

Little Village Kids



Family Care Center

Parent Handbook

Phone: (513) 858-1360

Fax: (513) 858-1365

www.littlevillagekids.com

leslie@littlevillagekids.com

935 Deis Drive • Fairfield, Ohio 45014

Table of Contents

Welcome	4
Philosophy and Goals	4
License	4
Admission and Enrollment Procedures	4
Days and Hours of Operation	6
Meals and Snacks	6
Napping and Resting	7
Evening and Overnight Care	8
Infant Care	8
Programming	9
Daily Schedules	10
▪ Infant Schedule	10
▪ Toddler Schedule	11
▪ Preschool Schedule	12
▪ School Age Schedule	13
Staff and Child Ratios	14
Supervision Policy	14
▪ Arrival/Departure	14
▪ Supervision of Infants/Toddlers/Preschoolers	15
▪ Supervision of School Age Children	15
▪ Children Arriving to the Center from Other Programs	15
▪ School Delays/Cancellations	15

▪ Release of a Child	16
▪ Custody Agreements	16
▪ Transitioning	16
▪ Child Abuse Reporting	17
Guidance Policy	17
Accidents/Emergencies	18
Management of Illnesses	19
▪ Symptoms of Illness	19
▪ Exposure to Disease	20
▪ Immunizations	20
▪ Medications	21
▪ Inhalers for School Age Children	21
▪ Food Supplements or Modified Diets	21
Tuition/Fees and Payment Policies	22
▪ Tuition	22
▪ Registration Fee	22
▪ Late Pick-Up Charges	22
▪ Delinquent Accounts/Returned Checks	23
▪ Attendance	23
▪ Flex Days	23
▪ Holidays	24
▪ Withdrawals	24
▪ Inclement Weather	24
▪ Maternity Leave	24
Field Trips/Transportation of Children	24
▪ Field Trips	24

▪ Transportation of Children	25
Swimming Policy	25
Outdoor Play/Dress Code	25
Video Viewing Policy	26
Parent Participation	26
Summary	28
Appendix	29
▪ Rule 5101:2-12-16	30
▪ Appendix B to Rule 5101:2-12-16	31
▪ Rule 5101:2-12-19	32
▪ Appendix A to Rule 5101:2-12-19	34
▪ ODJFS Center Parent Information (01237)	35
▪ What to Send the First Day	36
▪ Staff Credentials	37
▪ Parent Signature Page	39

Little Village Kids

Welcome to Little Village Kids. This handbook contains information regarding the preschool/daycare program. It is very important that you read this handbook and keep it handy as long as your child is enrolled in the program. It will answer many of the questions you have about Little Village Kids.

Philosophy and Goals

Little Village Kids was established to provide quality, loving care for children 6 weeks to 12 years old. It is our purpose to provide an atmosphere for children to develop physically, emotionally, socially and intellectually. The staff recognizes the importance of balanced growth so they provide opportunities for mental, physical and emotional growth through a variety of creative experiences. Children are encouraged to learn and explore at their own speed in areas that interest them. Proper health habits and good daily living practices are a part of the total well being of the child. The children will learn to understand and follow directions and instruction in order to become self-disciplined as well as developing self-confidence and independence. We are pleased that you have chosen to include us in the growth and development of your children.

License

Little Village Kids is licensed by the Ohio Job and Family Services. The license itself is hanging and available for review in the Director's office. A copy of the rules for governing child daycare centers is also available for review upon request. In addition, a copy of the most recent inspection findings is always available for your review. Please feel free to ask questions about the inspection findings or request clarification of any information included in the report.

Admissions and Enrollment Procedures

A child is considered to be enrolled in the center only after the registration fee has been received, the administrator confirms the availability of space and the required paperwork is received. This includes basic enrollment and health information. Any change to this information must be communicated to the office immediately so that current information is always on file. This is for the safety of your child. A medical form signed by a physician or certified nurse practitioner is required to be submitted within 30 days of admission for infants, toddlers, threes and preschool age. This medical form must be updated every 13 months.

The minimum requirements every child MUST have on file are as listed.

1. Child Enrollment and Health Information Form -
 - Complete ALL sections of the form.
 - Indicate if you want your name and number on a parent roster.
 - List two emergency contacts (not parents), including phone numbers.
 - List your child's physician and phone number.
 - Complete the Allergies, Special Health or Medical Conditions, and Food Supplements Section - complete a Medical/Physical Care Plan and/or Request for Administration of Medication Form if necessary
 - Complete the Emergency Transportation Authorization Section - You MUST grant Little Village Kids permission to transport your child to a hospital in case of emergency in order to enroll in the program.
 - Sign that you have received a copy of the Little Village Kids Parent Handbook
 - Sign and Date at the end
2. Child Medical Statement
 - This form must be completed as required by the State of Ohio within 30 days of enrollment.
3. Routine Permission Slip
4. Pick-Up Authorization Form
 - List only the people you absolutely trust, because if any of these people come to Little Village Kids to pick up your child, and his/her identity is validated by a driver's license, we are held responsible legally to allow that child to leave.
 - Sign and date the form.
5. Parent Financial Policy
6. Family Information Form
7. Photo Release Form
8. Medical/Physical Care Plan Form, if needed
9. Request of Administration of Medication, if needed

Every child is admitted on a trial basis for a period of two weeks. Parents have the right to unenroll their child at any time. We also reserve the right to unenroll your child if we have safety or other concerns regarding the parent or child. If it is determined that the child cannot tolerate the school situation, a parent-teacher conference will be held to seek a viable alternative solution.

Changes in Information: State law requires up-to-date records on each child. PLEASE NOTIFY THE CENTER when there are changes in:

- Address
- Telephone number
- The person responsible for a specific child
- The list of persons permitted to pick up a child from the center

Hours and Days of Operation

The center will be in operation Monday through Friday 6:00 a.m. to 6:00 p.m. The center will close to observe the following holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Black Friday (the day after Thanksgiving), and Christmas Day. Full tuition is due for the weeks in which these occur.

Meals and Snacks

Little Village Kids provides breakfast at approximately 8:30 a.m., lunch at approximately 11:30 a.m. and an afternoon snack at approximately 3:00 p.m. A meal shall meet one-third of the recommended daily dietary allowances as most recently specified by (USDA the United States Department of Agriculture (USDA) child and adult care food program child care component as identified in 7 CFR 226.20 (Sept. 1, 2004). This includes at a minimum, one serving of fluid milk, one serving of meat or meat alternative, two servings of vegetables and/or fruits (one serving of each is recommended) and one serving of bread or grains.

The sizes of individual food servings may be varied according to the developmental needs of the child being served, but additional amounts of food shall be prepared and ready to serve in order to meet one-third the recommended daily dietary allowance for each child in attendance.

A snack shall provide nutritional value in addition to calories and contain at least one food from two of the four basic food groups. The basic food groups are: Meat/meat alternate; Bread/grains; Fruit/vegetable; Milk.

A breakfast shall include, at a minimum, one serving each of fluid milk, fruit or vegetable, and bread or grains.

Please let us know ahead of time if your child is not permitted to have any type of foods due to allergies or religious beliefs. We have a no peanut butter policy. More details are available upon request.

Food Provided by Parent: If you choose to provide your child's lunch due to dislikes of foods or other preferences, please understand that a staff member will check the lunch prior to being served. If a food group is eliminated or insufficient,

the center will supplement the child's meal in order to meet the minimum guidelines stated above. We ask that children do not bring in foods to eat at times other than indicated. For example, please no snacks at drop off. We will feed them at 8:30 for breakfast.

Special Occasions: Birthdays and holidays are special and are observed with simple parties. Parents can check with teachers for appropriate plans. Holiday parties are usually planned with parent donations in mind. Parents will be asked to contribute at least once during the year. Foods must be individually wrapped. Items prepared in people's homes cannot be used.

"In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write USDA, Director, and Office of Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call (800) 795-3272 or (202) 720-6382 (voice and TTY). USDA is an equal opportunity provider and employer."

Napping and Resting

Little Village Kids will provide a quiet place for children who want to rest, nap or sleep. Any child who does not fall asleep during a designated naptime shall have the opportunities to engage in quiet activities. Each child will be assigned his/her own cot, which is sanitized weekly or before assigned to another child.

Cribs: Each infant in attendance shall have a separate crib with his/her name on it. Infants may not be placed in cribs with bibs or any other items that could pose a strangulation or suffocation risk. No blankets will be used in a crib for infants under twelve months old. A one-piece sleeper or wearable blanket is permitted. Only children who are not yet able to roll-over are permitted to be swaddled using a wearable swaddling blanket. Both the wearable blanket and swaddling blanket are provided by the center for use while in care. Infants under twelve months old shall be placed on their backs to sleep unless the parent provides written authorization signed by the child's physician. Infants who are able to roll from back to front and front to back shall be placed initially on their back for sleeping but allowed to remain in a position they prefer.

Evening and Overnight Care

Little Village Kids does not provide evening and overnight care.

Infant Care

Daily Care: Infants will be allowed to safely and comfortably sit, crawl, toddle, walk and play according to the infant's stage of development. A daily written record for each infant will be provided to include food intake, sleeping patterns, times and results of diaper changes, and information about daily activities.

Bottle and Food Preparation: Updated written feeding instructions must be provided by the parent as to the type of food and/or formula/breast milk, amount of food and/or formula/breast milk, and feeding times or frequency of feedings. Only formula or breast milk will be fed to infants under four months of age unless there is written documentation on file from a physician. Once the infant is developmentally ready for infant foods, the center will introduce new foods only after consultation with the parent. Bottles must be prepared by the parent and placed in the refrigerator in the infant room. The bottles **MUST BE LABELED WITH THE INFANT'S NAME AND THE DATE PREPARED**. Breast milk must be labeled with the infant's name, the date pumped and the date the bottle was prepared.

Diapers: Diapers are changed immediately when wet or soiled. They are then checked every two hours after most recent diaper change.

Breastfeeding Mothers: If you would like to come to the center to breastfeed your infant and/or pump during the day, we have a quiet area in the infant room with a rocking chair. Any additional items that are needed may be made available upon request.

Programming

Little Village Kids is part of the Step Up to Quality program. Step Up to Quality (SUTQ) is a tiered quality-rating and improvement system for early learning and development programs in Ohio. SUTQ is supported by the Ohio Department of Job and Family Services' Bureau of Child Care. As part of this program, we have chosen a curriculum and provide various forms of screenings and assessments.

Our curriculum is called Creative Curriculum from Teaching Strategies is a research-based curriculum that features exploration and discovery as a way of learning. Each week, teachers create and implement a lesson plan based upon the resources provided through Creative Curriculum and Ohio's Early Learning Content Standards for our infants through preschool. School Age use the curriculum, Building the Primary Classroom and follow the Ohio K-12 Standards.

The developmental screening tool we have chosen is the Ages and Stages Questionnaire (ASQ). This is often what many pediatrician's use as well. Within the first 60 days of enrollment, you can expect to receive an ASQ form to complete and return to your child's teacher to be scored. Results of the screening will then be shared with you. If you have completed one for your pediatrician, you can bring in a copy of your completed questionnaire so you don't have to complete it twice. If there is a need for a referral, your child's teacher will share the information with you and we will set up a meeting to begin a plan for meeting your child's needs.

Formal and informal assessments are also conducted with your child. Informal assessments are done as observations, samples of work or anecdotal notes. These are placed in a portfolio and kept in the classroom. You may request to see your child's portfolio at any time. Formal assessments are completed at a minimum of twice a year and up to four times a year or quarterly. This includes infants through preschool. Once complete, your child's teacher will complete a Family Conference Form which indicates strengths as well as goals for your child. This form will then be shared with you in a conference. School Age children will receive informal assessments and a goal will be set for them. This goal is then shared with parents at a conference.

Daily Schedules

The children's' daily schedule is flexible enough to provide adaptability when necessary but structured enough to provide predictability for the children. We want them to view their school as a safe and comforting place, where they know what to expect and when to expect it.

Sample Infant Schedule

6 weeks - 12 months

Individual feeding and nap schedules are followed throughout the day.

6:00	Individual Activities - Exploration of Materials
8:15	Breakfast
8:45	Clean Up/Diaper Checks
9:00	Small Group Time
9:45	Outside Play/Indoor Gross Motor Activities
10:15	Small Group Time - Exploration of Materials
10:45	Set Up for Lunch, Diaper Checks
11:00	Lunch
11:30	Clean Up from Lunch, Diaper Checks
11:45	Naps/Individual Activities (for those awake)
2:00	Diaper Checks
2:30	Snack
3:00	Clean Up
3:15	Outside Play/Indoor Gross Motor Activities
4:00	Diaper Checks
4:15	Individual Activities
5:00	Quiet Activities
6:00	Time to go home . . . goodnight friends until tomorrow!

Sample Toddler Schedule
12 months - 36 months

6:00	Arrival and Free Choice
8:15	Diaper Check, Potty Break, Wash Up for Breakfast
8:30	Breakfast
9:00	Diaper Checks, Potty Break, Wash Up
9:30	Outdoor Play/Gross Motor Skills
10:30	Diaper Checks, Potty Break, Wash Up
10:45	Group Activities - Circle Time, Teacher Directed Activities
11:00	Center Time - Sensory Motor, Art, Dramatic Play
11:30	Lunch
12:00	Clean Up/Diaper Checks/Potty Breaks
12:30	Nap/Rest Time/Stories
3:15	Snack
3:30	Diaper Checks/Potty Breaks/ Free Choice Activities
4:15	Outdoor Play/Gross Motor Skills
5:15	Diaper Checks/Potty Break/Free Choice Activities
6:00	Time to go home . . . goodnight friends until tomorrow!

*Outdoor Playground Time and Group Activities will vary from room to room based on scheduled time for Playground activities.

Sample Preschool Schedule

3 - 5 years old

6:00	Arrival and Free Choice
8:15	Potty Break, Wash Up for Breakfast
8:30	Breakfast
9:00	Clean Up, Potty Break
9:15	Circle Time, Weather, Stories, Songs
9:30	Learning Stations - Sensory Motor, Science, Construction
10:00	Learning Stations - Art, Music, Dramatic Play, Math
10:30	Outdoor Play/Gross Motor Skills
11:30	Potty Break/ Wash Up for Lunch
11:45	Lunch
11:30	Potty Break, Wash Up
12:30	Rest Time, Stories
3:00	Potty Break, Wash Up for Snack, Quiet Activities
3:15	Snack
3:30	Outside Play/Gross Motor
4:15	Planned Activities - Art, Science, Music
5:15	Outside Play/Free Choice In Classroom Until Departure
6:00	Time to go home . . . goodnight friends until tomorrow!

*Outdoor Playground Time and Group Activities will vary from room to room based on scheduled time for Playground activities.

Sample School Age/Kindergarten Schedule

6:00	Free play/Table toys
8:15	Breakfast
9:00	Bus Stop for Elementary/AM Kindergarten students
9:30*	Circle time/Centers/Free Play
12:25	Hand washing and preparing for lunch
12:30	Lunch
1:30	Outdoor play
2:00	Circle time/Centers/Free Play
4:15	School Age children arrive at bus stop
4:30	Homework/Snack Time
5:15	Outdoor play
6:00	Time to go home . . . goodnight friends until tomorrow!

*Scheduled time for school age children who remain at the center. See posted schedule in classroom

Staff/Child Ratios and Maximum Group Size

Little Village Kids will not exceed the following state required ratios:

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

Ratios for toddlers and preschoolers may be doubled for 2 hours at naptime as long as all children are resting quietly on their cots and enough staff are in the building to meet the regular required staff/child ratio if there is an emergency.

The maximum group sizes are as follows:

12	Infants
14	Toddlers 18 months - 30 months
16	2 1/2 - 3 year olds
24	3 year olds
28	4 - 5 year olds
36	School age

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

Supervision Policy

A major responsibility of the staff is to ensure the health and safety of each child entrusted in our care. Staff persons are alert to the safety needs of their children, anticipate possible hazards, and take necessary appropriate precautionary and preventative measures.

Arrival/Departure: Parents are required to bring their children into the classroom so staff may accurately notate each child's arrival on the attendance sheet. Any special messages, special pickup notes, etc. are to be given to the teacher. Children may not be dropped off at the entrance of the building or be sent inside alone. Staff must be made aware of each child's presence before the parent

departs. At the time of pick up, parents are asked to make contact with their child's supervising staff member to ensure that a staff member is aware the child is being picked up and an accurate notation of departure is made on the attendance sheet. Parents are responsible for the supervision of their child before and after sign-in and children must remain with their parents while in the building. No child is permitted to be passed over the playground fence for pick up or drop off.

Supervision of Infants/Toddlers/Preschoolers: At no time will a child be left unattended. Staff will supervise children at all times, including naptime. If a child becomes ill, they may be isolated in a section of the room not in use, but within the sight and hearing of a staff member.

Supervision of School Age Children: School-age children may run errands inside the building, use the restroom, or engage in a short term activity which poses no physical risk to their safety alone or in groups of no more than six children without adult supervision as long as the following conditions are met: (a) Children are within hearing distance of a child care staff member, without the use of electronic equipment. (b) The childcare staff member checks on the children who are in kindergarten through third grade at least every five minutes until they return to the group. (c) The childcare staff member checks on the children in fourth grade or higher at least every ten minutes until they return to the group. (d) The center has exclusive use of the child care space being used by the children.

Children Arriving to the Center from Other Programs: At times it may be necessary for a child to arrive at the center from another program (i.e. a child arrives after a part-time Head Start program, morning kindergarten or a school age child arrives at the center after school.) If a child is scheduled to arrive and does not, we will first contact the parent to confirm that the child is scheduled to be at the center that day, and then contact the program to determine further action. For this reason, it is very important that parents contact the center when their child is not going to be attending.

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

Release of a Child: Staff will release children only to persons on the release form provided by the parent. If an emergency arises, the parent must provide a written note including parent signature, date and last four digits of the parent's social security number, giving the person permission to pick up their child. Changes to the pick-up list cannot be made over the phone. Parents must come in and change

the record and initial and date the change. Staff will check IDs of ANYONE they do not recognize. Please let people know about this ahead of time so they bring a picture ID and they are not offended. The children's safety is our priority! Staff will not release children to anyone, including parents, who appear to be under the influence of drugs or alcohol. Emergency contacts will be called to transport the child home. Police will be notified if necessary.

Custody Agreements: If there are custody issues involved with your child, you must provide the center with court papers indicating who has permission to pick up the child. The center may not deny a parent access to their child without proper documentation.

Transitioning: When families choose to enroll, we provide the parents with several forms to complete. One form is a "Family Information Form." This three-page document provides parents the opportunity to tell us about their child and their family. From this sheet we learn about background information, personality and behavior, bathroom/toilet habits, eating habits, sleeping habits, and any additional information for us to know. After this form is returned, the original is placed in the child's file and a copy is given to the child's teacher prior to their start of enrollment. The child's teacher reads the form as a means of getting to know the child and family better. In addition, parents are provided with this comprehensive Family Handbook upon enrollment. The purpose of the handbook is to help the parent transition into the culture of the center with a clear understanding of how the center operates.

When a child transitions within our program, a letter is given to the parents celebrating the child's upcoming transition. In this letter, both teachers will give input as to what the child may need during the transition and to help the child transition more smoothly. Parents are given a time frame for which the transition will occur and the opportunity to comment with any concerns about the transition. During this transition time, the new teacher will visit the child in his/her current setting and become a familiar face to the child. Once the child begins transitioning, the teacher in the new class, as well as the current class will send home dailies to show parents how the child did in both classrooms. This helps the parents to know how well the transition is going. If there are any concerns with the transition, the parents may speak with either teacher or the administrator to help make the transition go more smoothly.

There are many reasons why a family may leave a center. When we are given notice, we try to make every opportunity to make it a smooth transition. When a

family transitions out of our program, we provide them with a "Family Withdrawal Form." This form allows us to make sure that all belongings have been collected and all accounts have been settled. Should the parent want their child's records transferred to another facility or to the child's school, a "Consent for Release of Information Form" is completed.

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

Guidance Policy

Little Village Kids staff believe that helping the child to learn self-control is very important. Our hope is that each child will learn self-discipline through careful guidance. Your child will be treated with love and respect. If children are treated with respect, they in turn learn to respect the teachers and their friends. Our expectations will be kept within the child's capabilities and the child will be made aware of these expectations. Positive reinforcement (commenting on children making the "right" choices) and positive redirection (removing the child and giving them an appropriate activity) will be used. A child may be asked to sit for a short period of time (1 minute per year of age) to give the child a chance to regain control if they are having a difficult time. Time outs will be age appropriate in length and done within the classroom. Staff will not impose punishments for failure to eat, sleep or toileting accidents. This discipline policy applies to all staff and parents while they are at the center.

If a situation arises where a child is consistently endangering himself, peers or staff, it may become necessary to unenroll the child. Every attempt will be made to work together with the parents and the child to correct the behavior. However, the safety of children is always our primary concern. The administrator would be in communication with the parents prior to this occurring.

If the child demonstrates behavior that requires frequent "extra attention" from the staff member, we may choose to develop and implement a behavior management plan. This plan would be developed in consultation with the parents and would be consistent with the requirements of Rule 5101:2-12-19 of the ODJFS Child Care Center Rules.

Accidents/Emergencies:

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

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

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

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

is a "general emergency" or "serious incident, injury or illness". A copy of the report will be provided to the parent once reporting has been complete.

Management of Illnesses

Little Village Kids provides children with a clean and healthy environment. However, we realize that children become ill from time to time. If this is your child's first group care experience, it is possible that they may experience more frequent illnesses at the beginning before their immune system becomes more active. A person trained to recognize and manage the common signs of communicable disease or other illness shall observe each child as he/she enters a group to quickly assess their general health. A "person trained to recognize the common signs of communicable disease" means any person trained in prevention, recognition, and management of communicable diseases as required by Rule 5101:2-12-16 of the ODJFS Child Care Center Rules. We ask that you not bring a sick child to the center. They will be sent home! Please also plan ahead and have a back up care plan in place if you are not able to take time off from work/school.

The following precautions will be taken for children suspected of having a communicable disease. The center will immediately notify the parent or guardian of the child's condition when a child has been observed with signs or symptoms of illness. A child with any of the following symptoms will be immediately isolated and discharged to the parent or emergency contact:

- Temperature of 100 degrees Fahrenheit (axillary) in combination with any other signs illness
- Diarrhea (more than three abnormally, unexpectedly, or unexplained loose stools with a 24-hour period)
- Severe coughing (causing the child to become red in the face or to make a whooping sound)
- Difficult or rapid breathing
- Yellowish skin or eyes
- Redness of the eye, or eyelid, thick and purulent (pus) discharge, matted eyelashes, burning, itching or eye pain.
- Untreated skin patches, unusual spots or rashes
- Unusually dark urine or grey or white stools
- Stiff neck with an elevated temperature
- Evidence of untreated lice, scabies or other parasitic infestation
- Vomiting more than once or when accompanied by any other sign of illness
- Sore throat or difficulty swallowing

Any child demonstrating signs of illness not listed above will be isolated and carefully observed for symptoms. The parent will be notified. If a child does not feel well enough to participate in center activities the parent will be called to pick up the child. Anytime a child is isolated, they will be kept within sight and hearing of a staff member. The cot and any linens used will be washed and disinfected before being used again.

Children who have contracted any disease found on the Communicable Disease Chart **MUST** have a written doctor's excuse to re-enter the Center. The Communicable Disease Chart is posted near the front entrance.

Exposure to Disease: Parents will be notified by a posted sign on the door of the classroom in which the child has been exposed to a communicable illness. Children will be readmitted to the center **AFTER AT LEAST 24 HOURS OF BEING FREE OF FEVER AND OTHER SYMPTOMS**. If they are not symptom free, a doctor's note will be required stating that the child is not contagious.

Immunizations: Immunization is required of children in day-care centers and staff of the center. Each child attending the center who has not yet attended kindergarten must have had a medical examination within the past 12 months. Documentation, using the ODJFS Child Medical Statement, verifying the medical examination must be on file within 30 days of the child's date of admission and is valid for 13 months after the examination date. The Child Medical Statement must state the child's name and date of birth, the date of the examination, the physician's professional information and a record of immunizations that the child has received.

Medications: The center will administer medications to a child **ONLY** after the parent completes a Request for Administration of Medication form. All proper sections must be completed and the medication turned into the office. Medications will be stored in a locked filing cabinet in the office. Medications may **NOT** be stored in a child's cubbie or bookbag. **ANY** medication for children less than 2 years of age **MUST** have a doctor's signature with the exception of over the counter diaper rash ointment.

Prescription medications must be in their original container and administered in accordance to instructions on the label. Over the counter medications must also be administered in accordance to label instructions. If parents request any different dosages or uses, a physician must provide written instructions on the Request for

Administration of Medication form. Over the counter medications will not be administered for more than three days without instructions from a physician.

Inhalers for School Age Children: Parents must complete a Request for Administration of Medication form for inhalers. Inhalers will be placed in the locked filing cabinet in the office. Children must use inhalers with the supervision of a staff member. Staff members must document time and dosage on the Request for Administration of Medication form.

Food Supplements or Modified Diets: If your child requires a food supplement or a modified diet, you must secure written information from your physician regarding this. Please speak with the administrator for more details regarding food supplements or modified diets.

Tuition, Fees and Payment Policies

Payment for weekly childcare is DUE Friday BEFORE the week childcare is provided. All checks are to be made payable to: **Discovery Ventures**. Tuition should be placed in the lock box in the office. Our tax ID number is available upon request. **PART TIME IS ONLY ACCOMMODATED ON A TEMPORARY SPACE AVAILABLE BASIS. FULL-TIME CARE IS GIVEN FIRST PRIORITY.**

Full Time: The weekly fee is as follows:

Infants	(6 weeks - 18 months)	\$255.00 (full time only)
Toddlers	(18 months - 36 months)	\$225.00 (full time; \$56.25/day)
Preschoolers	(three year olds)	\$190.00 (full time; \$47.50/day)

K Ready	(four and five year olds)	\$190.00 (full time; \$47.50/day)
Kindergarten	(before/after school)	\$125.00 (full time; \$31.25/day)
School Age	(1-5 th gr., before/after school)	\$100.00 (full time; \$25.00/day)
School Age	(K-5 th gr. or age 12, summer)	\$190.00 (full time; \$56.25/day)

Part Time: Toddlers and Preschool children may be registered for 3, 4 or 5 days. See above for per day rates. When School Age children are enrolled on snow days, in-service days, holidays or during the summer, the rate is \$46.00 per day.

Discounts: Family discounts will only apply to children enrolled full time (paying for five full days). Full time rates will be charged for the youngest child and a 10% discount will be applied to siblings.

Registration Fee: An annual, non-refundable registration fee of \$75.00 is charged. This fee is for each child enrolled with a maximum \$125.00 per family. A child is not considered enrolled until the registration fee is received.

Late Pick-Up Charges: If a parent realizes that circumstances beyond their control are going to delay pick-up, a phone call is requested. This is important as many children fear they have been forgotten when parents do not arrive at their usual time. A late fee of \$1.00 per minute per child will be charged after 6:00 p.m. Please remember our staff is anxious to get home to their families on time.

Delinquent Accounts/Returned Checks: If payment is not received by Monday, a \$25.00 late fee will be assessed to your account and your child will be unenrolled on Tuesday. Your child will not be accepted for childcare until the total payment is remitted. All accounts that are 30 days past due will be assessed a 1½% per month fee. A \$35.00 fee will be charged for any returned checks due to insufficient funds. The parent will be required to pay in cash until all account balances are settled. In the event of illness, full payment is expected.

PLEASE DO NOT PUT US IN THE POSITION OF TURNING A CHILD AWAY BECAUSE OF AN UNTIMELY ACCOUNT. If you have circumstances that require special consideration, a written letter of request given to the Director will be submitted to the owners for evaluation.

Attendance: All children are expected to attend on the days for which they are enrolled. When children do get sick, they must be kept at home in cases of fever,

unexplained rash, vomiting and diarrhea (see Management of Illnesses). If a child becomes ill at Little Village Kids, the parent will be notified and expected to arrange for the child to be picked up immediately. The child will be isolated until he/she is picked up. The child must be fever free for 24 hours before returning.

Because our center is required to provide staff, food and materials for your child each day of enrolled attendance, we cannot afford allowances for absentee children. We apologize for any inconvenience this may cause. Regular weekly tuition is due even though your child may miss a day or two due to illness or other reasons.

Please notify the staff if your child will be:

- Absent for ANY reason
- Leaving early or arriving late
- Has been exposed to a communicable disease
- Will be picked up by a person not listed on the form
- Seems unhappy

Flex Days: Each child enrolled full time is granted 5 free flex days (after 90 days of attendance). These days may be used individually or for an entire week. If the child is on vacation more than 5 days, the normal rate will be charged after the first week.

Holidays: Full tuition is due for any periods including holidays. If your School Age child will be joining us during a holiday break, please contact the office at least two weeks in advance and make sure all enrollment information is current and space is available.

Withdrawals: Parents wishing to withdraw their child(ren) may do so at any time. A one week notice, in writing, is appreciated. We will also ask that you complete the Child Withdrawal Form prior to unenrolling.

Inclement Weather: On rare occasion, it may be necessary to close the center due to poor weather conditions. We will make every effort to open our doors at the normal time. If circumstances should arise, listen to radio station WMOH 1450 AM for closing information. Information will also be listed with Local 12, Local 12.com, Channel12.2, The CW Cincinnati, Time Warner Cable Channel 20 and Direct TV Channel 25. We will also change our phone message in the event that our program will close or delay opening. On these occasions, regular payment is expected.

Maternity Leave: To hold a classroom spot during this period, current weekly tuition must be paid for that period of maternity leave. If you choose not to pay for this period, you may lose your spot if the classroom fills. If you choose to re-enroll and there is an opening, you will be charged a new registration fee.

Field Trips/Transportation of Children

Field Trips: We will take periodic field trips that are within walking distance. Before any child participates in a field trip, the center will obtain written permission from the parent or guardian. If a child does not have a signed permission slip, they will not be permitted to participate. The child will then be placed in another classroom. Prior to departing the center, a count will be taken of all the children and they will be marked on a separate attendance sheet, specifically created for the trip. Upon arrival at the destination, another count will be taken to assure that all the children have safely arrived. This process will be repeated upon leaving the destination, and upon returning to the center. During the course of field trips, each staff member will have specific children that they are responsible for supervising. All children will wear a label with the center's information.

Transportation of Children: The center does not provide transportation to and from schools. If your child attends West Elementary, you may request transportation to and from school from Fairfield City Schools.

The center will not schedule field trips which require transportation of the children by vehicle. Children will participate in on-site field trips and walking field trips.

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

Swimming Policy

Water play activities will be provided for the children at the center. These would include sprinklers and small wading pools (less than 18 inches in depth). Parents will be asked to sign a written permission slip prior to children engaging in water play with standing water. Please remember to send bathing suits and towels. Sunscreen must be applied to your child at home. If your child burns easily, please include a lightweight t-shirt that they may wear over their swimsuit. Swimsuits should be taken home once a week to be washed.

Outdoor Play/Dress Code

Outdoor Play: Research has shown that children stay healthier when they have daily outdoor play. Based on this information and state requirements, outdoor play will be included in our program on a daily basis. We will limit the amount of time outside when the temperatures are very warm or very cold. Children will not be taken outside when the temperature (wind chill and heat index factored in) drop below 25 degrees or rise above 90 degrees. If the situation requires it we will also adjust outdoor time due to rain, threatening weather, ozone warnings, etc. On days that outdoor play is not provided due to these conditions, we will include a time of indoor gross motor activities.

Dress Code: Your child will be very busy every day as he/she learns about our world through the five senses. Wearing comfortable clothing will facilitate this learning in a positive way. To determine if your child is appropriately dressed, ask yourself, "Will I be upset if my child comes home with dirt, paint, or pudding on this outfit?" If the answer is yes, please change the clothes. Our staff will do our best to keep your child presentable.

Be sure to send weather-appropriate outerwear each day with your child, as we will spend some time outdoors daily, weather permitting. Please mark your child's outerwear with his/her name in permanent marker.

Flip flops and open backed shoes are cute and cool in summer months, but we find they add to many scraped knees and stubbed toes from tripping. To keep your child safe, please consider tennis shoes or strapped sandals. Our official policy, for safety reasons, is that only strapped or tied shoes are to be worn.

Older Children: For those who are potty training and older should dress in clothing that allows them to maneuver independently in the bathroom. Outfits that have snaps up and down the legs, overalls with difficult buckles, body suits, etc. are simply inappropriate and can really frustrate a child who is in a hurry and does not want to be embarrassed by not "making it".

Please send your children with the proper clothing so they may be comfortable and safe whenever we are outside. This includes snow pants, hats, mittens and boots in the winter time.

Video Viewing Policy

Occasionally children may have the opportunity to watch a video as a special treat. Our official policy is that ONLY G-rated videos are to be shown at the center. Any additional media to be viewed will be educational or G-rated.

Parent Participation

Parents are encouraged to participate whenever possible in the activities at the center. ALL visitors must check in the office upon arrival. Parents may wish to attend fieldtrips, class parties, special luncheons or simply stop in to join the daily fun. Parents are also encouraged to attend after hours events such as Family Nights, the Christmas Program, Muffins with Mom, Donuts with Dad, etc.

Teachers are available to discuss a child's progress or needs at anytime. However, due to staff responsibilities and schedules, parents are asked to make appointments with staff when it is necessary to engage in any lengthy conversations. Teachers want to be able to focus on you and your child at these times.

If you would like to observe your child in their classroom, we ask that you sign at the front desk. Please limit your visit to 30 minutes per week and we ask that you do not interact with the class as this disrupts their learning time. In addition, you may have a tour of the facility at any time.

Conferences: Conferences are held twice a year with parents to discuss aspects of the program and the progress of the children. This includes sharing information regarding the results of formal assessments.

Communications: A Daily Report is sent home to report naps, meals, and toilet patterns of each child. If a parent/employee has a particular concern to discuss with the teachers, he/she should feel free to arrange a time for a conference.

Concerns: Should a parent or employee have any concerns or questions at any time, it is recommended that the following chain of command be used until an answer or solution is found.

1. Child's teacher
2. Administrator
3. Owner

Please feel free to bring concerns up when they occur. Often they can be addressed when they are little problems, before they grow into bigger problems.

The staff fully realizes that you are trusting us with your little ones and we want our relationship to be a good one.

Center Phone Number - 513-858-1360

Administrator Emails -

greg@littlevillagekids.com

leslie@littlevillagekids.com

Summary

The staff at Little Village Kids looks forward to working together with you to create a wonderful partnership. Our staff will work to maintain a high standard of continuing education so that we might incorporate the best possible opportunities for your child's learning and developmental growth. We will monitor and modify our curriculum so as to provide quality hands-on learning with a variety of activities and materials that will stimulate your child's developmental growth. We will communicate through newsletters, notes and telephone calls. We want to partner with you in the growth and development of your child.

Thank you for your interest in our program. You are welcome to visit any time. Your involvement in your child's life is a wonderful asset to his/her development and self-esteem. You are welcome to share suggestions, concerns and ask questions. We value your input.

Appendix

Child Care Center Rules

5101:2-12-16 Emergency and Health-Related Plans for a Licensed Child Care Center
[CCCMTL 16](#)

Effective Date: December 31, 2016

Most Current Prior Effective Date: [November 22, 2015](#)

Excerpt regarding communicable diseases.

(D)What are the communicable disease requirements for a licensed child care center?

- (1)Any child enrolled and attending the center with signs or symptoms of illness listed in appendix B to this rule shall be immediately isolated and discharged to his parent or guardian or person designated by the parent or guardian.
- (2)The JFS 08087 "Communicable Disease Chart" (rev. 12/2016) shall be posted in a location readily available to parents, child care staff members and substitutes for use in identifying and responding to communicable diseases.
- (3)A child isolated due to suspected communicable disease shall be:
 - (a)Within sight and hearing of a staff member at all times.
 - (b)Cared for in another room or portion of a room away from other children.
 - (c)Provided with a cot or mat, if necessary and made comfortable. After use, the cot or mat shall be sanitized with an appropriate sanitizer, or if soiled with blood, feces, vomit or other body fluids, the cot or mat shall be cleaned with hot soapy water and disinfected with an environmental protection agency (EPA) registered product rated as hospital disinfectant with a label claim for mycobactericidal activity.
- (4)No later than the end of the next business day, the center shall notify parents when their child has been exposed to a communicable disease listed on the JFS 08087.
- (5)The center shall release employees and child care staff members who have a communicable disease or who are unable to perform their duties due to illness.

Appendix B to Rule 5101:2-12-16

Caring for Sick Children

A child is considered to be sick when demonstrating any of the following symptoms:

- Temperature of at least one hundred and one degrees Fahrenheit (one hundred degrees Fahrenheit if taken axillary) when in combination with any other sign or symptom of illness.
- Diarrhea (three or more abnormally, unexpectedly or unexplained loose stools within a twenty-four hour period).
- Severe coughing, causing the 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 the eye or eyelid, thick and purulent (pus) eye discharge, matted eyelashes, burning, itching or eye pain.
- Untreated infected skin patches, unusual spots or rashes.
- Unusually dark urine and /or gray or white stool.
- Stiff neck with elevated temperature.
- Evidence of untreated lice, scabies, or other parasitic infestations.
- Sore throat or difficulty in swallowing.
- Vomiting more than one time or when accompanied by any other sign or symptom of illness.

When caring for sick children, the center shall:

- Isolate the sick child away from other children, but within sight or hearing at all times.
- Provide the sick child with a cot or mat or the sick infant with a crib, and make comfortable.
- Notify the child's parent(s) immediately if the child's condition worsens.
- Launder bedding and wash toys used by the sick child before use by another child pursuant to rule 5101:2-12-13 of the Administrative Code.
- Sanitize the thermometer after each use.

INSERT

5101:2-12-19 Supervision of Children and Child Guidance for a Licensed Child Care Center

INSERT

5101:2-12-19 Supervision of Children and Child Guidance for a Licensed Child Care Center

Appendix A to Rule 5101:2-12-19

Allowable Discipline Techniques

The following techniques or practices may be used by all child care staff members and employees of a licensed child care center as a means to guide or discipline children. Any technique or practice used shall be developmentally appropriate, consistent and shall occur at the time of the incident.

1. Setting clear limits.
2. Redirecting to an appropriate activity.
3. Showing positive alternatives.
4. Modeling the desired behavior.
5. Reinforcing appropriate behavior.
6. Encouraging children to control their own behavior, cooperate with others and solve problems by talking.
7. Separation from the situation, if used, shall last no more than one minute per each year of the child's age and shall not be used with infants. Upon the child's return to the activity, the provider shall review the reason for the separation and discuss the expected behavior with the child.
8. Holding a child for a short period of time, such as in a protective hug, so that the child may regain self-control.

Prohibited Discipline Techniques

The following techniques or practices shall not be used by any child care staff member or employee of a licensed child care center as a means to control or discipline children:

1. Abuse, endanger or neglect of children, including shaking a baby.
2. Utilize cruel, harsh, unusual, or extreme techniques.
3. Utilize any form of corporal punishment.
4. Delegate children to manage or discipline other children.
5. Use physical restraints on a child.
6. Restrain a child by any means other than holding children for a short period of time, such as in a protective hug, so that the children may regain control.
 - o Prone restraint of a child is prohibited. Prone restraint is defined as all items or measures used to limit or control the movement or normal functioning of any portion, or all, of a child's body while the child is in a face-down position.
 - o Prone restraint includes physical or mechanical restraint.
7. Place children in a locked room or confine children in any enclosed area.
8. Confine children to equipment such as cribs or high chairs.
9. Humiliate, threaten or frighten children.
10. Subject children to profane language or verbal abuse.
11. Make derogatory or sarcastic remarks about children or their families including but not limited to cultures, nationalities, race, religion, or beliefs.
12. Punish children for failure to eat or sleep or for toileting accidents.
13. Withhold any food (including snacks and treats), beverages or water, rest or toilet use.
14. Punish an entire group of children due to the unacceptable behavior of one or a few.
15. Isolate and restrict children from any or all activities for an extended period of time.

Insert JFS 01237

What to Bring the First Day

We suggest that you bring the following items with you to the center on the first day to assure your child's comfort and to assist our staff. Also, we suggest hugs and kisses be given at the door of the classroom so that other activities are not disrupted.

Please bring:

- Any paperwork that has not previously been received by the office.
 - Child Enrollment and Health Information
 - Child Medical Statement
 - Routine Permission Slip
 - Pick-Up Authorization Form
 - Family Information Form
 - Parent Financial Agreement
 - Photo Release Form
 - Medical/Physical Care Plan Form, if needed
 - Request of Administration of Medication, if needed
- First week's tuition and registration fee
- A full change of seasonal clothing: shirt, pants, socks and underwear are recommended. Your child's teacher will place these items in a plastic box marked with your child's name so that the items will be available if needed. We try to keep a supply of "extra" clothing but often these items are not returned to us. Sometimes our supply is depleted and having your child's extra clothing handy will allow him/her to feel comfortable in the event of an accident. **Mark each item with your child's name in permanent marker** so they can be stored properly.
- Diapers and wipes (infants and toddlers; preschoolers, if necessary)
- A pillow, blanket and small soft toy for rest time with your child's name in permanent marker on all three. The soft naptime toy must remain on the child's cot through the week, so be sure not to bring anything that your child can't live without at home! Bedding will be sent home with you each Friday for laundering. Cots will be cleaned and disinfected weekly.

Staff Credentials

The administrators named on the license are responsible for the daily operation of the child care center and with maintaining compliance with Chapter 5101:2-12 of the Administrative Code.

The administrators shall be on site a minimum of one half of the hours that the child care center is in operation during the week.

The administrator shall have completed a high school education. In addition, two years of training in child development from an accredited college, university, or technical college, a pre-kindergarten associate certificate, or a currently valid child development associate credential (CDA) issued by the national child development associate credentialing commission, including two years' experience.

Each administrator, employee, and child care staff member shall receive a medical examination from a licensed physician, a physician's assistant or a certified nurse practitioner.

A child care staff member shall be at least eighteen years of age and have completed a high school education. A graduate of a two year vocational child care training program approved by the state board of education may be less than eighteen years of age and be a child care staff member.

Child care staff members are required to complete an orientation process upon employment. They are also required to complete fifteen hours annually of in-service training which include child development, child abuse recognition and prevention, recognition and management of communicable diseases until a total of forty-five hours have been completed.

The following are acceptable trainers for these courses: American Red Cross, accredited colleges, universities or technical colleges, licensed physicians, registered nurses, emergency medical technicians and trainers with an associate or higher level degree in related child development fields. The administrator schedules training for employees with the American Red Cross, RN Instruction, 4C, and other approved agencies.

Parents,

After reading the handbook, please sign and return this page to the administrator. This is due before the child attends the center. Please feel free to ask the administrator questions about any of the policies in the handbook.

I acknowledge that I have received a copy of the parent handbook for Little Village Kids and have had the policies reviewed with me. I agree to follow all policies outlined within.

Signature of parent/guardian

Date

Signature of parent/guardian

Date

Corrections to Parent Handbook 12/31/2017

Email addresses - added to front cover page and pg. 25.

Outdoor Play Policy - minimum temperature corrected to match what is stated in 5101:2-12-17-A-5 Programming and Materials for a Licensed Child Care. - pg. 23

Procedure for parents and employees to follow when needing assistance in resolving problems related to child care. - pg. 25

Policy on formal assessments