks
Snack
Clean-Up
Centers, Outside Time, Movie time, Large room time
Diaper Checks
Free choice until departure

Preschool I and II:

6:00 am- 7:00am
7:00am- 7:45am
7:45am- 8:00am
8:00am-8:30am
8:30am-9:00am
9:00am
9:10am-11:00am

Arrival to the center and mixed age groups
Children will separate and do small groups
Children will clean up and wash hands for Breakfast
Breakfast
Clean up and Bathroom breaks
Prayer

Classroom time; Centers; Circle Time;
Group Activities
Outside Play/ Large Room Play
Bathrooms and Washing Hands for Lunch

11:00am-11:30am
11:30am-11:45am
12:00pm-12:30pm
12:30pm-12:45pm
12:45pm-3:00pm
3:00pm-3:15pm
3:15pm-3:30pm
3:30pm-3:45pm
3:45pm-4:00pm

Lunch
Clean-Up
Naptime/ Rest Period
Wake-Up/ Bathroom Breaks
Snack
Clean-Up

Review of the Morning and introduce what the next day will bring
Centers, Outside, Movietime
Free choice until departure

4:00pm-5:00pm
5:00pm-6:00pm



School Age children: (When School is in Session Howland)

6:00 am- 7:00am
7:00am- 7:30am
7:30am
7:30 am-8:00am
8:00 am
4:00 pm
4:15pm-4:30pm
4:30pm-4:45pm
4:45pm-5:00 pm
5:00pm-6:00pm

Arrival to the center and mixed age groups
Children will separate and do small groups
Children will clean up and wash hands for Breakfast
Breakfast
Children Get on Bus
Children get off Bus
Snack
Clean-Up
Quiet Reading time
Centers, Outside, Movietime

School Age children: (When School is Not in Session)

6:00 am- 7:00am
7:00am- 7:30am
7:30am
7:30 am-8:00am
8:30am-9:00am
9:00am
9:10am-11:00am

Arrival to the center and mixed age groups
Children will separate and do small groups
Children will clean up and wash hands for Breakfast
Breakfast
clean up and Bathroom breaks
Prayer
Classroom time; Centers; Circle Time;
Group Activities
Outside Play/ Large Room Play
Bathrooms and Washing Hands for Lunch
Lunch
Clean-Up
Quiet Time
Bathroom Breaks
Snack
Clean-Up
Quiet Reading time
Centers, Outside, Movie time
Free choice until departure

11:00am-11:30am
11:30am-11:45am
12:00pm-12:30pm
12:30pm-12:45pm
12:45pm-3:00pm
3:00pm-3:15pm
3:15pm-3:30pm
3:30pm-3:45pm
3:45pm-4:00pm
4:00pm-5:00pm
5:00pm-6:00pm



Kiddie Daycare and Preschool Parent's Agreement

I would like to enroll my child _____ as a Student at Kiddie Daycare and Preschool, I agree to the following conditions:

1. I will keep my child home if he or she is experiencing signs/symptoms of illness. I will report date of exposure to contagious disease.
2. Kiddie Daycare and Preschool requires that children be vaccinated accordingly.
3. I grant the teachers the right to exercise mild disciplinary measures, such as TIME OUT, being one minute for age.
4. Regular attendance is required except when my child is sick or when unusual or difficult circumstances arise. In that case call the school.
5. I agree to pay the tuition weekly. Tuition is due by Tuesday at noon each week or bi-weekly as arranged. A late fee of \$15.00 will be assessed on the second week. Accounts more than five weeks overdue may result in dismissal of your child until account has been brought current. If your account is closed there is an interest rate of 1.75% per month added to any outstanding balances. Any NSF checks will result in a \$15.00 service charge. Any child that is picked up after 6:00pm will be charged a minimum fee of \$15.00 for the first 15 minutes and \$1.00 per minute thereafter.
6. I give consent to allow my child on outdoor adult supervised walks in the neighborhood.
7. I understand and agree the staff of Kiddie DayCare and Preschool is released from any and all claims or financial responsibilities arising from any accident or mishap during regular school hours.
8. I agree to notify the administrator at least one week in advanced if for any reason I withdraw my child. I also agree that if I do not give proper notification, I will be charged one-week tuition.
9. The Child Enrollment Forms are due upon Enrollment to Kiddie Daycare and Preschool.
10. The Child Medical Statement is Due within 30 days of Enrollment to Kiddie Daycare and Preschool.
11. If a parent does not grant permission for the center to call 911 and have their child transported because of a serious illness or injury then they cannot enroll at Kiddie Daycare and Preschool.
12. A child can be disenrolled at any time at the discretion of the owner and administrator.
13. Kiddie Daycare and Preschool will be closed on the following: New Years Day, Good Friday, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day, Black Friday and Christmas Day. We will do a sign-up sheet for Christmas Eve and may close the entire day or close early depending on enrollment.

Signature: _____ Date: _____



