

**Westbrook Park Place Childcare & Preschool**

Family Handbook

2019-2020 School Year

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About Us

## Philosophy/Goals

To provide a quality faith-based environment for childcare and learning that meets the needs of children in our community.

1. Provide a safe environment for children to adjust to adults other than parents and to learn proper interaction with children of their own age.
2. To encourage learning basic aptitudes appropriate for their age group.
3. Christian and cultural values will be shared with the children through stories, songs, prayers and principles of sharing in play and social conduct. NO attempt is made to prejudice a child against the faith of his parents, however, the atmosphere of the school is distinctively Christian.
4. Provide care and love for children away from their parents, giving primary attention to their safety and well-being.

## Mission

The School is a mission outreach program of Westbrook Park United Methodist Church. The Director and teachers provide supervision and educational instruction governed by the church board. We strive to provide a quality preshool program and childcare that supports the needs of families in our neighborhood and the greater Canton community.

## Certification

Westbrook Park Place Childcare & Preschool has been issued a license to operate a child care center located at 2521 12th St NW, Canton, OH. This program is licensed to serve a total capacity of 200 children. License Issued 05/15/1971

## Definition of Family

In this handbook we refer to family as a parent, legal guardian, sponsor or anyone else who provides for the well-being, best-interest and responsibility of the child in our care.

## Hours of Operation

Child care services are provided from 6:30 AM to 6:00 PM Monday through Friday.

## Holidays

We are closed for certain holidays:

New Year’s Day

Martin Luther King Day

Good Friday

Memorial Day

Independence Day

Labor Day

Thanksgiving Day

Day after Thanksgiving

Christmas Break December 23-Jan 3

## Admission & Enrollment

All admission and enrollment forms must be completed an enrollment fee and first tuition payment paid prior to your child’s first day of attendance.

An enrollment fee of $50.00 is due at the time of enrollment. This fee is non-refundable.

A two-week, non-refundable tuition deposit is required for each child enrolled in childcare. This deposit will be held without interest and will represent tuition payment for the last two weeks of the child’s enrollment.

A one month, non-refundable tuition deposit is required for each child enrolled in 5 day preschool only to reserve their spot.

Based on availability and openings, our facility admits children from 3 to 5 years of age.

Children are admitted without regard to race culture, sex, religion, national origin, or disability. We do not discriminate on the basis of special needs as long as a safe, supportive environment can be provided.

## Inclusion

**Westbrook Park Place Preschool** believes that children of all ability levels are entitled to the same opportunities for participation, acceptance and belonging in child care. We will make every reasonable accommodation to encourage full and active participation of all children in our program based on his/her individual capabilities and needs.

## Non-Discrimination

At **Westbrook Park Place Preschool** equal educational opportunities are available for all children, without regard to race, color, creed, national origin, gender, age, ethnicity, religion, disability, or parent/provider political beliefs, marital status, sexual orientation or special needs, or any other consideration made unlawful by federal, state or local laws. Educational programs are designed to meet the varying needs of all students.

## Family Involvement

1. Families may be involved in the program by visiting as a resource person or to share a hobby or talent, or participate in the classroom activities. We encourage one or both parents to visit the class at least once during the year.
2. Parent/Teacher conference are scheduled for each child in Early Spring,
3. Families are invited to visit the school anytime and this may be done by making arrangements with the director.
4. If you have any questions or require assistance in a particular matter, please feel free to contact the director or your child’s teacher. If your problem needs further assistance, you may contact the church pastor. We are here to be of service to you and your child.

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## Confidentiality

Unless we receive your written consent, information regarding your child will not be released with the exception of that required by our regulatory and partnering agencies. All records concerning children at our program are confidential.

## Staff Qualifications

Our teachers and aides are hired in compliance with the state requirements and qualifications as a base minimum. Typical staff certifications are as follows:

|  |  |  |
| --- | --- | --- |
| **Position Title** | **Education/Certification** | **Experience** |
| Teacher | Associate Degree in Early Childhood Education | 2 years |
| Teacher Assistant/AideChildcare Aide | Child Development Associate CredentialHigh School Diploma  | 1 year1 year |

Background checks are performed on all staff as required

Caregivers participate in orientation and ongoing training in the areas of child growth and development, healthy and safe environments, developmentally appropriate practices, guidance, family relationships, cultural and individual diversity, and professionalism.

We strongly discourage families from entering into employment arrangements with staff (i.e. babysitting). Any arrangement between families and our caregivers outside the programs and services we offer is a private matter, not connected or sanctioned by **Westbrook Park Place Preschool**.

## Child to Staff Ratios

Children are supervised at all times. All caregivers receive scheduled breaks which reduce fatigue and help to ensure alertness.

We maintain the following standards for child to staff ratios:

|  |  |  |  |
| --- | --- | --- | --- |
| **Age** |  | **Child to Staff** | **Maximum Group Size** |
| 3 year-olds |  | 12 to 1 | 24 |
| 4 year-olds |  | 14 to 1 | 28 |
| 5 year-olds |  | 14 to 1 | 28 |

 Source: National Resource Center for Health and Safety in Child Care and Early Education.

## Communication & Family Partnership

**Bulletin Boards.** Located throughout the center, bulletin boards provide center news, upcoming events, faculty changes, holiday closing dates, announcements, etc.

**Newsletters.** Bi-monthly newsletters provide center news, events, announcements, etc. These newsletters are available through e-mail and on our website. Paper copies will be available by request only.

**Email.** We encourage you to provide an email address that you use regularly so that we may send you announcements, event invitations, newsletters and general updates.

**Family Visits.** Family participation is encouraged. Visit our classrooms, volunteer, come along on a field trip, or eat a meal with your child. Signing in is required for the safety and protection of our children. Each visitor must wear a visitor’s badge while on premises and sign-out upon leaving.

**Conferences**. Family & teacher conferences occur once a year. During these conferences, we will discuss your child’s strengths, likes and dislikes, and styles of learning. We will work together to set goals for your child’s growth and development. You may request additional conferences regarding your child’s progress at any time. We encourage you to communicate any concerns.

## Open Door Policy

We are delighted to have family members participate in our program. Parents/Guardians are welcome to visit the program any time during regular program hours. The infant/crib room welcomes parents/guardians to nurse or feed their infants.

Open Door Policy does not mean the doors will be unlocked. For the safety and protection of the children, external doors will be kept locked at all times.

Our team will always do their best to speak with parents/guardians. Since staff days are devoted to caring for children, it is usually not feasible to have a long discussion during regular program hours. If a situation requires a longer discussion, kindly arrange for an appointment.

## Publicity

Occasionally, photos will be taken of the children at the center for use within the center or on our website and on social media.  Names of students will not be used in association with photos without written permission

# Curricula & Learning

## Learning Environment

We provide a rich learning environment with curricula that are developmentally appropriate to the specific ages in each classroom. We have a flexible day routine that allows children to advance at their own pace. We strongly believe that learning happens through play. Learning and exploring are hands-on and are facilitated through interest areas. Our program is designed to enhance children’s development in the following areas: creativity, self-expression, decision-making, problem-solving, responsibility, independence, and reasoning. We encourage openness to that which is different from us, and the ability to work and play with others.

## Curricula & Assessment

**Westbrook Park Place Preschool** uses Research Foundation: The Creative Curriculum® base on five fundamental principles. They guide practice and help us understand the reasons for intentionally setup up and operating preschool programs in a particular way. The principles are:

* Positive interactions and relationships with adults provide a critical foundation for successful learning.
* Social-emotional competence is a significant factor in school success.
* Constructive, purposeful play supports essential learning.
* The physical environment affects the type and quality of learning interactions.
* Teacher-family partnerships promote development and learning.

For information about your child’s day, please see copies of daily schedules and lessons plans posted in each classroom.

## Transitions

Your child’s transition in child care should be a positive and exciting learning adventure. We will work with you and your child to ensure the smoothest possible transition occurs as new routines and new people are introduced.

## Transition from home to center

Prior to your child’s first day, you will have an opportunity to tour the center, meet with your child’s peers and teachers, and communicate any anticipated concerns. At this time please share the best communication methods that the teacher may use to reach you.

## Electronic Media

Our normal daily routine does not include electronic media (television/TV, video, DVD) viewing and computer use but from time-to-time, we may use a television show without advertisements as a teaching aid and discussion stimulator. All Electronic Media will be screened prior to use and will consist of non-violent and high-quality educational material. Our focus is to provide your child a positive experience with increased understanding of the world. Electronic Media will be offered only as a free choice, used to meet a developmental goal, and limited to no more than 60 minutes per week per child.

## Celebrations

Our holiday policy encourages an enhanced understanding of and respect for different cultures and beliefs of children, families, staff and community.

Christian and cultural values will be shared with the children through stories, songs, prayers and principles of sharing in play and social conduct. NO attempt is made to prejudice a child against the faith of his parents, however, the atmosphere of the school is distinctively Christian

## Rest Time

After lunch, all children less than 5 years of age, participate in a quiet rest time. Children are not required to sleep and may be given quiet activities.

Cots used in the center for rest time are assigned for each child and are sanitized daily.

# Guidance

## General Procedure

**Westbrook Park Place Preschool** is committed to each student’s success in learning within a caring, responsive, and safe environment that is free of discrimination, violence, and bullying. Our center works to ensure that all students have the opportunity and support to develop to their fullest potential and share a personal and meaningful bond with people in the school community.

Thoughtful direction and planning ahead are used to prevent problems and encourage appropriate behavior. Communicating consistent, clear rules and involving children in problem solving help children develop their ability to become self-disciplined. We encourage children to be fair, to be respectful of other people, of property, and to learn to understand the results of their actions.

**Discipline Policy**

Discipline comes from the word disciple which means to follow. It is our policy to develop children in a positive and individualistic manner. Our discipline, therefore, is handled accordingly. We discipline with kindness and respect toward each individual with the constant goal of developing a positive self-image in each child, while at the same time, the child is encouraged to become a part of the group through group participation. We employ the following developmentally appropriate techniques:

Contingency method—where one action will depend on another.

 (example – when this job is completed, we will do this)

Positive reinforcement—we build on a child’s positive actions.

Distraction—is used with younger children who are unable to work well together. In this case, each child’s interest is diverted elsewhere

After using these 3 techniques, Time Out is then an option.

Time Out—is used when a child cannot cope with a particular situation. In such a case, the child is taken out of the group (not out of the room) and works on a one-to-one basis with book, clay, etc., for a brief period of time.

In some cases, it may be necessary to involve parents in a specific behavior management plan. This must be consistent with the requirement as stated in rule 5101:22-12-19. The specification of rule 5101:2-12-19, Appendix A of the Child Care Licensing, applies to all employees of the school.

Physical punishment is not a part of the positive approach to children and therefore not a part of our program. Discipline is not viewed in a more sense as is punishment, but rather as a positive, constructive way to influence behavior.

## Challenging Behavior

Children are guided to treat each other and adults with self control and kindness.

Each student at **Westbrook Park Place Preschool** has a right to:

* Learn in a safe and friendly place
* Be treated with respect
* Receive the help and support of caring adults

When a child becomes verbally or physically aggressive, we intervene immediately to protect all of the children. Our usual approach to helping children with challenging behaviors is to show them how to solve problems using appropriate interactions. When discipline is necessary, it is clear, consistent and understandable to the child. We maintain a zero tolerance to bullying. If you have any concerns about this at any time, please report it to the Director of the Center.

## Physical Restraint

Physical restraint is not used or permitted for discipline. There are rare instances when we need to ensure a child’s safety or that of others and we may restrain a child by gently holding her or him only for as long as is necessary for control of the situation.

## Notification of Behavioral Issues to Families

If a child’s behavior/circumstance is of concern, communication will begin with the parents as the first step to understanding the child’s individual needs and challenges. We will work together to evaluate these needs in the context of our program.

On rare occasions, a child’s behavior may warrant the need to find a more suitable setting for care. Examples of such instances include:

* A child appears to be a danger to others.
* Continued care could be harmful to, or not in the best interest of the child as determined by a medical, psychological, or social service personnel.
* Undue burden on our resources and finances for the child’s accommodations for success and participation.

# Tuition and Fees

## Important Notice

All payment and fee processing will be completed by our preschool office staff. He/she will be in charge of collecting tuition and other fees and contacting families regarding payment issues. If you have a question or concern regarding a payment or fee, please contact the school office.

## Tuition Rates – Childcare

5 Day Rate: $160 per Week

3 Day Rate: $100 per week

2 Day Rate: $ 70 per Week

Families contract for a specific weekly schedule as indicated on the *Enrollment Agreement* Form. Payment for this contracted schedule is required every week year-round whether or not your child attends; this enables us to pay teachers a stable salary every week all year. No credits are given for sick or vacation days, holidays, staff training closure or closure due to inclement weather.

## Tuition Rates – Preschool

Five (5) Days Monday-Friday: $260 per Month

Three (3) Days (Mon, Wed, Fri) $190 per Month

Two (2) Days (Tue, Thu) $170 per Month

## Tuition Deposit

A Tuition Deposit equal to two weeks of childcare is required at the time registration is confirmed. This deposit is applied to the last two weeks of care provided a two-week written notice is given. If a two-week written notice is not given when a child has withdrawn from the program, the family will be billed for two weeks of care, which may come out of their deposit**.**

A Tuition Deposit equal to one month is required for 5 day pre-school only students to reserve your position in the classroom

***Overtime Rates or Adding Extra Days***

Overtime rates apply only to part-time families and are contingent on prior agreement of hours of care needed. When your family surpasses 25 hours of child care per week, a fee of $6 will be charged to your account for each overtime hour of care.

## Payment

Payment is always due in advance with no deduction for any absences, holidays, or closures due to inclement weather, power outages, or other situations beyond our control. Payment is due weekly by 11:00 AM on Friday, as outlined in the *Enrollment Agreement*.

A non-refundable registration fee of $50 is due annually on August 1st this fee will not be pro-rated.

## Methods of Payment

Several methods of payment are available for families’ convenience. Families can pay by cash, check, money order, automatic electronic funds transfer. To set up automatic, reoccurring payments, please contact our Director, Travis Caskey.

## Late Payment Charges

Late payments can pose serious problems for our programs and as a result, the business does not have the latitude to allow families to accrue a balance equal to more than one week of tuition. **Late payments will result in the imposition of late payment fees. Failure to pay child care payments will result in child care services being terminated.**

If payment is not received on the day that it is due, a late fee of $20 will be added to your next tuition payment. Repeated late payments will result in your family being required to set up automatic payments or credit card payments.

Any payments made will be applied to the oldest charges and late fees may still apply if the account is not paid in full by the next tuition due date.

## Returned Checks/Rejected Transaction Charges

All returned checks or rejected ACH (automatic debits) or credit card transactions will be charged a fee based on the charges to us from the financial institution. This charge may be collected electronically. Two or more returned checks or rejected transactions will result in your account being placed on “cash only” status.

## Late Pick-up Fees

Late pick-up is not a normal program option and will only be considered as an exceptional occurrence. Late fees of $5 per minute may be assessed beginning at 6:00 PM and will be due upon arrival**. Repeated late pick up may result in child care services being terminated.**

## Other Fees

* From time-to-time there will be additional fees associated with special activities or field trips. These fees are due prior to the event, activity or trip.
* A non-refundable enrollment/ registration fee of $50.00 is due annually on August 1st.

## Credits & No Credits

* **Families contract for a specific weekly schedule** as completed on the *Enrollment Agreement* Form. Payment for this contracted schedule is required every week year-round whether or not your child attends; this enables us to pay teachers a stable salary every week all year. No credits are given for sick or vacation days, holidays, staff training closure or closure due to inclement weather.
* **Credit may be given for Serious Illness/Injury** – In the unfortunate event of extenuating circumstances such as your child is hospitalized, absent due to a serious contagious disease or serious illness or injury, credit may be issued. A written doctor’s note is required to receive a credit.

# Attendance & Withdrawal

## Absence

If your child is going to be absent or arrive after 9:15 AM, please call us at 330-456-4797, Ext. 110. We will be concerned about your child if we do not hear from you.

## Vacation

 While we recognize the value of family vacations, the center does not provide credit for vacation days. If you child will be absent for an extended period a fee may be applicable to hold their position in class.

## Withdrawal

A written notice, two (2) weeks in advance, is required by the center when a child is being withdrawn. Failure to notify will result in forfeiture of your two-week deposit.

## Transfer of Records

Whether transitioning to the next program setting or to a new classroom, your child’s records will be transferred internally.

If your child is transitioning to a new school, a written request from you with instructions to where the records should be sent is required.

## Closing Due to Extreme Weather

Should severe weather or other conditions (i.e., snow, storms, floods, tornadoes, hurricanes, earthquakes, blizzards, loss of power, loss of water) prevent us from opening on time or at all, notification to the families will be announced on ABC Channel 5. WHBC does NOT always announce childcare closings.

If it becomes necessary to close early, we will contact you or your emergency contacts as soon as possible. Your child’s early pick-up is your responsibility to arrange.

# Drop-off and Pick-up

## General Procedure

We open at 6:30 AM. Please do not drop-off your child prior to the opening. Parents are expected to accompany their children and sign them in.

We close at 6:00 PM. Please allow enough time to arrive, sign your child out, and leave by closing time.

Families may enter at Door #3 or #4 for drop off. At Pickup time please enter at Door #3

## Cell Phone Usage

The times you spend in the center dropping off and picking up your child are the primary windows of time we have to communicate with you about your child. In order to make the best use of these opportunities, as well as to be attentive to your child and other children, we ask that you NOT use your cell phone at any time while visiting the center.

## Authorized & Unauthorized Pick-up

Your child will only be released to you or those persons you have listed as Emergency and Release Contacts. If you want a person who is not identified as an Emergency and Release Contact to pick-up your child, you must notify us in advance, in writing. Your child will not be released without prior written authorization. The person picking up your child will be required to show a picture ID as verification. Please notify your pick-up person of our policy.

In order to safeguard your child we will need copies of any court ordered custody agreements. Without a custody agreement, we are not able to prevent the release of your child to a parent.

If a child has not been picked up after closing and we have not heard from you, attempts will be made to contact you, and the contacts listed as Emergency and Release Contacts. Provisions will be made for someone to stay with your child as long as possible, but if after 4 hours we have not been able to reach you or a person listed as an Emergency and Release Contact, we will call the local child protective services agency.

## Right to Refuse Child Release

We may refuse to release children if we have reasonable cause to suspect that any person picking up a child is under the influence of drugs or alcohol, or is physically or emotionally impaired in any way that may endanger the child. To protect your child, we may request that another adult listed as an Emergency and Release Contact pick-up the child or we may call the police to prevent potential harm to your child. Reoccurring situations may result in the release of your child from the program.

# Personal Belongings

## What to Bring

* **Preschoolers:** at least one change of clothes, socks and shoes.

Please label all items brought from home with your child’s name to prevent items from becoming misplaced or lost. We are not responsible for lost or damaged items. Soiled clothing will be sent home on an as-needed basis for laundering and return to the center.

## Lost & Found

You can look for lost items and bring found items to the Lost-and-found Box located at the school office. Please note that we are not responsible for lost personal property.

## Toys from Home

We request that you do not allow your child to bring toys from home into the center unless they are part of a show-and-tell activity.

# Nutrition

## Foods Brought from Home

Food brought fromhome is permitted under the following conditions:

* Perishable food to be shared with other children must be store-bought and in its original package.
* Baked goods may be made at home if they are fully cooked, do not require refrigeration and were made with freshly purchased ingredients. A list of ingredients is required, and there must be enough food for all children.
* Foods should be labeled with the child’s name, date, and type of food.
* Children will not be allowed to share food provided by the child’s family unless the food is intended for sharing with all of the children.
* Leftover food will be discarded except for foods that do not require refrigeration and/or come in a commercially-wrapped package that was never opened.

|  |
| --- |
| **Good Lunch Box Suggestions for a Balanced, Nutritional Lunch.** |
| Bean & cheese dipTortilla chips (crackers)Tropical fruit saladBroccoliMilk | Chicken stripsWhole Wheat RollOrange wedgesBroccoli Milk  |
| Cheese quiche Fresh fruit cupBroccoliMilk | Whole Wheat Macaroni & Tuna SaladGreen BeansCarrotsMilk |

## Food Allergies

If your child has a food allergy, you must notify us in writing so that we can make appropriate substitutions. The written notification should list appropriate food substitutions and must be updated at least annually.

Food allergies can be life threatening and each child with a food allergy should have an action plan for emergency care completed by the family physician.

## Meal Time

Families provide their child with a nutritious sack lunch and drink. Please be sure to include healthy foods. Teachers are required to check lunches for proper nutrition requirements. We do store essentials for supplementing lunches if necessary.

A caregiver who is trained in first-aid for choking is present at all meals.

# Health

## Immunizations

Immunizations are required according to the current schedule recommended by the U.S. Public Health Services and the American Academy of Pediatrics, [www.aap.org](http://www.aap.org). Every September, we check with the public health department or the American Academy of Pediatrics for updates of the recommended immunization schedule. Our state regulations regarding attendance of children who are not immunized due to religious or medical reasons are followed. Unimmunized children are excluded during outbreaks of vaccine preventable illness as directed by the state health department.

All caregivers, teachers, and staff are required to be current with all immunizations routinely recommended for adults by the Advisory Committee on Immunization Practices (ACIP) of the Centers for Disease Control and Prevention (CDC).

## Physicals

Routine physicals are required according to the current recommendations of the American Academy of Pediatrics, [www.aap.org](http://www.aap.org). A copy of your child’s physical should be received before but must be received no later than days after your child begins the program. Families are responsible for assuring that their child’s physicals are kept up-to-date and that a copy of the results of the child’s health assessment is given to the program.

## Illness

We understand that it is difficult for a family member to leave or miss work, but to protect other children; you may not bring a sick child to the center. The center has the right to refuse a child who appears ill. You will be called and asked to retrieve your child if your child exhibits any of the following symptoms. This is not an all-inclusive list. We will try to keep your child comfortable but he/she will be excluded from all activities until you arrive.

* Illness that prevents your child from participating in activities.
* Illness that results in greater need for care than we can provide.
* Illness that poses a risk of spread of harmful diseases to others.
* Fever (100°F or higher under the arm, 101°F or higher in the mouth, 102°F or higher in the ear) accompanied by other symptoms.
* Diarrhea – stools with blood or mucus, and/or uncontrolled, unformed stools that cannot be contained in a diaper/underwear or toilet.
* Vomiting – green or bloody, and/or more than 2 times during the previous 24 hours.
* Mouth sores caused by drooling.
* Rash with fever, unless a physician has determined it is not a communicable disease.
* Pink or red conjunctiva with white or yellow eye discharge, until on antibiotics for 24 hours.
* Impetigo, until 24 hours after treatment.
* Strep throat, until 24 hours after treatment.
* Head lice, until treatment and all nits are removed.
* Scabies, until 24 hours after treatment.
* Chickenpox, until all lesions have dried and crusted.
* Pertussis (Whooping Cough), until 5 days of antibiotics.
* Hepatitis A virus, until one week after immune globulin has been administered.
* Tuberculosis, until a health professional indicates the child is not infectious.
* Rubella, until 6 days after the rash appears.
* Mumps, until 5 days after onset of parotid gland swelling.
* Measles, until 4 days after onset of rash.
* Has a physician or other health professionals written order that child be separated from other children.

Children who have been ill may return when:

* They are free of fever, vomiting and diarrhea for 24 hours.
* They have been treated with an antibiotic for 24 hours.
* They are able to participate comfortably in all usual activities.
* They are free of open, oozing skin conditions and drooling (not related to teething) unless:
	+ The child’s physician signs a note stating that the child’s condition is not contagious, and;
	+ The involved areas can be covered by a bandage without seepage or drainage through the bandage.
* If a child had a reportable communicable disease, a physician’s note stating that the child is no longer contagious and may return to our care is required.

## Allergy Prevention

Families are expected to notify us regarding children’s food and environmental allergies. Families of children with diagnosed allergies are required to provide us a letterdetailing the child’s symptoms, reactions, treatments and care. A list of the children’s allergies will be posted in the main area and kitchen. We are trained to familiarize ourselves and consult the list to avoid the potential of exposing children to substances to which they have known allergies.

## Medications

All medications should be handed to a staff member with specific written instructions for administration. Medications should never be left in the child’s cubby or with the child to administer on their own. Our staff will ensure that the medication is recorded along with the directions and proceed to dispense the medication as directed.

* **Prescription medications** require a note signed by the family and a written order from the child’s physician. The label on the medication meets this requirement. The medication must include your child’s name, dosage, current date, frequency, and the name and phone number of the physician. All medications must be in the original container (you may request pharmacies to fill your prescription in two labeled bottles). Please specify the dosage and time(s) to be administered for each medication.

A record will be kept of all medications and the times they were administered by our staff.

* **Non-prescription medications** require written permission and instructions signed by the child’s primary care physician. The written permission must include your child’s name, dosage, current date, frequency, and all medications must be in the original container. Non-prescription medication should not be administered for more than a 3-day period unless a written order by the physician is received.
	+ **Non-prescription topical ointments** (e.g., diaper cream or teething gel), sunscreen and insect repellant require a note signed by the family, specifying frequency and dosage to be administered as well as the length of time the authorization is valid which cannot exceed 12 months.

## Communicable Diseases

When an enrolled child or an employee of the center has a (suspected) reportable disease, it is our legal responsibility to notify the local Board of Health or Department of Public Health. We will take care to notify families about exposure so children can receive preventive treatments. Included among the reportable illnesses are the following:

* Bacterial Meningitis
* Botulism
* Chicken Pox
* Diphtheria
* Heamophilus Influenza (invasive)
* Measles (including suspect)
* Meningoccocal Infection (invasive)
* Poliomyelitis (including suspect)
* Rabies (human only)
* Rubella Congenital and Non-congenital (including suspect)
* Tetanus (including suspect)
* H1N1 Virus
* Any cluster/outbreak of illness
* Tuberculosis

# Safety

## Clothing

Please dress your child in practical clothing that allows for freedom of movement and is appropriate for the weather. Your child will be involved in a variety of activities including: painting, outdoor play, sand, weather, and other sensory activities. Our playground is used as an extension of the center, and daily programs are conducted outside whenever weather permits.

One particular aspect of concern is the risk associated with children’s clothing that may become entangled with climbing or sliding equipment that could lead to choking or other serious harm. All drawstrings from children’s clothes should be removed as a precaution.

Sandals and flip-flops are not appropriate for center play and make it difficult for your child to participate in some activities.

## Extreme Weather and Outdoor Play

Outdoor Play is planned every day weather permitting for children in attendance 4 or more hours. All children will enjoy outdoor activities from time to time. There will be no outdoor activity when the temperature is below 30 degrees, it is raining, snowing, sleeting or above 90 degrees. During these times, large muscle play will be in the Game Room (gym).

## Injuries

Safety is a major concern in child care and so daily safety inspections are completed inside and outside the center area in order to prevent injuries. First aid will be administered by a trained caregiver in the event that your child sustains a minor injury (e.g., scraped knee). You will receive an incident report outlining the incident and course of action taken. If the injury produces any type of swelling or needs medical attention, you will be contacted immediately. Each classroom is equipped with a first aid kit meeting the state regulations.

In the event of a serious medical emergency, the child will be taken to the hospital immediately by ambulance, while we will try to contact you or an emergency contact.

## Biting

Biting is a normal stage of development that is common among infants and toddlers – and sometimes even among preschoolers. It is something that most young children will try at least once.

When biting happens, our response will be to care for and help the child who was bitten and to help the biter learn a more appropriate behavior. Our focus will not be on punishment for biting, but on effective behaviors that address the specific reason for biting.

Noteswill be written to the family of the child who was bitten and the biter’s family. We will work together with the families of each to keep them informed and to develop strategies for change.

## Respectful Behavior

All children and families will be treated with respect and dignity. In return, we expect the same from all of our families. We will not tolerate hostile or aggressive behavior. If this occurs, we reserve the right to ask you to control your behavior or to remove your children from our care.

## Smoking

The poisons in secondhand smoke are especially harmful to infants and young children’s developing bodies, therefore the indoor and outdoor center environment and vehicles used by the center are non-smoking areas at all times. The use of tobacco in any form is prohibited on the center’s premises.

## Prohibited Substances

The use of alcohol or illegal drugs is prohibited on the center’s premises. Possession of illegal substances or unauthorized potentially toxic substances is prohibited.

Any adult who appears to be inebriated, intoxicated, or otherwise under the influence of mind-altering or polluting substances is required to leave the premises immediately.

## Dangerous Weapons

A dangerous weapon is a gun, knife, razor, or any other object, which by the manner it is used or intended to be used, is capable of inflicting bodily harm. Families, children, staff or guests (other than law enforcement officers) possessing a dangerous weapon will not be permitted onto the premises.

In cases that clearly involve a gun, or any other weapon on our premises, the police will be called and the individual(s) involved will be immediately removed from the premises. This policy applies to visible or concealed weapons.

## Child Custody

Without a court document, both parents/guardians have equal rights to custody. We are legally bound to respect the wishes of the parent/guardian with legal custody based on a certified copy of the most recent court order, active restraining order, or court-ordered visitation schedule. We will not accept the responsibility of deciding which parent/guardian has legal custody where there is no court documentation.

## Suspected Child Abuse

We are required by law to report all observations of child abuse or neglect cases to the appropriate state authorities if we have reasonable cause to believe or suspect a child is suffering from abuse or neglect or is in danger of abuse or neglect, no matter where the abuse might have occurred. The child protective service agency will determine appropriate action and may conduct an investigation. It then becomes the role of the agency to determine if the report is substantiated and to work with the family to ensure the child’s needs are met. Our center will cooperate fully with any investigation and will maintain confidentiality concerning any report of child abuse or neglect.

# Emergencies

## Fire Safety

Our fire evacuation plan is reviewed with the children and staff on a monthly basis.

## Emergency Transportation

In the event your child needs to be transported due to a medical emergency, if no other authorized person can be contacted and the need for transportation is essential, an ambulance will be called for transportation. A proper escort will accompany and remain with the child until a family member or emergency contact arrives.

# Center Policies

Our center policies not included in this handbook are reviewed annually and updated as needed. They are available for review upon request to the center director.

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Family Handbook Acknowledgement

Please sign this acknowledgement, detach it from the handbook, and return it to the center prior to enrollment.

This handbook may be updated from time-to-time, and notice will be provided as updates are implemented.

Thank you for your acknowledging the policies and procedures we have established for the safety and welfare of all children in our care. We look forward to getting to know you and your family.

I have received the **Westbrook Park Place Preschool Family Handbook**, and I have reviewed the family handbook with a member of the **Westbrook Park Place Preschool** staff. It is my responsibility to understand and familiarize myself the Family Handbook and to ask center management for clarification of any policy, procedure or information contained in the **Westbrook Park Place Preschool Family Handbook** that I do not understand.

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| Recipient Signature |  | Date |
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|  |  |  |
| Center Staff Signature |  | Date |

THE STATE LAW REQUIRED THAT PARENTS BE GIVEN IN WRITING

THE FOLLOWING INFORMATION:

The center is licensed to operate legally by the Ohio Department of Job and Family Services. This license is posted in a conspicuous place for review.

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

The administrator and each employee of the center is required, under Section 2151.421 of the Ohio Revised Code to report their suspicions of child abuse or child neglect to the local public children’s services agency.

Any parent of a child enrolled in the center shall be permitted unlimited access to the facility during all hours of operation for the purpose of contacting their children, evaluating the care provided by the center or evaluating the premised. Upon entering the premises, the parent, or guardian shall notify the Administrator of his/her presence.

The administrator’s hours of availability and the child/staff ratios are posted in a noticeable place in the center for review.

The licensing record including licensing inspection reports, complaint investigation reports, and evaluation forms from the building and fire departments, is available for review upon written request from the Ohio Department of Job and Family Services.

It is unlawful for the center 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.

For more information about child care licensing requirements as well as how to apply for child care assistance, Medicaid health screenings and early intervention services for your child, please visit <http://jfs.ohio.gov/cdc/families.stm>

The School does not conduct formal assessments on all enrolled children, nor do we report child level data to ODJFS pursuant to 5101:2-17-02 of the Administrative Code.

*\*This information must be given in writing to all parents, guardians, and employees as required in*

*5101:2-12-07 of the Ohio Administrative Code.*

*Revised 01-2018*