

PARENT HANDBOOKTABLE OF CONTENTS

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INTRODUCTION:

Welcome to Little Tigers!! Little Tigers is a small center with a friendly, family-like atmosphere. We are a child development center whose goal is to provide a nurturing environment and creative experiences that will contribute to your child's social, emotional, intellectual, and physical development. As an equal opportunity provider, Little Tigers considers applications for enrollment without regards to race, religion, color, sex, national origin, disability or any other basis prohibited by law.

Parents are integral part of our program. This handbook has been developed to provide specific information about our center's program. It includes descriptions of our policies, program philosophy, and our role in meeting your child's needs, goals for the children, and our expectations for parents. All parents are expected to read this handbook, as well as any supplementary notices or newsletters that may be sent home. A quality program requires working together to provide an environment that facilitates the healthy development of your child. Please feel free to offer suggestions, comments, questions, or moral support at any time.

All parents and guardians have unlimited access to Little Tigers during our working hours. We encourage your participation, cooperation, and open communication as we share in the growth and development of your child.

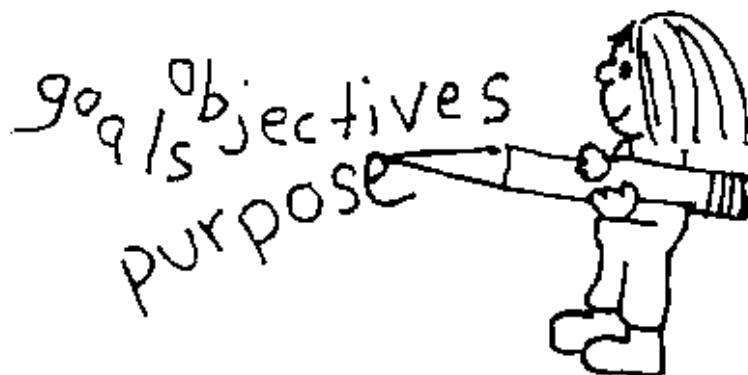
Thank you for choosing Little Tigers Preschool and Child Care Center.

PHILOSOPHY AND GOALS:

Classroom programs at Little Tigers are based on a developmental philosophy, which is tailored to the needs, development, and abilities of the individual child and the group as a whole.

We believe that children learn through developmentally appropriate discovery, experiences, and play. All areas of development are enhanced by a large variety of activities that allow for success and encourage advancement in your child's development.

Our goal is to create a quality program that fosters in each child a LOVE FOR SELF, a LOVE FOR LEARNING, and RESPECT FOR OTHERS.



PROGRAMS

Little Tigers Preschool and Child Care Center offers developmentally appropriate programs for children ages 18 months to 10 years.

The center is in operation Monday through Friday from 6:30 AM to 6:00 PM year-round. Components include:

FULL TIME PROGRAMS:

FULL DAY TODDLER CLASS	18 MONTHS TO 3 YRS.
FULL DAY PRESCHOOL	3 YRS. TO 5 YRS.
KINDERGARTEN ENRICHMENT AND WRAP-AROUND	5 YRS. TO 6 YRS.
SCHOOL AGE CARE (Before/ After School & Summers)	6 YRS. To 10 YRS.

PART TIME PROGRAMS (Sept. - May):

3-4 YEAR OLDS PRESCHOOL	TUES. & THURS A.M
4-5 YEAR OLDS PRE-KINDERGARTEN	MON, WED, FRI A.M
5 YEAR OLDS PRE-KINDERGARTEN	M-TH PM

CLASSROOM ACTIVITIES:

Each classroom is organized with learning centers for creative art, literature, science, math, dramatic play, and cognitive and small motor development. The environment is planned to stimulate imagination and creativity, socialization, exploration, and discovery while challenging the use of muscles important to developing bodies.

The children are introduced to a balanced program of interaction with friends in both teacher-led and child-directed experiences. The daily schedule includes free choice of time spent in the learning centers, group times for creative movement, music, story telling, and dramatization. Field trips are also a part of the children's' experiences.

CURRICULUM AND FORMAL ASSESSMENTS: Little Tigers uses Creative Curriculum which is aligned to the Early Childhood Content Standards. We also do formal assessments of children's' growth and development several times during the year. Shortly after enrollment parents will be asked to fill out the ASQ (Ages and Stages Questionnaire.) Little Tigers does report child level data to ODJFS pursuant to rule 5101:2-17-02 of the administrative code.

Classroom activities and program goals are based on the Ohio Early Learning Content Standards and the following areas of development:

Social/Emotional Goals:

To develop a positive sense of self esteem through the discovery and mastery of new skills and talents.

To enhance the ability to form and maintain healthy relationships through cooperation, communication skills, and problem solving.

To identify themselves and others as individuals and as a part of a family, cultural, and social group.

To recognize and respect the rights and needs of others.

To embrace and respect the uniqueness of all.

To demonstrate confidence to act independently as well as cooperatively.

Cognitive Goals:

To develop positive problem-solving skills through exploration, seeking, questioning, experiencing, imagining, and creating.

To promote logical thinking skills, conceptual thinking, and develop verbal and written communication.

Physical Goals:

To develop opportunities to enhance physical development through gross motor play.

To refine fine motor skill and eye/hand coordination.

To develop all of the senses in learning through actively experiencing sound, touch, sight, taste, and smell.



STAFF:

Our staff includes teachers with degrees in Child Development, Early Childhood Education, and/or related fields of educational training. They are carefully selected based on teaching experience and sensitivity to the needs of both children and parents.

Child - Staff Ratios:

<u>Age Group</u>	<u>LTP Preferred</u>	<u>State Ratio</u>
18 mo-3 yrs.	6:1	7-8:1
3 yrs-4 yrs	10:1	12-14:1
5 yrs-6 yrs	12:1	14-18:1
6 yrs-10 yrs	16:1	18:1

Little Tigers ratios are Lower than state requirements.

LICENSE TO OPERATE

Little Tigers is licensed to operate by the Ohio Department of Job & Family Services. Children are enrolled in Little Tigers without regard to race, sex, or national origin.

The license to operate Little Tigers and the laws and rules governing childcare centers are in the office and available upon request. The Center's licensing record including compliance report forms as well as evaluation reports from the health, building, and fire departments are available from the Ohio Department of Job & Family Services. The Ohio Department of Job & Family Services' number is 1-877-302-2347 for any person to use to report a suspected violation by this Center.



**ENROLLMENT INFORMATION AND FEES**

Parents and children are strongly encouraged to visit the program before enrollment. The parents will have the opportunity to see our environment, meet the staff, and receive the necessary registration information.

1. The parent(s) must return the completed registration forms on the day of enrollment.
2. A pre-admission conference will be scheduled with the parent to discuss our program and any special needs of the child. A registration fee and a security deposit are due at the time of enrollment. Subsidized clients are handled according to the agencies contract.
3. All tuition fees must be paid promptly on a weekly (monthly for part-time pre-school programs) basis as a condition of attendance in the Center. When you enroll your child at the Center, you are purchasing a space, and not attendance, in a particular program. Tuition will be due regardless of holidays, snow days, or other emergencies on which the Center is closed. Children may be excluded from the center if fees are not current.
4. Tuition fees are due in advance.
5. Our program and licensing regulations require us to engage staff based on the number of children enrolled; we cannot refund tuition for days your child is absent.

REGISTRATION FEE: Before a child's name can be placed on a class list or waiting list, an application must be completed and given to the Director with a non-refundable registration fee.

RE-REGISTRATION FEE: An annual re-registration fee is charged each fall for your child to continue to attend the Center and the fee is non-refundable.

ADMISSION: Before admission, all necessary forms for your child's file must be completed. Signed General Permission form, Health records including immunizations and Emergency Transportation Authorization forms must be on file the first day your child attends.

TUITION AGREEMENT: A tuition agreement or contract is to be signed by the parent or legal guardian at the time of enrollment. Fees, hours of attendance and the rights and responsibilities of the parent/guardian are listed. When there is a need for a change, a new agreement must be signed. A security deposit to cover the final two weeks (or the last month -for part time preschool) of attendance is due at this time.

SECURITY DEPOSIT: A security deposit is charged equal to the first two weeks of tuition (last month's tuition for Part time pre-school program) for a child to attend the program. This deposit is due at the time of enrollment. This deposit is non-refundable but can be applied to your final tuition payments.

Proximity Card Readers Deposit: A refundable deposit is required for the Proximity Card Reader/s or also known as **Key Fobs**. This is for our security door entrance. Your deposit will be refunded when you return the Key fobs.

ENROLLMENT PRIORITY: After a family is enrolled, that family has priority for new openings. Openings are filled first by children who need to move to the next age group. The next groups to fill a space are those families with children in the Center who have a sibling needing care.

PAYMENT OF TUITION: Tuition will be paid by electronic debit to your checking, savings or credit card. Fees are stated on each individual Agreement Form. Fees are payable in advance, on the first of each month for part-time programs and on Monday for all full-time students. An electronic debit will be initiated to your checking/savings or credit card. Full tuition must be paid regardless of the number of days attended.

Receipts and Center's Tax Id number will be provided to parent/guardian upon request.

DECLINED PAYMENTS/NON SUFFICIENT FUNDS: There is a \$30.00 charge for all declined payments. Full payment including fees must be paid within 24 hours of notification.

LATE TUITION: Tuition that is paid after the due date will have a \$30.00 per week late fee charged. If fees are unpaid one week after due date, your child will not be admitted until full payment is made.

LATE PICK-UP FEES: Each child must be picked up promptly at the end of his or her program. A charge of \$1.00 per minute, per child will be made for the time the child remains overtime.

ADDITIONAL FEES: There is an additional fee charged for kindergarteners and school-agers when they attend the Center all day due to school vacation, calamity days, virtual days, 2-hour delays etc. This fee is added to their regular weekly tuition. The amount is noted on the tuition schedule and the "Agreement Form"

SUMMER PROGRAM FEE: An additional fee is charged for children enrolled in the summer to cover the cost of extra activities such as: field trips to different places, swimming, etc.

FOOD SUPPLEMENTS: The State of Ohio requires children's lunches to include at least one item from the four basic groups & meet one-third of child's recommended daily dietary allowance (See appendix). If we supplement your child's lunch, a charge of \$1.00 per food group supplemented will be assessed.



ATTENDANCE

ABSENCES: If a child is going to be absent or late, please notify the office as soon as possible so the teachers can be informed. If your child is absent due to illness, please inform the office of the nature of the illness so that exposure notices can be posted if necessary.

**** Mandatory Absence Notification:** Parents, of children coming back to Little Tigers **after school** or from any other program, **MUST NOTIFY** Little Tigers' office if their child / children will be absent (after school) that day, due to illness or being picked up by parent, etc. at school. If not notified, a staff member will first call the school/program to check if the child was in attendance and sent home or picked up by parent; second, we will notify the parent that the child did not arrive at Little Tigers as expected.

VACATION: Guarantee of continued enrollment cannot be made unless fees are paid during the child's absence.

HOLIDAYS: The following legal holidays will be observed, and the Center will be **CLOSED**:

- | | |
|-----------------------------|---------------------------|
| - Labor Day | - New Years Day |
| - Thanksgiving Day & Friday | - Memorial Day |
| - Christmas Day | - 4 th of July |
| - 2 Staff Development Days | |

The Center will close **early (4:00 PM)** on the afternoons preceding Christmas Day and New Years Day. If the holiday falls on a weekend, it will be observed either on Monday or Friday. **The center schedules two Staff Development programs usually in the spring and in August. The Center is closed on these days.** Families will be reminded of these closings in the newsletter and by reminders on the entry doors.

Fees remain the same even when the Center is closed for a holiday.

Part-time preschool classes follow the Pickerington Public School Calendar for closings and holiday vacations.

Full time toddler, preschool, kindergarten, and school age programs are in session whenever Pickerington Public Schools are not in session except on the holidays listed above.





CALAMITY DAYS / EMERGENCY CLOSINGS: If Pickerington Local School District is closed the part-time preschool classes are cancelled. In the event of severe weather and/or poor road conditions, the Center may be closed or delay opening. Check Channel 4, 6, & 10 TV stations for that information, as well as your child's classroom app.

If an emergency closing is necessary, parents will be contacted to pick up their children as soon as possible. Some staff and the administrators will stay until all children are picked up. This may happen during severe weather or for electricity, water, or sewer difficulties.

It is important to have current, accurate daytime phone numbers for parents in case such an emergency would occur during the day.

TRANSITIONING TO NEXT AGE GROUP: Full day program students, transitioning to the next age group will have a written transition plan to be given to the parents / guardians that will include a new classroom visitation schedule, and an anticipated beginning and ending dates of transition. The agreement shall be signed by parents/guardians.

WITHDRAWAL: If circumstances cause you to withdraw your child, we require a 1 month written notice for Part-time Preschool programs and a 2week written notice for full day Toddler, Preschool, Kindergarten and School-age programs. You are responsible for payment during this time. The security deposit will be forfeited if enrollment and tuition fees are not current, or the required notice is not received.

DISENROLLMENT POLICY

The decision to disenroll a child is a difficult one for both the center and the family. Little Tigers goal is to act quickly, thoughtfully and thoroughly to communicate, address and resolve concerns relating to the children in our care. Center personnel will work with the family to take constructive steps to finding a solution that resolves the problem(s), before disenrollment occurs. Referrals to appropriate community resources and/or therapists will be provided. Parents are expected to follow through with the referrals. Termination under these conditions will result in forfeiture of deposit.

The following are examples of such instances that might include but not limited to why we would disenroll a child or family from the center:

Child's Actions:

- Child unable to adjust to the program after a reasonable amount of time
- Ongoing physical or verbal abuse to staff or other children
- Excessive, uncontrollable tantrums/anger/destructive outbursts or behaviors
- Excessive biting

Parental/Guardian Actions:

-A parent/guardian fails to abide by center policies or requirements imposed by the appropriate licensing agency

-Non-payment of tuition

-A parent/guardian demands special services that are not provided to other children and cannot be reasonably delivered by the program

-A parent/guardian not willing to follow through with the behavior plan and/or referrals to community resources

Immediate Causes for Disenrollment:

-A parent/guardian is physically or verbally abusive or intimidating to center staff, children, parents or anyone else at the center.

-Potentially dangerous behavior by a parent/guardian or child

SAFETY OF CHILDREN

PARENTAL RESPONSIBILITIES

1. ARRIVAL AND DEPARTURE:

A. As per Child Care Licensing regulation: Upon arrival, parents **MUST** bring their child directly to a classroom, to a teacher who acknowledges your child's arrival. Please do not leave any child/children unattended in the hallway. Upon departure, make certain a **teacher knows** you are taking your child. Make verbal contact so that the teacher knows your child is leaving and with whom.

B. To avoid confusion over supervision of your child during departure times, it is our policy that once the parent has made contact with the child's teacher, the parent is responsible for supervision, care, custody and control of their child.

C. If you have more than one child at the center, you must keep all children with you once you have left the classroom with your child. It is not safe for your children to be unsupervised in the center or outside the center.

2. AUTHORIZED RELEASE:

If your child is to be picked up by someone other than the names listed on the authorized release form, the following steps will be followed:

a. The parent or guardian must provide WRITTEN permission AND tell the teacher in the morning, at the time of drop-off, who will be coming for pickup. Only in an emergency can a parent call the office to report that an unauthorized adult will pickup your child and that child will be released only after authorization has been verified by a call-back from Little Tigers staff.

b. Picture identification (State Issued Picture ID) will be requested of the adult picking up your child.

c. Your child will not be released unless properly authorized by a legal parent or guardian.

3. **NON-CUSTODIAL PARENT:**

Non-custodial parents will not be allowed to pick up children without prior WRITTEN permission from the custodial parent (NO TELEPHONE AUTHORIZATIONS). We are required by Ohio law to have on file a copy of court documents outlining custody and visitation agreements. **We cannot release a child to the non-custodial parent during times not authorized by court documents.** The police will be notified if a non-custodial parent attempts to remove a child from the center without the custodial parent's WRITTEN permission.

Visitations by non-custodial parent are not allowed on the premises.

4. **COMMUNICATION:**

a. Events in your child's home and environment may markedly affect his/her behavior. Because of your child's inability to report accurately these events, we would appreciate communications between parents and staff concerning any unusual happenings or events, such as illness, death, changes in living situations, extra stimulations, etc.

b. Parents having any concerns about their child are encouraged to discuss these with the child's teacher. Any outside agency consultations will gladly be arranged.

c. Staff members will communicate with parents in person, over the phone, apps and in writing. All concerns or questions regarding a child will be directed to a parent as soon as possible. Parents and staff members are always welcome to discuss issues, concerns or differences that may arise, with the center Director.

5. **WORKING TOGETHER:**

Parents must cooperate with the center in carrying out all governmental laws, rules, and regulations affecting the operation of the center.

6. **TEACHER CONFERENCES:**

Parent teacher conferences are scheduled once or twice a year depending on the program.

CENTER RESPONSIBILITIES

NO CHILD IS EVER LEFT ALONE OR UNSUPERVISED!!

FIRE, WEATHER AND GENERAL EMERGENCY: A fire and weather alert plan is posted in each room which indicates the plan for evacuation in case of a fire emergency and describes actions be taken in case of severe weather or tornado warnings. A fire drill is held monthly, and tornado

drills will be held from March-September. An emergency / lockdown drill is practiced quarterly.

Summary of action taken for 'General Emergency': see 'Appendix'

Arrival and departure of school-age children to and from school:

All children are supervised, at all times, as they walk to and from, and as they get on and off the Center Vans.

ROUTINE & FIELD TRIP SAFETY: Upon enrollment, parents will be asked to sign a form granting permission for their child to participate in Center activities. This form will be valid for all routine field trips in the immediate area. Before children are transported from the Center by motor vehicle for field trips or special outings, written field trip permission for a specified date and destination shall be obtained from the parent or guardian of each child.

On all Field trips, each child shall have a nametag/t-shirt identifying him/her with the Center's name, address, and phone number. Emergency Transport Authorizations and Health Care Plans of the children will be brought along. A first aid kit will be taken on all trips and there will always be a teacher trained in first aid and CPR on the trip. A vehicle seating chart and field trip small group list will be prepared; attendance will be taken before and on arrival, to make sure all children are accounted for. Upon arrival, the vehicle will be checked on both Routine and Field trips, to ensure that all children have exited.

Parents are responsible for providing **age-appropriate** (as per Ohio Car Seat Law, see "Appendix") car seat/booster for their child/children for both Routine and Fieldtrips.

WATER SAFETY: No child, including toddlers, shall participate in water play activities near and in bodies of water 18 inches or more in depth, and wading pools, without signed and dated written permission from the child's parent/guardian. Staff members shall be actively supervising children and shall be able to clearly see all parts of the swimming area including the bottom of the pools. Child-care staff members will review swimming and/or water safety rules with children each time they participate in water activities.

AEROSOLS: All equipment and materials in the Center shall be maintained in a safe manner and cleaned and disinfected regularly. NO SPRAY AEROSOLS will be used while the children are present.

FIRST AID: A teacher certified in first aid is ALWAYS on duty. In the event of an accident where first aid is administered, the parent/guardian will receive a copy of the prescribed Incident/Injury Report form. There is immediate access to a telephone and First Aid supplies are always readily available when the center is in operation.

CHILD ABUSE: As required by law, when a staff member suspects that a child has been abused or neglected, the staff member will immediately notify Children Services, the Police or Sheriff's Department.

CHILD ENDANGERMENT: In the event staff suspects that a parent is intoxicated or impaired when picking up or dropping off their child by motor vehicle, we will ask the parent to call an authorized individual to come get their child. If the parent refuses to do so and leaves by motor vehicle we will immediately notify the Police or Sheriffs Department, as required by law.

EMERGENCY & MEDICAL INFORMATION

EMERGENCY CARD: Parents are asked to complete two (2) copies of an Emergency Card that are kept at two phone locations in the Center. These are to be used in an accident or emergency, **so please make sure these cards are kept current**. Should an accident occur, the emergency squad may be called, or your child may be taken to the nearest hospital. The physician employed by the parent/guardian will provide subsequent medical care, if necessary. All costs not covered by medical insurance must be paid by the parents/guardians.



EMERGENCY TRANSPORT POLICY: If parent refuses to sign the emergency transportation authorization, giving permission to the Center to secure emergency transportation for their child in the event of an illness or injury which requires emergency treatment, the Center will **not** be able to provide care for the child / children due to liability.

PHYSICAL EXAMINATION: The State of Ohio requires that: "Each child attending the Center has been examined by a licensed physician prior to date of admission, or within thirty days of admission, and each child who is less than six years old shall be examined annually thereafter". Forms may be picked up in the office. **It is the responsibility of the parent to keep a current medical on file or your child will be excluded from the center.**

ILLNESS: When your child has a fever or a contagious disease, he/she should be kept at home or other arrangements made for care. Please call the office when your child is absent. We would like to know if the child has a contagious illness so that other parents can be alerted.

IMMUNIZATIONS: We will include children **without** immunizations in our Center, but parents/guardian must sign a Waiver of Immunizations. Child will be excluded from program and related activities for the duration of the outbreak, which maybe several weeks. Tuition is still due during this period.

MANAGEMENT OF COMMUNICABLE DISEASE

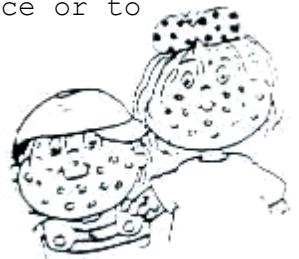
All staff members are required to complete a course in Prevention, Recognition and Management of Communicable Diseases, which is approved by the Ohio Department of Health. They are trained by the Red Cross, an

RN or physician to recognize the signs and symptoms of illness and in hand washing and disinfecting procedures.

Children will receive a daily health check upon entering the classroom. Since the Center cannot care for children with a communicable disease, **children exhibiting any of the following symptoms of illness will be sent home.**

The symptoms are as follows:

- Temperature of **100 degrees Fahrenheit** taken by auxiliary method (under arm).
- Skin rash or untreated infected skin patch(es).
- Vomiting or diarrhea twice within 24 hours.
- Evidence of lice, scabies or other parasitic infection.
- Severe coughing, causing child to become red or blue in the face or to make a whooping sound.
- Difficult or rapid breathing.
- Yellowish skin or eyes.
- Conjunctivitis / Pinkeye.
- Unusually dark urine and/or gray or white stool.
- Stiff neck.
- Sore throat or difficulty swallowing.
- In addition, symptoms of Covid will require a negative test to return



Children who display any of these symptoms during the day will:

- Be isolated from the other children on a cot in the Director's office with a staff member present to maintain continued observation.
- Have their parent/guardian contacted by the office immediately.
- Need to be picked up within one (1) hour.
- Remain out of the Center until symptom free for 24 hours without the use of medication.**
- Will be re-admitted to the Center upon the advice of the family physician, and with written verification from their parent/guardian that the family physician has approved.

PARENT NOTIFICATION: When a child in the Center develops a contagious disease, all parents will be notified by a written posting outside their child's classroom that their child may have been exposed to a contagious disease.

DISEASE CHARTS: Communicable disease charts describing signs and symptoms to watch for are posted in the reception areas on the upper and lower level.

TEACHER ILLNESS: A teacher who becomes ill will be sent home and a staff member will substitute until a substitute teacher can be located. Staff/child ratio will always be maintained.

ADMINISTRATION OF MEDICATION: No prescription medication, vitamin, or special diet will be administered unless instructions to administer such items are written, signed, and dated by a licensed physician, and are prescribed for a specific child. The prescribed medical form, ODJFS 01217, is available in each classroom. **Pharmacy labeled medication in its original container and prescribed for a specific child will qualify as physician approval.** A prescribed medication or food supplement shall not be administered for any period of time beyond the date indicated by the physician, or twelve months, whichever comes first.

Designated personnel will administer prescription or non-prescription medications in their original container only with written, signed, and dated instructions from parents (on ODJFS 01217 form) and provided such instructions do not exceed recommended dosages as listed on the container.

Non-prescription medications will be administered for no more than **three (3)** consecutive days within a fourteen-day period. After that time, written physician approval will be required for continued administration of the medication.

Non-prescription topical ointments, creams, or lotions may be administered without written instructions from a licensed physician under the following conditions:

- 1) Parents provide written instructions on the prescribed form.
- 2) Written instructions shall be valid no longer than 12 months.
- 3) Authorization for administration may be cancelled by written request of the parent at any time.
- 4) The medication is stored in the original container with a manufacturer's label containing directions based on the age and/or weight of the child

A pre-measured container or spoon must accompany any medication. Personnel will use the ODJFS form 01217 to record each and every time medication is given.



Personnel shall record all communication with prescribing physicians and parents.

Personnel shall observe and make note of any side effects.

Center will allow a **school-age** child to carry an inhaler on their person for emergency use if the parent:

1. Fills out the required Health/Medical Care Plan.
2. Fills out an Administration of Medication form.
3. Writes a letter giving consent and releasing Little Tigers Preschool of all liability.

School-age children may carry their own chap stick and ointments.

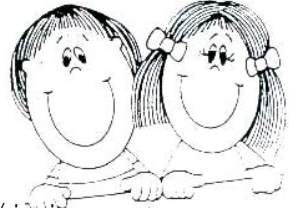


SERIOUS INCIDENT, INJURY OR ILLNESS: Serious incident, injury or illness includes any situation occurring while a child is in care of Little Tigers that requires emergency medical treatment or professional consultation or transportation for emergency treatment. If a child is transported for emergency treatment, his/her health and medical records

shall accompany the child. A child-care staff member shall stay with the child until the parent or guardian arrives.

INCIDENT / INJURY REPORT: A Little Tigers staff member shall complete an incident/injury report when the following occurs:

1. An illness, accident, or injury which requires first aid treatment; or
2. A bump or blow to the head; or
3. Emergency transporting; or
4. An unusual or unexpected event that jeopardizes the safety of children or staff.



The staff in the charge of the child shall document the incident/injury on ODJFS Form 01299 "Incident/Injury Report". The completed report shall be given on the day of the incident/injury to the parent, guardian or person picking up the child from the center. In situation requiring emergency transportation, the incident/injury report shall be available at the center for the parent or guardian within at least twenty-four hours following the incident/injury. A copy of the report form shall be kept on file at the center.

GUIDANCE AND MANAGEMENT POLICY

The Center's guidance and management policy is based on the belief that the purpose of discipline is to teach...not to punish. It is our goal to guide children by means of positive helping toward self-direction.

Children's behavior is influenced INDIRECTLY through management of space, equipment, and materials in the classroom and DIRECTLY through positive guidance. Appropriate techniques include redirection, active listening, modeling desired behavior, offering acceptable options, and reinforcement of desired behaviors. Consistent, fair, and appropriate limits are maintained to provide children with a sense of security. When problems arise, teachers act as facilitators, identifying feelings and encouraging children to come up with their own solutions. THE FOCUS IS ON PROBLEM-SOLVING AND NOT ON FIXING BLAME. Children are encouraged to express their feelings and are guided to doing this in an acceptable way.

PUT-DOWNS, THREATS, OR PHYSICAL PUNISHMENT WILL NEVER BE USED.

When words won't work, when there is danger of physical harm, or when a child is too upset to talk or listen, a child may be removed from the situation or quietly restrained.

REMOVAL is having a child sit for a specified short time (eg. 2 to 5 min.). The child is placed near an adult but removed from activities of the group. This time is a cooling down time to help the child understand the reason for removal. It should NOT be treated as punishment nor should the child be shamed by the experience. After cooling down time, the teacher and the child talk about the situation. The teacher then helps the child rejoin the group.

RESTRAINING is used only as a last resort when a child is emotionally out of control and is in danger of physical harm. The

teacher uses a non-violent bear hug and quietly holds the child on her/his lap until the tantrum has subsided. The child is gradually calmed by the physical closeness. There is no harshness or punishment associated with restraining. It is a method of helping the child regain control of her/himself. The teacher then discusses the situation with the child and helps the child rejoin the group.

Requirements of rule 5101:2-12-22 of the Administrative Code applies to all employees of the Center.

PRACTICAL ITEMS

WHAT TO WEAR: Comfortable, easily laundered, loose clothing encourages participation in play activities; tennis or rubber-soled shoes are **required** (for outdoor play); mittens, hats, boots and scarves when the weather gets cold.

Please keep at least a set of **extra** (size/season appropriate) clothes, underwear, socks, hats gloves/mittens in their cubbies for any type of accidents.

Toddlers must have a regular supply of diapers and wipes, everyday.

NAP TIME/REST TIME: Little Tigers offers rest time/nap time daily in accordance to the developmental needs of the child. Children may bring in a favorite stuffy to sleep with, a small pillow, small blanket and a crib sheet to cover cot. Children who do not nap will be offered quiet activities.

TODDLERS: Breastfeeding and Bottle Policy: Little Tigers supports breast feeding and breast pumping mothers by providing them with a comfortable and private area to breast feed and/or pump. We have an open-door policy allowing mothers to feed their child any time. Parents will leave written feeding instructions, premade bottles labeled with child's name, date pumped and date prepared, to be stored in the fridge, immediately upon arrival. Center shall follow the chart below for breast milk storage. Breast milk shall be warmed by placing the bottles in a container of water not hotter than 120 degrees. The container of water shall be placed out of children's reach and shall be emptied and cleaned each day. The bottle shall be shaken well, and the breast milk temperature tested before feeding. Any unused portion of the breast milk in the bottle will be discarded.

Breast Milk Storage

If the breast milk is stored:	Then keep it as long as:
At room temperature (up to 78 degrees Fahrenheit)	6 to 8 hours
In the refrigerator (39 degrees Fahrenheit or lower)	Up to 5 days counted from the day the breast milk was pumped
In a freezer compartment inside a refrigerator (5 degrees Fahrenheit)	2 weeks
In a freezer compartment of a refrigerator with separate doors (0 degrees Fahrenheit)	3 to 6 months
Chest or upright deep freezer (-4 degrees Fahrenheit)	6 to 12 months

LABELING: Please label all toys, books and clothing that are extra or removable, with your child's name. This is very important for the teachers in determining ownership of these items.

OUTDOOR PLAY: We are required by Ohio Child Care Licensing to provide daily outdoor play (except due to weather or safety issues). Children play outside daily in the winter (except if the wind chill is below 25F). Please dress your child warmly.

On inclement weather days, indoor gross motor activities are provided in the classrooms, with tumbling mats, climbing equipments, riding toys, and or balance beams.



PARENT MAIL/FILE BOXES: Each student will have a file/mailbox either inside or outside their classroom. Please check them each day for notes from the teachers, newsletters and messages from the office or administration.

BULLETIN BOARDS: Each classroom has a parent bulletin board outside the door for posting the daily plans, announcements, photos and items of interest. Please check the class bulletin board each day for important announcements.

UNLIMITED ACCESS: Parents/guardians of the enrolled children have unlimited access to the Center during its hours of operation for purposes of contacting their children, evaluating the care provided by the Center, or evaluating the premises. Upon arrival, the parent/guardian will notify the teacher or office staff of their presence.

PHONE CALLS: If a parent wishes to speak with a particular teacher during class time, we ask that the caller leave a message with the office staff. The teacher will return the call at a time when they are able to leave the classroom or after the dismissal of children. In an emergency, every effort will be made to put the call through to the classroom or have a teacher return the call immediately.

CLASSROOM VISITS: We encourage every parent to visit our classroom. Parents (and Grandparents) are invited to spend any day or part of a day at school with their child.

PARENT INVOLVEMENT: We encourage parents to participate in the classroom and all Center activities as much as they like and are able. We encourage parents to volunteer some of their time and/or talents, whether by accompanying a class on a field trip, helping repair a broken tricycle, or speaking to a class about an interesting job or hobby. The newsletters often make requests of parents for discards from home, white elephant items, or help with fund-raising events. The staff appreciates the help, and the children like to know their parents are interested in their school.

POSSESSIONS FROM HOME: Toys from home are the child's link between home and school. Children may want and need the security of something of their own in a school situation. Children may want to bring a new toy, a favorite game or a cuddly stuffed animal for naps. Children may bring something to share and discuss; things found in nature, a photo from home, an unusual or old family item, etc.

PLEASE REMEMBER TO LABEL ALL POSSESSIONS.

Play guns, weapons and other toys that encourage aggressive play are never welcome in our classrooms. We are trying to build cooperation and concern for one another in our schools; these items promote aggression, competition and hostile feelings. PLEASE LEAVE THEM AT HOME!

HEALTH CARE CONSULTANTS: Little Tigers has both a physician and mental health counselor available for referral and consultation by staff and parents.

CLASS ROSTERS: Rosters of the names and telephone numbers of the parents or guardians of children attending school are available upon request. The rosters will NOT include the name or telephone number of any parent who requests his/her name or telephone number not to be included.

BIRTHDAYS: Birthdays are very important to young children. Parties at school should be very simple with a special food (not too sweet), birthday napkins (children may take these home), and/or special favors for each child. Please check ahead of time with your child's teacher because two birthday celebrations on the same day can be disappointing to both children.

SNACKS: Part-time preschoolers bring snacks to share mid-morning or mid-afternoon. Please bring nutritious snacks and foods that do not interfere with the following meal. Any food allergies will be communicated by classroom teachers,

LUNCH: Since we do not have a catering license, we ask that each child bring a brown bag lunch that has at least 1 food from each of the four food groups (as mandated by Child Care Licensing, 1/3 of the child's recommended daily dietary allowance, see appendix). A child's lunch or any missing food group/s will be supplemented by the Center, at an additional charge. Milk will be provided. The Center will provide a morning and afternoon snack for full-time students (one of which will contain 2 food groups). Snack lists are posted on bulletin boards monthly.

ANIMALS: We allow small animals/pets to visit. Make arrangements with the teacher prior to bringing a pet (We may have children with allergies)

CELEBRATIONS: We celebrate holidays as cultural or historical events. If you have a special holiday that your family observes, and

would like to share it with the school, let us know and we will add it to our list.

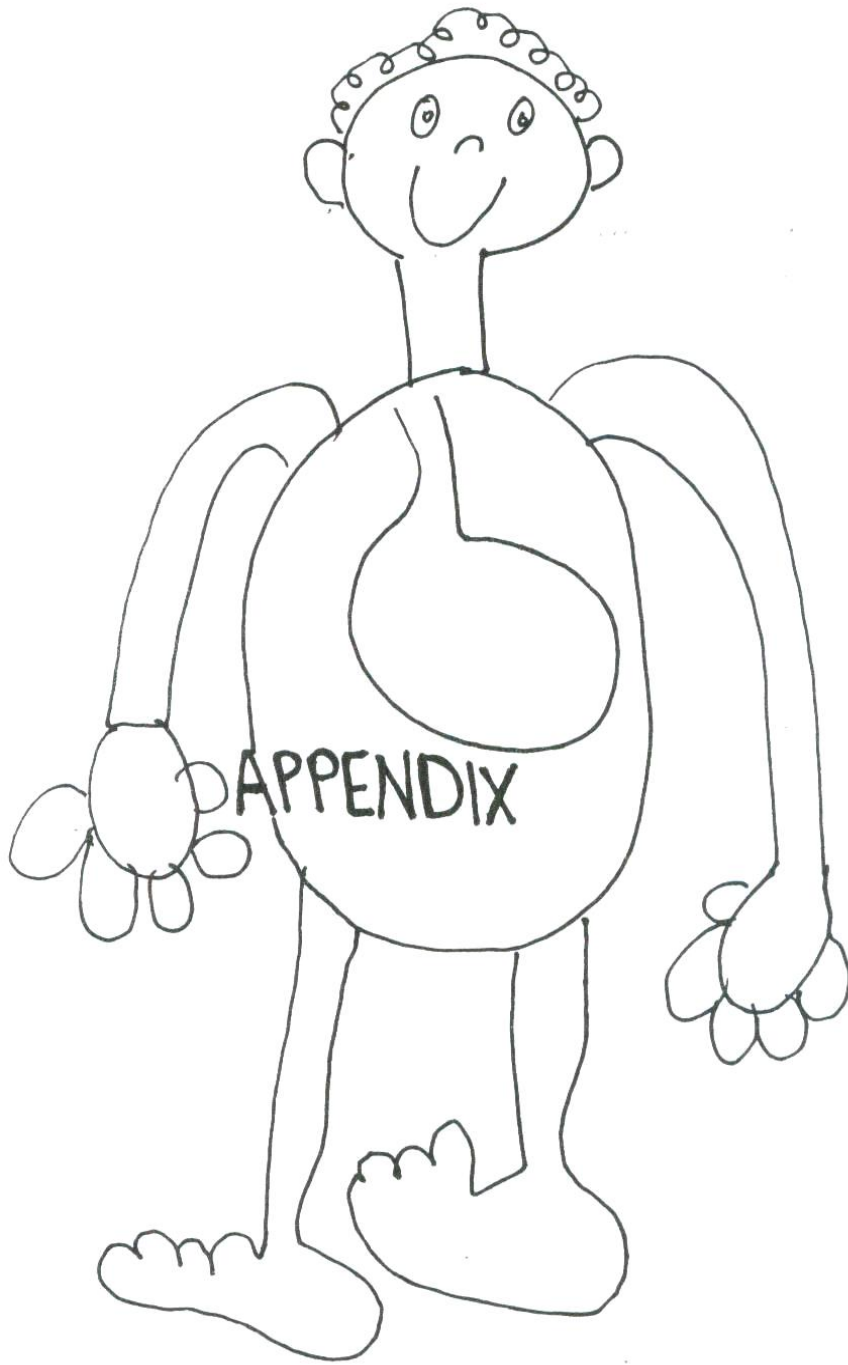
ADA POLICY

Little Tigers Preschool will not discriminate against persons with disabilities based on disability. We will follow and comply with ADA policies and procedures including:

*Little Tigers will do an initial and/or ongoing individualized assessment about whether we can meet the particular needs of the child with reasonable modifications to policy and practices as long as their presence does not pose a direct threat to the health and safety of others or does not require fundamentally altering the program in order to provide care.

*Little Tigers will administer medication to a child with disabilities in accordance with the child's Medical/Physical Care Plan for Childcare (JFS 01236) and the Request for Administration of Medication for Childcare (JFS 01217).

*Prior to caring for a child with a disability, the program will ensure program staff has been properly trained regarding any necessary procedures for the child as outlined in the child's Medical/Physical Care Plan for Childcare (JFS 01236).



(SAMPLE)

PART-TIME PRE-SCHOOL CLASSROOM SCHEDULE

Tuesday & Thursday

MORNING

9:00 - 9:20	Arrival, Wash Hands and Welcome Circle
9:20 - 10:15	Educational Learning Centers Open
10:15 - 10:30	Clean up and Music/Movement circle
10:30 - 11:00	Outside
11:00 - 11:15	Wash hands, Snack and Quiet Story Time
11:15 - 11:30	Circle: Review the Day, Songs, Sharing (Mystery Box) Dismissal

** Parents please remember that old clothes are suggested for your children to wear daily; they do a lot of hands-on activities.

(SAMPLE)

PART-TIME PRE-SCHOOL CLASSROOM SCHEDULE

MONDAY - WEDNESDAY - FRIDAY

MORNING

9:00 - 9:30	Arrival, Wash hands and Welcome Circle
9:30 - 10:15	Educational Learning Centers Open
10:15 - 10:30	Clean up and Music/Movement Circle
10:30 - 11:00	Outside / Outside Activity
11:00 - 11:10	Wash hands, Snack and Quiet Story Time
11:10 - 11:30	Circle: Review the Day, Songs, Sharing (Mystery Box) Dismissal

** Parents please remember that old clothes are suggested for your children to wear daily; they do a lot of hands-on activities.

**PART-TIME PRESCHOOL CLASSROOM SCHEDULE
MONDAY - THURSDAY
AFTERNOON**

12:15 - 12:45	Arrival, Wash Hands and Welcome Circle
12:45 - 1:30	Educational Learning Centers Open
1:30 - 1:45	Clean Up and Music, Movement Circle
1:45 - 2:15	Large Muscle / Outside Activities
2:15 - 2:30	Wash hands/ Snack a Quiet Story Time
2:30-2:45	Circle: Review the Day, Songs, Sharing (Mystery Box) Dismissal

* Snack is offered daily; parents are encouraged to sign up for snack. A list of suggestions is posted on the parent bulletin board. Thank-you!

** Parents please remember that old clothes are suggested for your children to wear daily; they do a lot of hands-on activities.

(SAMPLE)
TODDLER ROOM DAILY SCHEDULE

6:30-9:30	Children Arrive/Breakfast/ Education Centers Open
9:30-9:45	Clean-up
9:45-10:00	Circle
10:00-10:15	Diaper Change/ Potty/ Wash hands
10:15-10:30	Snack
10:30-11:15	Art
11:15-11:45	Outside Play/ Indoor large-motor activities
11:45-12:00	Clean-up/Wash Hands
12:00-12:45	Lunch
12:45-1:00	Diaper Change/Potty/ Wash Hands
1:00-3:00	Nap/Resting Time/ Quiet Choices
3:00—3:30	Wash Hands/ Snack
3:30-4:00	Diaper Change/Potty/ Put Sleep things away
4:00-4:15	Circle / Prepare for outside play
4:15-5:30	Outside Play/ Indoor large motor activities
5:30-6:00	Diaper Change/Potty/ Quiet activities/ Prepare for Home

Note: Please allow 15-20 minutes lead-way as all activities are child led so it depends on what the children want to do. Weather is also a consideration.

(SAMPLE)
FULL DAY PRESCHOOL (Sample)
Daily Schedule

6:30 – 8:00	Arrival / Wash hands / Breakfast / Free choice (Breakfast table closes at 8:00).
8:00 – 8:45	Free Choice (a few learning centers open)
8:45 - 9:00	Cleanup/ Restroom/Wash Hands
9:00 – 9:30	Welcome Circle/ Weather, calendar and job selection
9:30 – 10:00	Wash hands & Snack
10:00 – 10:30	Outside time/ gross motor time
10:30 – 10:45	Restroom/ wash hands
10:45 – 11:30	Centers/ Planned activities: Science, Math, Reading, Writing and Art
11:45 – 12:00	Clean up/ Music & movement/Story Time
12:00 – 12:45	Wash hands/ LUNCH/ restroom
12:45 - 1:00	Prepare for nap/ Library
1:00 - 3:00	Nap time (quiet choices for children who are awake)
3:00 - 3:30	Gradual waking/ put cots away/ restroom
3:30 - 4:00	Wash hands/ PM snack/ prepare to go outside
4:00 - 4:30	Outside time/ gross motor
4:30 - 4:45	Restroom/ wash hands
4:45 – 5:00	Afternoon Circle
5:00 - 5:30	Manipulatives/puzzles
5:30 - 6:00	Clean up/ prepare to go home

(sample)**Pre-K & Kindergarten Daily Schedule**

6:30-8:25 Arrival, Wash Hands, Breakfast & Free Choice

8:25-8:35 Clean-up

8:35-9:00 Group Meeting, Bathroom & Quiet Choices

9:00-9:15 Morning Meeting (Jobs, Calendar & Weather)

9:15-9:30 Wash Hands & Snack

9:30-10:00 Outside/Large Motor

10:00-10:05 Wash Hands & Review choices

10:05-11:05 Learning Centers/Planned activities: Science, Math, Art, Writing & Books

11:05-11:10 Clean-up

11:10-11:40 Mid-Morning Circle (Music & Movement, Story time & Mystery Box)

11:40-12:00 Quiet Choices (Tub Toy, Book or Journal)

12:00-12:05 Clean-up & Wash Hands

12:05-1:00 Lunch, Clean-up & Library

1:00-3:00 Quiet Rest Time & Quiet Activities

3:00-3:45 Learning Centers

3:45-3:55 Clean-up, Wash Hands

3:55-4:10 Snack

4:10-4:20 Circle

4:20-4:50 Learning Centers

4:50-5:00 Clean up

5:00-5:50 Outside

*All times are estimated and are flexible based on the needs of the class. *Resting time is available to all children. If a child chooses to rest the others will have quiet choices.

FEEDING GUIDE FOR CHILDREN AGES 1-5*

Good nutrition includes a variety of foods from the Basic Four Food Groups - Milk Group, Meat Group, Fruit and Vegetable Group, and Grain Group.

Food Groups	Number of Servings Per Day	Serving Size per Child's Age			
		1 year	2-3 years	4-5 years	
MILK GROUP	3				
• human milk or whole milk		1/2 cup (4 oz.)	1/2 - 3/4 cup (4-6 oz.)	3/4 cup (6 oz.)	
• cheese		3/4 oz.	3/4 - 1 oz.	1 oz.	
• pudding made with milk		1/3 cup	1/3 - 1/2 cup	1/2 cup	
• cottage cheese		1/4 cup	1/4 - 1/2 cup	1/2 cup	
• yogurt		1/2 cup	1/2 - 3/4 cup	3/4 cup	
MEAT GROUP	2				
• fish, chicken, turkey, beef, pork		1 oz.	1 oz.	2 oz.	
• peanut butter		1/4 cup	1 Tbsp.	2 Tbsp.	
• cook dried beans or peas		1	1/3 cup	1/2 cup	
• eggs		1	1	1	
FRUIT AND VEGETABLES	At least 5 including: 1 or more				
• vitamin C source (citrus fruits, berries, tomato, cabbage, cantaloupe)		1/3 cup	1/2 cup	1/2 cup	
• vitamin A source (green or yellow fruits and vegetables)	1 or more	2 Tbsp.	3 Tbsp.	4 Tbsp. (1/4 cup)	
• other vegetables (potato, peas, green beans, etc.)	2	2 Tbsp.	3 Tbsp.	4 Tbsp. (1/4 cup)	
• other fruits (apple, banana, etc.)		1/4 cup	1/3 cup	1/2 cup	

"OTHERS" GROUP

- pies, cake, donuts, cookies
 - gelatin
 - vegetable oil, salad dressing
 - butter or margarine
 - condiments
- Items selected from this group complement but do not replace foods from the Four Food Groups. Amounts used should be determined by the child's caloric needs.

*This booklet is intended to be used as a guide for feeding your child during ages 1-5 years. These are the minimum recommended number of servings needed to provide the nutrients your growing child needs. Your pediatrician or dietitian may have additional recommendations or suggestions you should follow.

GOOD EATING HABITS

1. Eat your meals together in a relaxed, pleasant atmosphere and set a positive example. Let your child be responsible for how much or if they want to eat. Parents should be responsible for providing nutritious foods.
2. Limit "grab and go" eating. What is grabbed often is not nutritious.
3. Time meals appropriately. At mealtime, make sure children are rested, as overtired children will not eat much; however, a little playtime prior to a meal may increase their appetite. Avoid snacks or too much liquid within 30 minutes of mealtime.
4. Cook together. This will help develop a child's interest in food. If they have helped fix it, they will be more inclined to eat it.
5. Limit distractions. Keep the TV, radio, and toys away from the table. Distracted children tend to forget about eating or may mindlessly overeat.
6. Introduce one new food at a time. Give small portions of unfamiliar foods along with favorite ones.
7. Fix tasty-looking food! Serve interesting colors, shapes, and textures. Finger type foods are usually better accepted.
8. Season foods lightly. Children prefer mildly seasoned foods, so use herbs, spices, salt, and pepper lightly.

LITTLE TIGERS PRESCHOOL, AND CHILD CARE CENTER

GENERAL & MEDICAL EMERGENCY PLAN

1. A **First Aid bag** is located in the Full day Preschool room (downstairs), Kindergarten room (upstairs), and in the buses. Extra kits are available in each room.

Fire extinguishers are located in each classroom and each hallway. **Fire alarm system** is located in hallway.

Electric Circuit box: upstairs hallway behind bulletin board, downstairs furnace room.

2. **EMERGENCY PHONE NUMBERS:**

* **EMERGENCY SQUAD 911** * **POISON CONTROL CENTER 1-800-222-1222**

(POLICE / FIRE / AMBULANCE) * **CHILDREN'S HOSPITAL 614 722-4300**

* **CITY OF PICKERINGTON (EMERGENCY MANAGEMENT / POLICE): 614 575 6911**

* **DEPT OF HEALTH: 614 525 3160** * **FAIRFIELD COUNTY CHILDREN SERVICES: 740-653-4060** (Call from office)

3. The **children's records** are located in the center office.

4. Emergency Medical Authorization forms are kept in each of the first aid bags in each classroom, in the buses, and in the office with each of the children's records.

5. When a **medical emergency** occurs, the staff member present shall immediately call for another teacher and First Aid Bag. At that time, a determination shall be made of the seriousness of the emergency. If the emergency requires the use of the emergency squad, the office shall call the squad and the child's parents. During the emergency, one staff person stays with the child at all times and staff members not involved in the emergency will supervise the other children. An ODJFS **Incident/Injury report** will be completed. **Emergency transportation will be provided by Violet Township Emergency Squad.** If situation requires medical attention, ODJFS will be notified within 24 hours & incident/injury report will be faxed within 3 business days.

Each child shall have an Emergency Medical Transport Authorization Form and a Medical/Physical Health Care Plan (if needed) on file with the school on or before the first day of enrollment. In case of **dental emergency**, follow instructions on ODH Dental First Aid Chart located in each classroom

6. When a child becomes ill, the staff member will report this in the office. The child will be isolated immediately from other children and will be moved to the office with a staff member. Medical/Physical Health Care Plan (if applicable) must be consulted. A determination will be made of the seriousness of the illness and the parents will be contacted. The ODH Communicable Disease chart is located in the hallways, both upstairs and downstairs

7. In case of a **Lockdown/Environmental emergency (outdoor chemical spill or gas leak, or threat of violence):** Remain inside the building, close all windows, classroom doors and outside doors. Call 911 and report condition. Follow emergency personnel's instructions.

In case of an **Indoor environmental emergency (gas leak, electrical short etc.):** Evacuate the building & go to 80 W. Church Street (lobby of) Romeo's Pizza building and **call 911**. Take classroom's First Aid bag & locked up medication, & clipboards (containing parent contact info, JFS forms 01234, 01236 & 01217)

****In both cases, take attendance, account for all children with a name to face check off. Parents must be informed and incident reports should be provided to them soon as possible and ODJFS must be notified within 24hrs.**

8. **Staff trained in First Aid / Communicable Disease and CPR:** A teacher trained in CPR & First Aid, & Communicable Disease management is always on duty, on site.

Little Tigers Preschool & Childcare Center's

Car Seat Policy



Example A

Child Care State Licensing requires us to have your child in the proper car seat when we are transporting your child on a field trip or to school. The proper car seat for a child who is not **both** 4 years old **and** 40lbs is a car seat/high back booster with a **harness** (example A).

Children who are at least 4 years **and** 40lbs but younger than 8, or who are shorter than 4 feet 9 inches, **must** have a booster seat, as per state regulations (example B or C).



Example B



Example C

You will need to provide the proper car seat for your child for field trips and transportation to and from school.

Ohio Department of Job and Family Services

ENACTED

Appendix
5101:2-12-07**Center Parent Information**

The center is licensed to operate legally by the Ohio Department of Job and Family Services (ODJFS). This license is posted in a noticeable 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 center during all hours of operation for the purpose of contacting their children, evaluating the care provided by the center or evaluating the premises. Upon entering the premises, the parent, or guardian shall notify the Administrator of his/her presence.

The administrator's hours of availability to meet with parents and 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 ODJFS. Inspections are also online at <http://childcaresearch.ohio.gov/>. Parents may search for a specific program and sign up to be notified when the program's latest inspection is posted online.

It is unlawful for the center to discriminate in the enrollment of children upon the basis of race, color, religion, sex, national origin or disability in violation of the Americans with Disabilities Act of 1990, 104 Stat. 32, 42 U.S.C. 12101 et seq. To file a discrimination complaint, write or call Health and Human Services (HHS) or ODJFS. HHS and ODJFS are equal opportunity providers and employers.

Write or Call:
HHS
Region V, Office of Civil Rights
233 N. Michigan Ave, Ste. 240
Chicago, IL 60601
(312) 886-2359 (voice)
(312) 353-5693 (TDD)
(312) 886-1807 (fax)

Write or Call:
ODJFS
Bureau of Civil Rights
30 E. Broad St., 37th Floor
Columbus, OH 43215-3414
(614) 644-2703 (voice)
1-866-277-6353 (toll free)
(614) 752-6381 (fax)
1-866-221-6700 (TTY) or (614) 995-9961

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>.