**Parent Handbook**

*Little Learners, Too*

*Intergenerational*

*Learning*

*(Revised 5/1/24*)

(For the rules effective Oct. 29, 2021)

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Little Learners, Too does not discriminate in the enrollment of children upon the basis of race, color, religion, sex or national origin.

Thank you for choosing Little Learners, Too Intergenerational Learning! This handbook is intended to answer many of the questions you may have about the program your child/children attend. It is important that you keep it in a safe place to refer to after it has been read.

**Philosophy, Mission and Goals**

We believe caring and specialized childcare always involves the child, family, and staff. Unbiased and cultural sensitivity among families and staff, form a unique bond between the educators and family that in turn, promotes security and mutual understanding. Providing a service to the community as a whole, serving all families in need, regardless of income status.

We believe building individuality by engaging the children in “hands-on, real-life,” experiences in an unhurried atmosphere, enhances and builds self-esteem and confidence thus giving way to optimal learning experiences.

We believe family values are the basis of compassion and empathy and are learned when staff model these values. When the teacher is nurturing, provides a diverse curriculum, is responsive, and has a well-rounded knowledge of children at each developmental level, he or she is able to meet the differing needs of all.

We believe an educated, experienced teacher who engages children in a multitude of experiences ranging from exploration, active/quiet play, make-believe, art, language/literature, mathematics, music, social experiences and more, with a stimulating environment, promotes optimal development of the whole-child in the early childhood years.

The **mission** of Little Learners is to provide affordable, nurturing, and high-quality early childhood experiences. By providing a curriculum-based program and utilizing the State of Ohio Early Learning and Development Standards, we prepare children for each phase of their early childhood years, ultimately with the final phase of kindergarten readiness. By including/employing seniors in assistant and volunteer positions and collaborating with the local senior center, we meet the needs of two vulnerable groups of citizens within the community. Our staff is strongly committed to the children and families we serve.

Our **goal** is to provide an affordable program catering to the needs of the children and families we serve. Our staff and assistants will value each child’s uniqueness and individuality with activities that reflect this belief. Our program is culturally sensitive, inclusive, and responsive to each family. We utilize a well-rounded curriculum by Teaching Strategies called ***Creative Curriculum. Creative Curriculum***is research based, aligns to Ohio’s Early Learning and Development Standards, and covers 10 areas of development and learning. We are confident our program will maximize the potential for eagerness and learning through play with hands-on, real-life early childhood experiences. We utilize the ***Cincy Afterschool*** program curriculum for schoolagers as a continuum to the local school curriculum.

**\*\*\*Upon enrollment, Receiving this handbook constitutes you are aware of, understand, and agree to the policies and procedures of Little Learner’s Too.**

**Admissions**

All potential families will engage in an interview and tour of the facility. A child/children will be considered enrolled in the program after registration/supply fee has been received, the space of availability has been confirmed for the specific classroom and the required documents/paperwork is received and approved by the administrator. This includes basic enrollment, health and family information or any documents needed to assist in providing proper care to child/children. If changes are needed, this information must be communicated to the office immediately so that current information is always on file. This is best practices and for the safety of your child/children. A medical form signed by a physician or certified nurse practitioner is required to be submitted within 30 days of admission and updated every 13 months. We will issue a reminder when its time to renew the medical statement. The following forms are required; JFS 01234, 01218, 01511, 01305 and any other forms required for specific situations or included by State of Ohio for mandated requirements.

**Hours and Days of Operation**

The early learning program is open Monday Through Friday from 6:45am to 5:30pm. The program observes the following holidays and will be closed; Memorial Day, Good Friday, Fourth of July, Labor Day, Thanksgiving day and day after, Christmas Day and day after, and New Years Day and day after. Early dismissal will occur on Christmas and New Year’s eve. In the event an above named holiday lands on a weekend, the prior Friday or subsequent Monday will be the holiday closure day, you will be notified of the day closed. Full tuition is due for the weeks in which these fall, as staff is given them as paid holidays.  **\*\*days closed may be adjusted due to staff inservice requirements, current situations such as but not limited to; Pandemic, flu outbreak or anything that compromises the health and safety of one, some or all students and/or employees.**

**State of Ohio Staff/child Ratios and Maximum Group Size**

The following rations of staff to child will be maintained and not exceeded;

1:5 or 2:12 Infants ( 0-12 months), and Infants 12 months-18months)

1:6/2:12 Infants (12months-18 months)

1:7/2:14 Toddlers (18 months-30 months)

1:8/2:16 Older Toddlers ( 30mos-35mos)

1:12/2:24 Preschoolers ages 3 years (36-47 mos)

1:14/2:28 4-5 years (48mos. until eligible for KG)

1:18/2:36 Schoolagers (eligible for school ages 5-11 years).

Because research has shown that smaller group sizes are beneficial to optimal learning, and we desire to provide a higher quality of care we will strive to maintain a lower ratio in the infant room of 2:10 or 3:12, And lower Ratios for toddlers and preschoolers and schoolage, when staffing allows. Ratios for toddler/ preschool may be doubled following the applicable licensing rules for up to 2 hours at naptime as long as children are resting quietly or napping on their cots. Also refer to our staff/child ratio information posted on the parent board.

**The maximum group sizes for Little Learners students are as follows: (**maximum group size is defined by the number of children in one group cared for at any time.

**12 Infants**

**14 Toddlers 18-30 months**

**16 older toddler 30-35 mos.**

**24 Preschoolers 3 years, 36-47 mos.**

**28 Preschoolers 4 years, 48mos until eligible for kindergarten**

**36 Schoolage children (eligible for school)**

**Daily Schedules**

Here is an estimated schedule of daily activities for each age group. Each schedule provides a predictable schedule for children to rely on, but also offers flexibility for changes when needed. We want children to have the sense and comfort of safety and a predictable routine to count on.

A Daily schedule for your **preschooler**/**schoolager** would look like this;

|  |  |
| --- | --- |
| 6:45-8:00a | Arrival/quiet free choice |
| 8:00-8:15 | Toilet time, wash up /School year Schoolagers catch the bus |
| 8:15-9:00 | Free choice, table toys |
| 9:00-9:20 | Group time, calendar, weather, stories, songs |
| 9:20-9:45 | Group art, free art, free choice learning stations-dramatic, blocks, Science |
| 9:45-10:00 | Toilet, wash up,  |
| 10:00-10:15 | AM Snack, wash up |
| 10:15-11:15 | Outdoor play/gross motor |
| 11:15  | Wash hands |
| 11:15-11:45 | Learning stations-Music, Library, Dramatic play |
| 11:45-12:00 | Clean up, wash up-Story time |
| 12:00-1230p | Lunch Time |
| 12:30-12:45 | Clean up, toilet break |
| 12:45-11:00-3pm | Quiet tv time/storiesNaptime/rest time |
| 3:00-3:30 | Wake, toilet time, wash up, snack |
| 3:30-4:30 | Outside play/gross motor/ Schoolagers return for aftercare school year |
| 4:30-5:00 | Wash hands, group activities/fine motor  |
| 5:00-5:30p | Free choice, learning centers, TV timeuntil departure |

A daily schedule for your **toddler** may look like this:

|  |  |
| --- | --- |
| 6:45-8:30a | Free Choice-Supervised |
| 8:30-8:45 | Diapers/toileting/hand washing |
| 8:45-9:15 |  learning stations/free choice |
| 9:15-10:00 | Circle time, group activities, child choice/teacher assisted |
| 10:00-10:30 | Clean up, wash hands, diapers/toileting/snack time |
| 10:30-11:10 | Outdoor play/gross motor |
| 11:10-11:40 | Wash up, Story time |
| 11:40-12:00 | Lunch time |
| 12:00-12:30p | Clean up, diaper changes/toileting, story, quiet tv time. |
| 12:30-3:00 | Nap time |
| 2:30-3:00 | Quiet individual activities as kids wake , diapers/toilet |
| 3:00-3:30 | Diapers/toilet/wash/snack |
| 3:30-4:15 | Outdoor play/gross motor/fine motor skills |
| 4:15-5:30p | Diapers/toileting, goodbye songs, learning centers open, tv time teacher assist |

A Daily schedule for your **infant** may look like: Naptime is upon demand in this classroom

|  |  |
| --- | --- |
| 6:45-8:30a | Individual activities, tummy time, crawling, exploring of toys |
| 8:30-9:15 | Diapers, breakfast, individual feeding schedules are followed all day |
| 9:15-10:00 | Small group time, stories, songs, music |
|  | Individual nap schedules are followed through the day |
| 10:00-10:45 | Outside, indoor gross motor |
| 10:45-11:15 | Wash up, set up for lunch, diapers/tummy time/free play |
| 11:15-11:45 | Lunch/as needed |
| 11:45-3:00p | Clean up after lunch, individual activities for those awake |
| 3:00-3:45 | Diapers, snacks, feedings, wash up |
| 3:45-4:30 | Gross motor, individual exploration/mats |
| 4:30-5:00 | Small groups, stories, songs, music |
| 5:00-5:30p | Individual activities, exploration, until departure |

**Tuition/Fees/Payment Policies**

**Full time weekly:** The weekly pay is due on Monday of the week childcare is provided. If the payment is not received by Tuesday of the week of care, the account will be considered delinquent. (See below for delinquent payments). Payments not received by Wednesday of week, can result in suspension of services until payments are made in full. If your child is ill or takes the day off, the full payment is expected except for extended illness. An **extended illness** is an illness that keeps your child out of the center for 5 consecutive weekdays(this includes covid 19). Half (50%) tuition is required as courtesy(child must be out for the full week, if in attend for one day, full week tuition is due**). A Dr. Note is required to receive the discounted tuition rate for full week illness**. This courtesy will be given for 1 week during each calendar year, per family. This may be suspended for extenuating circumstances. **\*payment arrangements on days other than Mondays beginning week are subject to added fees weekly depending on when payment is agreed upon. \*fees are decided by the administration**

**\*Hours to be used are based on what you write on the enrollment paperwork\* not the hours of program. Late fees are based on what you write as pickup. I suggest you give yourself a bit of added time. Staffing is, or when its at a minimum and we must have schedules to plan on staffing. \*No adjustments are made to tuition when school closes early or for the day on occasion for, but not limited to staff training, low staffing, facility maintenance, etc.**

**All checks payable to:** *Webbers Kids, LLC or Little Learners, Too* and should be placed in the tuition mail box labeled as such. We accept checks, cashiers checks, money orders, credit cards and Venmo and childcare app when available.

**Vacations:** Notification in writing to the center of vacations at least two weeks in advance is required (place in administrator’s box outside office). Each family is granted 2 vacation weeks annually (after 60 days of attendance) at a 50% discounted tuition rate. These days must be used for an entire, consecutive week(if child is in attendance for one day, full tuition is required). Weeks do not need to be consecutive. No discounts for any weeks taken after 2. All payments are due no later than last day before vacation. Vacation payments not made when due, are subject to any late fees imposed. \*\* County subsidized families receive 20 absent days per 6 month period from Jan 1-June 30 and July 1-Dec. 31. The county does not recognize vacation days. When you are absent for whatever reason including but not limited to, illness, days home for no reason, vacation, etc. your child/children will be marked absent. They add up quickly so be aware that charges may be incurred for absences in excess of 20 each half year. Charges tbd.

**Holidays/closures:** Full tuition is due for any observed holidays and any closures beyond our control

**Registration fee:** An annual, non-refundable supply/registration fee is collected in the amount of 65$ per child and 150$ per family, maximum. A child is not considered enrolled until the fee has been received. These fees are due annually on Feb. 1 or first Monday in February for all students enrolled after 9/01/19. **Summer camp fees are separate**

**School year, School age Payments/All age Copayments:** School age children are defined as children ages 5 years and older, and able to receive and started kindergarten services. School age children receiving care for any part of the school year, are subject to the weekly copayments designated for each family. Each program sets their own policies on requirements for attendance, etc. The County DJFS does not in any way set the policies per program. In the event you choose not to use certain weeks, you are still responsible for the weekly copayment, if any. These payments ensure you are, will be using the spaces and odjfs deducts this copay amount from our weekly reimbursement. In the event a copayment is not received, your space may be given away and will no longer be available when you need it. The regular agreed upon schedules should be followed as outlined in the Agreement. In the event the schedule is not followed and the child is dropped off sporadically and/or inconsistently, the Administrator has the authority to end services with no refunds. We strive to work with families, but we must have a steady flow of income to provide the high-quality services families expect and we strive to provide. Non-payment of all copays are also subject to late fees outlined in Late fee section and/or termination of the Parent/provider agreement.

**Odjfs authorizations are either part time or full time. If you are a part-time authorization you MUST record minimum of 7 hours weekly up to 24.9 max, and if you are full time authorization you must record 25 hours minimum weekly and maximum of 60 hours AND USE FULL TIME CARE. If min of 25 hours are not recorded the difference between full and parttime will be charged back to the family and due within 3 days. Additional fees will be charged for more than the maximum hours. Families have 20 absent days per half yr 1/1-6/30and 7/1-12/31. Use them wisely or you may incur fees for absences in excess of 20 per 6 mos. Fees tbd by administration.**

**Delinquent Accounts/Returned Checks:** A fee of $5.00 per day will be assessed to the account if payment is not received by the designated day (Monday beginning the week). For returned checks for insufficient funds a fee of $60.00 will be assessed and cashiers checks, venmo, credit cards, money orders, payment through childcare app when avail, will only be accepted until the account balance is settled. If weekly tuition is not received by Wednesday at drop off of the current service week, no care will be provided until fee is paid including all late fees. It is in your best interest to discuss any possibilities of a late payment in advance with the administrator.

**Late Pick up Fees:** If a parent is going to be late and it is uncontrollable, then a phone call is requested. In the event you are beyond 5:30pm, the following will be charged **per child**; $20.00 for first 5 minutes beginning 1 minute beyond contracted pickup time and $2.00 for each additional minute beyond first 5. These are cash payments only and due the next school day your child/children attend unless arrangements have been made with the program Administrator. Children get scared and worry when you are beyond the “usual” time. And our staff is eager to get home to their families and commitments as well. When families are regularly late picking up their children after agreed time or closing time, a discussion will be made to clarify the policies. In the event the late pickups persist(to be determined by the administrator), you may be required to seek alternate arrangements for care of your child/children. The administration will make every effort to help you understand the policies. Should you need clarification, please notify me. Hours may be adjusted to accommodate situations that arise and notice will be given to families as well as posted for viewing. **\*fees can temporarily be changed with notification for extenuating circumstances. \*\*These fees are doubled on Fridays\*\***

**Miscellaneous Fees;** Fees can and will be charged for additional services such as but not limited to more than one copies of paperwork/enrollment(one copy is given for no charge), preparation of additional documents for specialists, mailing/certified mail, work hours used beyond contracted times to prepare documents in any way for distribution in special situations. Special situations can be but are not limited to; documents prepared for teachers, specialists, personal use, etc. These fees are charged by the job and time taken and can be any fee the Administrator deems necessary to recover costs associated for time spent and money spent on supplies, printing, and additional hours worked to prepare said documents.

**Withdrawals:** Withdrawals for any reason, are to be made in advance of two full weeks with written notification. Handwritten or email is suitable means of “written” documentation. Texts are not recognized as written notice. Payment of 2 full weeks must be issued to complete the notification process.

**End of the Year Tax Receipts: We respect parents need to claim child care costs on their taxes.** Receipts will be prepared for all families and will be ready for pick up in the Administrator’s office no later than Jan. 31, the following year after services are rendered. If you leave the facility prior to receipts, you may contact the Administrator for your receipt(the above preparation dates apply). Please note: All accounts must have a zero (0) balance before receipts will be issued. Reasons for delinquent Accounts can be but are not limited to, accounts with unpaid late fees, supply fees, field trip fees, fees for non-issuance of proper notice of termination, unpaid vacation weeks after allotted time, unpaid copayments, and others not mentioned.

**Severe Weather:** it is sometimes required, in poor weather conditions to close the program or open later. We will always try to open at normal times. If a situation should arise we will report to the local television station For closing information. There are no changes in payment schedule, as these are conditions beyond our control. FOX 8 is our official reporting station.

**Supervision Policy**

**Arrival/Departure:** Parking in the school lot only, front of center. Do not park in any area designated no parking. Do not pull up to the door. Our commitment is for the safety and health of each child in our program and we take this very seriously. All children are to be escorted into the classroom(except schoolagers dropped off by school transportation). Give all notes, medications, special instructions, etc. to the teacher. No child is to enter the building unescorted. **Departure:** Parents will escort their children(toddlers and infants) from their classroom and parents are responsible for their child before drop off and after pickup. When you pick your child up, please leave the facility and grounds as the property is private. Those families not respecting this can/will be subject to termination of the care agreement with no refunds\*\* Arrival/departure can change during Pandemic or extraordinary circumstances.

**Supervision of infants/toddlers/preschoolers:** All children in these age groups will be attended at all times. This includes naptime. **If a child becomes ill, they will be isolated to lessen exposure in an area not being used but in 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 child care 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 child care 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:**  Children sometimes attend other programs such as school or half day programs and arrive at the center later. If a child is expected and doesn’t show up, we first will call the parent to notify them and We then will discuss with the family the appropriate actions**. It is important to call the center if your child will not be attending so no confusion occurs.**

**School delays/Cancellations:** This program will operate a full day school-age program when a school vacation of 5 consecutive days or more occurs such as Winter break, spring break and Summer vacation and for school in-services/inclement weather days. Care will be provided for single day holidays such as but not limited to MLK, Presidents Day, etc. Additional charges will apply for full days during school year as well as full week care.

**Release of a Child:** Safety of the children is a huge priority.Children will be released only to people listed on release form provided parent. Staff will check I D of anyone they do not recognize so please let them know ahead of time so they can have a picture ID ready. If an emergency comes up the parent must provide a written and signed note giving the person permission to pick up their child. Staff will not release any child 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 when necessary.

**Custody Agreements:** In the event of custody issues involving your child, you must provide the center with court documents indicating who has permission to pick up the child. No parent will be denied access to their child without proper documentation. All paperwork will be given to the residential or custodial parent. We expect when children are enrolled, both parents cooperate and it is mutually agreed that any and all fees incurred will be the responsibility of the parent incurring said fee. In the case of payments, the administrator will not accept partial payments from each parent. You must pay for school and make the arrangements with each other for personal payments. In cases of separation, court documents are required for review and enrollment. If no documents exist and/or problems arise, then to enroll the child BOTH parents must sign an agreement for the arrangement of care at Little Learner’s.

**Transitioning:** Transitioning happens when a child is moved to another classroom, or moves from a crib to cot. You will be notified when this will happen and the parent and staff will complete a transition plan. This will include the beginning and ending date of transition and the schedule. The parent will sign the plan in acknowledgment. Parents may also request a transition as long as it follows the ODJFS licensing rules and if it is in the best interest of the child and when space is available for a classroom transition.

**Child Abuse Reporting:** This program is a reporting agency for any suspected child abuse and neglect. We are mandated to report any and all suspicions to the local authorities (children’s service agency). Children’s safety is a top priority and a major concern to all staff. We will report any an all suspicions of abuse or neglect to the proper agency.

**Fieldtrips/Transportation:** Field trips: In the event we take field trips, the transportation will be done in the center vehicle/vehicles or contracted vehicles. Staff trained in CPR first aid/communicable disease and child abuse will be present. A field trip permission slip will be completed by parent. Counts will be taken before departure and recorded on a field trip attendance sheet. Counts will be taken at destination to ensure safety. The same process will be recorded upon departure from trip location and arrival to the center. Children will be assigned to a particular staff member who will be responsible for supervision. **Routine trips:** These trips are regular trips such as school drop off/pick up for schoolagers which occur the same time every day or on specified days. The transportation will be provided, if applicable, in a center provided vehicle and all staff will be trained in CPR, first aid, communicable disease and child abuse. Restraints will be used based on age and requirements of Ohio dept. of Transportation for seat belt safety.

**Swimming:** Children younger than schoolage will be provided water play activities at the center. These include sprinkler fun and water tables. A swimming permission slip will be completed prior to activities, by the parent for all water play with standing water. Staff/child ratios will be observed for water play. Please send bathing suits, sunscreen with medication form completed and towel. An extra t shirt will be great for those who burn easily to wear in addition to suit.

School agers may participate in swim activities at the public pool with proper permission slip completed prior to the activities. Lifeguards will be present at all times and staff will actively supervise the children. Staff/child ratio will be observed and if extra adults are used, you will be notified. Passes are required.

**Child Guidance:** Being consistent with children in any setting is the key to understanding basic rules and guidelines. We work hard on teaching self-control through positive guidance. Children are treated individually in regards to discipline and will be loved and respected. Our goal is to model appropriate behavior so the child can learn proper coping mechanisms… We will use redirection and remove a child from the negative area to another area of interest. Children having a difficult time, may be asked to sit for a small amount of time to get control or time out/ “cool off.” The child will be within sight and hearing at all times and will be age appropriate in length. No child will be punished for failure to eat, sleep or toilet accidents. All staff and parents are asked to follow this policy while they are at the center. In addition, we will follow all applicable state licensing requirements regarding appropriate means of discipline.

Safety is always a top priority, so any child posing a physical threat to himself, other students or staff or require “extra attention “ from a staff member, consistent discipline issues, harmful behaviors such as but not limited to biting, scratching, pinching, punching, slapping, etc. may be referred for an assessment or evaluation by a licensed professional(at discretion of admin). Families are encouraged to work collaboratively with admin to comply with the recommendation . If family refuses to seek recommended assistance, negative behaviors persist/continues, admin feels students and/or staff safety or health are compromised in any way that prevents an enjoyable, non-disruptive, safe experience, the admin has the authority to dismiss the child from the program temporarily or permanently. Rule 5101:2-12-19 of the Child care licensing rules.

**\*\*Children engaging in immediate unsafe behaviors such as, but not limited to; throwing chairs, flipping tables, punching/hitting other kids/staff, throwing large toys or equipment in anger or attempt to hurt someone, repeated biting and/or breaking skin, using objects to puncture the skin, “flipping out” and hurting one or more children or staff in the process, running away from staff, going through doors(no child is to operate ANY doors in the facility) etc. will be dealt with as follows… 1st offense=call home and verbal warning to family…. 2nd offense=child will be immediately sent home for the day and referred to Crossroads, pediatrician or applicable agency for behavior evaluation/consultation(must leave within 30 min) and proof of behavior evaluation/consultation and/or plan to administer assistance to child and/or family within 30 days…3rd offense…Child will be suspended from program for 48 hours, family must show proof of ongoing behavior therapy/counseling. 4th offense=dismissal for 15 days and proof of still receiving behavior therapy services from certified mental health agency/provider with marked improvement, little to no improvement can warrant dismissal at this stage. 5th offense=permanent dismissal from program**. Rule 5101:2-12-19 of the Child care licensing rules.  **All incidents will be documented on Incident/injury forms. \*\*in some cases that are severe the program administration reserves the right to immediately bypass offense 1, 2 or 3 and go directly to 2nd, 3rd, 4th or 5th offense. In the event families choose not to work with the program to help their child and the program provide an environment that is enjoyable and conductive to learning for all staff and kids, They will have their childcare agreement terminated with no refunds to date. \*We are here to help you and your child/children. Our program takes pride in providing advocacy and assistance through difficult times. We are here to FULLY prepare a child for kindergarten and everything that goes with it. We are SUPER EXPERIENCED with degrees in education, child development, early childhood education, child development credentials, and specialties in health and wellness and behavior assessment and management. We take our jobs seriously and are vested in the greatest asset; your child/children! Please know we are here to serve your family and do not ever want to have to terminate a child, but we must adhere to policies for the greater good of all families and children enrolled.**

**Meals and Snacks:** The following meals will be provided ages 1yr and older and included in tuition when child is enrolled in the program following **the USDA meal patterns based on ages**; Snack 9am, snack at 3:30pm and 4:15pm (schoolagers returning from school during school year.) A.M snack will consist of two different food groups, p.m. snack will be two different food groups. When you provide a meal please send in a labeled cool sack or small cooler with an ice pack to keep cold. No refrigeration will be provided for lunches brought from home. As per state rule, any meal missing a component or proper size isn’t included, that is sent from home, must be given by the center, and all lunches sent from home must meet the 1/3 daily dietary requirements. Our program is committed to providing healthy and nourishing meals and snacks. Research has shown that children that consume sugary snacks and treats regularly are at risk for several health complications including adverse behavioral reactions, obesity, toileting troubles and more. We are counting on you as the parent/guardian to also follow these guidelines. Do not send candy, sugary snacks, fruit snacks, sugar juices etc. in the meals for your children. We respect your right to prepare and send meals from home but respect for the program policies is also appreciated. Thank you for your understanding. We reserve the right to remove these items and replace them with the proper USDA required items to provide a nutritional lunch or snack. \*A water bottle may be brought filled with water only and refillable during the school day for all toddlers, preschoolers and schoolage children. \*\***All infant foods are supplied by family up to 12 mos. And all modified diets requiring the substitution of one or more of a component.**

**Photography**

Families are to refrain from taking any photographs of their child, other children or any staff member at the facility, during business hours. This is a privacy issue to staff and children. Please discuss this with your administrator if there is an issue.

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**Accidents and Emergencies:** Accidents and emergencies happen from time to time and during the daily play and activities. It is common for children to fall and bump themselves, run into shelves, trip on one another, and so much more. We always supervise the children, but it is impossible to prevent every small incident that may occur. Incident reports will be completed for injuries that may result from accidents. The staff will follow the written instructions in each classroom for fire and tornado. Drills are conducted monthly or more frequent to practice. Evacuation routes are posted and procedures are followed to maintain a safe arrival at the designated area. If an emergency occurs for fire, weather, loss of power, heat or water, our emergency meeting point is\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

If we must evacuate the immediate area we will evacuate to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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A note will be posted on main door entrance to let you know where to pick up your child. We will contact parents to pick up your children. If we cannot reach you, the emergency contact will be called.

Environmental or violence threat, the staff will secure all children in the safest location. We will notify authorities and follow the directions given by them. Parents will be contacted as the situation is secure. An incident report will be provided.

Minor injury: There is always one staff member who is certified in First aid/communicable disease/child abuse and cpr. Basic first aid will be administered. For a more serious injury/illness, the above will be done and a phone call to the parent to assist in appropriate action. Life threatening or severe injury we will contact the EMS and parents will be notified. A staff member will accompany the child to the hospital with health information. Only parents or EMS can transport a child to the hospital.

Incident/injury reports will be completed and given to person picking up child on the day of the incident, if the following happens: illness, accident, first aid is administered, bump/blow to head, transported by emergency squad, or unusual or unexpected even happens which puts safety of child at risk. If transported by EMS a report will be available within 24 hrs. Our program will follow the guidelines set forth for incident/injury reporting as required by ODJFS licensing standards.

**Illness Management:** The following is the illness policy of the program. We realize children get sick from time to time and it is possible in a first group experience to have more frequent illnesses as their immune system becomes more active. All children are assessed and observed as they enter the program. We ask that you refrain from bringing your child to school sick. They will be sent home! Back up care is your responsibility in the event of an illness. **Tuition payments are not adjusted for minor illnesses when a child is absent. Please refer to extended illness policy for extended/lengthy illnesses**. We will follow the following illness policies:

Any of the following symptoms will be isolated and discharged to the parent or emergency contact person:

* Temp of 100.0 deg. F aux method in combination with any other signs of illness, or temp above 100.0 deg. F.
* 2 or more bouts of abnormally loose stools within 24 hrs or increased bm beyond what is normal for that child, ie; every diaper change yields a bm when the child normal pattern is 1x daily.
* Severe coughing ( child is unable to stop easily, redness to face, watering eyes, whooping sound, vomiting while coughing)
* Difficult or rapid breathing or barking sound while coughing
* Yellowish skin or eyes
* Redness of eye or eyelid, thick and purulent (pus)discharge, matted eyelashes, burning, itching or painful eyes.
* Unusual rashes, spots, untreated skin patches
* Unusually dark urine or grey or white stools
* Stiff neck with an elevated temperature
* Evidence of untreated lice, scabies or other parasitic infestation
* Vomiting
* Complaints of stomach ache when in combination of loss of appetite
* Refusal to eat 2 meals or feedings.
* Sore throat or difficulty swallowing
* The Illness Policy is located in the required documents for completion
* In addition, the Covid Symptom Checker is also in effect for students

Any child demonstrating signs of illness not listed above will be isolated and carefully observed for symptoms. We will notify the parent. If a child does not feel well enough to participate in activities, outdoor play, etc. they will be sent home. Children will always be within sight and hearing of staff member when isolated. The linens and cot will be sanitized and sheets changed and washed before use again. Do not give your child Tylenol or motrin and send them to school! If there’s a fever, there’s a problem. There is no evidence that infant teething causes fevers in children. **The Administrator will make the final decision on participation in the event of questionable illnesses or symptoms.**

When exposure to a communicable illness, the parents will be notified by a post in fb group or a text message. \*\*\*Children will be readmitted when symptom free for a minimum of 24 hours and/or by recommendation of current CDC recommendations. In some cases the program admin may request a dr. note stating child was seen, but please know the 24 hour rule still applies to antibiotics even with the dr. note.

**Failure to grant consent for transportation to source of treatment;** Form JFS 01234 must be completed and consent granted for transportation to source of treatment in cases of emergency. Refusal to complete this important area will result in the program not being able to provide care to your child.

**Medications:** The center staff will administer Prescription medications only when the parent completes a Request for Medication form in it’s entirety and hands the medication to the teacher each day. All medications will be stored away from the children’s reach. **Do not send medications and store In the bookbag or cubbie. This is unsafe and safety is a priority.** The exception is for school age students needing immediate use of a prescribed inhaler. School-agers will be permitted to control their own inhaler. Parents must sign a release form stating that they are permitting their school-age child to have access to their inhaler at all times. The inhaler must stay with the student at all times and may never be stored in cubby or bookbag. If the student is unable to follow these policies , it must be handed to the staff member responsible for the child. Meds not in original packing requires documentation from dr. on specific document from odjfs.

**Prescription medications** must be in their original container and administered in accordance to label instructions. The parent is responsible for administering medications that are 1 or 2x daily. In the event the medication is 3-4x daily, the center will administer the afternoon dosages when the child is in attendance.

**Over the counter medications** will not be administered under any circumstances at the center unless ordered by a licensed physician and physician completes proper form. This does not include diaper rash ointments for infants and toddlers. Families are welcome to administer if necessary.

**Food Supplements/Modified Diets:** If your child is on a food supplement or requires a modified diet, you must secure written information from your physician. The administrator will have more details regarding this so please discuss with the administrator.

**Outdoor Play:** Playing outside is essential to the development of motor skills as well as social emotional and intellectual skills. Based on this information and state requirements, outdoor play will be included on a daily basis. We will, however, limit the time outside when temperatures are very warm or very cold. Children ages over 12 mos will be outside when temps are a minimum of 25 degrees F and up to 90 degrees F. Wind chill, heat index will be factored in as well. Infants 12 mos & under will have outside play such as stroller walks and exploring. Some other factors that may limit outdoor play could be rain, threatening weather, ozone warnings, etc. On days where outside play is not provided due to inclement conditions, we will provide time for indoor gross motor activities such as dancing, obstacle courses, ball play, hoola hoops, scooter boards, etc. This play will be provided in the upstairs indoor playground or classrooms. BE sure to send boots, gloves, hats, sun hats, etc. So your child can participate and be safe.

**Parent Participation:** Parents are an asset to the success of our program and we want you to participate in activities when you can. This program has an “**Open door policy”** meaning you can visit all areas of child care, with unlimited access during hours of operation. Parents may wish to attend field trips, class parties, special programs, etc and volunteer their time. Teachers are available to discuss a child’s progress or needs at anytime. If lengthy discussions are needed, please make an appointment with staff. Staff also have schedules and responsibilities to tend to during the school day making lengthy conversations difficult and unsafe while children are present. Teachers know your time is valuable just like theirs and they want to be able to give full attention to your families needs and concerns. Please respect this policy.

The following chain of command with concerns or questions at any time will be followed:

1. Child’s teacher
2. Administrator

It is best to discuss concerns when they occur. They can be easily addressed when they are small problems and before they grow to a bigger problem. In the event a resolution cannot be made with the teacher, the administrator will assist in clarification of policies, and procedures. Please know that the handbook will be used and referred to for guidance.

It is vital that parents work collaboratively with the teachers and administration to prepare your children for their adventures. Children who can walk should be able to walk into school independently. Children should be removing(trying)their own jackets, hats, etc and placing them in the proper spaces. The same goes for going home. Allowing toddlers to self-feed and wipe their hands and faces is imperative to gaining much needed skills in self-help. Please allow them to practice at home as well. Please allow your child to learn independence as we are teaching the skill in everything we do at school. This will make transitions much easier and better prepare all children for kindergarten. We want our relationship to be positive and we recognize you are trusting us with your most valuable possession.

**Pertinent information:** All parents /guardians are required to disclose all pertinent and relative information about their child that will assist in the overall care of the child at the facility. This information can be but is not limited to family status, where the child spends days, nights, who the child is pickup or dropped off by, who is allowed to pick up and drop off, dietary restrictions, disabilities and diagnosis, information about said disability/diagnosis such as intervention being received, how teachers can provide continuity of care for the child in the program, techniques for feeding, dr. visits for communicable illnesses, and more. Failure to assist in getting this information including documents to the program administrator for review, can result in delay or suspension of care until all documents are received. Pertinent information can also pertain to, but not limited to reporting contagious illness, disabilities, allergies, etc. \*\*In the event a contagious illness is not reported to administration and or a test was performed and child is required to stay out of school until test results are received, this can result in immediate grounds for dismissal from the Childcare program. We take the health and safety of our children and families very serious.

**Evening/Overnight care:** None provided at this location.

**Immunizations:** Because this program serves infants that are too young to be fully immunized this program does not accept children who are not vaccinated or families who choose not to vaccinate their children. \*medically necessary issues must have a dr note stating the immunization not able to be given and the medical reason. Thanks for assisting in keeping everyone safe.

**Sanitation:** Sanitization of equipment and toys are done in each classroom. Infant and toddler toys that are mouthed and chewed on are sanitized daily. The center is cleaned routinely every evening with sanitization of tables, chairs, door knobs, and areas touched regularly. Carpets and floors are vacuumed daily and carpets are cleaned when needed and floors are sanitized weekly. Children’s blankets sent from home, will be sent home weekly or earlier if soiled or an illness is present, for laundering. Blankets supplied from Program will follow same sanitizing schedule as noted above.

**Choking hazards/small items:** With safety of the children being a priority we ask that children in the infant and toddler classrooms, do not have small beads or tiny clips in their hair. Infants and toddlers love putting things in their mouths as this is how they explore their surroundings, but these items can be a huge threat to their physical being.

**Photographs/videos:** Teachers photograph and video classroom events, children engaged in activities and play, parties, etc. These are used for sharing in the classroom only and on bulletin boards, websites, facebook, etc. In the event you choose to not have your child photographed or pictured on the following listed places, please complete the appropriate boxes on the “photograph/video permission” form . Any parents attending classroom/center events should refrain from photographing of any kind.

**Toys from Home:**  **No toys should be brought to the facility**. In the event a child brings a toy from home, it will be placed in their bookbag to keep it safe. **Children’s Cell Phones/Tablet-** Children with cell phones will not be permitted to take them out of their bag. Phones should be kept on vibe or silent or turned off so not to disturb the classroom learning. In the event a child must phone home, they must tell the teacher and be supervised while using the phone. No videos or photos will be permitted to be taken by any child using their cell phone/tablet. This is a violation of privacy for the families. At any time, Little Learner’s will not be responsible or liable for any cell phones and/or tablets that are broken or damaged. Thank you for understanding and your consideration. \*\*Schoolagers may bring their tablet for use at teacher specified times during the learning day, no internet access is provided so downloaded games are recommended. No videos or photos can be taken with said tablets as it violates privacy of families.

**What to bring to school for your child’s first day:** The first day of school is exciting for parents and children alike. The teacher has prepared the classroom with love and attention to make it a perfect place for your child.

Toddlers and preschoolers:

1. Full size book bag daily for collecting art, pictures, notes from teacher and any extras that must go to school or home.
2. One change of clothing with each item labeled. Change each season and replenish when soiled clothing are sent home.
3. Comfortable shoes daily that your child can put on and off. Jackets also that can easily be manipulated and buttoned or zipped.
4. 1 Blanket for sleeping and resting, weekly. Will be sent home Fridays for laundering

Infants

1. Diaper bag with diapers for each day, wipes, and necessary items for care.
2. 2 changes of clothes per season. Replenish when soiled clothes are sent home.
3. Daily-bag of bottles prepared in a cooler with ice. Label with name, and date prepared for formula and for breast milk-name date, expressed and date bottled. If eating solids, cereals, meats, veggies and fruits.(If not enough or none sent $1/per item or $3/per meal will be assessed).
4. Sleep sack for napping. For safety, no blankets will be used in cribs of infants under 12 months of age. (A bag of diapers can be left at the program. **Please no boxes as we don’t have storage**).

School-agers:

1. Backpack daily
2. Clothes if needed for accidents
3. Small box of Kleenex and or wipes to keep in bag.

You may send hand held video games or tablets. The center provides a small amount of tech time. You understand the program is not responsible for breakage, damage, etc. of any kind.

**Birthdays:** Birthdays are a special time! If you would like to celebrate your child’s birthday with the class, please make arrangements in advance with the **administration** and **classroom teacher**. Special snacks are welcome!

**Toilet Training:**  We begin toileting in the toddler classroom. Toddlers begin pulling up and down of their pants and are sitting on the toilet to prepare for toilet readiness. Families should be working on this at home as well. The teacher will reinforce toileting readiness and consistency and the family should do the same. All toddlers should be wearing clothing with elastic waist bands, no belts or buckles, no overalls, no tight jeans, onesies, etc. When appropriate, the classroom teacher may send home a help sheet for your assistance in this exciting adventure. No child will be punished for toileting accidents, this is natural and normal. We don’t strive for perfection, we just want to be consistent from home to school and reverse, and be providing opportunity for practice. Just know that parents are the key to success so if you are working on the skills at home, we are too and together we can be successful with your toddler and toilet training! \***only Velcro side pullups are permitted. No child is to come to LL in underpants until discussed with the administration in advance. Specific criterial must be met including but not limited to, little to no accidents in a 2 week time frame, ability to get to toilet and verbally express the need to use the bathroom, etc. \*\*after a child is fully toilet trained up to and including age 47months, no staff member will assist in wiping any child after toileting. This means we will not wipe the bottom of a fully toilet trained child. If families insist on staff wiping bottoms, a handwritten permission slip including childs name, birthdate, when to wipe statement, date of permission and duration of permission(additional fees apply). Once a child is fully capable of wiping themselves, the program staff will no longer assist and this will be discussed with the family. No child fully toilet trained ages 48mos and over, will be wiped by any staff member at Little Learners Too. \*\*children with identified disabilities that prevent normal progression of toilet training are exempt from this policy. A letter from the child’s pediatrician/specialist is required.**

**Nursing mothers:** For mothers nursing their children, the administrators office or employee break area can be used for this purpose. No other children should be in these areas.

**Sleeping/Napping/Resting:** Sleeping and napping is upon demand for infants and what is developmentally appropriate for them. Napping for toddlers through 5 years of ages is approx. between 1-3pm, daily. A cot or mat is provided. This time may vary for each individual child and is based on developmental appropriateness for each child, as needed. Children 18mos-5yr. who wake early or have difficulty napping after one hour, will be given books and quiet activities to occupy their time until others are awake. \*\*Schoolagers may nap if they choose, a cot or mat will be provided.

**Disenrollment;** The center administrator/owner may disenroll a child from the program for the following reasons, but not limited to; parents/caregivers threatening any child or staff member with violence, parents that pose a threat to safety or well being of the program overall ie; conflicts on school grounds, yelling, cursing, threatening any parents, staff or children and/or cause disruption of school activities, driving recklessly/unsafely in the parking lot, children who pose a safety risk to other children and/or staff in the program, ie; repeated aggressive actions from children such as biting, hitting, punching, pushing, kicking, pulling hair, pinching, running from teachers, issues stated on pg.9 “child guidance,” foul/abusive language, parents regularly questioning/arguing/undermining, etc. policies that are center created or State of Ohio licensing rules even after 2 or more repeated discussions on the same topic etc, families who have outwardly expressed a dissatisfaction for the program to admin, staff or publicly(we certainly don’t want you to use our program if you’re not happy, we strive to make all families comfortable and happy with the service we provide but recognize we cannot please everyone). Opening doors, No child is to open ANY door at the facility. In the event this occurs(opening door) a 3 strike rule applies. If any child opens a door(does not include schoolagers when instructed by a staff member)they will be disenrolled from the facility on the 3rd incident. Families will be made aware in the event their child opens a door. **families disenrolling voluntarily please give 2 full weeks advanced notice in writing and give to admin**. \* **admin disenrolling a family may or may not give 2 weeks notification. Advanced Notification is at discretion of the program administrator. Public funded families may be disenrolled when we haven’t had any contact with you in 3 days and you haven’t shown up to Little Learner’s.**

**Schoolage childcare:** Priority will be given to schoolagers who have a younger sibling enrolled in the Infant – 5 yr. old (not yet eligible for kindergarten)groups.

**“Outside babysitting” Waiver;**

Little Learner’s Too does not promote or sponsor private babysitting services for children outside of any services offered or approved by Little Learner’s Too(“outside babysitting”). Parents will be required to sign a waiver to acknowledge that Little Learner’s Too is not a party to ANY outside babysitting agreement reached between any parent/and/or legal guardian and any individual, including any individual who is currently employed by Little Learner’s Too Intergenerational Learning.

**Screenings/Assessments:** Developmental screenings may be done within the first 60 days of enrollment or any time while enrolled at LL for ages 0-5 not in kindergarten. If a referral is needed, then those are given within 90 days of the assessment. A list of resources is always available to families. Assessments are done when the need arises including any documentation. Documentation is how classroom teachers gather information on your child. We use notes, running records, anecdotal notes, photographs, informal classroom assessments, and much more to inform the annual Formal Assessment. These assessments assist the caregivers on developing activities to help your child grow. As parents these assessments inform you on what your child knows and what you can work on at home. Please know that these assessments, can never fully give accurate information about your child in regards to assessing personalities, helpfulness, kindness, artistic ability, creativity, and much more. But it does give us the information we need to assist with planning for and helping your child grow and prepare for kindergarten entrance. In some cases assessments/evaluations may be shared with community service providers. When this happens, families will be informed and families will give informed consent to the community service provider, Little Learner’s administration or both.

**ADA Accommodations:** We will abide by all laws pertaining to the rights of people with disabilities.

**Childcare Apps/Progress Reports for Infants:** State licensing requires an infant care sheet to be sent home daily when your child is in attendance. This will be available upon pick up time. You will see what your infant did all day including diaper changes, feedings, activities, etc. Infant-17 months will receive these reports. Additional written reports for ages above 17 mos will be charged add’l fees tbd by the administration. If available, staff will record some daily activities on a childcare app. This is also a way to communicate with families. You can communicate with your child’s teacher through messages on the app. Please do not message outside of business hours M-F 7am-530pm unless an emergency or very pressing issue. Diaper checks occur every 1.5 hours or earlier when soiled.

**Communication/Childcare App**

**Families are to maintain respect and consideration for Administration and staff. If you must message me, please message through the Procare app**. This App is for communication between admin, staff and families. If for any reason you choose to message me(admin/owner) via my cell phone, please respect the business hours of M-F 7am-5:30pm and my days off/vacations. Any messages on my phone, text or email that are after/before hours will be charged $50 per message and I can or cannot answer you. I must have boundaries and limits as I do have family and a personal life just like my families. Use the business line at 440-951-7366 to leave a message. Thank you!

**Special documents/changes;** All documents pertaining to a child that admin is to complete should always be handed to the administrator. Do not put in bookbag of your child. Always allow 3-4 weeks for completion. Additional charges(TBD) may apply and will be discussed as necessary. Any and all daily, weekly, etc changes should be in writing and handed to staff member.

**Code of Conduct/Communication:** Communication will be made verbally in the form of discussions about your child, texts, emails, daily news, quarterly newsletters, meetings, and events. Open, respectful communication is key to your child’s success. In some cases your teacher or administrator may give constructive suggestions on child development when a difficult or confusing situation is occurring. These are meant to help give consistency in the routine and help each child individually cope with a specific situation. Parents and guardians reserve the right to discuss matters of concern with the teacher and administrator when needed. The administrator reserves the right to deny access, suspend or cancel a center participant when the parent/guardian or authorized pick ups conduct is determined to endanger the safety of others or interfere with another participant’s enjoyment of the programming. No profanity, name calling, yelling or raising of voices towards anyone will be tolerated or permitted on premises. All concerns should be brought to the administrators or teachers attention immediately. We can only help if we know about your problem. \*Do not disrespect myself or teaching staff, in any way including but not limited to; texts, social media posts, email, face to face conversations, and more. If theres a problem, see the admin. If you have a problem with admin, be respectful, there isn’t anything we cant figure out together in a respectful manner.

**Chain of Command for communication**

1. Teacher
2. Administrator

 ***Grounds for suspension/termination of services can be but not limited to;***

1. Use of profanity
2. Destruction of property, loitering, playing, etc on property after/before signing in/out
3. Theft
4. Being in possession or under influence of alcohol or drugs
5. Sexual misconduct
6. Disorderly conduct(yelling, rough in comments, threatening any staff, and more….)
7. Physical fights
8. Verbal or other forms of harassment
9. Non-compliance with one, some, or all policies in the parent handbook
10. Any behavior that is determined to be unacceptable by Little Learner’s Administrator and/or detrimental to those we serve.
11. Non payment of tuition/copays, parental disagreements that cause disruption to services provided ie; constant phone calls, “checking” up on other spouse in cases of divorce/separation/other
12. Disrespectful, demeaning comments, texts, social media, emails, in person, capabilities, processes, etc. towards admin, staff or other families
13. Anything else the administrator deems necessary

 **Information and policies in this handbook can be suspended, temporarily suspended or changed to accommodate circumstances such as but not limited to Pandemics, low staffing, frequent illness, etc. You will be notified of changes as they occur.**

**Ohio Department of Job and Family Services**

**CENTER PARENT INFORMATION REQUIRED BY OHIO ADMINISTRATIVE CODE**

This facility is licensed to operate legally by the Ohio Dept. of Job and Family Services. This license is posted in a conspicuous place for review. Parent Information Board/Main desk area

A toll free telephone number is listed on the facilities license and may be used to report a suspected violation of the licensing law or administrative rules. The licensing law and rules governing child care are available for review at the facility upon request.

The administrator and each employee of the facility is required under section 2151.421 under the Ohio Revised code, ORC 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 acdess 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, guardian shall notify the Administrator of his/her presence.

Rosters of the names and telephone numbers of the parent/guardians of the children attending the facility are available upon request. The parent roster will not include the name and /or telephone number of any parent/guardian who requests that their name or telephone number not be included.

The licensing inspection reports and complaint investigation reports, for the current licensing period are posted in a conspicuous place in the facility for review. Parent Board/Bulletin Board

The licensing record including compliance repost forms, complaint investigation reports, and evaluation forms from the building and fire departments are available for review upon request from the Ohio Dept. of Job and Family Services. The dept. website is … [www.jfs.ohio.gov](http://www.jfs.ohio.gov)

*It is unlawful for the facility to discriminate in the enrollment of children upon the basis of race, color, religion, sex or national origin or disability in violation of the Americans with Disabilities Act of 1990, 104 stat 32, 42, U.S.C.12101 et seq.*

**\*\*\*Upon enrollment, Receiving this handbook constitutes you are aware of, understand, and agree to the policies and procedures of Little Learner’s Too.**