

# Welcome to



# McKINLEY

## Early Childhood Center

We look forward to becoming acquainted with you and your children. Our aim is to provide a secure, comforting, educational, and fun-filled place for your children with the positive purpose of supplementing family life. We hope to involve you in Center activities and to provide you with helpful information about your children's development. We endeavor to work with you to meet the needs of your children. Our staff will work together with you as a team for the benefit of your children.

This handbook contains information about our program and policies. Please read it carefully and keep it as a reference. If you have any questions, we will be happy to answer them.

- The Staff and Administration of  
McKinley Early Childhood Centers

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# General Information

## PHILOSOPHY

Our Company's focus is on the "whole child."

The learning center is designed to nurture the physical, intellectual, social, and emotional development of each child through a combination of child-initiated, teacher-facilitated activities. The children will be encouraged to express their creativity and independence in all they do.

The program is designed so that children can explore and discover their environment. It is also varied in nature with the hope that the children may discover themselves first as individuals, and then be able to relate to others in a group.

At our Centers, learning and having fun go together. Our dedicated, professional staff believes play is the greatest avenue for learning in the early years. Play is a child's work and their toys are their tools. In playing together, children will learn from each other as they share ideas and experiences.

## HOURS OF OPERATION

Hours may vary based on staffing. Please see the Center Director for the most current hours of operation.

## ENROLLMENT

Before a child can be enrolled into McKinley Early Childhood Centers, we need to have on file the following forms/information:

- Child Enrollment and Health Information Form
- Child Medical Statement signed by a physician or CRNP
- Immunization records
- Special Care Plan (if applicable)
- Income Eligibility Information Form
- CACFP Enrollment Form
- Family Information Form
- Infant Information Form (if applicable)
- Ages and Stages Questionnaire
- Assessment Permission

- Educational Goals
- Authorized Pick-ups
- Emergency Contact Card
- Signed parent handbook receipt
- Photograph Release
- Payment Agreement

In addition, if you are receiving childcare benefits from the Ohio Department of Job and Family Services, your child must be authorized before they are able to attend.

## CURRICULUM

We offer a vast array of lessons which are designed to encourage children to actively explore and manipulate the wide variety of materials we provide for them. These lessons are constructed to help children develop skills in the following five core areas:

- Self-concept
- Language
- Socialization
- Creativity
- Motor skills

Classrooms are divided into carefully structured activity areas. Each day, children explore freely while supported and guided by teachers. Our staff is trained to find ways to give children choices and to help them make their own decisions.

Our teachers ask a lot of questions. They encourage children's discussions and are trained to create learning environments that put the emphasis on making learning happen rather than on "teaching" in the traditional sense; emphasis is on process, not on product. Nothing is done for the children that they can do for themselves, which enables them to gain self-confidence and a sense of self-worth.

An outdoor play area is set up for the development of the children's gross motor skills. Children will have the opportunity to exercise, while still having fun.

As part of our curriculum, formal assessments will be completed quarterly. These assessments will assist us in ensuring that the lesson plans for their class are developmentally appropriate. In addition, the results of these assessments may be shared with representatives from the Ohio Department of Job and Family Services.

## DAILY CLASSROOM SCHEDULES

The following schedules are not exact; they are simply examples of how a typical day would go in each classroom.

### **Infant/Transitional**

6:00am - 8:00am	Arrival and Diaper Changes
8:00am - 9:00am	Breakfast/Cleaning
9:00am - 10:00am	Playtime/Storytime
10:00am - 10:45am	Diaper Changes
10:45am - 11:15am	Lunch/Cleaning
11:15am - 1:45pm	Naptime
1:45pm - 2:30pm	Diaper Changes
2:30pm - 3:15pm	Snack/Cleaning
3:15pm - 3:45pm	Playtime
3:45pm - 4:30pm	Diaper Changes
4:30pm - 5:00pm	Storytime
5:00pm - 5:45pm	Playtime
5:45pm - 6:30pm	Departure/Free Play

### **Toddler**

6:00am - 8:00am	Arrival/Free Play
8:00am - 8:30am	Diaper Changes/Potty Time
8:30am - 9:00am	Breakfast/Cleaning
9:00am - 10:00am	Art/Story Time
10:00am - 10:30am	Outside Time
10:30am - 11:00am	Diaper Changes/Potty Time
11:00am - 11:30am	Lunch
11:30am - 12:00pm	Storytime
12:00pm - 12:15pm	Diaper Changes/Potty Time
12:15pm - 2:30pm	Naptime
2:30pm - 3:00pm	Diaper Changes/Potty Time
3:00pm - 3:30pm	Snack
3:30pm - 4:30pm	Free Play
4:30pm - 5:30pm	Diaper Changes/Potty Time

5:30pm - 6:30pm Departure/Free Play

### **Preschool/Pre-K**

6:00am – 7:15am	Combined in School Age 1
7:15am – 8:00am	Transition to Pre-K - Table Toys
8:00am – 8:45am	Select Learning Centers/Wash hands for breakfast
8:45am – 9:15am	Breakfast
9:15am – 9:30am	Calendar - Attendance
9:30am – 10:15am	Groups - Art Time - Writing
10:15am - 11:00am	Centers - Circle Time
11:00am – 11:30am	Outside Time
11:30am – 12:00pm	Lunch
12:00pm – 2:30pm	Nap Time
2:30pm – 3:00pm	Bathroom
3:00pm – 3:30pm	Snack
3:30pm – 4:00pm	Outside Time
4:00pm – 5:00pm	Centers - Circle Time
5:00pm – 5:45pm	Groups / Art Time
5:45pm – 6:15pm	Bathroom
6:15pm – 6:30pm	Departure/Free Play

## **Licensing**

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 childcare are available for review at the facility upon request.

The Director 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 Director of his or her presence. (The Administration reserves the right to not allow access to the Center based upon concern for the children's health, safety, and general well-being).

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 e-mail 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 are 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>.

The U.S Department of Agriculture prohibits discrimination against its customers, employees, and applicants for employment on the bases of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department. (Not all prohibited bases will apply to all programs and/or employment activities.)

If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at [program.intake@usda.gov](mailto:program.intake@usda.gov).

Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (Spanish).

USDA is an equal opportunity provider and employer.

## STAFF-TO-CHILD RATIOS

The Center observes the following state required child-to-teacher ratios:

Age of Children	Ratio / Maximum Group Size (Staff / Child)
6 weeks – 12 months	1:5 or 2:12
12 months – 18 months	1:6 or 2:12
18 months – 30 months	1:7 or 2:14
30 months – 3 years	1:8 or 2:16
3 years – 4 years	1:12 or 2:24
4 years – Kindergarten	1:14 or 2:28
Kindergarten – 12 years	1:18 or 2:36

\*During nap time, ratios will be doubled for no longer than an hour and a half.

### REPORTING LAW

The State of Ohio requires that all childcare professionals report to the proper investigators any observations that might indicate physical or sexual abuse. The Center is therefore obligated by law to report any evidence of abuse and/or neglect to Children’s Services. If deemed necessary by investigators, Children’s Services will provide help to the family regarding these issues.

### SUPERVISION POLICY

All children will remain in groups that meet the state mandated ratios. Teachers will have the necessary information for each child in their group and children will be kept safe from any dangers or hazards that may cause injury in any way. Teachers will directly supervise all children in their care by ensuring that each child is always within sight and sound.

### DIAPER BAG/BACKPACK POLICY

It is the right of the Center to inspect any diaper bags/backpacks that come into the classrooms in order to ensure that the bag is free from anything that could pose a serious risk to children. If any medication, diaper cream, personal care products, etc. are found in the diaper bag/backpack, they will be given to the office staff and will be sent home with the parent or guardian upon pick-up. The Center Director reserves the right to ban diaper bags from entering the classrooms.

# Attendance and Holiday Information

## HOLIDAYS

The Center will be closed on the following holidays:

- New Year's Day (we may close early on New Year's Eve as well)
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day and the following Friday
- Christmas Day (we may close early on Christmas Eve)

\*Any additional days will be announced in advance.

## EMERGENCY CLOSING

If we are unable to open the Center for any reason, our telephone answering message will disclose closing information, as well as our Facebook page, WKYC, and Fox 8 news.

## REPORTING CHILDREN OFF

If your children are scheduled to attend the Center, please call to report them off if they will not be attending for any of the following reasons:

- Your children are ill
- Your children are going to be late
- Your children will be going to a relative's for the day, etc.
- You would like your children to attend at a different time of the day than normally scheduled

## ATTENDANCE POLICY

### Extended Absence

If your children will not be attending the Center for an extended period, the administration must be notified in writing in advance. If we are notified in advance, we will hold your children's spots for up to two consecutive weeks. Failure to notify the administration may result in your children losing their spots.

Please Note: For parents who will be going on maternity leave, we will hold your children's spots for six weeks if we are notified in writing in advance.

### **Required Hours**

There are a limited number of full-time and part-time spots available in each classroom. If your children are not meeting their authorized number of hours, we may not be able to continue to provide care for them.

### **Schedule Changes**

Any changes to your schedule must be approved by the administration. If we are notified in advance, we will do our best to accommodate a change in your schedule. However, please be aware that if your children's rooms are full, they may have to be put on a waiting list.

### **Absent Days**

If your child will be absent for the day, you are responsible for notifying the Center as soon as possible.

### **Waiting Lists**

If we do not currently have spots available in your children's classrooms, you can request to have them put on a waiting list. Families will be called off the waiting list based on hours needed, number of children in the family who need spots, classroom availability and various other factors which will be determined by the Administration.

## **DAILY DROP-OFF/PICK-UP**

Children must be escorted inside the building by an adult and must be signed in at the time clock. Parents are not to leave until the children have been signed in and the parent has made the teacher aware of the children's presence. Parents must also inform the teacher when picking up their children and must sign them out at the time clock in the lobby.

Please Note: Children may not be dropped off after 10:00 AM

## **RELEASING OF CHILDREN**

Children will only be released to those individuals who are listed on their Enrollment and Health Information form and/or the Authorized Pick-Ups form unless we are notified in advance by the parent or guardian in writing. Please remember that proper I.D. is required until the individual has been registered in our computer system.

In the event of separation or divorce, both parents have equal access to their children. The Center does not have the legal right to deny a parent the right to pick up his or her children at the Center unless we have a copy of legal custody papers in the children's files. If the Center has court ordered paperwork for a child regarding custody, the legal paperwork will be adhered to accordingly. If there are changes to the court orders, it is the parent's responsibility to ensure the Center has a copy on-site.

## **Parent Responsibilities and Information**

### **CHILDREN'S RECORDS**

Upon enrollment at our Center all necessary health information must be provided and all required forms must be completed. The Center will maintain enrollment, health, attendance, and child history information on each child for a maximum of three years. Records are kept confidential but are available for review for any parent or guardian whose name appears on the Child Enrollment and Health Information form and whose children currently attend the Center.

### **PHOTOGRAPHS**

Photographs of the children participating in our program may be taken from time to time and may appear in newspapers, magazines, brochures, and/or other publicity materials. The children's pictures may also be taken while participating in Center activities to post in the Center and/or to complete a classroom project. Your permission for use of these photographs of your children without compensation is agreed to by your signature on the Consent to Photograph, Video Tape, Use Likeness, Image or Name form.

### **LOST AND FOUND**

The Center is not responsible for lost or stolen items.

If your children stop attending the Center and their belongings are left here, the administration will dispose of them as they see fit. We do not have enough space to store items that are left behind. If items are left in the lost and found for an extended period, they will also be disposed of accordingly.

# FINANCIAL RESPONSIBILITY

## **Title XX Publicly Funded Daycare (Job and Family Services)**

Parents who receive assistance from the Department of Job and Family Services will have an assigned co-pay. The Center collects co-pays on a weekly basis, therefore all co-pays for the week are due each Monday for the current week.

## **Ohio TAP System**

Families who receive assistance from the Department of Job and Family Services are now required by state law to report attendance using the Ohio TAP system. All children must be signed in upon arrival and signed out upon departure on the TAP system in order to attend. **NO EXCEPTIONS!**

## **Payment Arrangements/Agreements**

If, for any reason, you are unable to pay your assigned weekly co-payment in full by the end of the day each Monday, you must discuss the possibility of making a payment arrangement with the administration. Parents who make an arrangement and fail to follow through with it will not be eligible to make an arrangement for the following three months. If you are given a second opportunity to make an arrangement and fail to follow through again, we will be unable to make arrangements with you in the future. We will also be unable to make payment agreements with parents whose children have left the Center and will not be returning.

### Please Note:

1. Arrangements can only be signed for the current month.
2. The administration reserves the right to refuse to enter into a payment arrangement and/or agreement with any parent at any time.

## **Private Charges**

If your children are at the Center past your authorized hours, you will be charged privately for the additional hours. It is your responsibility to contact your caseworker with the Department of Job and Family Services to get your authorized hours increased in advance of your change in hours.

Any payments made will first be applied to any private charges you have incurred. It is not until your private charges are paid in full that payments will be applied to your co-pay.

## PRIVATE-PAYING PARENTS

### **Registration Fee**

When you return your children's paperwork to enroll them in the Center, you must pay a \$25.00 registration fee per child. This registration fee will then be charged to your account annually. There will also be a \$25.00 registration fee per child for all Preschool and School Age children who register for our summer program (June – August).

### **Tuition**

Tuition must be paid at least one week in advance. Rates are figured weekly, based on the number of hours the children are in attendance. Please see the Director for the current rates for your child's classroom.

Failure to pay in advance of your children attending could result in your children not being allowed to attend the Center.

Please Note: Tuition that is paid and not used will be left on your account as a credit for up to 1 year. We are unable to give refunds. Tuition rates are subject to change.

### **Additional Charges**

Any child who is at the Center past the 60-hour limit for a full-time week will be charged an additional hourly rate. Please see the Director for the current rates for your child's classroom.

### **Military Discount**

We offer a 10% military discount for those families who have served/are currently serving our country. Valid military ID must be provided in order to receive the discount. The discount applies only to private-paying families.

## SPECIAL CASES

If you will be receiving assistance from Children's Services, the military, or any organization other than the Department of Job and Family Services, you are responsible for the following:

1. We must receive a promise to pay from the organization before your children attend the Center.
2. You must pay each month for any costs that are not covered by the organization by the 10<sup>th</sup> of the month unless other arrangements are approved by the administration.
3. You must make certain all your obligations to the organization are met to ensure we receive payment.

Failure to meet these obligations could result in your children not being allowed to attend the Center.

## ADDITIONAL FINANCIAL RESPONSIBILITIES

\*The following policies apply to *all* parents.

### **Late Pick-Up**

An additional fee of \$15.00 per child per 15 minutes or increment of 15 minutes will be charged to your account if your children remain at the Center past the scheduled closing time.

If your children are left at the Center past closing time and attempts to reach emergency contact numbers have failed, Children's Services will be contacted and notified that your children have been abandoned. If your children remain at the Center past closing on multiple occasions, it could result in them not being allowed to return to the Center.

### **Payments**

Payments can be made with money order, debit or credit card (we accept payment by Master Card, Visa, American Express, or Discover).

### **Refunds**

We are unable to provide refunds. Any overpayments will be left on your account as a credit. Credits will remain on your account for up to 1 year.

### **Taxes**

W-10 forms will be available for pick-up by the end of January each year upon request.

Please Note: Your account must be in good standing for your children to attend the Center.

## TELEPHONE NUMBERS

It is your responsibility to let the Center know of any changes in your home, work, and/or cell phone numbers so we can reach you when necessary. We also need emergency contact telephone numbers to be kept current in case we are unable to reach you.



## PARENTAL CONCERNS

Communication between the Center and parents is vital for providing a quality early childhood experience for your children. We are eager to hear your feedback. Please discuss any problem or concern you may have with your children's teachers. However, we do ask that you keep in mind the teachers are responsible for teaching and supervising their classrooms. Lengthy conversations in the classroom are usually not feasible. If you have a question or concern requiring additional time or attention, please contact the administration. We will be happy to arrange a meeting to resolve the issue.

## PARENT PARTICIPATION

Parents are welcome to discuss volunteer opportunities with the administration. Participation by a parent in any situation or activity is subject to the approval of the administration. Parents of children enrolled in the Center have unlimited access to the Center during all hours of operation for the purpose of contacting their children, evaluating their care, and assessing their learning environment.

## PARENT BEHAVIOR POLICY

There will be zero tolerance for inappropriate parent behavior. Just as the children are expected to behave in an appropriate manner, so are the parents. Aggressive, abusive, intimidating, and/or otherwise inappropriate behavior or language will result in you and your children being prohibited from the premises.

Please Note: This policy also holds true for anyone who comes into the Center to drop off and/or pick up your children.

## HIRING PARENTS

It is our policy not to hire parents who have children currently attending the Center.

## Policies Regarding Children

### INFANTS

Our teachers look forward to caring for your infant and watching them grow. Upon drop-off, please let your child's teacher know when they ate, when they were changed, when they woke up, etc. Open communication with your child's teacher regarding any changes in their diet,

routine, sleep habits, and developmental milestones is key to ensure your child is happy and healthy.

Daily activities in the infant room include tummy time, reading, gross motor skills, fine motor skills, individual lesson plans for each child to develop at their own pace.

### **Feeding**

We provide Members Mark Advantage formula, (equivalent to Similac Advance,) baby food, and rice cereal. If you choose to bring your own formula/breastmilk, all bottles must be labeled with the following info:

#### Formula

- Child's first and last name
- Date

#### Breast Milk

- Child's first and last name
- Date
- Date milk was expressed

**All bottles brought from home must be ready to drink. We cannot make bottles at the Center unless your child uses Center-supplied formula.**

All bottles will be sent home at the end of the day to be cleaned. We are unable to keep formula or breastmilk overnight.

### **Diapering**

In order to ensure that your child is dry and happy, diapers will be checked at least every 2 hours, and we be changed as needed throughout the day. Due to the nature of our facilities, disposable diapers shall always be used.

## **TODDLER PROGRAM (POTTY TRAINING)**

Our teachers look forward to assisting you in the potty training of your toddler. We know that we must work together as a team to accomplish this great task. To aid us in this effort, we have put together the following 3 step program:

**Step 1:** A basic introduction to the potty daily.

**Step 2:** We will need you to supply pull-ups so that your child can gain confidence in using the potty on his or her own.

**Step 3:** You will bring your child to the Center in underwear every day. Please remember to bring in a few extra pairs, as well as a change of clothing because accidents will happen.

We believe consistency and communication between you and the Center will enable your child to reach his or her goal much faster.

Potty training is something we work on with our toddler children. Once a child turns 3 years old, he or she is considered to be a preschooler. However, we are unable to move children to our preschool room until they are potty trained. Once your child turns 3, we may also be unable to keep him or her in our toddler room. For this reason, it is imperative you take on the primary role of potty training your child. We need your cooperation in following the same 3 step program at home (if your child is in underwear at the Center, your child should be in underwear at home). This is the only way your child will quickly reach his or her goal of being potty trained. Please remember consistency and communication between you and the Center will enable your child to quickly reach his or her goal.

In addition, toddlers will be using cup and utensils when eating. The teachers will assist the children in making this transition. Baby bottles will not be permitted in the toddler classrooms.

## PRESCHOOL PROGRAM

We offer a fun and exciting preschool program and curriculum. Our curriculum uses creative themes, hands-on activities, and music to teach young children while our structured environment promotes writing, language development, math skills and science concepts.

Preschool children will also gain confidence in areas such as color, shape, number and letter recognition. Art, dramatic play and discussions are utilized to encourage children to work and think creatively. We strive to develop children's imaginations, reasoning skills and self-confidence by emphasizing creative problem solving. The emphasis is on the learning process, not on whether something is done right or on time. It is our goal to use these concepts as a foundation to prepare your children for kindergarten.

## OUTSIDE PLAY

All children 12 months and older will have outside playtime. Weather permitting, the classrooms will go outside two times a day.

The children will go outside if the temperature is above 25 degrees Fahrenheit. If it is considerably hot or cold, the children's outdoor playtime will be shortened accordingly. Please make sure your children dress appropriately for the weather.

All outdoor playtime and/or outside activities (such as field trips) can be cancelled at the administration's discretion. Following is a list of possible reasons for the cancellation of outdoor activities:

- Ozone advisories, alerts, or warnings
- High pollen count
- High humidity
- Possibility of severe weather

Please remember we are only thinking of your children's well-being when we cancel outdoor activities.

## SWIMMING/WATER ACTIVITIES

During the summer months, the Center may hold "splash days." Splash days consist of water tables and sprinklers that the children can choose to play in. Teachers will distribute permission forms when splash days are planned. Your child must have a permission form on file to participate in Splash Day.

We do not participate in swimming activities or activities near bodies of water.

## TRANSITION OF CHILDREN

All children are unique and develop at their own pace. When your children are ready to move up to the next classroom, their teachers or the administration will discuss the move with you. We will then move them to the next classroom and discuss any concerns you may have. The length of your children's transition will vary depending on the comfort level of your children in their new room. The overall transition plan will be a written agreement between the Center and the parent/guardian.

## ASSESSMENT OF CHILDREN

As a participant in the Step Up to Quality program, we are required to assess your child throughout the year. These assessments are used to determine where your child is developmentally, so that we can work with them in areas where they may need some help and challenge them in areas where they excel. It is our goal to ensure that each child is successful in our program. We use the FunShine Express Assessment that encompasses all areas of a child's

development. We will share the results with you at parent/teacher conferences and/or upon request. Please see the Director if you have any questions, or if you do not wish for your child to participate in the assessments. The center reports child level data to ODJFS as needed pursuant to 5101:2-17 of the Administrative Code.

## REST TIME

All children are expected to participate in naptime and/or rest time. The children will nap on an assigned cot or in an assigned crib. Please bring a labeled blanket for each one of your children.

**\* This practice varies for school-age children.**

## STUDENT DRESS CODE

It is your responsibility to ensure that your children dress appropriately for daycare. Please make sure your children adhere to the following guidelines before they arrive at the Center:

1. Children should dress appropriately for the weather.
2. Children in the Infant, Transitional, Toddler 1, and Toddler 2 rooms are not permitted to wear beads or berets in their hair due to the risk of a child choking on them.
3. Sandals are not to be worn any time of the year. (The children participate in many activities and field trips throughout the year where sandals are not permitted).
4. Children should not wear hats, du rags, etc.
5. Clothing with inappropriate language, slogans, and/or pictures is prohibited.
6. Children should not wear spaghetti strap shirts, halter tops, or shirts bearing the midriff, and shorts should be fingertip length.

Please Note: The administration reserves the right to call parents to pick their children up if they are inappropriately dressed for daycare.

## EXTRA CLOTHING

It is the caretaker's responsibility to ensure that children have at least one complete change of clothing at the Center. Each child will be assigned a box for storage of the following emergency clothing: pants or shorts, a shirt, socks, underwear, and a pair of shoes. All clothing needs to be labeled with the child's full name.

**\* Please also remember to change your children's emergency clothing as the weather changes (ex: pants for the winter, shorts for the summer).**

If we use your children's extra change of clothes, the items used need to be replaced the following day. If, for any reason, we must provide clothing for your children and the clothing is not returned the following day, you will be charged \$5.00 per article of clothing.

## DIAPER POLICY

It is your responsibility to ensure that your children always have diapers at the Center. Please make sure to check with your children's teachers to make sure they are not running low. If your children run out of diapers and we must provide them, you will be responsible for replacing ours in addition to providing diapers for your children before they will be allowed to return to the Center.

## TOYS FROM HOME

Please make sure your children leave their toys at home; toys brought from home can create problems among the children. They often get lost, broken, or end up causing an argument. The Center provides enough activities to occupy your children's active minds.

Please remember that the Center is not responsible for lost, stolen, broken, or damaged items.

## CHILD GUIDANCE POLICY

Our staff members endeavor to teach, re-teach, and remind the children of appropriate behaviors in relating to others. The purpose of discipline is to teach the children self-control. The classroom set-up, the daily schedule, positive reinforcement, re-direction, and consistent classroom rules are a few of the methods used as preventative discipline.

If further discipline is needed, the following course of action will typically be taken:

1. The child will be re-directed and reminded of the appropriate behavior.
2. The child will be placed in an area away from the group for a reasonable period.
3. If the behavior persists, the child will again be placed in an area away from the group, the office will be notified, and a Misbehavior Report will be sent home.
  - a. The parent may be contacted to discuss acceptable behavior with the child.
  - b. The parents or other individuals listed as emergency contacts may be contacted to pick up the child.
4. We will work with the parents to determine the best course of action to deter further behavior issues. Some examples of courses of action are, (but not limited to:)
  - a. Putting a behavior plan in place that will serve to redirect the behavior proactively.

- b. Bringing in outside agencies, (Child Guidance, TAPS, etc.) to work with the child, teachers, and parents on the issue.
- c. Temporary suspension from the program
  - i. Suspension occurs if there is no improvement in behavior and/or the behavior is a threat to the safety and well-being of the child, fellow students, and/or staff.
- d. Expulsion from the program
  - i. Expulsion occurs if all other forms of redirection and guidance have not been successful in eliminating the behavior, and/or the behavior is a threat to the safety and well-being of the child, fellow students and/or staff.

The administration will determine if the child needs to be sent home, suspended, or even expelled from the Center. Each situation will be dealt with on an individual basis depending on the severity of the behavior and/or the number of occurrences.

**Please Note: The Center’s Discipline Policy applies to all staff, parents and individuals who are working with children in our facility.**

**\*\*The Center reserves the right to disenroll a child for any reason. \*\***

### **Children with Special Needs**

The staff at the Center is not trained in behavioral intervention. We are not able to care for children who require one-on-one interaction with the teachers.

The Center may also be unable to provide care for children with certain medical conditions. The administration will work with the family to decide whether we will be able to meet the child’s needs.

## **MEALS AND SNACKS**

We provide breakfast, lunch, and afternoon snacks for the children in our care. Please see the parent information board for specific mealtimes. Your children must be at the Center at or before the posted mealtimes to receive the meal and/or snack. Children arriving later than the times listed should eat before they arrive at the Center.

**No meals will be permitted to leave the Center.**

Menus are posted on the bulletin board in the office and are available for parents to take home for review monthly. Please do not let your children bring gum, candy, or other food items to

the Center unless otherwise specified and approved as a special dietary need. We provide all the necessary meals for your children each day.

The Center will provide, at a minimum, 1/3 of a child's recommended dietary allowance. We participate in the CACFP, therefore we meet all of the CACFP requirements concerning meals, snacks, formula, breast milk, and supplemental food.

Children ages 6 weeks-1 year are required to have formula or breastmilk. Children ages 12 months-2 years are required to be served whole milk. Children ages 2 and up are required to be served 1% or skim milk. If your child cannot have these types of milk, please inform the Director so we can accommodate your child's needs.

For special events, only commercially prepared products such as bakery cakes, cookies, donuts, popsicles, etc. are acceptable.

**Please Note: If your children have allergies to any foods or food ingredients, please see the Director as there are additional forms that are required to be on file.**

### **Special Dietary Needs**

For cultural or religious reasons some families may wish to substitute select menu items. Requests from a parent or guardian eliminating the service of any one of the four food groups or altering the amount of food required to be served at meals to meet the daily recommended dietary allowance as required by the CACFP must be signed and dated by the child's physician using the required ODJFS form: Request for Administration of Medication. The physician is to complete the required form indicating which foods the children can or cannot have. The Center will provide food alternatives for children on special diets within reason. If the Center cannot provide the necessary alternatives, the parent will be responsible for doing so.

### **Food Allergies**

When children with food allergies attend the center, families will be required to complete an ODJFS Medical Care Plan. Based on the child's care plan, caregivers will receive training and put into practice:

- Preventing exposure to specific foods that trigger allergy
- Recognizing symptoms of allergic reaction
- Treating allergic reaction

Individual child's food allergies will be posted prominently in the classroom and in the center's kitchen. Care will be taken to maintain confidentiality.



## **Breastfeeding**

If you are a breastfeeding mother and wish to feed your child and/or pump, please see the office staff. We are more than happy to show you to a private room for you to feed your child and/or pump.

## **Health, Safety, and Other Policies**

The health of your children is a primary concern for our staff. The State of Ohio requires that all non-school age children have a physical examination form completed within the first 30 days of attendance at the Center. A medical examination form must also be completed annually for all children who have not yet entered Kindergarten.

Employees are trained in proper hand washing and disinfecting procedures, as well as in the recognition and prevention of communicable diseases.

**Please have your child wash his/her hands upon entering the classroom.**

### **MANAGEMENT OF COMMUNICABLE DISEASES**

Children exhibiting any of the following signs or symptoms of illness shall be immediately isolated and a parent, guardian, or other person designated on the Enrollment and Health Information form and/or the Authorized Pick-Ups form will be called to pick up the children:

1. Temperature of at least 100 degrees Fahrenheit when in combination with any other sign or symptom of illness.
2. Diarrhea (three or more abnormally loose stools within a twenty-four-hour period).
3. Severe coughing, causing the child to become red or blue in the face or to make a whooping sound.
4. Difficult or rapid breathing.
5. Yellowish skin or eyes.
6. Redness of the eye or eyelid, thick and purulent (pus) discharge, matted eyelashes, burning, itching, or eye pain.
7. Untreated infected skin patches, unusual spots or rashes.
8. Unusually dark urine and/or gray or white stool.
9. Stiff neck with an elevated temperature.
10. Evidence of lice, scabies, or other parasitic infestations.
11. Sore throat or difficulty swallowing.
12. Vomiting more than one time or when accompanied by any other sign or symptom of illness.

If your children become ill while at the Center, the procedure will be as follows:

1. They will be isolated from their classroom but will be under staff supervision.
2. The parent or guardian will be contacted and asked to pick up the children.
3. If the Center is unable to reach the parent or guardian, those individuals listed as emergency contacts will be contacted and asked to pick up the children.

Your children will be re-admitted to the Center when they have been free from all symptoms of communicable disease for at least 24 hours. Children who have been sent home with a fever will be re-admitted after they are free of fever for a 24-hour period or are diagnosed by a physician and given permission to return.

It is very important for you to notify the administration if any of your children have a contagious disease. An exposure notice will be posted on your children's classroom door informing the parents of the disease and the symptoms. A communicable disease chart is in the office for reference.

The Administration reserves the right to call parents to have their children picked up whenever a child appears to be too ill to participate in daily activities at the Center, even if they do not exhibit any of the above listed symptoms. Decisions will be based on the concern for the general health and wellbeing of the child.

## ADMINISTRATION OF MEDICATION

The Center will only administer lifesaving medication and diaper rash cream. To administer a lifesaving medication or diaper rash cream:

1. All forms must be completed and correct, staff must receive all necessary training and the medication must always remain in the Center's possession.
2. All parents with children requiring a Care Plan must meet with a member of the Administration to review paperwork pertaining to the care of the child. Staff will video record the parent training for use of the required medication when necessary and will use the video to train other staff members, volunteers and anyone else who may need to administer the medication or is affiliated with our company.

Inhalers and breathing treatments will only be administered as rescue treatments, not as preventative measures. If a child is not getting relief or the medication is needed multiple times, the administrative staff may send the child home or seek other medical help.

The Center will not store medication on site that is not to be used as a lifesaving medication or diaper rash cream.

Parents reserve the right to administer medication to their child/children if necessary.

**Please Note:** Children with special dietary needs must have the proper forms on file. Please see the Director if you need a copy of the forms or have any questions.

**All medications which have expired and/or are no longer needed and are left at the Center will be disposed of by the Administration.**

### **Allergic Reactions**

If you are aware that your child is allergic to anything such as bee stings, please get an EPIPEN from his or her doctor. You will also need to fill out the required Request for the Administration of Medication form and have the child's doctor sign it. We will then take the EPIPEN and form with us on all field trips.

Please remember to inform your children's teachers, as well as the administration, of any known allergies as soon as you become aware of them.

## **EMERGENCY AND ACCIDENT POLICY**

When an accident or injury occurs, the staff member in charge of the child will fill out an incident report immediately after he or she ensures the child's wellbeing. The incident report will be given to the individual who picks up the child and a copy of the report will be kept on file at the Center for a maximum of three years.

If an accident or an injury of a more serious nature occurs, first aid will be administered, the parent or guardian will be contacted immediately, and either emergency transportation will be summoned, or the child will be transported to an emergency medical facility (if necessary). Please be aware that the staff at the Center always has immediate access to a working telephone. A staff member will also accompany the child to the medical facility along with all pertinent information contained in the child's file.

When general emergencies or serious incidents occur, we will take all necessary precautions to ensure the safety of the children. We will also notify parents of the situation and how it affected their child/children.

**It is our policy not to enroll families that do not give the Center consent for transportation in case of a medical emergency.**

## SAFETY POLICY

At no time will a child be left unattended. Staff will always supervise children, including nap time. We will hold monthly fire drills to ensure the efficient evacuation of our Center, as well as weather drills to ensure the quick arrival of all children to the posted safety locations in the event of inclement weather. We have also posted a copy of our fire evacuation plan, weather alert plan, and medical, dental, and general emergency plan in each classroom. These documents contain information such as alternative evacuation routes, where to go in case of a weather emergency, and how to properly handle a medical or dental emergency.

## SECURITY POLICY

Our doors will always remain locked and anyone who attempts to enter the Center will be required to be buzzed in by someone in the office. People who are seen on our camera and are not recognized as parents will be required to identify themselves prior to entering our facility. Anyone who is not on a child's pick-up list will not be allowed into the Center unless he or she is accompanied by a parent/guardian. During evening hours, we will be especially careful as to whom we let in.

If at any time there is a threat that is outside of our building that could potentially threaten the children and/or staff, we will: (1) immediately have all children and staff come into the building, (2) secure all doors, and (3) not allow anyone, other than law enforcement officials or paramedics, to enter our facility until we are certain the threat no longer exists.

If at any time there is a threat on the inside of the building that could potentially threaten the safety of the children and/or staff, we will immediately evacuate the building. If we need to relocate the children, we will take all necessary equipment, including but not limited to first aid supplies and attendance sheets and go to our evacuation destination.

Video cameras have been placed throughout the Center as an added measure of security. Footage from these cameras is for the sole use of the Center. Parents will not be permitted to view this footage at any time.

## NON-DISCRIMINATION

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](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:

- (1) Mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410;
- (2) Fax: (202) 690-7442; or
- (3) Email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

This institution is an equal opportunity provider.

## ADA STATEMENT

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

It is unlawful for the Center to discriminate in the enrollment of children upon the basis of race, color, religion, sex, national origin or disability in violation of the Americans with Disabilities Act of 1990, 104 Stat. 32, 42 U.S.C. 12101 et seq. To file a discrimination complaint, write or call Health

and Human Services (HHS) or ODJFS. HHS and ODJFS are equal opportunity providers and employers.

Write or Call

HHS

Region V, Office of Civil Rights

233 N. Michigan Ave, Ste. 240

Chicago, IL 60601

(312) 886-2359 (voice)

**Thank you for choosing McKinley Early Childhood Center! If you have any questions about any of the policies, please feel free to talk to the office staff.**