

# LITTLE VILLAGE PRESCHOOL

Parent Handbook



1315 Michigan

Maumee, OH 43537

Phone: 419 887-1685

Fax: 419 887-1696

Email: [lvp0711@gmail.com](mailto:lvp0711@gmail.com)

***"It Takes A Village"***

Visit us at: [www.littlevillagemaumee.com](http://www.littlevillagemaumee.com)

Like us on Facebook!

# **LITTLE VILLAGE PRESCHOOL**

Our staff would like to thank you for considering our Center for the care of your child. Please read all instructions, so that all policies and procedures are fully understood before enrolling your child. If you have any questions, we would be more than happy to answer them.

## **MISSION STATEMENT**

The mission of Little Village Preschool is to provide an environment for early learning in a warm, positive and safe environment. We want this first introduction to education away from home to be one that will foster a continued love for learning, an interest in the world and an acceptance of its people.

## **PHILOSOPHY**

First and foremost, Little Village believes the safety, health and happiness of the child is a priority. It is our belief that the teacher is the most important factor needed to achieve high quality care. Also, it is necessary to meet the child where they are and to provide meaningful and developmentally appropriate experiences so each child feels successful at his level of ability. Our highly structured kindergarten readiness program is designed to challenge each child on their level and to set them up for success. We utilize the Creative Curriculum, which addresses the “whole” child, focusing on all aspects of development: physical (fine/gross motor), cognitive, social-emotional, & language/literacy. It offers both child choice and teacher directed activities. Educational professionals have proven that the years of 0-5 to be the best time for cognitive development. These experiences at the preschool setting, along with family and play experiences, form the foundation for the theories and ideas of how the physical and social world thrive. Our philosophy also addresses making a difference in our community, and the center engages children and families in various local community events. We want our children to feel empowered to make a difference in their world.

## **NON-DISCRIMINATORY POLICY**

Little Village governing board adopted the following racial nondiscriminatory policies:

Little Village recruits and admits students of any race, color, religion, sex, or national origin to all the rights, privileges, programs and activities. In addition, the school will not discriminate on the basis of race, color or ethnic origin in administration of its educational policies, scholarships/loans, fee waivers, educational programs and athletics/extracurricular activities. In addition, this school is not intended to be an alternative to court or administrative agency ordered, or public school district initiated, desegregation.

Furthermore, this Center will not discriminate on the basis of race, color or ethnic origin in the hiring of its certified or non-certified personnel.

“In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or all or part of an individual’s income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department. (Not all prohibited bases will apply to all programs and/or employment activities.)

If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination, complaint form, found online at [www.ascr.usda.gov/complaint](http://www.ascr.usda.gov/complaint) form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjunction, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at [program.intake@usda.gov](mailto:program.intake@usda.gov).

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

USDA is an equal opportunity provider and employer.

## **COMPLIANCE WITH AMERICANS WITH DISABILITIES ACT (ADA)**

This center is equipped with a ramp entrance/exit on the side of the building for any children (or their parents) that are confined to a wheel chair or scooter. There is a handicapped assessable restroom located between the infant and toddler rooms in the back half of the building. Our current policy regarding the administration of medication applies to all children, regardless of disability. We will administer all medications per physician instructions to all students.

## **PROGRAM**

All children have the opportunity to join in our developmentally appropriate educational program. Each classroom consists of children grouped with their respective ages. Our program is designed to incorporate art, music, literature, language development, science experiences, number and math concepts and technology skills. Each day provides an experienced teacher with the skills to develop the emotional, physical, social and intellectual aspects of your child through quiet, active, group and individual participation. Children come eager and ready to learn and our objective is to provide the experiences, in which all children can participate, learn and meet with success. Learning can be lots of **FUN**. We still have plenty of time for interactive play and individual expression. Each morning and afternoon outside time is scheduled for health and physical fitness. We continue going outside morning and afternoon during the winter, but for shorter periods. In the event of rain or inclement weather, outside time may be eliminated and large gross motor activities are done inside the building instead during that half hour. The preceding page details the philosophy behind the curriculum used at Little Village Preschool. Please refer to the conclusion of the handbook for detailed daily schedules for all age groups.

## **FORMAL ASSESSMENTS**

All children are given a formal assessment (Brigance Developmental Screening or Battelle) within the first 60 days of their enrollment, and annually thereafter.. This formal assessment includes a social/emotional component as well as a basic age appropriate skills check. The results of these assessments are given to the child's teacher so that she may individualize instruction for the student and to the child's parent so that they know what we will be working on with their child. Staff also conducts quarterly checkpoints in their Child Assessment Portfolios, provides continuous anecdotal records, and engages the family in developing a plan for the child in the fall using a Family Conference Form. In the spring, more formal progress reports are done and shared with families in a mini conference setting. This information is shared with families and teaching staff only unless a child is given a referral to an outside agency that may require this formal assessment information. This center does not report child level data to the Ohio Department of Job and Family Services without obtaining parental consent.

## **INFANT PROGRAM**

Our infant program provides full time care for children 6 weeks through 18 months of age. Daily schedules, provided by parents, are followed as closely as possible. Because babies start learning language right from the minute they are born, our caregivers will provide the foundation for later verbal development by talking to your child throughout your baby's waking hours as well as reading stories to them daily. Because early language is so connected with emotional development the interactions that build language also strengthen the feelings of love and attachment. Babies love songs, rhythms and being read to. Small babies' arms and legs are gently exercised to stimulate motor development and they will also participate in "tummy time". Older infants are encouraged to physically explore their play area on their own and interact with the caregiver and others in the group. Please refer to the daily schedules for all age groups provided at the end of this parent handbook.

## **Diaper Changing Policy/Frequency of Checks and Changing**

The center's diaper changing policy is as follows: diapers are checked every 2 hours and changed if necessary. Please keep in mind that even if the child's diaper has been checked within the appropriate amount of time, they will be promptly changed before the next two hour check. If you choose to provide cloth diapers, you must also provide a receptacle for the soiled diapers and it must be taken daily and returned the following day.

### **Formula, Breastmilk & Breastfeeding Policy**

All baby food and formula bottles must be provided and prepared by the parent. Any prepared or breast milk bottles may be retained for only one day (any unused bottles will be sent home with parents daily). Young infants must receive their first bottle of the day at home.

If you are choosing to breastfeed your child at the center, you are more than welcome – there is a private space available at the back of the infant room for your convenience and privacy. This space may also be utilized should you choose to pump. All formula and breast milk bottles must be labeled with the child’s name and date of preparation. Parents must also provide disposable diapers, wipes, and an emergency bottle. If you are breastfeeding, your emergency bottle may be a packet of frozen breastmilk, we are able to keep this for three months

### **Infant Meals & Snacks**

Our menu will be provided to you on a monthly basis. It will be posted in our foyer on the bulletin board and it will be sent to you via email (along with your newsletter) and you will always have access to it via the HiMama app. We provide table food, juice and whole milk. We also provide sippy cups and tableware. The infant room is given breakfast first. Breakfast is served by 8:00 a.m. for those babies eating table food. If your child will be arriving later than this, please feed him or her at home. Our meals are cut up and prepared for your child accordingly. Children over the age of 1 are given whole milk.

### **CAPACITY**

The licensed capacity of this Center is as followings:

15 Infants    21 Toddlers    52 Preschool    18 Schoolage

<u>CLASS SIZE</u>	<u>staff/child ratios</u>	<u>small group sizes</u>	<u>Step Up to Quality</u>
Infants (6wks to 18mos)	1:5	2:10	2:10 or 3:15
Toddlers (18-36 mos)	1:7	2:14	1:7 or 2:14
Preschool (3 yr olds)	1:12	2:24	1:12 or 2:24
PreK (4&5 yr olds)	1:14	2:28	1:14 or 2:28
Schoolage	1:18	2:36	1:18 or 2:36

### **ENROLLMENT**

Our preschool is for children 6 weeks through five years old. We have volunteered to be involved with the **Step Up to Quality Initiative Program** through the State of Ohio and Lucas County. We are currently at Step 3. We are also working with the State of Ohio and Department of Education. Center hours are Monday through Friday, 6:30 a.m. until 6:00 p.m. Our summer schoolage program accommodates children through 12 years old. A child may be enrolled for a minimum of 2 days per week. An enrollment form, which contains authorization for emergency transportation and an orientation, must be completed by the first day of attendance, preferably turned in prior to your child’s first day with us. A medical examination form (and immunization record) signed by a physician must be completed within three weeks after enrollment and annually thereafter. In an effort to provide the best protection for all of our children, our facility does NOT enroll children without immunizations unless documentation of immunization exemptions is provided in accordance with Ohio law.

Part time students must have the same pre set days each week. We cannot accommodate continuous

switching of days (i.e. rotating schedules). We are at our licensed capacity, and by allowing this we would run the risk of being over our state approved capacity. We do not offer part time infant care.

## **ABSENT POLICY**

When parents register their child they are contracting for the days set forth at that time. Parents are responsible to pay the required amount unless the parent completes one of the excused absence slips seven days prior to the absence. There is no limit to the number of days a parent may sign their child out on vacation, as long as it is reasonable and not a scheduling issue. Days in which a parent or child is sick or unable to attend for any reason still have to be paid. There are no exceptions to this policy .

During the months of June, July and August, a child's enrollment space will not be guaranteed/held for more than two weeks. Due to the high cost of infant care, infants 6 weeks through 18 months, are allowed only 10 days of excused absence (vacation days) during the calendar year.

This policy is very beneficial to parents who have more than two weeks vacation and during holiday times. It accounts for substantial savings at the end of the year. It also helps the center plan accordingly with our staffing so that teachers may have extra time off around holidays.

Third party payment students that are LCJFS may miss a maximum of 10 days during a six month calendar period (January through June and/or July through December). If your child misses more than the allotted absence days, you will be charged for those days at our full daily rate. If you fill out a vacation slip seven (7) days prior to an absence, the missed days will not count against your total.

## **WITHDRAWAL POLICY**

Notification of withdrawing a child must be in written form 7 days prior to your last day. After 5 days of absence a child will be dropped from the enrollment, and parent is responsible for these 5 days of tuition.

## **DISMISSAL**

Little Village Preschool reserves the right to dismiss any student at our discretion without explanation or cause.

Please refer to page 14 in regards to Guidance/Child Management policies.

## **COPAYS**

Recipients of financial assistance from Ohio Department of Jobs and Family Services (ODJFS) are required to pay a co-pay each week. If payment is not made by the last day of the preceding week, the child cannot attend on the first day of the new week. Your co-pay is then considered delinquent and must be reported to ODJFS. A Payment (Fee) Agreement will be signed upon enrolling your child. If at any time, your copay amount changes, a new fee agreement must be signed and adhered to.

## **STAFF**

Our staff is made up of teachers with 2 and 4-year degrees and certificates. The administrative and teaching staff is required to continue their education through instructional training in teaching theories, cognitive development, child management techniques, curriculum development, language and literacy along with various types of in-service classes in early childhood development along with the required health and safety modules. Students in the College of Education are employed part time as assistant teachers throughout the year. Any staff member who opens or closes the center is trained in Preventing Infectious Disease, First Aid, CPR and Child Abuse Recognition and Prevention. We are very proud of the stability of our staff. Our Center has very low staff turn over.

## **HOURS**

We open at 6:30 a.m. and close at 6:00 p.m. Monday through Friday. **Your child must arrive at the center by 9:30 a.m.** It is very important that your child gets the full benefits of our educational program; this would mean having your child arrive by 9:00 a.m. to engage in the morning meeting is extremely important.

**A late fee of \$10.00 for every 15 minutes, or portion of, past the closing hour of 6:00 p.m., will be accessed.** This money goes directly to the teacher who is here with your child. If you are habitually late in picking up your child, you may be asked to find alternate accommodations.

## **CLOSINGS AND HOLIDAYS**

We are closed New Years Day, Memorial Day, July 4<sup>th</sup>, Labor Day, Thanksgiving Day, and Christmas Day. We are also closed the day after Thanksgiving, and/or the day after July 4<sup>th</sup>. The center will be closed the week between Christmas and New Year's, dates will fluctuate slightly for this closing. The center reserves the right to close based on the way holidays fall, ample notice will be given to families to provide time to obtain alternate care.

**Early closings: New Years Eve at 3:00 p.m. and Christmas Eve at 3:00 p.m. (IF THE CENTER IS OPEN)**

The center will be closed on a Level III Snow Emergency in Lucas County. If the center is closed for any other reason, we will make every effort to inform families about any closings or delays through email, Facebook and on local news channels 11 and 13.

If a Level I or II snow emergency exists, we will make the determination to open or close while keeping the safety of the students, staff and families first. Any decisions made will be communicated to families through email, Facebook, or phone calls.

## **SCHOOL AGE SCHOOL CLOSINGS/DELAYS**

If public schools are closed or delayed, **we do** take school age children on these days that are currently enrolled through the summer vacation and holiday breaks (provided we have the capacity to take them without exceeding ratio). Full days are billed at our daily rate for schoolagers, 2 hour delays are billed an additional \$15.00 per delay, and in the event that school is cancelled, the child's before and after school rate is still assessed for that week.

## **MEALS**

Breakfast is served **promptly** at 8:00 a.m. We have staggered lunch periods starting at 11:00 with the last group eating at 12:15. Snack is served after naptime. Food and drink from outside the center is prohibited unless it is a party day or birthday. Children must be in attendance when their class eats to participate in meal times and each respective age group eats meals together. **If your child is not participating in our meal times, please eat prior to your arrival in the building.**

Our policy does not include sack lunches. Monthly menus are posted on the office bulletin board, our website, on HiMama! and is emailed to all families at the beginning of each month along with your newsletter. Our lunches constitute at least one-third of the daily-recommended dietary allowances, includes foods from all four basic food groups, and reflects the developmental stage of the child and is in accordance with the guidelines of the Child and Adult Food Program, although this program does not receive any additional funding from the CACFP. Many fresh vegetables and fruits are served. Foods high in sugar, salt and fats are kept to a minimum. Our program does not encourage parents to provide supplemental food UNLESS there is a documented allergy or documented medical issue as deemed by a physician. If there is an allergy or medical issue, we will provide an alternate for the food in question (within reason). If we are unable to do so, we will work individually with parents to determine what foods need to be supplied and are most comparable to what is being served on the menu. For example, if a child has a gluten allergy, and our waffles contain gluten, we will require the parent to supply a gluten free waffle for us to serve. Any food substitutions must be healthy and comparable to what the center is serving i.e. if a child cannot have eggs due to an allergy or health issue, the parent would not be permitted to offer doughnuts as a replacement.

**\*\*In an effort to keep all our children safe, we are a nut – free facility.**

In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age or disability. To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue, SW Washington D.C. 20250-9410 or call (202) 720-5964 (voice or TDD). USDA is an equal opportunity provider and employer.

## **NECESSARY ITEMS**

You will need to bring the following items to the center for your child.

**Infants:** Diapers, wipes, 1 small receiving blanket (for infants 12 month or older), pre-made bottles marked with the date and child's name, 2 extra outfits and 1 extra pre-made can of formula with a sanitized bottle and/or one emergency bottle OR frozen breast milk. Frozen breast milk may be kept here for a maximum of three months.

**Toddlers:** diapers or pull ups, wipes, 1 blanket and one complete extra outfit (including socks).

**Preschoolers:** 1 Blanket and one complete extra outfit (including socks). Wipes and diapers or pull ups if needed

In addition to these basic necessities, your child must have a winter coat, snowpants, hat, gloves, & boots for winter outside play and a bathing suit, water shoes, towel and sunscreen (no aerosols) for summer outside play.

## **SAFETY**

### **ARRIVAL/DEPARTURE PROCEDURES:**

Upon arrival at the Center, it is required that parents bring children into the building and to the classroom teacher to assure the teacher is aware of the child's arrival. Do not just send your child into the building by themselves.

No child is ever left alone or unsupervised, this includes siblings. Each classroom teacher also keeps attendance sheets. Each teacher in charge of a child or group of children will be responsible for their safety. Each teacher is responsible to be aware of a child's arrival and/or departure. Upon departure, do not allow your child to push the front door open, nor should they be permitted to run ahead to the car. The parking lot gets very busy and we do not want anyone to get hurt.

### **PICK UP CARDS:**

Upon your registration at our Center, you will be given pick up authorization cards. These are to be distributed to those people that are authorized to pick up your child. These should be kept in your wallet at all times. Additional cards are available by request. When someone is picking up a child other than the parent, we must know in advance and they must present their ID card. A child will not be released from Little Village Preschool to anyone unless they have their ID card. If you choose to remove someone from your authorization list, you are responsible for retrieving the ID cards, and making the Center aware of the changes. The center will also ask to see a picture ID in addition to the pickup authorization card before a child is released to anyone other than the parent.

### **CUSTODY AGREEMENTS:**

In disputed custody situations, court papers must be on file designating who is the court appointed custodial parent. Our Center will abide by the rules established by this document in regards to who can pick up children. Please do not ask us to allow this person occasional pick up rights.

### **SCHEDULED ARRIVALS FROM ANOTHER FACILITY:**

If your child is scheduled to be dropped off at our Center by another facility, i.e. public school buses you are required to call our Center if the child will not be dropped off as scheduled because of sickness or appointments. If your child does not arrive as scheduled and we have not heard from you, we will make every effort to

contact a parent by phoning the home and work in an effort to track down the whereabouts of the child.

### **LOCKED DOOR ENTRY:**

Our Center regards the safety of children at a high magnitude. We have a keypad security door. Upon entry of the Center a four-digit code is needed to enter the building. This code will be issued to the parent on the first day of enrollment.

### **PARKING:**

The Center parking lot is very busy with many children and parents coming and going from the building. Please be cautious when entering the lot and try to refrain from parking in front of the building doors. This does block the view of incoming and outgoing families. Remember, let's keep our children safe. Utilize courtesy for other drivers when picking up your child and pull forward in the driveway to enable other families to park there.

## **EMERGENCIES AND ACCIDENTS**

In the event of a severe medical problem or an accident occurs, the following procedure will be observed:

1. The emergency squad will be notified.
2. First aid will be administered until help arrives.
3. Attempts will be made to contact parents or other designated persons.
4. If the child must be transported to the hospital, one of our staff will accompany the child with the child's records. The emergency squad will transport the child to the source of medical treatment. This center does **not** enroll children who have not been authorized to receive emergency transportation services outlined by the Emergency Transportation Authorization, page 3 of JFS form 01234.

Your child's Emergency Medical Authorization form and medical history must be completed prior to your child's first day.

First aid kits are located in the front office. All staff members receive classes in First Aid and CPR (updated every 2 years), Common Childhood Diseases and Child Abuse Recognition and prevention, with updates every three years.

An incident report will be completed when an accident or injury occurs. An incident report will be written if any of the following incidents occur: \* illness which requires first aid treatment \* accident which requires first aid treatment \* injury which requires first aid treatment \* bump or blow to the head \* emergency transporting \* unusual or unexpected event which jeopardizes the safety of children or staff. All staff members have immediate access to telephones.

Incident reports will also be completed in the event of a staff member or child testing positive for COVID, and the reports will be emailed to all relevant families as well as the Ohio Department of Job and Family Services and the Lucas County Health Department will also be notified as to any outbreak of a communicable disease or a positive COVID case.

Spray aerosols shall not be used at any time when children are present at the Center.

## **ENVIRONMENTAL, WEATHER, VIOLENCE THREATS, FIRE, TORNADO DRILLS**

First aid kits, radios & cell phones will be in secure room with children. Staff will wait for further direction from local emergency broadcast. Emergency situations such as tornado, fire, lockdown, flood and environmental threats are included in our Emergency Handbooks, and are located in every classroom and in the office. Policies for these unexpected events are also posted in each classroom, in the office and in the kitchen so as to be easily assessable to staff no matter where they are in the building.

This center participates in monthly fire drills all twelve months of the year, monthly tornado drills during the months of March – September, and quarterly lockdown drills. Evacuation routes and plans are posted in each room. These are reviewed with the Fire Marshall during inspections. Your child's teacher teaches safety rules for daily living and safety in the classroom. Special guests also conduct safety programs throughout the year.

In the event that we would have to evacuate the building we would be at Maumee High School, 1147 Saco Road, until parents can be contacted to pick up their child.

## **TRANSPORTATION/FIELDTRIPS :**

When children are transported by vehicle away from the Center for field trips, a first aid kit and each child's emergency authorization form is taken along. Any applicable health plans, medication requests and/or prescribed medications (for example, Epi Pens) are also taken along. The center does not offer routine walking trips. At least one staff member trained in first aid, common childhood illnesses and child abuse will be available on each field trip. Each child on the outing shall have an identification bracelet attached to him/herself containing the Center's name, address and phone number to contact in the event the child gets lost. The Center shall have written permission from the parent or guardian of each child who is transported away from the Center for a field trip. The permission slip shall be valid only for the date and destination indicated on the written permission. The health record of a child who has allergies, handicap conditions, or health conditions such that special procedures or precautions may be needed during the course of the field trip is available on the trip.

**FIELDTRIP COST:** Fieldtrip costs are the responsibility of the parent.

### **FIELDTRIP TRANSPORTATION:**

Transportation on field trips is provided by a private transportation company in a yellow school bus, which meets all the Ohio State laws regarding the transportation of Ohio children. Other means of transportation on field trips would be walking. The appropriate amounts of teachers are assigned to the class for safety.

### **PERMISSION SLIP:**

The classroom permission slip will accompany all field trips and serve as the resource guide for the number and names of each child attending the outing. Staff members are trained to keep constant count of their assigned group throughout the trip. Enrollment records will also be taken in the event that we need to contact parents while away from the center.

### **EMERGENCIES DURING FIELD TRIPS:**

If there is an emergency or accident on a field trip, the center's policy for emergencies will be enacted. This center does not enroll children whose parents are not willing to grant emergency transportation permission.

## **WATER ACTIVITY SAFETY PLAN**

Swimming may be scheduled during our summer program if transportation and scheduling needs can be met. These field trips that involve water are exclusively for our Kindergarten Eligible/Schoolage children. The following state guidelines will be met:

- a. a special water permission form must be completed
- b. pool area will be completely fenced
- c. statement if child is a swimmer or non-swimmer
- d. supervision will be given by a Red Cross certified life guard or equivalent (the lifeguard is not counted in ratio)
- e. group ratios will be maintained
- f. Village staff will stay with your child the entire time

All other field trip guidelines will be observed in addition to the above statements.

Water play for toddlers, preschoolers, Pre K will include sprinklers.

Childcare staff ratios will be maintained during water activities in addition to certified lifeguards and at no time will your child be left unsupervised.

## COMMUNICABLE DISEASE

At least one staff member is on the premises at all times that is certified by the Red Cross in CPR and First Aid, Preventing Communicable Disease and Child Abuse Prevention and Recognition. All staff members are trained in the signs and symptoms of illness, hand washing and disinfecting procedures by the administrator/director when they are employed by the Center. When our staff members become ill they are immediately replaced by a qualified substitute. Any child with the following symptoms will be discharged from the Center:

- a. diarrhea (3 or more abnormally loose stool in a 24 hour period)
- b. severe coughing, causing the child to become red or blue in the face or make a whooping sound
- c. difficult or rapid breathing
- d. yellowish skin or eyes
- e. redness of the eye, obvious discharge, matted eyelashes, burning or itching
- f. temperature of 100 degrees Fahrenheit taken by the axillary method when in combination with any other signs of illness
- g. untreated infected skin patches
- h. unusually dark urine and/or gray or white stool
- i. stiff neck with elevated temperature
- j. head lice (NO NIT POLICY), scabies or other parasitic infestations
- k. sore throat with difficulty swallowing
- l. vomiting more than 1 time or when accompanied by any other sign or symptom of illness

When a child shows any signs of the above illnesses a parent is called to pick up their child as soon as possible, or have another person designated by the parent pick them up promptly. When appropriate the child will be isolated, within view of an adult, from all other children at the center until the parent picks the child up. We will follow the Ohio Department of Health Communicable Disease Chart for the management of the illness. This chart is posted on the east wall of the office. Parent/guardian of children exhibiting signs or symptoms of illness or have had because of exposure to a communicable disease will be notified immediately. Those exposed to a communicable disease will be notified by an incident report and by a sign on the front door and on the toddler room door.

We would greatly appreciate you advising us, if you discover your child has a readily transmitted disease such as head lice or scabies. Please don't be embarrassed to discuss it. Due to the close association of children in schools, these nuisances can get out of hand if not quickly addressed. We believe in educating everyone in what to look for and when a case has been detected. By working as a team, we will not ever get more than a few random cases.

An ill child will not be readmitted until the administrator/director has observed that appropriate treatment has been given and all signs of the communicable disease has disappeared. After 24 hours of antibiotic medication the child may return. Mildly ill children (i.e. minor common colds) may attend day care. If they are not feeling well enough to participate with the class, they may have quiet time or rest on a cot in view of the teacher. Please see attached addendum located on page 26 that explains further the revised readmittance policy regarding fevers specifically (due to COVID precautions).

## **MEDICATIONS**

Our staff is able to only administer **prescription medication**. Administering medication is an enormous responsibility. Our role as providers is to administer medication if the dose cannot be given to the child at home due to dose times or amounts. We will administer medication as long as the prescription is for three or more doses a day. It is very important that the parent administer the first dose the child will receive of a new medicine due to allergic reactions. The parent must complete the appropriate forms for medication to be administered at the center. **Medication must be in its original container and packaging and bear the child's name on the label.** No medications, vitamins, or special medical diets (medical foods) are administered unless instructions to administer such items are written, signed and dated by a licensed physician and are prescribed for a specific child. Modified diets also require written, signed and dated permission by both the parent and a licensed physician. Medications are administered at 11:30 a.m. and/or 2:30 p.m.

**All medications including inhalers are kept in the school office, with the exception of schoolager's inhalers. School agers may not have any topical products while in attendance, unless written permission from the parent has been received.**

## **CHILD GUIDANCE**

Proper behavior and order in the classroom does mean safety. Our motto regarding child management is to emphasize the positive behaviors as much as possible by using positive reinforcement. Logical consequences are also used whenever practical. (Time outs will be used if necessary. This form of discipline means to place the child on a chair, in view of the teacher, for a "time out" before she/he can rejoin the activities). We also try to redirect the child, directing their attention to something else to change their behavior in a positive way.

A child will be restrained if necessary to keep a child from hurting himself or others. The second time a child must be restrained the child will be dismissed.

At NO--time and under no circumstances is a child ever to be spanked by a staff member.

**Suspensions** - a one to three day suspension may be imposed by the director or administrator for continued misbehavior. Weekly tuition will be due as scheduled. **Public school suspensions** - We do not accept schoolage children for the days suspended from public school.

Continued management problems will be discussed with parents so we may work together on positive changes. Students exhibiting continued misbehavior will be given a seven-day notice of dismissal. Little Village Preschool reserves the right to dismiss any student at our discretion without explanation or cause.

A complete guidance policy statement is attached to this handbook.

All employees are required to abide by the guidance and management principles defined in the Guidance and Management Policy Statement included in this booklet.

### **BITING:**

Biting, while unpleasant, is an extremely common developmental issue that we frequently see in the infant and toddler rooms. Language skills are often not well developed so biting becomes a means for a child to get what they want. Every effort will be made by our staff to talk with parents in an effort to find mutually satisfactory management of this behavior. When a child bites another, the biter will have an offender report completed and signed by the teacher, administrator and parent. At this time we will consult with the parent to agree on behavior management techniques. The child that is bitten will have an incident report completed and appropriate first aid administered.

### **TRANSITIONING:**

A transition letter will inform you of when your child will be transitioning into their new classroom. You will be asked to complete a few sections of this transition plan as we feel it is important to acknowledge any concerns that you may have about your child's transition and/or get some ideas from you on how we can make your child's transition easier. The information you provide will be shared with all relevant teaching staff. It is important that your child has ample time to adjust to their new room, new teacher and new friends. We want to allow for a smooth transition, therefore we begin by going to the new classroom a few hours a day during their transition week, typically during a more "un-structured" part of the day (for example, outside time). Your child will continue to be dropped off in their

current classroom during their transition week. Please make time during your child's transition to also meet the new teacher and classroom. When your child's transition period is over, their cubby and belongings will all be moved up to the new classroom.

#### **NAPTICES:**

All preschool children enrolled in the program must participate in naptime. Preschool children that cannot fall asleep are expected to take a rest period on their cot. No exceptions.

#### **TOILET TRAINING:**

Our staff will support parental decisions on starting toilet training. When you begin potty training there are a few essentials that are necessary to help your child along. It is important to have many changes of clothes because accidents will happen because your child is learning. There are a variety of products you can choose such as pull ups or underwear. If you choose pull ups, you will need to supply them for your child. If you choose to do underwear, it is important that you also have the plastic pants that go over them. This is due to sanitary purposes. We will put children on the potty approximately every 45 minutes or when needed at the beginning. To facilitate training we reward with positive reinforcements such as verbal praise, a treat, or a sticker for trying.

#### **PARENT PARTICIPATION (REVISED ON ACCOUNT OF COVID PANDEMIC) – SEE COMMUNICABLE DISEASE ADDENDUM**

Our center has an open door policy, parents are welcome to visit our school any time and stay as long as they wish. Please check in with the director/administrator upon arrival. All students receive progress evaluations once each year.

Communication between parents and our staff is very important to us. We hope to be able to have frequent chats with you about your child's day here at school. Longer, more in depth conferences may be scheduled at a mutually convenient time in person or by phone.

If you have questions, comments, concerns, complaints or problems related to the child day care program, you may request a meeting with the child's teacher or present the problem to the administrator/director, who will then confer with the teacher and parent to find a solution that will benefit the child. We feel these are important concerns and will deal with each one. If an employee has a question, comment, concern, complaint or problem then they will speak to an administrator/director, all staff is given a conflict resolution guide upon hire.

Your comments are important to us! We will distribute a parent questionnaire at the beginning of each year and we use your comments and feedback to adjust our program practice to make it better. Any changes will be in the February newsletter annually.

Parents may feel free to join in any of the daily activities or field trips as well as on party days.

Parents are encouraged to attend our family special events. We host a Christmas Program each December, Muffins for Moms in May, Doughnuts with Dad in June, graduation, Halloween Trunk or Treat, Meet The Teacher Night and various parties throughout the year. Monthly newsletters with upcoming events or important dates to remember are distributed at the beginning of each month or they can be viewed on our website: [www.littlevillagemaumee.com](http://www.littlevillagemaumee.com). On party days, we will ask for parent participation and will include it on our "treat sheets". **YOU ARE ALWAYS WELCOME HERE!!**

## **CLOTHING**

We plan on having lots of fun here, sometimes messy too, so please dress your child in play clothes. Rubber soled shoes are also much safer for inside and outside play. During the summer months, we do not allow **clogs, crocs or flip-flops; all shoes must have a heel strap**. We do go outside during the winter (weather permitting), please have snow boots, pants, hat and gloves for your child. Please label all outerwear with your child's name or initials. Your child must have at least one set of extra clothes at the Center. Dress your child according to the weather. Please dress your child in clothes that they will be able to manage when going to the bathroom. Be aware that belts, overalls and some over the head sundresses and jumpers are difficult for children to manage on their own and really shouldn't be worn to school.

If your child does not have an extra set of clothes, the need may arise to call you to pick him or her up because we have no change of clothes.

Children must have a blanket for naptime; a child size pillow may be brought if desired. **Please write your child's name on both**. These will be sent home every week to be washed. Please return on Monday.

## **OUTDOOR PLAY**

Our Center goes outside twice daily year around. Winter temperatures near 25 degrees will be assessed for suitability according to sun, wind chill, and dampness on a daily basis. Summer temperatures over 90 degrees will be assessed with the heat index and if water play is involved. Outside play times are shortened in duration in excessive hot or cold weather. Outside play is suspended during rain, sleet or lightning and occasionally due to icy surfaces on the playground area. Please remember however, that the children need to have appropriate clothing to play outside in all types of weather. In the summer, they should have a bathing suit, towel, water shoes and sunscreen. In the winter, they should have a winter coat, snow pants, boots, hat, gloves and a scarf if wanted. They will also need to have a pair of shoes to change into after playing in the snow. All items should be labelled with either the child's name or initials.

## **TOYS**

Please do not let your child bring personal toys from home except for Show and Tell days. We have plenty of toys for all the children. Toys from home are often lost or broken from the many children playing with them. Toys, money or jewelry not being worn appropriately will be taken by the teacher and kept until the parent returns in the evening. We will not be responsible for lost or broken toys. For the foreseeable future, we are suspending all show and tell days due to the COVID pandemic so no stuffed animals or toys will be allowed into the center.

## **BIRTHDAYS AND PARTY DAYS**

We have several party days throughout the year. We not only welcome but also greatly appreciate treats from parents. You are welcome to bring in treats to share with your child's class in celebration of your child's birthday, please include the ingredients label of the treats to accommodate children with allergies. Please no peanut products.

Also, when inviting children to private birthday parties through the center, our rule is that if you are going to invite one, you have to invite them all. You may not pick and choose who gets invitations. You may choose to invite all the girls or all the boys in your child's class, but the invitation must be inclusive of all children one way or another. Please understand that it could be hurtful to other children if they are made aware that they have not been invited to a party that all their classmates are attending – that is the reasoning behind our rule.

**Please refrain from having gifts delivered that cannot be enjoyed by all.**

## **SCHOOLAGE SUMMER PROGRAM**

Our summer program, runs from the end of the school year through back to school time. Center philosophy is that children need a change from school readiness activities. Some activities are longer arts and crafts projects, Center “events” like a carnival, ice cream truck visit, picnics, and weekly field trips. There is still an inherent focus on retaining skills in literacy, math, and social studies. The program offers the reliability and safety that we build our reputation on. Tuition is the same as the basic rate. ALL schoolagers enrolled in the summer program, regardless of their schedule, are assessed an annual non-refundable activity fee of \$200.00 that is used to off-set the rising cost of transportation.

## **PAYMENT POLICIES**

When you enroll your child at Little Village, you are contracting for a specific number of days and will be quoted the tuition amount. It is required that one week’s fee be paid ahead as a deposit, along with a registration fee (currently \$40.00). Thereafter, tuition is due every week unless a vacation slip is filled out 7 days prior to the absence. We are not able to accommodate the switching of days from your contracted days unless a vacation slip is filled out 7 days prior to the change.

Notification of withdrawing your child must be in written form **7 days prior to your last day**. After a five-day absence without notification your child’s name will be dropped from our enrollment roster. **You will be required to pay these five days**. Your deposit will be your last week’s tuition.

Due to high cost in infant care, infants may take (10) excused absent (vacation) days during a calendar year.

During the months of June, July and August a maximum of (10) days will be allowed as an excused absence for vacation. If more days are taken than (10) days, this is considered unreasonable and we cannot guarantee your child’s spot.

Our operating expenses do not change when your child is sick or absent for any reason. Thus we contract with parents to provide service on a weekly basis. Your tuition fee is due each week that a vacation slip is not filled out. **There will be no exceptions to this policy.**

Payment is due on the first day of the week your child attends. If payment is not received by Wednesday closing, the account will be considered delinquent and a late payment charge of \$20.00 will be added Thursday morning. **If at the 2<sup>nd</sup> week of non-payment your child will be dropped from the enrollment. There will be no exceptions to this policy.**

Parents that receive financial assistance from Ohio Department of Jobs and Family Services (ODJFS) are required to pay a copay the 1<sup>st</sup> of each week. If payment is not made by the last day of the preceding week your child cannot attend on the 1<sup>st</sup> day of the new week. Copays not paid by the 1<sup>st</sup> of each week are considered delinquent and must be reported to ODJFS.

The charge for checks that are “non-sufficient” is \$45.00. Checks that have to be resent for the second time will be charged \$30.00 to cover bank charges.

Part time students are required to attend on the days they enrolled for when registering. We cannot accommodate changing of days, due to state laws governing the number of children per teacher and/or building size. Days may be changed permanently by talking with the director or administrator.

Third party payment students that are LCJFS may miss a maximum of 10 days during a six month calendar period (January through June and/or July through December). If your child misses more than the allotted absence days, you will be charged for those days at our full daily rate. Any missed days that are beyond the allowance will be billed at our full daily rate. There are no exceptions to this policy. If you fill out a vacation slip seven (7) days prior to an absence, the missed days will not count against your total.

## **STAFF BABYSITTING POLICY**

Our center policy is that no currently employed staff member may babysit for parents outside the center. Our staff is not allowed to transport any child(ren) in their own personal vehicle. There are no exceptions to this policy.

## **SOCIAL MEDIA POLICY**

At no time is our staff permitted to be “friends” with parents on Facebook or engage in any sort of social media. The Center maintains a business Facebook page on which we post many of our day to day activities – parents, grandparents etc. are encouraged to like our page.

## **GUIDANCE AND MANAGEMENT POLICY**

Proper behavior and order in the classroom is essential for the safety of all children. “Accentuate the positive, eliminate the negative” is our center motto.

We practice many forms of positive reinforcement such as verbal praise, stickers, stamps, and rewards. We have sticker charts, student of the month awards, caught being good recognition days. We are constantly working on developing new methods to call attention to the good behaviors.

Our guidance policy is based on Adler’s theory of natural and logical consequences. For example, running in the building would be addressed as “go back and use your walking feet this time”. These work very well because even the smallest child can understand the infraction and the consequence.

When necessary we do use traditional methods such as redirection, time outs and teaching children to “use their words” and “not their hands” when they feel threatened or angry. In addition:

1. No Spanking Policy.
2. We use positive reinforcement as much as possible.
3. Group attention methods used may include blinking overhead lights, ringing a bell, or using a whistle.
4. We use "time out".
  - a. "Time out" is maximum one minute per year of the child.
  - b. Repeated offenders will be brought to the attention of the director/administrator.
  - c. A parent consultation will be scheduled, if immediate improvement is not seen in the child's behavior, a seven day notice will be given and the child's enrollment terminated.
5. If a child is in a situation endangering himself/herself or another child or teacher, said child will be physically removed from the situation and temporarily held if necessary in order to prevent further trauma.
  - a. The second time a child must be restrained, they will be dismissed permanently.
6. Behavior disruptive enough that the child must be removed from the regular classroom setting and brought to the director/administrator shall warrant a parent consultation with the first warning being given the parents. One to three day suspensions may be imposed by the director or administrator for continued misbehavior. Tuition will be due as scheduled for the missed days.
7. The following shall warrant dismissal: hitting a teacher, offensive or obscene language, throwing chairs or other objects, endangering self, other children, or teachers with their misbehavior and any unchecked

aggression.

This Center reserves the right to immediately dismiss any enrolled child at our discretion without cause or explanation.

### **SCHOOLAGE SUPERVISION POLICY**

The center provides a before and after school program for our schoolage friends, as well as a full time summer program. Our supervision policy for schoolagers upholds the same standards we hold for our younger enrollees. Schoolagers are not permitted to walk about the building without a teacher having direct line of sight to them. They may use the facilities without direct observation, but a staff member will still have direct line of sight to the door of the bathroom. Our bathrooms for schoolagers and older preschool children are located at the front of the building, and vigilance is required so that no child can just walk out the front door. Teachers will position themselves in the thresholds of their classrooms so as to maintain line of sight at any time a schoolager leaves the classroom. All child guidance policies as well as dismissal or expulsion criteria remain the same for this age group.

# DAILY SCHEDULE

Infant Room

---

- 6:30-8:30 Greeting and assisting infants with their separation from parents and integrating them to the center room and toy exploration
- 8:00-8:30 Breakfast
- 8:30-8:45 Diapering
- 9:00-9:15 Circle Time/Story time
- 9:15-9:30 Music
- 9:30-10:00 Exercise/Outside Time
- 10:30-10:45 Diapering
- 11:00-11:30 Craft or organized activity
- 11:30-12:00 Lunch and Diapering
- 12:00-2:00 Nap or Free Play/if applicable – ½ hour of outside time
- 2:30-3:00 Snack and Diapering
- 3:00-3:30 Story Time
- 3:30 – 4:00 Exercise/Outside Time
- 4:00-4:30 Organized Physical Activity and Diapering
- 4:30-5:00 Music
- 5:00-6:00 Free Play

# DAILY SCHEDULE

Classroom # 3

Toddler I

7:30 - 8:00	(30 min)	Group Activity: Lead a short group activity that builds on children's skills and interests.
8:00 - 8:30 (30 min)		Breakfast: Sit with children and enjoy breakfast together.
8:30 - 8:45	(15 min)	Diapering/Washing & Table Activity
8:45 - 9:00	(15 min)	Center Time for Cognitive Development: Allow children to explore interest areas (blocks, dramatic play, art, sand and water, computers, library, toys and games, and discovery) by creating inviting theme activities at such centers.
9:00 - 9:30	(30 min)	Arts/Crafts & Morning Snack: Guide children in an art activity. Inspire children's creativity and self-expression. Serve a small nutritious snack.
9:30 - 10:00	(30 min)	Outdoor Choice Time: Supervise the playground toys and equipment. Observe and interact with children as they jump rope, play ball, ride bikes and so on.
10:00 - 10:30	(30 min)	Circle Time: Share news, talk about the day's activities, and talk about the choices for the morning. Attendance, calendar, weather, pledge, helpers, learning wall, and a rhyming song or" finger play.
10:30 - 11:00	(30 min)	Center Time for Cognitive Development: Allow children to explore interest areas (blocks, dramatic play, art, sand and water, computers, library, toys and games, and discovery) by creating inviting theme activities at such centers.
11:00 - 11:30	(30 min)	Diapering/Washing for lunch/Music/rhythms/story time: Lead children in singing songs, finger plays, and dancing. Use musical instruments and props. Engage children in focusing on early literacy skills by reading books.
11:30 - 12:00	(25 min)	Lunch: Encourage conversations about the day's events, the meal, and topics of interest to children.
12:00 - 2:00	(120 min)	Rest Time: Help children relax, so they can fall asleep. Play soft music and rub their backs.
2:00 - 2:15	(15 min)	Diapering/Washing for Snack
2:15 - 2:30	(15 min)	Snack Time: Sit and enjoy a healthy snack together.
2:30 - 3:00	(30 min)	Outdoor Choice Time: Supervise the playground toys and equipment. Observe and interact with children as they jump rope, play ball, ride bikes and so on.
3:00 - 3:30	(30 min)	Center Time for Cognitive Development: Allow children to explore interest areas (blocks, dramatic play, art, sand and water, computers, library, toys and games, and discovery) by creating inviting theme activities at such centers.
3:30 - 4:00	(30 min)	Music/Rhythms/Story time: Lead children in singing songs, finger plays, and dancing. Use musical instruments and props. Engage children in focusing on early literacy skills by reading books.
4:00 - 4:15 (15 min)		Diapering/Washing & Table Activity
4:15 - 4:45 (30 min)		Center Time for Cognitive Development: Allow children to explore interest areas (blocks, dramatic play, art, sand and water, computers, library, toys and games, and discovery) by creating inviting theme activities at such centers.
4:45 - 5:15	(30 min)	Afternoon Circle Time: Lead a group discussion about the day and plans for the next day. Invite the children to reflect on the day.
5:15 - 6:00	(45 min)	TV time

# **DAILY SCHEDULE**

Classroom # 3

Toddler II

7:30 - 8:00	(30 min) Group Activity: Lead a short group activity that builds on children's skills and interests.
8:00 - 8:30 (30 min)	Breakfast: Sit with children and enjoy breakfast together.
8:30 - 8:45	(15 min) Toileting/Washing & Table Activity
8:45 - 9:00	(15 min) Center Time for Cognitive Development: Allow children to explore interest areas (blocks, dramatic play, art, sand and water, computers, library, toys and games, and discovery) by creating inviting theme activities at such centers.
9:00 - 9:30	(30 min) Outdoor Choice Time: Supervise the playground toys and equipment. Observe and interact with children as they jump rope, play ball, ride bikes and so on.
9:30 - 10:00	(30 min) Circle Time : Share news, talk about the day's activities, and talk about the choices for the morning. Attendance, calendar, weather, pledge, helpers, learning wall, and a rhyming song or finger play.
10:00 - 10:30	(30 min) Arts/Crafts & Morning Snack: Guide children in an art activity. Inspire children's creativity and self-expression. Serve a small nutritious snack.
10:30 - 11:00	(30 min) Center Time for Cognitive Development : Allow children to explore interest areas (blocks, dramatic play, art, sand and water, computers, library, toys and games, and discovery) by creating inviting theme activities at such centers.
11:00 - 11:30	(30 min) Toileting/Washing for lunch/Music/rhythms/story time: focus on potty training. Lead children in singing songs, finger plays, and dancing. Use musical instruments and props. Engage children in focusing on early literacy skills by reading books.
11:30 - 12:00	(30 min) Lunch: Encourage conversations about the day's events, the meal, and topics of interest to children (Set Cots)
12:00 - 2:00	(120 min) Rest Time: Help children relax, so they can fall asleep. Play soft music and rub their backs.
2:00 - 2:15	(15 min) Toileting/Washing for snack
2:15 - 2:30	(15 min) Snack time: Sit and enjoy a healthy snack with the children.
2:30 - 3:00	(30 min) Music/rhythms/story time: Lead children in singing songs, finger plays, and dancing. Use musical instruments and props. Engage children in focusing on early literacy skills by reading books.
3:00 - 3:30	(30min) Outdoor Choice Time
3:30 - 4:00	(30 min) Center Time for Cognitive Development: Allow children to explore interest areas (blocks, dramatic play, art, sand and water, computers, library, toys and games, discovery) by creating inviting theme activities.
4:00 - 4:15	(15 min) Toileting/Washing & Table Activity
4:15 - 4:45	(30 min) Center Time for Cognitive Development: Allow children to explore interest areas (blocks, dramatic play, art, sand and water, computers, library, toys and games, discovery) by creating inviting theme activities.
4:45 - 5:15	(30 min) Group Time: Lead a group discussion about the day and plans for the next day. Invite the children to reflect on the day.
5:15 - 6:00	(45 min) TV Time

# **DAILY SCHEDULE**

Classroom # 3

Toddler III

7:30 - 8:00	(30 min) Group Activity: Lead a short group activity that builds on children's skills and interests.
8:00 - 8:30	(30 min) Breakfast: Sit with children and enjoy breakfast together.
8:30 - 8:45	(15 min) Toileting/Washing & Table Activity
8:45 - 9:00	(15 min) Center Time for Cognitive Development: Allow children to explore interest areas (blocks, dramatic play, art, sand and water, computers, library, toys and games, and discovery) by creating inviting theme activities at such centers.
9:00 - 9:30	(30 min) Circle Time: Share news, talk about the day's activities, and talk about the choices for the morning. Attendance, calendar, weather, pledge, helpers, learning wall, and a rhyming song or finger play.
9:30 - 10:00	(30 min) Arts/Crafts & Morning Snack: Guide children in an art activity. Inspire children's creativity and self-expression. Serve a small nutritious snack.
10:00 -10:30	(30 min) Center Time for Cognitive Development : Allow children to explore interest areas (blocks, dramatic play, art, sand and water, computers, library, toys and games, discovery) by creating inviting theme activities.
10:30 - 11:00	(30 min) Outdoor Choice Time: Supervise the playground toys and equipment. Observe and interact with instruments or props.
11:00 - 11:30	(30 min) Toileting/Washing for lunch/Music/rhythms/story time: focus on potty training. Lead children in singing songs, finger plays, and dancing. Use musical instruments and props. Engage children in focusing on early literacy skills by reading books.
11:30 - 12:00	(30 min) Lunch: Encourage conversations about the day's events, the meal, and topics of interest to children. (Set Cots)
12:00 - 2:00	(120 min) Rest Time: Help children relax, so they can fall asleep. Play soft music and rub their backs.
2:00 - 2:15	(15 min) Toileting/washing for snack
2:15- 2:30	(15 min) Snack time: Sit and enjoy a healthy snack with the children.
2:30 - 3:00	(30 min) Music/rhythms/story time: Lead children in singing songs, finger plays, and dancing. Use musical instruments and props. Engage children in focusing on early literacy skills by reading books.
3:00 - 3:30	(30min) Outdoor Choice Time
3:30 - 4:00	(30 min) Center Time for Cognitive Development : Allow children to explore interest areas (blocks, dramatic play, art, sand and water, computers, library, toys and games, discovery) by creating inviting theme activities.
4:00 - 4:15	(15 min) Toileting/Washing & Table Activity
4:15 - 4:45	(30 min) Center Time for Cognitive Development: Allow children to explore interest areas (blocks, dramatic play, art, sand and water, computers, library, toys and games, discovery) by creating inviting theme activities.
4:45 - 5:15	(30 min) Group Time: Lead a group discussion about the day and plans for the next day. Invite the children to reflect on the day.
5:15 - 6:00	(45 min) TV Time

# DAILY SCHEDULE

Classroom # 1

Preschool I

7:30 - 8:00	(30 min) Free Choice: Guide children in selecting interest areas. Observe and interact with individual children to extend play and learning. Lead a short small group activity that builds on children's skills and interests.
8:00 - 8:30	(30 min) Breakfast: Wash hands and sit with children and enjoy breakfast together.
8:30 - 9:00	(30 min) Toileting/ Washing hands/ Dressing for outside
9:00 - 9:30	(30 min) Outdoor Choice Time: Supervise the playground toys and equipment. Observe and interact with children as they jump rope, play ball, ride bikes and so on."
9:30 - 10:00	(30 min) Circle Time: Share news, talk about the day's activities, and talk about the choices for the morning. Attendance, calendar, weather, pledge, helpers, learning wall, and a rhyming song or finger play.
10:00 - 10:30	(30 min) Arts/Crafts: Guide children in an art activity. Inspire children's creativity and self-expression.
10:30 - 11:00	(30 min) "Center Time for Cognitive Development: Allow children to explore interest areas (blocks, dramatic play, art, sand and water, computers, library, toys and games, and discovery) by creating inviting theme activities
11:00 - 11:15	(15 min) Set Cots/Toileting/Wash for Lunch
11:15 - 11:30	(15 min) Music/Rhythm: Lead children in singing songs, finger plays and/or dancing. Use musical instruments or props.
11:30 - 12:00	(30 min) Lunch: Encourage conversations about the day's events, the meal, and topics of interest to children.
12:00 - 2:00	(120 min) Rest Time: Help children relax, so they can fall asleep. Play soft music and rub their backs.
2:00 - 2:20	(20 min) Toileting/Wash for Snack
2:20 - 2:40	(20 min) Snack Time: Sit with children and enjoy a snack together.
2:40 - 3:00	(20 min) Group Time/Dressing for outside
3:00 - 3:30	(30 min) Outside Time
3:30 - 4:00	(30 min) Afternoon Circle Time: Lead a group discussion about the day and plans for the next day. Invite children to reflect on the day.
4:00 - 4:15	(15 min) Toileting/Washing
4:15 - 5:00	(45 min) Center Time for Cognitive Development: Allow children to explore interest areas (blocks, dramatic play, art, sand and water, computers, library, toys and games, and discovery) by creating inviting theme activities at such centers.
5:00 - 6:00	(60 min) TV Time

# DAILY SCHEDULE

Classroom # 1

Preschool II

7:00 - 7:45	(30 min) Free Choice: Guide children in selecting interest areas. Observe and interact with individual children to extend play and learning. Lead a short small group activity that builds on children's skills and interests.
7:45 - 8:00	(15 min) Toileting / Washing
8:00 - 8:20	(20 min) Breakfast: Sit with children and enjoy breakfast together.
8:20 - 9:00	(40 min) Center Time for Cognitive Development: Allow children to explore interest areas (blocks, dramatic play, art, sand and water, computers, library, toys and games, and discovery) by creating inviting theme activities at such centers.
9:00 - 9:30	(30 min) Circle Time: Share news, talk about the day's activities, and talk about the choices for the morning. Attendance, calendar, weather, pledge, helpers, learning wall, and a rhyming song or finger play.
9:30 - 10:00	(30 min) Outdoor Choice Time: Supervise the playground toys and equipment. Observe and interact with children as they jump rope, play ball, ride bikes and so on.
10:00 - 10:15	(15 min) Toileting/ Washing hands
10:15 - 10:45	(30 min) Center Time for Cognitive Development: Allow children to explore interest areas (blocks, dramatic play, art, sand and water, computers, library, toys and games, and discovery) by creating inviting theme activities
10:45 - 11:05	(20 min) Arts/Crafts: Guide children in an art activity. Inspire children's creativity and self-expression.
11:05 - 11:25	(20 min) Music/Rhythm: Lead children in singing songs, finger plays and/or dancing. Use musical instruments or props.
11:25 - 11:35	(10 min) Set Cots/Toileting/Wash for Lunch
11:35 - 12:05	(30 min) Lunch: Encourage conversations about the day's events, the meal, and topics of interest to children.
12:05 - 2:20	(135 min) Rest Time: Help children relax, so they can fall asleep. Play soft music and rub their backs.
2:20 - 2:30	(10 min) Toileting/Wash for Snack
2:30 - 2:45	(15 min) Snack Time: Sit with children and enjoy a snack together.
2:45-3:30	(45 min) Group/Story Time: Lead a group discussion about the day and plans for the next day. Invite children to reflect on the day.
3:30 - 4:00	(30min) Outdoor Free Choice
4:00 - 4:45	(45 min) "Center Time for Cognitive Development: Allow children to explore interest areas (blocks, dramatic play, art, sand and water, computers, library, toys and games, and discovery) by creating inviting theme activities
4:45 - 5:00	(15 min) Toileting/Washing
5:00-6:00	(60 min) TV TIME

# **DAILY SCHEDULE**

Classroom # 2

Pre-K I

7:00 - 7:45	(30 min) Free Choice: Guide children in selecting interest areas. Observe and interact with individual children to extend play and learning. Lead a short small group activity that builds on children's skills and interests.
7:45 - 8:00	(15 min) Toileting/Washing for Breakfast
8:00 - 8:25	(25 min) Breakfast: Sit with children and enjoy breakfast together.
8:25 - 9:00	(35min) Center Time for Cognitive Development: Allow children to explore interest areas (blocks, dramatic play, art, sand and water, computers, library, toys and games, and discovery) by creating inviting theme activities at such centers.
9:00 - 9:30	(30 min) Arts/Crafts: Guide children in an art activity. Inspire children's creativity and self-expression.
9:30 - 10:00	(30 min) Circle Time: Share news, talk about the day's activities, and talk about the choices for the morning. Attendance, calendar, weather, pledge, helpers, learning wall, and a rhyming song or finger play.
10:00 - 10:30	(30 min) Outdoor Choice Time: Supervise the playground toys and equipment. Observe and interact with children as they jump rope, play ball, ride bikes and so on.
10:30 - 10:45	(15 min) Potty and Wash hands
10:45 - 11:00	(15 min) Music/Rhythm: Lead children in singing songs, finger plays and/or dancing. Use musical instruments or props.
11:00 - 11:30	(30 min) Center Time for Cognitive Development: Allow children to explore interest areas (blocks, dramatic play, art, sand and water, computers, library, toys and games, and discovery) by creating inviting theme activities at such centers.
11:30 - 11:45	(15 min) Potty and Wash hands
11:45 - 12:15	(30 min) Lunch: Encourage conversations about the day's events, the meal, and topics of interest to children.
12:15 - 2:20	(125 min) Rest Time: Help children relax, so they can fall asleep. Play soft music and rub their backs.
2:20 - 2:40	(20 min) Story Time
2:40 - 2:55	(15 min) Toileting/Wash for Snack
2:55 - 3:15	(20 min) Snack Time: Sit with children and enjoy a snack together.
3:15 - 4:00	(45 min) Center Time for Cognitive Development
4:00 - 4:15	(15 min) Group Time: Lead a group discussion about the day and plans for the next day. Invite children to reflect on the day. Read and discuss a storybook.
4:15 - 4:45	(30 min) Outdoor Free Choice
4:45 - 5:00	(10 min) Toileting/Washing
5:00 - 6:00	(60 min) TV Time

# DAILY SCHEDULE

Classroom # 2

Pre-K II

7:00 - 7:45	(30 min) Free Choice: Guide children in selecting interest areas. Observe and interact with individual children to extend play and learning. Lead a short small group activity that builds on children's skills and interests.
7:45 - 8:00	(15 min) Toileting/Washing for Breakfast
8:00 - 8:25	(25 min) Breakfast: Sit with children and enjoy breakfast together.
8:25 - 9:00	(35min) Center Time for Cognitive Development: Allow children to explore interest areas (blocks, dramatic play, art, sand and water, computers, library, toys and games, and discovery) by creating inviting theme activities at such centers.
9:00 - 9:30	(30 min) Circle Time: Share news, talk about the day's activities, and talk about the choices for the morning. Attendance, calendar, weather, pledge, helpers, learning wall, and a rhyming song or finger play.
9:30 - 10:00	(30 min) Arts/Crafts: Guide children in an art activity. Inspire children's creativity and self-expression.
10:00 - 10:15	(15 min) Music/Rhythm: Lead children in singing songs, finger plays and/or dancing. Use musical instruments or props.
10:15 - 10:30	(15 min) Toileting/Washing
10:30 - 11:00	(30 min) Center Time for Cognitive Development: Allow children to explore interest areas (blocks, dramatic play, art, sand and water, computers, library, toys and games, and discovery) by creating inviting theme activities at such centers.
11:00 - 11:30	(30 min) Outdoor Choice Time: Supervise the playground toys and equipment. Observe and interact with children as they jump rope, play ball, ride bikes and so on.
11:30 - 11:45	(15 min) Wash hands for lunch
11:45-12:15	(30 min) Lunch: Encourage conversations about the day's events, the meal, and topics of interest to children.
12:15 - 2:30	(120 min) Rest Time: Help children relax, so they can fall asleep. Play soft music and rub their backs.
2:30 - 2:45	(15 min) Story Time
2:45 -3:00	(15 min) Toileting/Wash for Snack
3:00 - 3:15	(15 min) Snack Time: Sit with children and enjoy a snack together.
3:15 - 4:00	(45 min) Center Time for Cognitive Development
4:00 - 4:15	(15 min) Group Time: Lead a group discussion about the day and plans for the next day. Invite children to reflect on the day. Read and discuss a storybook.
4:15 - 4:45	(30 min) Outdoor Free Choice
4:45 - 5:00	(15 min) Toileting/Washing
5:00 - -6:00	(60 min) TV Time

## **DAILY SCHEDULE**

Classroom # 2

School-age Alt Schedule

7:00 - 7:40	(20 min) Free Choice: Guide children in selecting interest areas. Observe and interact with individual children to extend play and learning. Lead a short small group activity that builds on children's short small group activity that builds on children's skills and interests.
7:40 - 7:50	(20 min) Toileting / Washing for Breakfast
7:50 - 8:05	(15 min) Breakfast: Sit with children and enjoy breakfast together.
8:05 - 8:10	(10 min) Getting belongings around for school.
8:10 - 8:20	(10 min) Wait for and Load School Bus.
8:20 - 3:45	At School
3:45 - 3:55	(10 min) Arriving at LVP
3:55 - 4:05	(10 min) Washing for Snack
4:05 - 4:20	(10 min) Snack
4:20 - 4:50	(30 min) Outside Time
4:50 - 5:00	(10 min) Getting ready for TV Time
5:00 - 6:00	(60 min) TV Time

## DAILY SCHEDULE

Classroom # 2

School-age Full Day

- 7:00 - 7:45 (30 min) Free Choice: Guide children in selecting interest areas. Observe and interact with individual children to extend play and learning. Lead a short small group activity that builds on children's skills and interests.
- 7:45 - 8:00 (15 min) Toileting/Washing for Breakfast
- 8:00 - 8:25 (25 min) Breakfast: Sit with children and enjoy breakfast together.
- 8:25 - 9:00 (35min) Center Time for Cognitive Development: Allow children to explore interest areas (blocks, dramatic play, art, sand and water, computers, library, toys and games, and discovery) by creating inviting theme activities at such centers.
- 9:00 - 9:30 (30 min) Arts/Crafts: Guide children in an art activity. Inspire children's creativity and self-expression, morning. Attendance, calendar, weather, pledge, helpers, learning wall, and a rhyming song or finger play.
- 9:30 - 10:00 (30 min) Circle Time: Share news, talk about the day's activities, and talk about the choices for the morning. Attendance, calendar, weather, pledge, helpers, learning wall, and a rhyming song or finger play.
- 10:00 - 10:30 (30 min) Outdoor Choice Time: Supervise the playground toys and equipment. Observe and interact with children as they jump rope, play ball, ride bikes and so on.
- 10:30 - 10:35 (5 min) Wash Hands
- 10:35 - 11:00 (25 min) Small Group Time &/or Music & Rhythm: Children form in to small groups and cooperatively play and learn through hands on experiences. Lead children in singing songs, finger plays and/or dancing. Use musical instruments or props.
- 11:00 - 11:30 (30 min) Center Time for Cognitive Development: Allow children to explore interest areas (blocks, dramatic play, art, sand and water, computers, library, toys and games, and discovery) by creating inviting theme activities at such centers.
- 11:30 - 11:45 (15 min) Wash hands for lunch
- 11:45 -12:20 (35min) Lunch: Encourage conversations about the day's events, the meal, and topics of interest to children.
- 12:20 - 1:00 (40 min) Quiet Time: Children spend time reading quietly, playing quiet games, and/or doing quiet projects.
- 1:00 - 2:30 (90 min) Outdoor Choice Time: Supervise the playground toys and equipment. Observe and interact with children as they jump rope, play ball, ride bikes and so on.
- 2:30 - 2:45 (15 min) Toileting/Wash for Snack
- 2:45 - 3:00 (15 min) Snack Time: Sit with children and enjoy a snack together.
- 3:00 - 4:00 (60 min) Center Time for Cognitive Development
- 4:00 - 4:30 (30 min) Outdoor Free Choice
- 4:30 - 4:50 (20 min) Group Time: Lead a group discussion about the day and plans for the next day. Invite children to reflect on the day. Read and discuss a storybook.
- 4:50 - 5:00 (10 min) Toileting/Washing
- 5:00 - 6:00 (60 min) TV Time

**The following is an appendix from the Ohio Department of Job and Family Services Child Care Licensing Agency – it contains information that all parents are required to have regarding this child care program.**

### **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 childcare 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 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 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://chilcaresearch.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, Suite 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 Street, 37<sup>th</sup> floor  
Columbus, OH 43215-3414  
(614) 644-2703 (voice)  
1-866-277-6353 (toll free)  
1-866-221-6700 (TTY) or (614) 995-9961  
(614) 752-6381 (fax)

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/cdc/families.stm>.

