

Child's Play Learning Center

"Quality childcare in a home-like setting"

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PARENT HANDBOOK

Revised 1/2015

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CHILD'S PLAY LEARNING CENTER, INC.

PARENT HANDBOOK

REVISED 1/2015

Welcome to Child's Play Learning Center, a place where we can grow together. A place where we work daily toward a common goal in which.....

***** Each person is an individual.

***** We respect, support and encourage each other through active listening.

***** Children and staff will learn best through active involvement with others.

***** We talk openly about feelings and problems, thus strengthening our communication skills.

***** Everyone is allowed to feel good about his/her own body, and to have a safe "bubble" of space.

PARENTS:

***** We want you to know, to understand, to discuss with us our goals.

***** We want you to look into our busy, happy, noisy, creative, playful classrooms and feel that your child is developing and growing

***** We hope that you will respect, support and validate your child's individual growth.

***** We invite you to offer suggestions, comments, and constructive criticism, as opportunities where both of us can learn.

PHILOSOPHY

Child's Play Learning Center implements developmentally appropriate practices as suggested by the National Association for the Education of Young Children. Our primary goal is to allow children to share in learning experiences that will assist them in building a foundation for lifelong learning. Our areas of concentration are: physical, social, emotional and intellectual. We will offer daily opportunities where you and your children can depend on us for respect, support and encouragement. Our curriculum is developed so that your children will be given free choices in educational learning centers, which will be expanded on a daily basis. As we grow together, we will be reaching out to the world and expanding our general knowledge base. Our philosophy is that "through a secure and consistent environment we will encourage and support the total development of the whole child." The primary goal of our program will be to accept each other as an individual and develop a feeling of positive self-esteem.

PROGRAMS

Child's Play Learning Center offers a child focused program for children ages 6 weeks through 12 years. The center is in operation Monday through Friday from 6:00 a.m. until 6:00 p.m. year round. Our staff is carefully selected for their educational background, teaching experience, early childhood development training, and their sensitivity to the individual needs of young children. The owner on staff has a degree in Early Childhood Development and has a certificate from the Ohio Department of Education.

Child-Staff Rations for Groups:

Age Group	State Children/	Child's Play Teacher	State Max. Group Size	Child's Play
6 weeks-12 months	5:1	5:1	12:2	10:2
12 months-18 months	6:1	6:1	12:2	10:2
18 months-30 months	7:1	7:1	14:2	14:2
30 months-less than 3 years	8:1	7:1	16:2	14:2
3 years	12:1	10:1	24:2	20:2
4 & 5 years	14:1	12:1	28:2	24:2
Kindergarten	18:1	12:1	36:2	24:2
6 years-11 years	18:1	16:1	36:2	32:2
11 years-less than 15 years	20:1	16:1	40:2	32:2

*These ratios for groups are state required for Child Care Centers. Our facility is licensed to operate legally by the Ohio Department of Job and Family Services. A toll free telephone number (1-866-635-3748) is listed on the center's license and may be used to report a suspected violation of the licensing laws or administrative rules. The licensing law and rules governing child care are available for review at the center upon request. A copy of the licensing law and rules is kept by the sign in/ out books as you enter the building for your convenience. Licensing inspection reports and complaint investigation reports for the current licensing period are posted on the parent's bulletin board. Copies of the last three current licensing reports are available for you to review. The licensing record including compliance report forms, complaint investigation reports, and evaluation forms from the building and fire departments are available for review upon request from the Ohio Department of Job and Family Services. The address and local phone number: Child Care Licensing, 255 E. Main St., Columbus, OH 43125- (614) 466-3822; Web Site Address: www.state.oh.us/odjfs/cdc.

CHILDREN'S PORTFOLIOS

Learning is a long term process to be enjoyed to the fullest. We know and plan for a number of experiences that will develop understanding—understanding that develops and deepens over time. By collecting samples of students work over a period of time, we gain a better understanding of how a child is developing and gain insight into each child's individual needs.

Samples of children's work and personal logs will be available throughout the year in your child's portfolio and distributed to the parents during scheduled conferences throughout the year. Items you may find in children's portfolios are:

- | | |
|------------------------------------|-----------------------------------|
| -Graphs and Charts | -Drawings and Paintings |
| -Children's Writing Samples | -Special Items They Wish to Share |
| -Photographs of Children's Work | -Teacher Observations |
| -Snapshots of Learning Experiences | -Special Communications |

- PROGRAM OBJECTIVES:** Days are planned so that children will:
- Be safe
 - Feel secure
 - Receive individual attention and affection
 - Develop satisfying relationships with other children and adults
 - Develop self-discipline
 - Experience successes in order to develop a positive self-image
 - Learn to respect the personal property and rights of others
 - Develop intellectual and physical skills

REGISTRATION & ADMISSION INFORMATION

Child's Play Learning Center does not discriminate in the enrollment of children upon the basis of race, color, religion, sex, national origin or disability in accordance with the American with Disabilities Acts of 1990, 104 Stat. 32, 42 U.S.C 12101et seq.

REGISTRATION: An interview with the child and parent will be scheduled prior to admission. A **non-refundable** spot retainer fee of \$60.00 per child or \$ 100.00 per family of 2 or more is required for our child care program. Yearly registration fees are due by March 31 for the following year.

ADMISSION: Before admission, all necessary forms for your child's file must be completed. Before and on the first day of attendance, parents/ guardians are required to complete the "Child Enrollment and Health Information Form".

ROSTER: A parent roster is prepared annually and dated. The roster will indicate each group of children, and contains names and phone numbers of parents. Upon request, rosters can be given to parents of children attending the center. Parents/ guardians must sign a statement either granting or not granting permission to be placed on the roster.

FEES

TUITION varies with your choice of program options. Fees are established from September through August. You will receive a Financial Agreement in August. A Financial Agreement must be signed by the parent or legal guardian at the time of enrollment. Please refer to your Financial Agreement for details. When there is a need for a change, a **new Financial Agreement** must be signed by the parent or guardian for continued enrollment.

TUITION DEPOSIT of (2) two weeks will be required at the time of enrollment.

TUITION PAYMENTS are due the last Friday of each month or bi-weekly on **Fridays by 10 a.m.** Make checks payable to "Child's Play Learning Center". Please drop checks in the designated mailbox. Make cash payments directly to the office, so a cash receipt may be given to you for your convenience.

RETURNED CHECKS will be a \$35.00 fee. Cash will be required as payment for returned checks. Your account may be put on a "**CASH ONLY**" basis after two (2) returned checks.

LATE TUITION fee will be charged to your account, if tuition payment is made after **10 a.m. on Friday; unless other arrangements have been made with the administrator. The charge will be \$35.00.** If fees are unpaid for two weeks, your child will not be admitted until full payment is made.

LATE PICK-UP FEES will be applied to your account at \$7.00 for each 15 minutes or fraction thereof. Late fees will accumulate after 10 hours on premises or after 6:00 p.m., whichever comes first

ADDITIONAL FEES will be charged for kindergarteners and schoolagers when they attend the center all day due to school vacations, snow days, etc... see Financial Agreement for details.

FEDERAL TAX ID NUMBER will be provided upon parent/ guardian request.

VACATION time taken by the parents/ guardians will not result in a reduction in tuition and it will be their responsibility to pay any fees due the center. Guarantee of continued enrollment cannot be made unless fees are paid during the child's absence.

WITHDRAWAL of services requires a written notice of two weeks or two weeks tuition may be paid in place of a written notice if immediate withdrawal from the program is necessary. Records or information will be released or transferred upon request and with the appropriate form filled out.

MEALS AND SNACKS

Lunch: Each child will need to bring a lunch daily. Packed lunches **must** meet state requirements. All parents receive a copy of state requirements at the time of registration (included with this handbook). If for some reason, your child does not have the state requirements **you will be charged** for supplements as needed. **This amount will be added to your weekly tuition.** We serve 100% fruit juices. Milk is served on a daily basis: children twelve months and under must be served breast milk or formula; children twelve to twenty-four months must be served whole homogenized vitamin D fortified milk and children older than twenty-four months can be served vitamin D and vitamin A fortified low fat or skim milk. Upon enrollment parents/ guardians are given requirements for lunches brought from home. Lunches must include one-third RDA specified by USDA.

Snacks: We serve morning and afternoon snack. These snacks will be posted weekly/ monthly.

Early Morning Snack/ Breakfast: Cold cereal, juice and milk will be available each morning between 7-8 a.m.

** If your child's diet needs to be modified to eliminate any food group, approval in writing by a licensed physician is required. Special diet due to cultural or religious reasons must be in writing from the parent/ guardian with instructions along with their signature and date. A copy will be kept in the child's file and in their classroom.

NAPS

We provide a daily rest period after lunch. Those children who fall asleep may nap until three o'clock. Those children who are not sleeping after 1 hour may lay with quiet activities on their cot until scheduled nap time is complete. Children may bring on small (2'x3') blanket and small travel-size pillow from home. Blankets and pillow covers must be taken home once a week for laundering. Please make sure you label your child's napping items clearly with their names. Infants are required by licensing to sleep on their backs unless the parent/ guardian request otherwise in writing. "Sleep Position Waiver Forms" are available upon request. Toddlers are not permitted to lay on their cots with a bottle.

OUTDOOR PLAY

Being outdoors is an important part of our daily routine. Only inclement weather will keep us inside. Outside, we experience exercise which increases our general fitness and resistance to infections. We also breathe air that has fewer germs in it. We need clothes that **keep us comfortable and warm** during outside play. Please provide weather appropriate outerwear. **Please check your child's change of clothes as the seasons change. Parents are to keep clothes that are weather appropriate available to the center at all times in their child's cubby.** We also ask that your child wears only closed-toed shoes, preferable tennis shoes. During winter months, if the temperature and or wind chill reaches 30 degrees or below, there will not be outside play. The teachers in all classrooms will provide indoor large muscle activities instead. During the summer months, if the temperatures are higher than 90 degrees, play periods outside will be shortened. There will be planned indoor large motor activities with the children.

TOYS FROM HOME

We ask that toys from home stay at home. We offer a wide variety of developmentally appropriate material and equipment that supports and enhances our curriculum. We have found that toys from home cause conflict between the children.

SAFETY POLICIES

The safety of children is of greatest concern at Child's Play Learning Center. The following guidelines help ensure their safety:

1. No child shall ever be left alone, unsupervised.
2. Fire drills will be practiced monthly. A copy of the fire drill schedule is on file in the office. The evacuation plan for fire emergency and weather alert are posted in each classroom.
3. Each parent/ guardian is required to bring their child(ren) inside the center and tell the supervising teacher of their arrival and departure from the center.
4. During field trips a first aid kit shall be available. Parents can serve as drivers and helpers on any field trips. Children less than 80 pounds or under 4'9" will be transported by a child safety seat. Other children will be required to use a seat belt.
5. Swimming pools must be emptied and sanitized daily. Written parental permission is needed for all children to participate in outside water play. Staff and children will review all safety rules before the activity is permitted. Sunscreen must be applied on your child prior to water play of any kind in the summer months. Request for Adminstrating Medications Form must be completed by the parent/ guardian to administer sunscreen and a copy must be kept on file for 1 year.
6. Spray aerosols shall not be used any time the children are present.
7. All employees and administrators are required to immediately notify Children's Services when they suspect a child has been abused or neglected.
8. An "Incident/Injury Report" must be completed for illness, accident, injury which requires first aid, bump or blow to the head, emergency transportation and any unusual event jeopardizing children/staff. If an incident occurs that requires transportation from the center to the hospital, a copy of the report must be faxed to the Ohio Department of Job and Family Services.
9. A person trained in First Aid, Communicable Disease and Child Abuse, along with Infant, Child and Adult CPR must be available on site at all times and on field trips or scheduled special events.

10. Our center is a smoke-free environment.
11. The staff is familiar with the location of all fire extinguishers, first aid kits, fire alarm system, and children's records. Our center has a complete fire system that is inspected annually.
12. "Authorized Pick Up" Cards must be completed before enrollment. Only person(s) listed on this card are authorized to pick up your child(ren). Written notice can also be given to the center if a situation should occur and the person is not listed on the EMS Card.
13. If parents are separated or divorced, we are required by state law to have on file a copy of the court document outlining custody and visitation arrangements.
14. Fire emergency and weather alert plans are posted in each classroom which explain actions to be taken and staff responsibilities in case of fire emergency and weather alerts. The plan shall include a diagram showing evacuation routes. Our evacuation site is Pickerington Nazarene Church located next door.
15. Dental First Aid Chart and Communicable Disease Chart are posted outside the office.
16. Center licensing records, licensing inspections, complaint investigations, health department evaluations, building inspections reports, and fire inspection reports available upon request.
17. Liquids and food hotter than 110 degrees will be kept out of reach of children.
18. Infant formula and breast milk is heated using hot tap water.

SPECIAL NEEDS CHILDREN

Special needs children will receive care in a group of children of the child's developmental age. The teacher will implement practices supportive of developmental needs and coordinate with the child's special service providers with parental/ guardian consent. Documentation of efforts will be made in agreement with the parent/ guardian. Appropriate adjustments will be made by the center to meet the child's developmental needs. Any additional financial costs to accommodate the child(ren) in our program will be the parent's/ legal guardian's responsibility.

TRANSPORTATION OF CHILDREN

When children are transported from the center, there is a list that accompanies them to and from their scheduled activities. Teachers are to conduct a head count when leaving and periodically throughout the activity. A head count is conducted again before leaving the activity and returning to the center to ensure that all children are accounted for.

When an emergency occurs, children are transported by the local fire department if necessary. Children are accompanied by a staff member if a parent is not yet at the facility after the child is evaluated by the emergency squad. Once the parent/ legal guardian arrives at the location where medical services are to be administered, the staff person then returns to the center. Forms are kept on file for emergency transportation and treatment. A copy of this form will accompany the child to the medical agency.

When children are transported to Field Trips or Routine Trips, the center van is used to transport them and parent permission forms are completed prior to the activity. A list of children attending the field trip or routine trips must accompany the group. A copy of the list is to be left with the center office. A head count is made prior to leaving the center and again before leaving the event.

FIELD TRIP SAFETY

Our program is enriched by field trips. Upon enrollment parents are asked to sign permission slips for all Routine Trips as well as specific Field Trip Permission Slips granting permission for their child(ren) to participate in Center activities.

Routine trips are defined as regularly scheduled excursions from the center and walking trips in the vicinity of the center as part of our normal curriculum.

Field trips are defined as special outings, infrequent or irregularly scheduled. Before transporting or escorting a child on a field trip, the center will have written field trip permission for a specified date and destination from the parent or guardian for each child. Head counts are done prior to entering the designated vehicle, during the activity, before departing the scheduled activity and as they enter the designated vehicle to return to the center. A list of children attending the activity accompanies the group in designated vehicles. A copy of the list is left at the center office.

All staff/ adults must be actively participating in all activities with the children. While swimming, the teacher must clearly see all parts of the swimming area including the bottom of the pool. School age children **ONLY** can have activities in lakes, ponds, ETC... where the bottom of the water cannot be seen. Teachers will follow all guidelines noted in the TRANSPORTATION OF CHILDREN.

The following are requirements for Routine Field Trips and Field Trips:

- *First Aid Kit available
- *Staff member trained in First Aid, Communicable Disease, Child Abuse and Infant, Child and Adult CPR
- *Children must wear identification tags with the center's name, address and phone number.
- *For each child a copy of the "Child Enrollment and Health Information Form".
- *A child restraint system according to the law.
- *Permission slips signed by a parent/ guardian.

SWIMMING INFORMATION

Swimming activities will be provided for schoolage children during the summer. We will take the children to the Baltimore City pool in the center van. A lifeguard will be present at all times and child care staff will be actively supervising the children. Parents will be provided with permission slips ahead of time and the permission slip will include the staff/child ratio that will be followed and specify if additional adults will be in attendance. Sunscreen must have a medication form completed and have the child's name on it.

Younger children will be provided with water play opportunities at the center. These may include sprinklers, slip n slides, and small wading pools (less than 24 inches deep). Parents will be required to sign written permission slips prior to children engaging in water play with standing water. Sunscreen must have a medication form completed and have the child's name on it.

EMERGENCY AND MEDICAL INFORMATION

EMERGENCY CARDS: A copy of your child's emergency card is required to be on file and the information updated as needed. These are to be used in an accident or emergency. Should an incident occur, the emergency squad may be called, and your child may be taken to the closest

hospital. The physician employed by the parent/ guardian will provide subsequent medical care, if necessary. All costs not covered by insurance must be paid by the parents or guardians.

MEDICAL: Upon enrollment, your child must have a current immunization record and a Child's Medical Statement signed by their attending physician. Every year (12 months), your child will need to complete a new medical statement. Children of school age (Kindergarten or above) are not required to renew their medical statements. It is the responsibility of the parent to keep a current "Child's Medical Statement" on file or your child could be excluded from the center until completion by their physician.

INJURY AND COMMUNICABLE DISEASE POLICY

Illness: If your child shows symptoms of communicable disease, please keep him/her home and notify the center.

Children will be discharged from the center with the following symptoms:

- * **Temperature of 100 degrees Fahrenheit taken auxiliary (under the arm)**
- * **Skin rash/ spots or untreated infected skin patch(es)**
- * **Vomiting (1) once**
- * **Diarrhea (3 times or when deemed necessary by the administrator prior to 3 times)**
- * **Discolored body fluids**
- * **Evidence of untreated lice, scabies, or other parasitic infestation**
- * **Severe coughing, causing child to become red or blue in the face or to make a whooping sound**
- * **Difficult or rapid breathing**
- * **Yellowish skin or eyes**
- * **Redness of eye, obvious discharge, matted eye lashes, burning or itching**
- * **Unusually dark urine and/or gray or white stool**
- * **Stiff neck with elevated temperature**
- * **Sore throat or difficulty swallowing**

MANAGEMENT OF ILLNESS

- * **Child will be isolated from the other children on a cot with a staff member present to continue observation**
- * **Parent/ guardian contacted by a staff member immediately**
- * **Sick child will need to be picked up within one (1) hour**
- * **Ill child MUST remain out of the center until symptom-free for 24 hours**
- * **If a physician saw your child due to illness, then your child may return to the center according to the doctor's recommendation**
- * **If your child is sent home due to an illness and the administrator feels that a physician's care is needed, the child may not return to the center until an excuse is signed by their physician.**

PARENT NOTIFICATION: If children are exposed to a communicable disease at the center, an "Exposure Notice" will be posted by the classroom doors to notify parents of the illness, date of exposure, and symptoms to watch for.

OHIO DEPARTMENT OF HEALTH “COMMUNICABLE DISEASE” CHARTS:

Communicable disease charts describing signs and symptoms to watch for are posted in view for parents.

TEACHER ILLNESS: A teacher who becomes ill will be substituted by another responsible adult. Staff/child ratios will always be maintained.

MILDLY ILL CHILDREN: With respect to parents’ wishes, the center will care for a mildly ill child who is not feeling well or is experiencing minor cold symptoms, PROVIDING, the child does not exhibit any of the above specified symptoms, and feels well enough to participate in all activities, including outdoor play.

MEDICATIONS: Prescription medications can be given only after you complete the “Request for Administration of Medications Form”. This form is available from your child’s teacher. Please give the medicine and the completed form to the teacher on duty. Medication must be in its original container with the child’s full name, RX number and date of expiration listed on it. The doctor’s signature is required for all medication, prescription and non-prescription, excluding sunscreen.

To lessen the effects of the sun’s damaging rays please provide your child with a bottle of sunscreen labeled with their name in the summer months. A medication administration form is available upon request from the office and the sunscreen can be used for 6 months with the proper form.

According to state law, “No medications, vitamins, or special diets are administered unless instructions to administer such items are written, signed and dated by a licensed physician and are prescribed for that child.”

INJURY: If your child is injured while he/she is in our care, appropriate first aid is administered and if necessary, the emergency squad and parents/ legal guardians are called. We complete an incident report. One copy of the report will be given to the parent/ guardian and a copy will be placed in the child’s file and kept up to one year.

SERIOUS INJURY OR ILLNESS: In the event of a serious injury or illness, staff are instructed to stay with the injured/ill child at all times and to summon additional help if needed to supervise the rest of the children. A staff member trained in First Aid/Communicable Disease is always on site. Staff are instructed to determine if EMS needs to be contacted and to check the child’s health information to determine if a Medical/Physical Health Care Plan has been completed on the child. Parents will be contacted and staff will provide basic first aid until EMS or parents arrive. An incident report must be completed for the parents and if a situation requires medical attention, ODJFS must be notified within 24 hours of the incident and a report must be submitted within 3 days.

CHILD GUIDANCE AND MANAGEMENT POLICY

Guidance means encouraging self-direction in children. No punishment or verbal abuse is used. Within the boundaries of each child’s age, developmental stage, and personality, we establish reasonable and fair expectations for behavior. Managing behaviors will consist of redirecting, separation from the situation, problem solving and praising. Our goal is to help each child develop a management plan if needed. All guidelines for child guidance and management shall be in guidelines as stated in administrative code 5101:2-12-22 of the child care rules and regulations. The specifications outlined in this rule apply to all employees of the center.

CHILD CUSTODY/PARENT DIVORCE SITUATIONS *Effective 5/26/2011*

Child's Play Learning Center and all employees will remain neutral in any custody or divorce situations that exist or may arise with children in our care. We want to support all children and all parents in our program. Child's Play will remain a safe environment for children where they do not have to worry about any outside conflicts that may arise from these situations. All efforts will be made to keep both parents aware of all center happenings and any information pertaining to their child's care or progress.

Child's Play will also follow any court orders that are in place. Parents must keep the office up to date and provide copies of these orders that pertain to the children in our care.

CHILD ABUSE

The administrator and each employee of the facility is required, under Section 2151.421 of the Ohio Revised Code, ORC, to report their suspicions of child abuse or child neglect to the local public children's services agency. We are professionally committed and legally mandated to report suspected emotional, sexual, and physical abuse or neglect.

CLOTHING

We provide a learning environment that promotes discovery and active hands-on participation on the part of the child. We suggest clothing that allows the child to take part in activities of their choice to the fullest, without being overly concerned about clothing. For daily outdoor play, provide clothing that allows for active, safe, uninhibited play and are appropriate for the climate.

Every child is apt to have a toilet accident or project spill. Please leave a complete set of clothing that is appropriate for the climate in the child's cubby for changing and **label all belongings**.

From June to August, we play in wading pools and sprinklers. A bathing suit and towel can be left during this time. These items will be sent home weekly to be laundered.

BIRTHDAYS

Birthdays are celebrated at afternoon snack time. The teacher will add a special story, song, or birthday hat. You can supplement the celebration with fruits, cookies, cupcakes, etc. The whole group is invited. Please make arrangements with the teacher.

CALENDAR

HOLIDAYS: If the holiday falls on a weekend, it will be observed either on Monday or Friday. The center will be closed on the day on which the following holidays are celebrated: Labor Day, Thanksgiving Day and the day after, Christmas Day (4:00 p.m. on Christmas Eve), New Year's Day (4:00 p.m. on New Year's Eve), Memorial Day, and the 4th of July. Any additional closings will be posted. **Fees remain the same when the center is closed for the scheduled holidays listed above.**

EMERGENCY CLOSINGS: Emergency closings may occur due to weather, fire, sewer difficulties, or loss of power, water or heat. In the event of bad weather or poor road conditions, the center may be closed. Watch Channel 4 or 6 on your television for that information. The center operates according to the following guidelines during snow emergencies. Level 1, the center is open regular hours unless director deems unsafe. Level 2, the center opens at 9:00 a.m. Level 3, the center is closed. If an emergency closing is necessary, parents or guardians will be contacted to pick up their children as soon as possible. Please keep all emergency cards updated. Ratios will be

maintained until all children are picked up. If any situation requires evacuation, we will evacuate to Pickerington Nazarene Church's youth room which is located next door.

CONCERNS

Please feel free to talk to the staff, administrators, and owner about any concerns you may have regarding the center's policies, procedures, and practices. Parents are asked that if they witness any unsafe situation that the matter be brought immediately to a staff member's attention. The center administrator or co-administrator should also be contacted immediately if a child's or staff member's safety is involved.

PARENT COMMUNICATION AND PARTICIPATION

NEWSLETTERS will be from the teachers and will talk about center activities and serve as a bridge between center and home. Use the newsletter to remind your child of certain songs, games, or projects done at the center.

SIGN IN-OUT SHEET MUST BE SIGNED DAILY- this allows us to know who is on premises at what times.

BULLETIN BOARDS are a direct link between the activities of the day, snacks we have had, lunches that are provided and new information we want to share.

UNLIMITED ACCESS is available to parents or guardians of the enrolled children during its hours of operation for the purposes of contacting their children, evaluating the care provided by the center, or evaluating the premises. Please notify the Center Director or Program Administrator of your presence, along with your child's classroom teacher.

CLASSROOM VISITS are encouraged in our program. Children take great pride in you being a special part of their day. Parents or guardians are welcome to spend any day at the center with their child. Visiting the classroom and sharing careers, tradition and cultures are encouraged.

PARENT/ TEACHER CONFERENCES will be offered at least once a year. Parents will be contacted and conferences will be scheduled. Any time a parent/ guardian feels they need a conference, please contact the office and a conference will be scheduled.

PHONE CALLS are accepted in emergency situations. Teachers are very busy in the classroom and a message will be taken if it is not an emergency. Your call will be returned at a later time.

PARENT GET-TOGETHERS will be made available throughout the year. Communication is a vital part of our program and parents or guardians are encouraged to attend.

PARENT ROSTER with parents/ guardians names and telephone numbers is available upon request. Permission to either include or not include a parents name and number is requested on the Child Health and Enrollment Form. Often parents will use this roster to organize birthday parties or arrange for a friend's visit. As required by licensing, this roster does not contain children's names.

TRANSITIONING CHILDREN

Children may visit the next older age group for transitioning only if ratios and group size are maintained. A “Transition Agreement” must be completed by the office and copies given to the classroom, office and parent/ guardian. During the transition period the child must be listed on both their current group attendance book and the new group attendance book. Transition Agreements are available upon request.

SCHOOLAGERS AND PRESCRIBED MEDICATIONS

School age children, **fourth grade or older** are permitted to carry, in their book bags, the following prescribed medications: inhalers, bee sting kit or medications required for allergic reactions. The medication must be in its original container with the child’s full name, RX number, dosage recommended and date of expiration listed on it. A parent must complete a “Request for Administrating Medications” Form. One copy must remain with the child in their book bag and a copy must be in the child’s file.

SUPERVISION OF SCHOOLAGE CHILDREN

School children are children attending the public school. Children registered but not attending public school are still regarded by licensing as preschool children. School age children may run errands inside the center in groups of no more than six children or use the restroom alone. They must be within hearing distance of a staff member and a staff member must check on the children until they return to the group. A group of no more than six school children, 4th grade and older, may be engaged in safe activities without a child care staff member as long as a child care staff member can see or hear the children at all times and a staff member checks on the children every 5 minutes until they return to the group.

With written permission from the parent/ guardian school children may leave the center for specific activities, walk to/ from school and home, they may participate in activities in the building sponsored by other group, i.e. cub scouts, karate, etc...

If a child from another program is scheduled to arrive at the center by bus or be picked up by the center’s van, but is absent, the center will attempt to determine the child’s whereabouts by contacting a parent, guardian, and/or school personnel. Please inform the center ahead of time if your child will be absent on their normally scheduled day at the center.

The center will adjust our staffing pattern to meet ratio for school age children if school is cancelled or delayed.

SUPERVISION PLAN FOR ALL CHILDREN

Supervision of children is the function of actively observing and guiding a child or group of children. This includes awareness of and responsibility for the activity of each child and being physically present and near enough to intervene if needed. Children are tracked by attendance books, which are kept with the groups at all times. If a child is scheduled for a specials activity or event at the center or away from the center, a list of children is provided to the classroom teacher, as well as the teacher who is conducting the activity. Child care staff members have been trained and have knowledge to identify children’s needs, accountability for their care, and knowledge of which children they are responsible for at all times. No child shall ever be left alone or unsupervised. Children shall be within sight and hearing of child care staff members at all times. Step-Up ratios will be maintained at all times. Child care staff is assigned working hours to give continuity of care and supervision to

children. All other rules and regulations in section 5101:2-12-20 will be followed as stated in the licensing rules and regulations.

ARRIVAL, DEPARTURE, AND RELEASE

ARRIVAL/ DEPARTURE: Children will be arriving at varying times 7:00 a.m.-6:00 p.m.

PLEASE REMEMBER YOU MUST SIGN YOUR CHILD/CHILDREN IN/ OUT DAILY!

After signing your child/ children in, **all parents are required to escort their child and make direct contact with the staff person in charge.** This ensures safety as well as provides a feeling of security for the child. Parents are required to notify the staff person in charge at departure time. This is especially important when the parent picks up the child during the outside playtimes.

RELEASE: Children will only be released from the center to anyone other than the parent or guardian if:

- *the parent/ guardian has given written permission on our "Authorized Pick Up" form
- *the parent/ guardian left a note with a staff member in charge stating permission for another adult listed on the EMS card to take the child
- *the parent/ guardian sends a note giving permission for a person 16 years and older to pick up their child

PLEASE BE AWARE THAT ALL UNFAMILIAR FACES WILL BE ASKED TO IDENTIFY THEMSELVES BY A DRIVERS LICENSE OR THE EQUIVALENT.

***Please remember your security code is for your immediate family only!**

Do not give your security code to anyone outside of your immediate family that may be picking up your child/ children. They may enter the center by ringing the door bell. Thank You!

NO CHILD IS TO BE LEFT UNATTENDED IN THE BUILDING OR PARKING LOT BY THE PARENT/GUARDIAN AT ANY TIME.

IF THE CHILD HAS BEEN TAKEN FROM THE STAFF PERSON, THE PARENT/ LEGAL GUARDIAN IS LEGALLY RESPONSIBLE FOR THE CARE OF THE CHILD.

CRITERIA FOR MEETING THE NUTRITION REQUIREMENTS FOR MEALS IN CHILD DAY CARE FACILITIES

Child day care facilities must serve meals which constitute at least one third of each child's recommended daily dietary allowances, which include foods from all four basic food groups, and which reflect the developmental stage of the child. See rule 5101:2-12-61 (centers); rule 5101:2-13-60 (type A family day care homes); and rule 5101:2-14-28 (certified type B family day care homes). Prepared by the Ohio Department of Health, Nutrition Division, in cooperation with the Ohio Department of Human Services.

The following information specifies the four basic food groups and the quantities necessary to meet nutritional requirements for the lunch meal.

MEAT GROUP		Amount		
		1-3 years	3-6 years	6 years and up
Beef, pork, veal, lamb, poultry, fish	Weight	1 oz.	1 ½ oz.	2 oz.
	Protein content	7 g.	11 g.	14 g.
Cheese		1 oz.	1 ½ oz.	2 oz.
Egg		1 medium or 1 large	1 ½ medium or 1 large	2 medium
Peanut Butter		2 tbsp.	3 tbsp.	4 tbsp.
Cooked dried beans, peas		½ cup	¾ cup	1 cup
Cottage Cheese		¼ cup (2 oz.)	3/8 cup (3 oz.)	½ cup (4 oz.)

Functions: Provide the nutrients protein, B vitamins (niacin and thiamine), and iron which are needed daily for building and maintaining body cells (e.g. muscles, blood, bone), promoting proper growth, regulating body functions, resisting infection, and forming hemoglobin in the red blood cells.

Notes: Total portion sizes for the meat group can be met by one of the above amounts stated or a combination of any of the above amounts equivalent to total meat portions.

- One pound of hamburger shrinks 4-5 oz. in cooking
- Two chicken wings or one drumstick or one thigh = 1 1/2 oz. meat
- One-fourth cup canned fish (tuna, salmon, mackerel) = 1 oz. meat.
- One medium chicken liver = 1 oz. meat.
- All fish sticks, cold cuts, frankfurters, etc., do not weigh the same. Be sure to determine weight by dividing number of pieces or slices into total package.
- Cheese food and cheese spread do not contain as much protein as regular cheese. If they are used, 1 1/2 oz. = 1 oz. meat. Cream cheese cannot be used as a meat equivalent.
- Cooked dry beans or dry peas may be used as a meat equivalent or as part of the vegetable/fruit group but not in both groups in the same meal.

VEGETABLE-FRUIT GROUP	Amount		
	1-3 years	3-6 years	6 years and up
	¼ cup total	½ cup total	¾ cup total

Functions: Provide the nutrients Vitamin A and Vitamin C as well as roughage in the diet Vitamin C helps build and maintain healthy gums, body tissues and blood; helps resist infections; hastens wound and bone healing; aids in utilization of iron. Vitamin A is important for healthy skin and mucous membranes (such as nasal and intestinal); promotes healthy eye tissues for normal vision.

Notes:

- Each meal must include two or more vegetables and/or fruits to equal the total above amount.
- A source of Vitamin C needs to be served daily and a source of Vitamin A three times a week.
- Excellent and good sources of vitamin C and A are shown below. One excellent or two good sources equal one serving of vitamin C and A

Vitamin C (daily)	Vitamin A (3 times/week)
<p style="text-align: center;">EXCELLENT SOURCES 15 mg. or more/serving</p> <p>Broccoli, fresh or frozen, cooked – ¼ cup Brussel sprouts, cooked – ¼ cup Cauliflower, raw or cooked – ¼ cup Green leafy vegetables, cooked – ¼ cup (Beef greens, collards, kale, mustard greens, turnip greens) Green peppers, sweet, raw, large – ½ Potato, boiled, 2 ¼" diameter – 1 Potato, baked, 2 ½" diameter (without skin) – 1 Tomato, fresh, small – 1</p> <p>Cantaloupe – 5" melon – 1/8 Grapefruit, canned – ¾ cup Grapefruit, fresh, 4" diameter – ½ Grapefruit juice, canned – ¼ cup Grapefruit-orange juice, canned – ¼ cup Honeydew melon, 5" diameter – 1/8 Orange, fresh, 2 ½" diameter – ¼ Orange juice, fresh, canned, or frozen – ¼ cup Strawberries, fresh – 5 Tangerine, small – 1</p>	<p style="text-align: center;">EXCELLENT SOURCES 660 IU or more/serving</p> <p>Broccoli, fresh or frozen, cooked – ¼ cup Carrots, cooked – ¼ cup Green leafy vegetables, cooked – ¼ cup (Beef greens, collards, kale, mustard greens, chard, turnip greens) Pumpkin, cooked – ¼ cup Spinach, cooked, fresh, canned or frozen – ¼ cup Squash, winter, fresh or frozen – ¼ cup Sweet potato, small – 1 Tomato, fresh, small – 1 Vegetable soup, canned – ½ cup</p> <p>Apricots, canned, half – 1 Cantaloupe, 5" melon – 1/8 Nectarine, fresh, medium – 1 Peach, fresh, medium – 1</p>
<p style="text-align: center;">GOOD SOURCES 8-14 mg./serving</p> <p>Asparagus fresh or canned, medium spears – 3 Cabbage, shredded, cooked or raw – ¼ cup Okra, cooked – 4 pots Spinach, cooked, fresh, canned, frozen – ¼ cup Sweet potato, canned, small – 1 Tomatoes, canned – ¼ cup Tomato juice, canned – ¼ cup Turnips, white root, diced, cooked – ¼ cup</p>	<p style="text-align: center;">GOOD SOURCES 300-600 IU/serving</p> <p>Asparagus, green, fresh, cooked – ¼ cup Tomatoes, canned – ¼ cup Tomato juice – ¼ cup Tomato puree – 2 Tbsp. Tomato soup – ½ cup</p> <p>Apricot Nectar – ¼ cup Cherries, red sour, fresh, canned, or frozen – ¼ cup Grapefruit, pink, 4" diameter – ½ Peach, canned, half – 1 Plums, purple, canned – 1 Plums, prune, fresh – 3 Prunes, stewed, medium – 2 Watermelon balls or cubes – ½ cup</p>

- Vegetables and fruits such as, green beans, peas, corn, bananas, grapes, etc. are not good sources of Vitamins A or C. However, they are sources of other nutrients and can still be served.
- Vitamin C is a water-soluble nutrient which means amounts in excess of the body's daily needs are excreted in the urine.
Therefore, Vitamin C must be supplied daily. Vitamin C is also readily destroyed by high temperature or long exposure to heat or air (oxygen). Therefore, cook these foods in a small amount of water or steam them and cook only the minimum time needed.
- Vitamin A is fat-soluble which means it is carried through the body attached to fat it is stored in the body primarily in the liver. The body can draw on these stores when Vitamin A is needed. Therefore, a good source eaten every other day generally meets needs.
- Fried and processed potatoes (e.g. frozen fries, hash browns, tater tots, and instant potatoes) are not a good source of Vitamin C. However, instant potatoes are fortified with Vitamin C and may be used as a Vitamin C source.
- 100% full strength vegetable or fruit juice may not be counted to meet more than one-half of the amounts required.
- The following tomato products equal 1/4 cup vegetable:
 - 1 tablespoon paste
 - 2 tablespoons puree
 - 1/4 cup sauce

GRAIN GROUP	Amount	
	1-6 years	6 years and up
Bread	½ slice	1 slice
Bread Alternatives		
Cooked pastas, rice, corn, grits	¼ cup	½ cup
Crackers	2-3 small	4-6 small
Biscuit, roll, muffin	½ regular size	1 regular size
Pancake, 4" diameter	1	2
Waffle, 7" diameter	¼	½
Bun, bagel, English muffin	½ regular size	1 regular size

Functions: Provides the nutrients carbohydrate, B vitamins (thiamine, niacin), and iron as well as, roughage from whole grains. These nutrients give energy; aid in normal digestion and utilization of food; promote normal appetite, healthy skin and nerves; and help form hemoglobin in the red blood cells.

Notes:

- Only whole grain, fortified, or enriched grain products can be used as food sources for this food group.
- Cookies, cakes, donuts and pastries are not included in this food group.
- Cooked or ready-to-eat breakfast cereals are not included in this group for the noon meal.

MILK GROUP	Amount		
	1-3 years	3-6 years	6 years and up
Milk	½ cup (4 oz.)	¾ cup (6 oz.)	1 cup (8 oz.)
Calcium equivalents			
Cheese	½ oz.	¾ oz.	1 oz.

Functions: Provides the nutrients calcium, riboflavin (B2), and protein which are needed for forming strong bones and teeth; assisting in blood clotting; normal functioning of muscles and nerves; promoting healthy skin and eyes.

Notes:

Each meal must include one serving of fluid of milk or cheese

Whole milk and two percent milk are the beverages of choice.

Fresh fluid skim milk must *not* be used as a beverage; however, it may be used in cooking.

Natural cheese may be used as a calcium equivalent or as a meat substitute but not in both groups in the same meal.

Regular fluid milk must be Vitamin D fortified while fresh and dry skim milk should be fortified with Vitamins A and D.

Read the label.

Although ice cream and cottage cheese contain calcium, the quantities needed to satisfy the RDA are too large to be practical for these age groups.

Although pudding made with milk is a good source of calcium, it is not included in the milk group because of its high sugar content.

Other Foods (“Extra” Foods)

Functions: Foods in this group provide energy, enhance flavor, and help satisfy the appetite. Fats supply the essential fatty acids, carry fat-soluble vitamins (A,D,E, and K) and make up part of cell structure.

Notes: This group contains foods which do not belong in one of the four food groups. Examples of these foods are as follows: table sugar (sucrose), honey, jelly, jams, syrups, sweet toppings; pies, cakes, pastries, soft drinks, fruit flavored drinks; butter, margarine, shortening, salad oil, salad dressing, mayonnaise. These foods supplement but cannot substitute for foods in the four food groups. With few exceptions, they are “empty calorie” foods i.e., they provide mainly calories but little in the way of nutrients.

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.

This information must be given in writing to all parents, guardians and employees as required in 5101: 2-12-30 of the Ohio Administrative Code.

INFANT ROUTINES

FOLLOW INDIVIDUAL SCHEDULES AS REQUESTED BY PARENTS DAILY

* Meals & Snacks Offered

**Diapers are checked and changed as needed

*7:00-8:00 am	Combined with toddlers, Early Morning Snack/ Breakfast Offered
*8:00-9:00 am	Snack Offered
**8:30 am	Diaper Checks/ Changes as Needed
8:00-10:30 am	Free Play/ Tummy Time/ Art & Sensory Activities Offered
**10:30 am	Diaper Checks/ Changes as Needed
10:45-11:30	Outside, weather permitting, or Free Play/ Tummy Time/ Large Motor Activities
*11:30-12:30 pm	Lunch Offered
12:30-1:00 pm	Free Play/ Story Time, Songs & Fingerplays
**1:00 pm	Diaper Checks/ Changes as Needed
1:00-3:00 pm	Nap Offered
**3:00 pm	Diaper Checks/ Changes as Needed
*3:00-3:30 pm	Snack Offered
3:30-4:30 pm	Free Play/ Cognitive Activities Offered
*4:30-4:45 pm	Snack Offered
4:45-5:30 pm	Outside, weather permitting, or Free Play
5:30-6:00 pm	Prepare for Home, Combine with toddlers

TODDLER SCHEDULE

**CHILDREN @ FREE PLAY DURING THESE TRANSITIONS

**7:00-7:55 am	Early Morning Snack/ Breakfast/ Set up Classroom/ Greet Parents and Children Centers Open- Free Play
7:55-8:00 am	Classroom Clean-up/ Prepare for Outside or Music/ Movement
8:00-8:45 am	Outside or Music/ Movement (Teacher offers music w/ movement opportunity)
8:45-9:00 am	Diaper Check- Wash Hands and Family Style Snack *Teachers MUST sit with the children at the snack tables!
9:00-10:30 am	Centers Open- Free Play Easel, Sensory Table, Play dough, Large Paper and Crayons, Teachers Reading One on One, Art offered, Books, and Songs/ Finger plays
**10:10-10:20 am	Potty Time- <u>Maintain ratios!!!</u> 1 st Teacher sits with children in the bathroom 2 nd Teacher actively involved with children @ free play
**10:20-10:30 am	Diaper Changes- 1 st Teacher does diaper changes 2 nd Teacher actively involved with children @ free play
10:30-11:15 am	Outside or Music/ Movement (Teacher offers music w/ movement opportunity)
11:15-11:30 am	Diaper Check/ Wash Hands/ Lunch- Family Style *Teachers MUST sit with the children at the lunch tables!
11:30-12:00 pm	Lunch/ Clean-up- Tables must be wiped off and floors swept after lunch
12:00-12:30 pm	Center's Open- Free Play
**12:00-12:20 pm	Diaper Changes-1 st Teacher does diaper changes 2 nd Teacher actively involved with children @ free play
**12:20-12:30 pm	Potty Time- <u>Maintain ratios!!!</u> 1 st Teacher sits with children in the bathroom 2 nd Teacher actively involved with children @ free play
12:30-2:45 pm Nap-	Teachers rub children's backs as needed
2:45-3:00 pm	Snack- As children awake prepare them for snack *A teacher MUST sit with children at the snack tables!
3:00-4:20 pm	Centers Open- Free Play
**3:00-3:20 pm	Diaper Changes-1 st Teacher does diaper changes 2 nd Teacher actively involved with children @ free play
**3:20-3:30 pm	Potty Time- <u>Maintain ratios!!!</u> 1 st Teacher sits with children in the bathroom 2 nd Teacher actively involved with children @ free play
4:20-4:30 pm	Classroom Clean-up & Prepare for Outside
4:30-5:15 pm	Outside or Music/ Movement (Teacher offers music w/ movement opportunity)
5:15-5:30 pm	Centers Open- Free Play
**5:15-5:30 pm	Diaper Changes/ Wash Hands/ Snack Offered
**5:30-5:40 pm	Potty Time- <u>Maintain ratios!!!</u> 1 st Teacher sits with children in the bathroom 2 nd Teacher actively involved with children @ free play
5:40-6:00 pm	Centers Open- Free Play
5:45-6:00 pm	Toddlers combine with PS & SA - Toddler Room @ Ratio

PRE-SCHOOL SCHEDULE

7:00-8:00 am	Arrival/ Early Morning Snack/ Breakfast/ Learning Centers Open for Free Play
*Easel	*Writing Center *Manipulative *Art *Sensory
*Reading	*Blocks *Quiet Area
8:00-8:40 am	Outside or Music & Movement
8:45-9:00 am	Prepare for Snack- Bathroom- Wash Hands- Snack Family Style Teacher must sit with children at the table! Tables cleaned after snack & floors swept
9:10-9:25am	Welcome Circle/ Calendar, Weather & Job Chart
9:25-10:40 am	Learning Centers Open and Set-up for Free Play (Small Group Management System in Process)
*Easel	*Writing Center *Manipulative *Art *Sensory
*Science	*Blocks *Quiet Area *Math *Dramatic Play
10:40-10:45 am	Clean Up- Bathroom Transition/ Prepare for Outside
10:45-11:30 am	Outside Time/ Music & Movement- Teacher Planned Activities Free Play/ Parachute Games/ Small Group Games
11:30-11:45 am	Children Wash Hands and Prepare for Lunch
11:45-12:20 pm	Lunch Time- Family Style Teacher MUST sit with children during lunch until all children are done/ after all children are done eating clean tables & sweep floor- then set cots out with children
12:20-12:30 pm	Story Time
12:30-1:00 pm	Children transition to Cots for Nap Time Both teachers transition children to nap (tuck children in and rub backs if additional comfort is needed)
1:00-3:00 pm	Nap Time
3:00-3:10 pm	Transition from Cots Teacher & Children put cots away- assist children with bathroom/ hand washing before snack
3:10-3:20 pm	Family Style Snack/ Teacher must sit with children at the table! Teacher dismiss children to free play with management system
3:20-4:30 pm	Learning Centers open and Set Up- Free Play Children given Areas of Interest Opportunity by using Name Tags- Group Management System
*Easel	*Writing Center *Manipulative *Art *Sensory
*Science	*Blocks *Quiet Area *Math *Dramatic Play
4:30-5:15 pm	Outside Time (Teachers rotate cleaning of classrooms)
5:15-5:45 pm	PS & SA Children Combine- Free Play- SA Building
5:45-6:00 pm	Prepare for Home- SA, PS & Toddler Combine- Toddler Room @ Ratio

PRE-KINDERGARTEN SCHEDULE

7:00-8:00 am	Arrival/ Early Morning Snack/ Breakfast/ Learning Centers Open for Free Play
*Easel	*Writing Opportunity *Manipulative *Play Dough *Sensory
*Reading	*Blocks *Quiet Corner
8:00-8:40 am	Outside or Music & Movement
8:45-8:50 am	Prepare for Snack- Bathroom- Wash Hands
8:50-9:00 am	Snack Family Style/ Teacher must sit with children at the table!
9:05-9:25am	Welcome Circle/ Calendar & Weather/ Job Chart
9:25-10:30 am	Learning Centers Open and Set-up for Free Play <small>(Small Group Management System in Process)</small>
*Easel	*Writing Opportunity *Manipulative *Play Dough *Sensory
*Science	*Blocks *Quiet Corner *Math *Dramatic Play
10:30-10:45 am	Clean Up- Bathroom Transition/ Circle Activities/ Prepare for Outside
10:45-11:30 am	Outside Time- Teacher Planned Activities Free Play/ Parachute Games/ Small Group Games
11:30-11:45 am	Children Wash Hands and Prepare for Lunch
11:45-12:20 pm	Lunch Time- Family Style <small>Teacher MUST sit with children during lunch until all children are done/ after all children are done eating clean tables & sweep floor- then set cots out with children</small>
12:30-12:50 pm	Reading Time- Language Chart- Question of the Day- Journals
12:50-1:00 pm	Children transition to Cots/ Nap Time
1:00-3:00 pm	Nap Time
3:00-3:10 pm	Teacher and children put cots away together <small>(Children go to bathroom/ wash hands)</small>
3:10-3:20 pm	Family Style Snack/ Teacher must sit with children at the table! <small>Children assist with washing tables and sweeping floors</small>
3:20-4:30 pm	Learning Centers open and Set Up- Free Play <small>Group Management System for selection of activities</small>
*Easel	*Writing Opportunity *Manipulative *Art *Sensory
*Science	*Blocks *Quiet Corner *Math *Dramatic Play
4:30-5:15 pm	Outside Time (Teachers rotate cleaning of classrooms)
5:15-5:45 pm	PS & SA Children Combine- Free Play- SA Building
5:45-6:00 pm	Prepare for Home- SA, PS & Toddler Combine- Toddler Room @ Ratio

SCHOOL AGE-NO SCHOOL- SCHEDULE

7:00-8:00 am	Arrival/ Early Morning Snack/ Breakfast/ Learning Centers Open for Free Play
*Easel	*Writing Opportunity *Manipulative *Play Dough *Sensory
*Reading	*Blocks *Quiet Corner
8:00-9:00 am	Outside or Music & Movement
9:00-9:10 am	Prepare for Snack- Bathroom- Wash Hands
9:05-9:15 am	Snack Family Style/ Teacher must sit with children at the table!
9:20-9:30 am	Welcome Circle/ Calendar & Weather/ Job Chart
9:30-10:30 am	Learning Centers Open and Set-up for Free Play <small>(Small Group Management System in Process)</small>
*Easel	*Writing Opportunity *Manipulative *Play Dough *Sensory
*Science	*Blocks *Quiet Corner *Math *Dramatic Play
10:30-10:45 am	Clean Up- Bathroom Transition/ Circle Activities/ Prepare for Outside
10:45-11:30 am	Outside Time- Teacher Planned Activities Free Play/ Parachute Games/ Small Group Games
11:30-11:45 am	Children Wash Hands and Prepare for Lunch
11:45-12:20 pm	Lunch Time- Family Style <small>Teacher MUST sit with children during lunch until all children are done/ after all children are done eating clean tables & sweep floor- then set cots out with children</small>
12:30-12:50 pm	Reading Time- Language Chart- Question of the Day- Journals
12:50-1:00 pm	Children transition to Cots/ Nap Time
1:00-3:00 pm	Nap Time
3:00-3:10 pm	Teacher and children put cots away together <small>(Children go to bathroom/ wash hands)</small>
3:10-3:20 pm	Family Style Snack/ Teacher must sit with children at the table! <small>Children assist with washing tables and sweeping floors</small>
3:20-4:30 pm	Learning Centers open and Set Up- Free Play <small>Group Management System for selection of activities</small>
*Easel	*Writing Opportunity *Manipulative *Art *Sensory
*Science	*Blocks *Quiet Corner *Math *Dramatic Play
4:30-5:15 pm	Outside Time (Teachers rotate cleaning of classrooms)
5:15-5:45 pm	PS & SA Children Combine- Free Play- SA Building
5:45-6:00 pm	Prepare for Home- SA, PS & Toddler Combine- Toddler Room @ Ratio

SCHOOLAGE BEFORE/AFTER SCHOOL SCHEDULE

- 7:00-8:00 am Arrival/ Early Morning Snack/ Breakfast/ Learning Centers Open for Free Play
 *Easel *Writing Opportunity *Manipulative *Play Dough *Sensory
 *Reading *Blocks *Quiet Corner
- 8:00- 8:25 am Outside or Music & Movement
- 8:25-9:00 am Prepare for Snack- Bathroom- Wash Hands/Snack/Table Top Choices
- 9:00-9:10 am Prepare for Schoolage
-
- 4:00-4:25 pm Family Style Snack
 Teacher must sit with children at the table!
 Children assist with washing tables and sweeping floors
- 4:00-4:30 pm Learning Centers Open- Free Play
 Group Management System for selection of activities
 *Manipulative *Easel *Play Dough
 *Dramatic Play *Sensory *Math
 *Science *Blocks *Quiet Corner
 * Writing Opportunity
- 4:30-5:15 pm Outside Time
 Teachers rotate cleaning of classrooms
- 5:15-5:45 pm PS & SA Children Combine
 Free Play- SA Building
- 5:45-6:00 pm Prepare for Home
 SA, PS & Toddler Combine- Toddler Room @ Ratio

TODDLER SUMMER SCHEDULE

**CHILDREN @ FREE PLAY DURING THESE TRANSITIONS

**7:00-7:55 am	Early Morning Snack/ Breakfast/ Set up Classroom/ Greet Parents and Children Centers Open- Free Play
7:55-8:00 am	Classroom Clean-up/ Prepare for Outside or Music/ Movement
8:00-9:00 am	Outside or Music/ Movement (Teacher offers music w/ movement opportunity)
9:00-9:15 am	Diaper Check- Wash Hands and Family Style Snack *Teachers MUST sit with the children at the snack tables!
9:15-10:30 am	Centers Open- Free Play Easel, Sensory Table, Play dough, Large Paper and Crayons, Teachers Reading One on One, Art offered, Books, and Songs/ Finger plays
**10:10-10:20 am	Potty Time- <u>Maintain ratios!!!</u> 1 st Teacher sits with children in the bathroom 2 nd Teacher actively involved with children @ free play
**10:20-10:30 am	Diaper Changes- 1 st Teacher does diaper changes 2 nd Teacher actively involved with children @ free play
10:30-11:20 am	Outside or Music/ Movement (Teacher offers music w/ movement opportunity) **Outside if 2 teachers. Older children will not be outside at this time.
11:20-11:30 am	Diaper Check/ Wash Hands/ Lunch- Family Style *Teachers MUST sit with the children at the lunch tables!
11:30-12:00 pm	Lunch/ Clean-up- Tables must be wiped off and floors swept after lunch
12:00-12:30 pm	Center's Open- Free Play
**12:00-12:20 pm	Diaper Changes-1 st Teacher does diaper changes 2 nd Teacher actively involved with children @ free play
**12:20-12:30 pm	Potty Time- <u>Maintain ratios!!!</u> 1 st Teacher sits with children in the bathroom 2 nd Teacher actively involved with children @ free play
12:30-2:45 pm	Nap- Teachers rub children's backs as needed
2:45-3:00 pm	Snack- As children awake prepare them for snack *A teacher MUST sit with children at the snack tables!
3:00-4:00 pm	Centers Open- Free Play
**3:00-3:15 pm	Diaper Changes-1 st Teacher does diaper changes 2 nd Teacher actively involved with children @ free play
**3:15-3:30 pm	Potty Time- <u>Maintain ratios!!!</u> 1 st Teacher sits with children in the bathroom 2 nd Teacher actively involved with children @ free play
3:45-4:00 pm	Classroom Clean-up & Prepare for Outside
4:00-5:00 pm	Outside or Music/ Movement (Teacher offers music w/ movement opportunity)
5:00-5:30 pm	Centers Open- Free Play
**5:15-5:30 pm	Diaper Changes/ Wash Hands/ Snack Offered
**5:30-5:40 pm	Potty Time- <u>Maintain ratios!!!</u> 1 st Teacher sits with children in the bathroom 2 nd Teacher actively involved with children @ free play
5:40-6:00 pm	Centers Open- Free Play
5:45-6:00 pm	Toddlers combine with PS & SA - Toddler Room @ Ratio

CHILD'S PLAY LEARNING CENTER, INC.

SUMMER DAILY SCHEDULE

7:00- 8:00 am	Early Morning Snack/ Breakfast
8:00-10:00 am	Outside- Learning Centers- Open Snack at 9:00 am
10:00-11:00 am	Inside - Free Choice Activities Teacher Directed Activities
11:00-11:30 am	Inside - Circle Time/Prepare for picnic lunch
11:30-12:30 pm	Lunch Outside (weather permitting)
12:30-1:00 pm	Nap Transition
1:00-3:00 pm	Nap
3:00-3:30 pm	Snack/Prepare for outside
4:00-5:00 pm	Outside/Swimming/Learning Centers (weather permitting)
5:00-6:00 pm	Quiet Activities in the classrooms

SCHOOLAGE

SUMMER PROGRAM SCHEDULE

MORNING CENTER SCHEDULE

6:00-7:00 am	Set Up Outside Rain or Shine Learning Centers
7:00-8:00 am	Arrival/ Early Morning Snack/ Breakfast/ Free Choice
8:00-10:00 am	Clean up/ Outside -one group outside while the other group is eating snack inside and getting ready for field trips
****8:45-9:00 am	Bathroom and wash hands/ Snack Outside at 9:00****
10:00-11:30 am	Washing Hands/Welcome Circle/ Center Time Activities+ *Free Choice/ Center Time Activities: ~Dramatic Play ~Computers ~Creativity ~Science ~Library ~Sensory Table ~Manipulatives *Reading Time 10:30-10:55 *Journal Time 11:00-11:20 (As the children are getting done with the reading and journal time they should be getting changed for swimming with weather permitting and more sunscreen should be applied at this time)
11:30-12:15 pm	Lunch outside-weather permitting-check with office (Bring children in at 12:15 for them to get their swimming stuff ready for field trip to the pool.)

AFTERNOON CENTER SCHEDULE

12:30-1:00 pm	Outside-(The other group who had am field trip is outside while the other group is leaving for swimming)
1:00-3:00 pm	Center Time Activities *Reading Time-1:30-1:55 *Journal time 2:30-2:50 *Free Choice/ Center Time Activities: ~Dramatic Play ~Computers ~Creativity ~Science ~Library ~Sensory Table ~Manipulatives
3:00-4:00 PM	Snack-Outside/Water play (weather permitting)
4:00-5:00 pm	Outside-(Other group is back from swimming) Garden Activities
5:00-5:45 pm	Quiet Activities in the classroom
5:45-6:00 pm	Prepare for Home