

PARENT HANDBOOK



Jolly Tots[®] Too!

Specialized
Child-Care Services

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ABOUT US-----

Dear Parent,

Welcome to Jolly Tots Too!. We are very pleased you have selected our center to provide for the care, nurturing and education of your child.

Jolly Tots Too! is licensed by the Ohio Department of Job and Family Services. The center opened in August of 1997. The parent center, Jolly Tots, Inc., originally opened in July of 1989 and was sold in July of 1998. Jolly Tots, Inc. established a nine-year history of excellence in providing the northwest community with high-quality child-care services, before moving to the New Albany area.

The original Jolly Tots program was established for the purpose of providing safe, reliable child care for the working family. The center has since successfully established noted creditability within the New Albany surrounding communities for delivery of high-quality child-care services. Our services provide love, nurturing, and guidance while introducing educational learning experiences that stimulate the child's mind, body and spirit to develop in a most natural, healthy manner.

We believe it to be a necessary requirement for all children to have the opportunity to receive the very best possible influence during the early growth years; positive experiences that enable the young child to make a rewarding transition as he/she enters each stage of higher development, thus promoting a healthy adulthood. By fostering the child's ability to gain a sense of security and trust, this action helps build further attainment of a strong self-concept, self-worth, self-esteem, and sense of belonging.

The most precious gift we can offer our children is the opportunity for genuine love and protection in addition to providing learning experiences that will enrich young lives and stimulate minds as children learn about the people and the world around them.

Again, welcome to Jolly Tots Too! As we begin this partnership, keep in mind that we will do our very best to provide you and your child with the highest quality in child-care services. Please let us know how we may be of help regarding any concerns and/or questions.

Kelly Clement
Program Administrator

Introduction to Parent Handbook

This handbook will provide you with the information needed to understand the center's operating policies and procedures, daily activities, and state standards that govern child care in Ohio.

All information is dated to clarify the effective date for all policies. We hope you will work with us and understand that although the policy information may appear somewhat restrictive, the overall outcome provides for the needs of all of our families, the center, and its employees. Please acknowledge these needs by reading this handbook in its entirety and abiding by the policies set forth. Your support will enable the center to maintain safe standards and allow us to continue to provide for high-quality child-care services.

In addition to reading this *Parent Handbook*, we request that each family sign the Parent Handbook Agreement enclosed in this packet. The agreement verifies your understanding and acknowledgement of center expectations.

Our goal is to foster a parent/center partnership. Please feel free to contact a center representative should you have any questions and/or concerns regarding the enclosed information.

Note: Throughout this handbook, all references to parent(s) should be understood to include legal guardians as well. While we acknowledge that some families may have more than one child attending our center, most references in this handbook denote a single child per family.

Parent Handbook/Addendums/Memos

In order to provide you with updated information and/or changes in policies, we will be providing handbook addendums and memos from time to time.

Please keep this *Parent Handbook* and refer to it when needed. Should you have questions or concerns, please feel free to stop by our office or telephone us at your convenience.

A fee of \$5.00 is charged for additional handbooks should they be lost, misplaced, etc.

It is the sole responsibility of each parent to be knowledgeable regarding the contents of the *Parent Handbook*, memos, and requirements of the center. It is also the parent's responsibility to request a meeting with the Administrator should there be any questions and/or concerns regarding standing policies.

Families are required to abide by all policies and procedures. Failure to comply with these requirements may lead to termination of child-care services.

Philosophy

The center's program combines early life-style and health and wellness education programs. A comprehensive, educational, learning-center curriculum is provided and directed toward the individual needs of each child in order to promote the optimal level of development. The center is dedicated to providing each child with the best possible foundation for successfully accomplishing the growth and developmental milestones.

Jolly Tots Too! is one of the few child-care centers in Central Ohio established and supervised by healthcare professionals. The center administrator and teacher/child-care providers strongly support the traditional family values of protecting and promoting the child's health and well-being. As child/parent advocates, we promote parent/teacher daily communication and ongoing early childhood educational opportunities. Our goal is to promote cohesiveness between parent and child-care center, thus promoting a harmonious parent/teacher relationship.

Demographic/License Information

Jolly Tots Too! is conveniently located at 5511 N. Hamilton Road in Columbus, Ohio. The center occupies approximately 12,200 square feet.

Jolly Tots Too! provides child-care services for children ages six weeks through Kindergarten. The center does not provide transportation.

The center is open from 6:45 a.m. to 6:30 p.m., Monday through Friday. Jolly Tots, Too! is closed on weekends, holidays, and during severe weather events.

Full-time child care is provided depending on space availability. There are no part-time spaces available.

A qualified administrator or assistant administrator remains on site during all hours of operation. A professional experienced nurse is on site during the major hours of operation.

The center has an open door policy for all registered parents and families. All parent inquiry calls regarding a child's daily status are welcomed.

Jolly Tots Too! is licensed by the Ohio Department of Job and Family Services. The license is posted in the main entrance of the building. The center's records—including fire code, license compliance report forms, building inspections, and parent reference letters—are available to view on request and are posted on the main office Parent Information Board.

Should any person suspect a violation at the center, he/she may contact the Ohio Department of Job and Family Services toll-free at 800/282-1190 or locally at 614/466-7765.

If for any reason, you have concerns or questions regarding events taking place or actions/behaviors exhibited by staff, please do not hesitate to bring them to our immediate attention.

License Capacity

The center is licensed to serve Infants, Toddlers, Pre-School/Pre-K, and School Age.
See our license compliance form located on the office bulletin board.

CENTER EMPLOYEE/CHILD RATIOS AND SMALL GROUP SIZES

Group	Employee/Child	Group Size	Dept. of Human Services State Standards
Infants	1 : 3	3 - 8 groups	1 : 5 or 2 : 12
Transition (12-18 Months)	1 : 4	4 - 3 groups	1 : 5 or 2 : 12
Toddlers (18-30 Months)	1 : 4	4 - 3 groups	1 : 7
Young Pre-School			
(24-30 Months)	1 : 6	6 - 2 groups	1 : 7
(30-36 Months)	1 : 7	7 - 2 groups	1 : 8
Pre-School 3-4 years	1 : 8/9	8/9 - 2 groups	1 : 12
Pre-School 4-5 years	1 : 12/14	12/14 - 2 groups	1 : 14
Kindergarten	1 : 15/16	1 group	1 : 18

The center at minimum maintains these ratios and maximum group size is never more than double the group ratio.

The center maintains licensing standards and the center compliance record on premises should a parent have an inquiry regarding ratio maintenance.

Room observations and census checks are made randomly throughout the day by office and administrative personnel.

*Note: All children will be supervised at all times.

Ohio Department of Job and Family Services

CENTER PARENT INFORMATION REQUIRED BY OHIO ADMINISTRATIVE CODE

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

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

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

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

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

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

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

It is unlawful for the facility 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.

** This information must be given in writing to all parents, guardians, and employees as required in 5101: 2-12-30 of the Ohio Administrative Code.*

Environment

The center encompasses approximately 12,200 square feet and may accommodate more than 150 children. The totality of the surroundings is designed to be friendly and inviting to parents and children.

The decorative arrangements and use of warm environmental color tones are carefully selected to suggest a home-like setting.

Each classroom allows for direct sensory encounters and provides for the developmental needs, abilities, and interests of each child. Audio-visual equipment is available to provide for the child's enjoyment and educational interests. All indoor and outdoor equipment and supplies are carefully chosen based on their quality of construction, ability to provide pleasure, educational value, safety, and the capacity to stimulate the child's curiosity and cognitive development.

Rooms are designed to be spacious and provide a variety of learning center activity areas for children to explore.

The Muscle Room provides additional play space and encourages children's interest and self-expression for representational play. A fenced playground and water fountain are provided for outdoor activities.

Children receive snacks according to scheduled hours. Children scheduled 6:45 a.m.—6:30 p.m. receive breakfast (8:00 a.m.), mid-morning snack (10:00 a.m.), lunch (sack lunch provided by parent), and one mid-afternoon snack at 3:15 p.m. The center provides all beverages.

Bathroom facilities are child-size to encourage self-learning skills and independence.

To minimize the amount of bacteria and dirt brought into the classroom on shoes, Jolly Tots Too! requests that parents and other visitors remove their shoes prior to entering the Infant Room.

All child equipment--- toys, cots, cribs, chairs, tables, etc.--- are disinfected daily. Infant crib sheets are laundered daily. Children's blankets/quilts (to be provided by parents) are to be taken home and laundered no less than once a week.

An intercom system connects each classroom with the front office in case of an emergency and/or needed communication.

A fire-alarm system is maintained throughout the entire center. In addition, fire exit doors and emergency exit signs are located in each classroom. Extinguishers are readily available in designated areas of the center.

The classrooms are consistently monitored to observe for child-care supervision and maintenance of ratios, and to provide for classroom and/or individual needs.

An administrator and/or designated assistant administrator is on site during hours of operation, in addition to nursing assistance.

Professional Staff

Qualifications/Training

Jolly Tots, Too! child-care providers are selected on the basis of their education, child-care experiences, trustworthiness, and dependability.

General professional staff qualifications include advanced educational studies in child development, early childhood education, child psychology, nursing, and/or other related fields, or a minimum of one year's experience caring for children in the assigned age group. The level or scope of experience required is largely dependent upon specific requirements as defined by the position description.

Thorough personal and professional reference checks are completed on each applicant and personal backgrounds are carefully screened. These screenings include a fingerprint search conducted by the Bureau of Criminal Investigation.

Jolly Tots, Too! in compliance with the Ohio Department of Job and Family Services standards, requires that all child-care providers complete continuing-education courses to include First Aid, Communicable Diseases, Child Abuse Prevention and Recognition, and Early Childhood Growth and Development. In addition, all child-care providers are required to receive training and validation for Infant/Child Cardiopulmonary Resuscitation (CPR).

Each teacher/child-care provider completes an orientation program. During this period of training, the employee is assigned to and trained by an experienced child-care provider.

The child-care provider must display proficiency in the skills required to demonstrate knowledge of age-appropriate activities, understanding of the growth and developmental needs of children, health and safety awareness, interpersonal communication, organization, and a strong ability to nurture and love children.

Role—Duties and Responsibilities

Jolly Tots, Too! attempts to maintain consistent child/child-care provider interactions to promote continuity and enhance each child's well being. Within each classroom, there are primary and associate providers. The role of the primary provider is to develop, implement, and supervise the weekly and daily lesson plans. In addition, these individuals strive to maintain order and harmony between the interactions of provider and parents and children. The associate and primary providers work in a team-like fashion to assist in the planning and implementation of classroom activities.

One *Administrator* owns and operates Jolly Tots Too! Kelly Clement is the Program Administrator. Kelly oversees marketing, risk management/quality control and development, and fulfillment of all program components. Kelly is responsible for the total quality-management aspects of programs. She addresses programmatic concerns, policy developments, training, and education, in addition to participating in center-wide activities and functions. She is responsible for conducting tours, addressing prospective client and parent concerns, child placement, enforcing center policies, and overseeing classroom activities to help ensure the safety and well-being of the children.

The *Office Manager* oversees the financial aspects of the program. This person is responsible for client and business accounts, tuition receipts, and assists with other aspects of the program. This individual supervises all levels of personnel, assists the Administrator with programmatic activities, and acts with administrator authority during the Administrator's absence.

The *Assistant Administrator* is responsible for addressing prospective client and parent concerns, child placement, enforcing center policies, and overseeing classroom activities to help ensure the safety and well-being of the children. Like the Office Manager, this individual supervises all levels of personnel, assists the Administrator with programmatic activities, and acts with administrator authority during the Administrator's absence.

The *Education Program Coordinator* assists with the monitoring and execution of all educational aspects of the program curriculum and activity functions throughout the school year. This individual also serves as primary teacher for an assigned Pre-School or Pre-K classroom.

The center employs a *part-time environmental maintenance individual* to help ensure a clean, healthy atmosphere.

A *Nurse* assists the Administrator and Office Staff with medication administration, assessment, evaluation and attention to injuries, behavior modification and education sessions with children, and general management of the day-to-day operations.

Teamwork and unity are emphasized throughout the center in an attempt to maintain a pleasant and friendly work environment.

Education Components

Emotional/Social	Multicultural
Gross/Fine Motor	Music
Health/Etiquette	Science
Language/Literature	Social/Science
Math	

Our educational program is designed to optimize each child's physical, emotional, intellectual, cognitive, and social development.

All equipment, supplies, and child-care provider interactions are geared toward enhancing the sensory and gross- and fine-motor development of each child, infancy through Kindergarten.

Each child-care area maintains a daily activity schedule in conjunction with a weekly curriculum plan. This lesson plan is posted each week and denotes the weekly theme, objective, activities, and purpose of each of the self-development areas.

Self-development areas include: gross and fine motor, dramatic/creative play, math, science, health and safety, etiquette, language and literature, music, dance, social-science and multicultural. We welcome and encourage parent participation.

Growth & Development Stages

Infancy is a time for bonding. It is the most difficult time for both parent and child to be separated. An infant's rapid growth requires energy and patience from the child-care provider. Although all stages of development are important, special emphasis is required during infancy as it is a time for the development of security and trust—a time when the attachment/bonding process takes place.

Infants are cuddled, rocked, and loved. The infant stimulation program contributes to the physical, intellectual, and social maturation of each child.

Young Toddler—Children in this age group are particularly curious. They are exploring their power over the child-care provider through obstinacy, temper tantrums, and negativism. During this stage, it is especially important to provide consistency in allowing choices, setting limits, and utilizing appropriate guidance methods.

Providing nurturing consistency and support enables children to understand expectations and meets their need for feelings of safety and security.

The *Pre-Schooler* is embarking on the age of discovery, inventiveness, curiosity, and development of behavior patterns. At this time, children are rapidly developing skills such as exploration of language and reason, and comprehension of symbols. Gentle guidance, structure, and encouragement assist them in accomplishing these tasks.

Pre-Kindergarten—This is an age for the development of maturity and independence; the child-care providers offer a stimulating yet challenging environment designed to increase each child's sense of self-esteem, self-concept, self-worth and sense of belonging and help them form a strong cognitive basis for the school years to follow.

The Pre-Kindergarten curriculum has been designed to prepare children for the Kindergarten experience. The learning-center curriculum exposes children to basic concepts of math, science, music, language arts, multicultural, and writing skills. The classroom atmosphere promotes children's interest and exploration needs.

The Pre-Kindergarten classrooms are taught by elementary and/or early childhood-degreed instructors.

The *Kindergarten Program* sets the stage for the higher-learning areas. During this stage of development, children are very active, curious, and eager to learn. They are much more cooperative and able to develop close friendships with their peers. Their desire to be independent and assume responsibility makes them truly delightful little individuals. Curriculum exposure includes a variety of opportunities designed to meet the individual learning needs of each child. The teacher incorporates a combination of teaching methods, i.e. teacher-to-child/group, child-to-child, and group cooperative experiences (learning centers).

The Jolly Tots, Too! program is designed to foster parents and teachers as co-partners. The common goal is to nurture the individual growth and development of each child. This is accomplished through a mutual effort between the parents and the center providers. Consistency and continuity are emphasized on a daily basis.

Transfer Policy

Each room is designed to provide for academic and social needs according to a child's growth and development status. As the child demonstrates increased intellectual, emotional, social, and fine/gross motor-development abilities, an assessment will be completed to determine if the child is eligible for transfer to the next level. This action will allow for the child to gain additional opportunity to help prepare for the upcoming school years.

Recommendations for the transfer of your child will not be made unless we believe your child demonstrates signs of readiness and can adjust easily to the new environment. At that time, you will have an opportunity to meet with the new primary child-care provider before the transfer.

Transitioning Policy

When a child's growth and development needs warrant a transition to the next classroom, the parent will be required to sign a Transition Notice. The transition date/times will be included in this notice.

Sample

Jolly Tots Too! The Nest Classroom Daily Schedule

6:45 - 7:30	Arrival/Free Choice
7:30 - 8:00	Hygiene Needs/Preparation for Breakfast
8:00 - 8:30	Hygiene Needs/Singing & Books
8:30 - 9:00	Flashcards/Color Cards/Books
9:30 - 10:00	Snack/Clean-Up
10:00 - 10:30	Gross Motor Activities/Outside/Wagon/Buggy
10:30 - 11:00	Art/Parachute/Stimulation (Per Lesson Plan)
11:00 - 12:00	Free Choice/Lunch Preparation/Lunch
12:00 - 12:30	Hygiene Needs/Clean-Up
12:30 - 2:30	Nap Time (Older Infants)
2:30 - 3:00	Hygiene Needs/Snack/Clean-Up
3:00 - 3:30	Video
3:30 - 4:00	Special Activities/Stimulation (Per Lesson Plan)
4:00 - 4:30	Hygiene Needs
4:30 - 5:00	Gross Motor Activities/Outside/Wagon/Buggy
5:00 - 5:30	Puzzles/Free Choice/Hygiene Needs
5:30 - 6:15	Free Choice/Child Departure

* Diaper changes occur on an hourly basis.

* Feeding & Naps occur per individual need with young infants.

Sample

Jolly Tot Too! The Outback Classroom Daily Schedule

6:45 - 7:30	Arrival/Free Choice
7:30 - 8:00	Hygiene Needs/Preparation for Breakfast
8:00 - 8:30	Breakfast/Singing & Books
8:30 - 9:30	Flashcards/Color Cards/Books
9:30 - 10:00	Snack/Clean-Up
10:00 - 10:30	Gross Motor Activities/Outside/Wagon/Buggy
10:30 - 11:00	Art/Parachute/Stimulation (Per Lesson Plan)
11:00 - 12:00	Free Choice/Lunch Preparation/Lunch
12:00 - 12:30	Hygiene Needs/Clean-Up
12:30 - 2:30	Nap Time
2:30 - 3:00	Hygiene Needs/Snack/Clean-Up
3:00 - 3:30	Video
3:30 - 4:00	Special Activities/Stimulation (Per Lesson Plan)
4:00 - 4:30	Hygiene Needs
4:30 - 5:00	Gross Motor Activities/Outside/Wagon/Buggy
5:00 - 5:30	Puzzles/Free Choice/Hygiene Needs
5:30 - 6:15	Free Choice/Child Departure

*Diaper Changes occur on an hourly basis.

*Feeding & Naps occur per individual need with younger infants.

Sample

Jolly Tots Too! Northern Tikes/Transition Classroom Daily Schedule

6:45 - 8:00	Children Arrive/Hygiene/Free Play
8:00 - 8:20	Breakfast/Hygiene Needs
8:20 - 8:45	Songs/Books/Puzzles
8:45 - 9:00	Clean-Up/AM Exercise
9:00 - 9:30	Muscle Room/Outside Time
9:30 - 10:00	Snack
10:00 - 10:45	Hygiene/Art/Intellectual Stimulation
10:45 - 11:00	Clean-Up/Lunch Preparation
11:00 - 12:00	Lunch
12:00 - 12:30	Hygiene/Video
12:30 - 2:30	Nap Time
2:30 - 3:00	Muscle Room/Outside Time
3:00 - 3:30	Snack Time/Brush Teeth/Flashcards
4:00 - 6:30	Free Choice Play/Departure Prep

Sample

**Jolly Tots Too!
Northern Tikes/1's & 2's
Classroom Daily Schedule**

6:45 - 8:00	Children Arrive/Hygiene/Free Play
8:00 - 8:20	Breakfast/Hygiene Needs
8:20 - 8:45	Songs/Books/Puzzles
8:45 - 9:20	Lesson Plan Activity
9:20 - 9:30	Story Time/Colors/Numbers
9:30 - 10:00	Snack/Hygiene/Lesson Plan
10:00 - 10:30	Muscle Room/Outside Time
10:30 - 11:00	Music & Movement
11:00 - 12:00	Lunch/Hygiene/Clean-Up
12:00 - 12:30	Video
12:30 - 3:00	Nap Time
3:00 - 3:30	Muscle Room/Outside Time
3:30 - 4:30	Snack/Hygiene/Brush Teeth
4:30 - 6:30	Free Choice Play/Departure Prep

Sample

Jolly Tots Too! Sea Wonders (Side A) Classroom Daily Schedule

6:45 - 8:00	Children Arrive/Free Play
8:00 - 8:20	Breakfast/Clean-Up
8:20 - 8:30	Clean-Up/Hygiene Needs
8:30 - 9:00	Music & Movement
9:00 - 9:15	Circle Time
9:15 - 9:30	A.M. Snack/Clean-Up
9:30 - 10:20	Centers/Art Tuesday- Gym (9:30 - 10:00) Tuesday- Library (10:00 - 10:30)
10:20 - 10:30	Hygiene Needs
10:30 - 11:00	Outside/Muscle Room
11:00 - 11:15	Wash Hands/Hygiene Needs
11:15 - 11:45	Video/Lunch Prep
11:45 - 12:30	Lunch
12:30 - 12:45	Clean-Up/Hygiene Needs/Cots
12:45 - 3:00	Nap/ Quiet Time
3:00 - 3:15	Hygiene Needs
3:15 - 3:40	Snack/ Brush Teeth
3:40 - 4:10	Circle Time
4:10 - 4:45	Outside/Muscle Room
4:45 - 5:00	Hygiene Needs
5:00 - 6:15	Free Choice/Pick Up
6:15 - 6:30	Close Room

Sample

Jolly Tots Too! Sea Wonders (Side B) Classroom Daily Schedule

6:45 - 7:45	Children Arrive/Free Choice
7:45 - 8:00	Hygiene Needs/Preparation for Breakfast
8:00 - 8:30	Breakfast/Clean-Up
8:30 - 9:00	Outside/Muscle Room
9:00 - 9:20	Thursday- Spanish Circle Time
9:20 - 9:45	Hygiene Needs/Snack
9:45 - 10:45	Centers/Art Monday- Gym Tuesday- Library
10:45 - 11:15	Music Time
11:15 - 11:45	Friday- Share Day Prepare for Lunch/Video Time
11:45 - 12:15	Lunch
12:15 - 12:45	Hygiene Needs/Brush Teeth
12:45 - 1:00	Prep for Nap/Lights Out
1:00 - 3:00	Nap Time
3:00 - 3:30	Hygiene Needs/Snack
3:30 - 4:10	Wednesday- Tasting Parties Outside Time/Muscle Room
4:10 - 4:30	Circle Time
4:30 - 4:45	Hygiene Needs
4:45 - 5:30	Interest Centers
5:30 - 6:30	Free Choice (Puzzles,Books,Games)

Sample

**Jolly Tots Too!
The Pond
Classroom Daily Schedule**

7:00 - 8:00	Children Arrive/Free Play
8:00 - 8:30	Breakfast
8:30 - 9:00	Clean-Up/Potty/Hygiene
9:00 - 9:30	Circle Time/Story Time Wednesday- Sign Language Thursday- Spanish
9:30 - 10:00	Potty/Prepare for Snack
10:00 - 11:00	Art Project/Centers
10:30 - 11:00	Library (Tuesday)
11:00 - 11:30	Outside Time
11:30 - 12:30	Potty/Lunch/Hygiene
12:30 - 1:00	Video
1:00 - 3:00	Quiet Time
3:00 - 3:10	Wake Up/Potty/Hygiene
3:10 - 3:30	Snack
3:30 - 4:50	Centers/Group Activity
4:50 - 6:30	Outside/Muscle Room

Sample

Jolly Tots Too! The Wilderness Classroom Daily Schedule

Parents, please keep in mind that we will do our very best to maintain the schedule as is; however, due to the children's needs and other unforeseen circumstances, the schedule may vary or be adjusted as needed. Thank you!

6:45 - 8:00	Children Arrive in 3 & 4's A
8:00 - 8:20	Breakfast/Hygiene
8:20 - 9:00	Small Centers (Books,Puzzles,Coloring)
9:00 - 9:15	Circle Time: Calender, Weather, Pledge, Discuss Theme, Snack Preparation
9:15 - 9:30	Snack/Clean-Up
9:30 - 11:00	Centers/Art/Writing/Languages Wednesday- Sign Language Thursday- Spanish
11:00 - 11:30	Group Activity/Lunch Set-Up/Nap Preparation
11:00 - 11:30	Library (Tuesday)
11:30 - 11:50	Muscle Room/Outside time
11:50 - 12:00	Hygiene Needs/Video
12:00 - 1:00	Lunch/Hygiene Needs/Video
1:00 - 3:00	Quiet Time/Nap Time
3:00 - 3:30	Snack/Special Occasion (Parties & Treats)/Clean-Up
3:30 - 5:00	Centers/Small Group & Large Group Activities
5:00 - 6:30	Puzzles/Small Centers/Video/Clean-Up/Closing of Room

Sample

Jolly Tot Tots! The Galaxy Classroom Daily Schedule

6:45 - 7:50	Arrive in 3 & 4's A
7:50 - 8:25	Breakfast/Hygiene/Quiet Centers
8:25 - 9:00	Group Lesson/Centers/Art
9:00 - 9:30	Hygiene/Snack
9:30 - 9:55	Outside/Muscle Room
9:55 - 11:00	Storytime/Calender/Weather/Music Tuesday - Japanese (9:55 - 10:25) Wednesday - Sign Language (10:30 - 11:00) Friday - Sign Language (9:55 - 10:25) Share Day (10:30 - 11:00)
11:00 - 11:30	Hygiene
11:30 - 12:00	Lunch
12:00 - 12:40	Puzzles/Books/Games
12:40 - 1:00	Brush Teeth/Hygiene
1:00 - 2:00	Outside/Muscle Room
2:00 - 3:00	Quiet Time
3:00 - 3:30	Snack/Hygiene
3:30 - 5:00	Centers/Handwriting
5:00 - 5:30	Free Choice

Sample

Jolly Tots Too! The Desert Classroom Daily Schedule

The daily schedule may vary from time to time according to the class needs, teacher illness, holidays, weather factors, or change in census. Please enter classroom quietly while in session.

6:45 - 7:45	Children arrive at the center and go to 3 & 4's A
7:45 - 9:00	Quiet centers
8:00 - 8:15	Breakfast
9:00 - 9:30	Snack
9:30 - 10:00	Outside/Muscle Room
10:00 - 10:30	Monday- Library
10:30 - 11:00	Tuesday- Physical Education
	Wednesday- Sign Language
	Thursday- Spanish
	Friday- Share Day
11:00 - 11:30	Prepare Lunch/Potty/Handwashing
11:30 - 12:00	Lunch/Toothbrushing
12:00 - 1:00	Centers/Art/Writing (Special Days Music)
1:00 - 2:00	Outside/Muscle Room
2:00 - 3:00	Movie Time
3:00 - 3:30	Handwashing/Snack
3:30 - 4:00	Children's Choice
4:00 - 4:15	Story Time/Review
4:15 - 4:45	Games
4:45 - 5:00	Clean-Up/Combine Classrooms

Sample

Jolly Tots Too! Kindergarten Classroom Daily Schedule

The daily schedule may vary from time to time according to the class needs, teacher illness, holidays, weather factors or change in census. Please enter classroom quietly while in session. Thank you.

7:00 - 7:15	Children arrive at the center and go to 3's and 4's A
7:15 - 7:30	Kindergarten goes to classroom
7:30 - 7:50	Breakfast
8:00 - 8:30	Quiet Centers
8:30 - 8:45	Author of the Month/Story Time
8:45 - 9:00	Calender/Weather/Pledge/Homework Share
9:00 - 9:30	Journal Writing/Graph Time Centers—Tuesday & Thursday Friday - Physical Education
9:30 - 10:00	Centers
10:00 - 10:15	Snack
10:15 - 11:00	Group Lesson/Weekly Reader (Friday)
11:00 - 11:30	Monday—Library Tuesday—Group Activity Wednesday—Sign Language Thursday—Spanish Friday—Share Day
11:30 - 12:00	Lunch
12:15 - 12:45	Outside Time/Muscle Room
12:45 - 1:30	Learning Video
1:30 - 2:30	Monday—Group Lesson/Book Making Tuesday—Music & Art Wednesday—Book Publishing (12:30-1:30) Thursday - Group Lesson/Book Making Friday—Disney Movie/Letter of the Week Coloring
3:00 - 3:30	Snack/After School Care-Books & Puzzles
3:30 - 6:00	Free Choice/Room Prepared for the Following Day

Additional Services

In addition to our regular services, we offer special programs like music lady, Columbus Zoo, COSI, etc.. For information on scheduled times, please see the Office Manager or your teacher. Literature regarding these services is available on the front lobby desk in the reception area.

Special activities/services--- vision, speech/hearing screenings, pictures, etc.-- will be offered periodically during the school year. Please watch for announcements in the parent memos.

Hours of Operation

The center is open from 6:45 a.m. to 6:30 p.m., Monday through Friday. The center is closed on weekends, holidays, and during severe weather events.

The latest time to drop off at the center is 11:00 a.m.

Open Door Policy

Registered parents and their families are encouraged to visit the center during hours of operation for the purposes of visiting with their child, evaluating the care provided by the center, and/or evaluating the premises. For the safety and protection of our children, all parents and family members must check in with the Administrator or designee before proceeding to their child's room. Due to scheduled activities, we reserve the right to limit visitation time frames.

Visitors/Tours

Visitors may schedule a tour through the facility based on time availability and approval of the administrator. The date and allotted time will be decided by the Administrator in conjunction with the visitor's request.

All visitors must meet with the approval of the Administrator and must abide by the safety and security requirements enforced for the protection of the children.

Families wishing to observe child-care services before their child enters the program may do so upon administrative approval. No one shall roam the center unaccompanied by a staff representative unless prior approval has been received. This policy is maintained for the confidentiality, safety, and welfare of our children and families.

We encourage parents to call or visit the center at any time. We highly encourage and welcome parent participation. We do, however, reserve the right to limit the time periods of visits should this action be disrupting to the classroom activities and distracting to the children.

Please feel free at any time to inquire regarding your child's status. The Office Manager will check with your child's primary care provider and/or the Administrator to help provide you with requested information. Telephones are maintained in the classrooms for emergency use and office communication. Calls from parents may not be transferred to the classrooms. Should you need to speak with your child's teacher, please leave a message at the front desk and the teacher will return your call at his/her earliest convenience.

You may request to meet with the teachers at any time during scheduled hours upon availability.

ENROLLMENT-----

Non- Discrimination Policy

Jolly Tots, Too! is a non-discriminating child-care center. Jolly Tots Too! recruits and admits students of any race, color, or ethnic origin to all the rights, privileges, programs, and activities. The center will not discriminate on the basis of race, color, or ethnic origin in administration of its educational policies, scholarship/loan fee waivers/educational programs, and athletics/extracurricular activities. In addition, the school is not intended to be an alternative to court- or administrative agency-ordered or public school district-initiated desegregation. Jolly Tots Too! will not discriminate on the basis of race, color or ethnic origin in the hiring of its certified or non-certified personnel.

Waiting List

A one-time, non-refundable fee of \$40.00 is due at the time your name is placed on the waiting list. Once a parent is made aware of space availability, the registration—including two weeks' deposit—must be submitted within 48 hours of notification. Confirmation by the parent regarding intended enrollment must, however, occur within 24 hours of center notification. The center representative will arrange a time to meet with the parent to complete the registration process. Should the parent be unable to meet these requirements, the waiting list fee shall be forfeited and the position will be offered to the next family on the waiting list. The center does not hold spaces for any reason other than a child's medical need. In this situation, a physician must verify in writing the need for a delayed admission due to the child's current physical status.

Registration

Full-Time/Extended Care

A one-time, non-refundable fee of \$50.00 is due at the time of registration.

Enrollment Forms

Families are required to complete an enrollment packet which includes the following:

- **Service Contract**
- **Application**
- **Child Enrollment and Health Information Form**
- **Medical Authorization Form**
- **Medication Administration Form**
- **Child's Medical Statement (this form must be updated annually)**
- **Parent Handbook Agreement**
- **Notarized Custody Form (where applicable)**
- **Child Safety Restraint Agreement**
- **Emergency Contact Information Form**

ALL forms are important and should be completed in full. These forms must be submitted no later than the first day of scheduled service. The Service Contract and Parent Handbook Agreement must be reviewed and signed during the registration meeting.

Additional forms may be required as deemed necessary by the center for the safety and protection of the children.

Parent/Child Interview

The parent will meet with the Administrator and/or designated person for a complete overview of the program and services offered. At this time, all forms will be reviewed, with policies and procedures emphasized and questions answered. Parents and child will receive a tour of the center and time will be set aside for the child to explore and meet with the instructors. Allergies should be brought to the attention of the nurse.

Persons Designated to Pick Up a Child

At the time of registration, parents will be requested to list alternative persons to whom the center may release the child, in addition to completing an Emergency Contact Information Form. A Child Departure Form must also be completed either for the one-time-only or an on-going pass (which is good for three months only).

Persons designated to pick up a child should be prepared to submit proper identification, i.e., license with photo and social security number. Should there be a question regarding identity, the child's application form will be checked for verification of the person picking up the child. At no time will a child be released to an unauthorized person.

If a request for an alternative pick-up person is made by the parent, the child departure pass must be completed by the parent and maintained in the front office area. The designated person must present him/herself to the front office personnel, submit proper identification, and pick up this pass before entering the child-care areas. Again, at no time will a child be released to an unauthorized person.

In the case of divorced parents, the registering parent must indicate on the enrollment application who has legal custody and designate who may pick up the child. The center must have documentation from the courts regarding the custody status of each parent. If we do not have copies of the custody papers on file, the child may be released to either parent.

Jolly Tots Too! Child Departure Pass

This pass shall be completed by the parent/legal guardian and/or a Jolly Tots Too! office representative. Please make your designated pick-up person aware that a driver's license will be requested as proof of identity before the child may be removed from the center.

I, _____, understand and will abide by Ohio law requiring that all children be transported in an approved
Parent/Legal Guardian

child safety seat until 4 years of age and 40 pounds. In addition, I understand that safety precautions regarding air bag and infant/child seating position during vehicle transportation should be followed. I will make my designated pick-up person aware of these needs.

Date: _____ Child's Name: _____ Room: _____

Time Frame for Departure Pass

One Day Only

Ongoing
(3 months only)

Specific Time: _____ to _____
From To

Person(s) Authorized to pick up Child: _____ / _____
Relationship

Special Instructions:

Please Pick Up...

Car Seat

Medications

Other: _____

Parent/Legal Guardian Signature Jolly Tots Too! Representative Date

Office Only:

Telephone Request: Yes No By _____ SS# of Caller _____

Notification of Change in Work/Home Telephone Numbers/Addresses

The center must always be updated with any changes made regarding emergency information, home/work addresses and telephone numbers.

Should a change in your emergency-notification information occur, please submit a new Emergency Contact Information Form in writing to the Office Manager. These forms are available in the office area.

This information must remain current. Obviously, should the information we have on file be outdated due to the failure of the parent to comply with this request, we would be unable to reach the parent in an emergency.

TUITION -----

Tuition Fees

Full-time positions are based upon a maximum of 11 hours a day, five days a week (Monday-Friday). Fee schedules are available upon request. The administrator will assist you in reviewing the designated tuition fees as applicable toward your requested child-care services.

A Service Contract must be signed at the time of application.

The center is closed in recognition of the following holidays. Weekly tuition is due in full as usual. The center takes into consideration holidays and severe weather closings when establishing fee scales.

- | | | |
|---------------------|--|---|
| 1. New Year's Day | 5. Thanksgiving Day | 8. Christmas Day |
| 2. Memorial Day | 6. Day after Thanksgiving | 9. New Year's Day |
| 3. Independence Day | 7. Christmas Eve and/or
the day after Christmas | 10. Teacher's Inservice Day
(last day of summer) |
| 4. Labor Day | 11. Good Friday | |

Deposit

The equivalent of two weeks' tuition is required upon enrollment. The deposit will be applied toward the last two weeks of child-care service utilized, providing the center receives *one month's* (four weeks—Monday-Friday) written notice of request for withdrawal. There are *no exceptions* to this policy. A week is defined as Monday through Friday. A child's last day must be his/her last scheduled day of the week.

The deposit will be applied in this manner only after three months of continued child-care service. *The deposit is non-refundable in all other circumstances.*

Damages incurred to the center and/or the center's property as a direct result of a child's behavior will be deducted from the deposit.

The deposit will automatically be forfeited should a child be discharged from the program due to unwanted and/or uncontrolled behaviors after reasonable attempts have been made by the center to help the child adapt to the environment (see Discipline Policy on page 30 of this handbook).

Sibling discounts *do not* apply to the tuition deposit under any circumstances.

Multi-Child Discount

Families with two children receive a 5% tuition discount on the total weekly tuition due. Families with three or more children receive a 7% discount on the total weekly tuition due.

Tuition Policy

Once a child is registered and scheduled, the parent assumes responsibility for the full, weekly tuition. Should the child be absent, the tuition is still due on the first day of the regularly scheduled child-care service.

Families taking vacation should plan to submit tuition fees before the scheduled week, not after. Late fees will be applicable to those tuitions not received in a timely fashion. Families may make arrangements for late payment should there be a financial or other need, but this arrangement must be previously approved by the Administrator.

Tuition Payment

Tuition payments are due each Monday, unless prior arrangements have been made with the office staff. Tuition is due regardless of whether the child is in attendance. Late tuition payments are subject to a \$20 late fee and a \$5 daily late fee if account is not paid.

A tuition reminder form will be distributed weekly to those families with a past-due balance. If the tuition fee has been paid, please disregard the reminder. If the fee has not been paid, please see an administrator as soon as possible regarding payment arrangements to avoid late charges. Should you accrue other charges—returned check, late charges, etc.—these fees will be added to the tuition payment notice form. If a parent disputes any charges, he/she should see an administrator for clarification. Late fees will not be deleted if the parent has made no acceptable attempt to see an administrator regarding an expected date the tuition can be paid.

Tuition Statements

All families currently utilizing Jolly Tots, Too! child-care services on a full-time basis receive a year-end statement in January for the preceding year. Exception to this policy would be families receiving weekly or monthly tuition statements.

Families withdrawing from the program will receive a tuition statement of year-to-date child-care payments prior to leaving the center. If this information is lost or misplaced, the family must send a written request with a stamped, self-addressed envelope and a check for \$5.00 payable to Jolly Tots, Too! in order to receive an additional statement. All unpaid balances and associated late fees must be settled prior to the release of any information.

Tuition Payment Receipts

Should tuition receipts be required more often than annually, the Administrator must be informed in writing. Please complete the tuition receipt form available in your packet.

Should you require information not contained on the standard Jolly Tots, Too! child-care statement, please supply the office representative with acceptable forms; we will be happy to assist you. Again, should a family request periodic receipts, this will take the place of a yearly tuition statement.

Completed tuition receipts will be distributed after 3:00 p.m. on the Wednesday following weekly payment, provided tuition is received by 9:00 a.m. Wednesday morning. Payments received after this time frame will be credited to the parent account and the tuition receipt will be available the following Tuesday. Please see the Administrator regarding this need.

Returned Checks

There is a \$15.00 charge per check for all returned checks in addition to any charges made by our financial institution. More than two returned checks will require further services to be on a cashier's check- or money order-only basis.

ATTENDANCE/ARRIVAL & DEPARTURE -----

Full-Time Program

This program consists of five 12-hour days per week, from 6:45 a.m. to 6:30 p.m. We highly encourage families to limit services to no more than 10 hours a day due to the child's need for family bonding. The center closes promptly at 6:30 p.m.

Parents should plan to pick up their child no later than 6:15 p.m. in order to depart in a timely manner.

Absences

If your child will not be coming to the center, we request that you notify the center as soon as possible. You should notify the center no later than one hour before the child is scheduled for service. You should also continue to notify the center each day the child will not be attending. Should a parent call off their child and decide later they want to bring the child in, the parent must first speak to the Administrator for approval. This action is taken due to the need to maintain adequate ratio standards at all times and for the health and safety factors. Children may not be brought to the center after 11:00 a.m. (regardless of schedule). Later unannounced arrivals can effect the census ratios and possibly place the center out of compliance. Please abide by this policy to avoid disappointment.

Arrival & Departure

Parents must drop off their child in the child's scheduled classroom. At no time shall a child enter or leave the building alone; nor shall the child be left unattended.

Children must be transported in an appropriate safety device when coming to and departing the center. Parents are responsible for assisting their child with the removal of hats, coats, scarves, and boots.

Parents assume responsibility for their child at the time they enter the room to pick up the child. Under no circumstances may a child be in the halls unaccompanied by an adult. Never leave children unattended. Older siblings should not enter the infant areas. Siblings are welcome and encouraged to visit brothers or sisters from the doorway. Time is allowed for sibling visits should the sibling request to see his/her brother or sister.

Late Departures

Unless there is a medical emergency, parents are expected to pick up their child by 6:15 p.m. In order to receive their child's report and exit the building by our 6:30 p.m. closing time.

There are no child-care services provided beyond these hours. A late fee will be assessed if a parent arrives any time past the closing hour or fails to exit the building by that time. A \$10.00 minimum charge per child plus \$3.00 per minute per child will be assessed for departure after 6:30 p.m. The fee increases to \$5.00 per minute per child after 6:45 p.m. (except for medical emergencies). Late fees may be included with the next tuition payment, providing that payment is made no later than one week after the late fee is incurred.

The center reserves the right to terminate service should a parent abuse this policy. We encourage parents to consider necessary driving time and traffic patterns to avoid late departures.

Parking

Parents should park only in the Jolly Tots, Too! parking areas when arriving and departing from the center.

Please use caution when driving up to the center. Do not park directly in front of the receiving door, as this is very dangerous. Please reserve the handicapped spaces for individuals who require them. Under no circumstances may a car be left in the parking lot unattended with the motor running.

When pulling up to the front of the building, please maintain a safe distance from the building and enter the parking area at a reduced speed.

Please keep in mind that children with special needs and schoolage children may be picked up and dropped off by buses throughout the day. Absolutely, no vehicle movement should occur when the bus is in front of the driveway.

Child Safety Restraint

Ohio law requires that children must be transported in an approved child-safety seat until they are four years of age and weigh 40 pounds. All other children should be properly restrained with a safety belt. While Jolly Tots Too! strongly supports the enforcement of this law, we cannot store car seats here at the center. Families with one parent responsible for drop off and another responsible for pick up should utilize two car seats. In special circumstances—such as an unusual emergency situation requiring a friend or relative to pick up a child—we will attempt to store a labeled car seat. We cannot be responsible for unlabeled car seats.

Field Trips

Field trips are scheduled only for the Kindergarten classrooms or schoolage summer care. A permission slip must be signed by the parent for any child participating in a field trip. Parent volunteers will be used for transportation purposes in Kindergarten. Children will be counted upon arrival to/departure from the destination. Children will be required to dress in a certain color and remain with the group at all times.

Center Closing

The center is open year round excluding designated holidays (see page 18 of this handbook) and weekends. Jolly Tots, Too! may also choose to close the center during periods of severe weather conditions—snowstorm, freezing rain, tornados, or any unforeseeable event that may place the children and employees at risk. Please check TV Channels 4, 6, and 10, or the radio station Sunny 95 for verification of center closings. We will notify the stations as soon as a final decision has been made.

CLOTHING/PERSONAL BELONGINGS -----

Clothing & Personal Belongings

(Also see Child Supply List in Enrollment Packet)

Parents are requested to dress their child in appropriate clothing to meet the weather conditions and the day's activities. Shoes should be appropriate for outdoor play. Each child should have at least two complete changes of labeled clothing which can be maintained in the child's cubicle. Soiled clothing will be sent home to be replaced with a fresh set. Each child should bring a *toothbrush and a small tube of toothpaste* (does not apply to infants). These items should be labeled. Daily hygienic skills are practiced throughout the program. If your child has any particular habits you would like us to be aware of, please inform your child's teacher/child-care provider.

Children *may not* bring *money, valuables, food/food items, or toys* (except for share day) to the center. If a special occasion arises, such a birthday or Show & Tell, the classroom instructor should be made aware of it for prior approval. If your child has a transitional (security) object that he/she is strongly attached to, please let the teacher/child-care provider know before bringing the item to the center. Once the child moves to the Two- and Three-Year-Old Room, no pacifiers, and/or bottles will be permitted. This action helps decrease the risk or spread of communicable illnesses.

Parents should review the designated child supply list and bring those items by the first day the child enters the program. Again, all items *must be labeled*. This includes clothing, car seats, security blankets, etc. Absolutely, under no circumstances, shall balloons or any other questionable object be brought to the center. Open tote bags are highly recommended for clothing items.

- The center will not assume responsibility for lost articles. Check with the office for lost articles.
- Parents should be very careful when removing items from the center. Make sure all items removed belong to your child.
- Blankets, pillows, stuffed toys, etc. must be taken home washed at least once weekly and more frequently during cold and flu season.

Diaper Policies

Changing Procedures

Diaper checks/changes occur on a routine basis every one to two hours or according to the child's need.

- Should a child be found to have a soiled diaper, the diaper will be promptly removed.
- Should a child be found to have a rash (reddened bottom, etc.), a skin assessment will be completed by the child-care provider.

The center uses parent-approved diaper cream and alcohol-free wipes when providing diaper care. Should a parent have a preference for another kind of topical cream, ointment, etc., please make the nurse aware of this need. All creams, etc. must be viewed and approved by the nurse before being applied to the child. A Parent/Guardian Request for Administration of Medication form must be completed and signed for all diaper creams/lotions.

Cloth Diapers

The center requires that a parent use disposable diapers for sanitation reasons. An exception to this policy would be a child who has an allergy to these items. Only upon prior approval by the nurse can cloth diapers be utilized. In order for cloth diapers to be utilized, the following procedures must be maintained at all times:

- Cloth diapers must be approved by the Nurse or Administrator. A plastic covering must be utilized over cloth diapers and sufficient quantities should be supplied daily.
- Diapers must be appropriate in size for the child's need.
- Absolutely no diaper pins may be used; clips, Velcro, etc. may be used
- The number of diapers used (1-2) will be determined by the child-care provider. This procedure is necessary for sanitation maintenance.
- A labeled diaper pail must be maintained at the center during the child's stay. Soiled diapers must be taken home on a daily basis.
- The parent must maintain diaper pails in a clean manner and disinfect as appropriate.
- Toddlers utilizing cloth diapers advancing to the two- and three-year old areas must be approved before transfer. The center reserves the right to restrict or limit the use of cloth diapers in these areas.
- Should the nurse determine a health risk in continued utilization of cloth diapers, a request for change to disposable diapers may be made.
- No more than two children at any given time will be permitted to use cloth diapers per room.
- Child-care providers will not be responsible for rinsing soiled diapers.
- Cloth diapers are acceptable only if supplied through a diaper service. This insures appropriate sanitizing measures.

Disposable Diapers

Labeled disposable diapers should be placed in your child's designated diaper area on a routine basis.

Please *do not* bring large bags of diapers to the center, as space is not adequate for this purpose.

Monitoring the need for diapers is the parent's responsibility. If a child is in need of diapers and the center has no resources, the parent will be contacted to provide for this immediate need.

FOOD -----

Infant Meals

The center will provide your infant with cereal and juice. The center does not provide for strained and junior baby foods. Parents should bring designated food (in jars with labels, i.e., Heinz, Gerber, Beechnut, etc.) to the center each day. The jars should be labeled with the infant's name and date. Please do not send open jars of food. Once your child has transitioned to table-food meals (excluding snacks), you must provide those food items. Should a child have allergy needs, the center must be notified and the parent is responsible for monitoring baby-food ingredients. The center will follow allergy needs; however, the center cannot be responsible for insuring foods brought from home are free from producing allergic responses. Foods such as peanut butter, eggs, etc. may produce allergic responses. Please make the nurse aware should your child have specific allergies to any foods, medicine, or environmental exposures.

Formula is not provided. Formula must be prepared and brought from home. If Pediolite is substituted for formula, it must be put into baby bottles. Glass bottles cannot be used in the center. If your child has special "food" needs not available at the center, please notify the Administrator for prior approval. We reserve the right to restrict food items which may be brought into the center. If your child has any food allergies/special needs, please make the nurse and child-care provider aware of this need.

Nutrition/Meal Planning

Eating habits are formed early on and influence lifelong eating patterns. Although Jolly Tots Too! does not provide a hot-lunch program, we do monitor center snacks and lunches brought from home for a well-balanced diet following nutritional guidelines and food preferences for each age group.

The meal must meet one-third of the RDA as specified by the USDA Child & Adult Food Program and include:

- Fluid milk
- Meat or meat alternative
- Fruit*
- Vegetable*
- Bread or bread alternative

*two foods from either fruit or vegetable group in any combination

The center provides refrigeration for food storage and microwave access for warming needs. We provide a breakfast snack (dry cereal, juice, and whole milk) in addition to mid-morning and mid-afternoon snacks. Please make sure your child's lunch contains the necessary nutritional requirements. *Please do not send candy as a lunch item.*

All snacks are prepared in the center under sanitary conditions with the growth and developmental needs of the child in mind. Menus are posted in all classrooms. All nutritional needs are integrated in meal planning and preparation. Should your child have special dietary needs, please make the Administrator aware of them. *Food* items—other than regular jar strained, junior foods, and lunches—may not be brought into the center except on special occasions and must follow the policy guidelines.

Meals are served in a timely fashion and, in an effort to maintain this service, we request children be brought to the center no later than 15 minutes prior to the meal time. Our goal is to make sure every child receives a balanced diet and to meet his/her nutritional needs, so please assist us by being prompt for breakfast/snack times. It is important for the parent to check with each classroom the child attends to verify the breakfast, lunch, and snack times because they vary from classroom to classroom.

Should you be unable to bring your child in time for the scheduled meal, please feed your child before coming to the center. Do not bring foods into the classrooms for missed meals, as the other children do not understand why their friend is eating something different. Parents are permitted to bring in special lunches and/or treats for the entire classroom for purposes of birthday celebrations or other special occasions.

Modified diets shall be approved by a licensed physician. If an entire food group is eliminated, the center shall obtain written instructions from a physician on the prescribed form provided by

the Ohio Department of Job and Family Services. When special diets are required for cultural or religious reasons, the center shall obtain written, dated, and signed instructions from the child's parent unless the special diet is part of a center program.

Special Occasions

When bringing food items for special occasions such as birthdays, please do not bring foods high in sugar content—cakes, cupcakes with thick icing, candy, etc. We believe the high content of sugar in these items to be very unproductive both physically and emotionally for some children.

Below are some acceptable food items that may be brought to the center. If you have any suggestions or additions for the food list, please contact the Administrator.

ACCEPTABLE FOOD ITEMS FOR SPECIAL OCCASIONS

Cheese and crackers	Pretzels	Bagels and cream cheese
Pizza or pizza rolls	Fruits (apples, oranges, bananas)	Fruit Snacks
Raisins	Muffins	Frozen Fruit Bars
Popsicles	Jello Jigglers	Oatmeal/ Raisin Cookies
Vegetables and dip	Crackers and cream cheese	

Party Favors

Party favors—*horns, balloons, or items containing small plastic parts* that may cause injury to a child—are *not permitted* in the center. Please check with an administrator before bringing party favors. Treat bags are acceptable for children to take home upon parent approval, provided that all items are age appropriate and child safe. These items may contain a special treat (i.e., small amount of candy, small appropriate toy, etc.). Please do not bring dangerous candy items (i.e., jawbreakers, gum, etc.).

Please check with us should there be any question regarding this information. This policy is maintained to provide a safe environment for the children we care for. Please understand our position and accountability.

Birthday/Holiday/Special Event Policy

When considering your child's birthday party needs, we encourage you to either include all of the children in the class or none at all, in order to avoid partiality issues and/or hurt feelings. A less-costly way to meet this need would be to have your child's birthday party at school where all friends may enjoy this special celebration.

DISCIPLINE -----

Discipline Policy

Jolly Tots Too! seeks to foster a strong self-esteem and sense of security. Therefore, no physical or demeaning forms of punishment will be permitted. Children exhibiting unacceptable behavior will receive guidance through positive-reinforcement techniques. If this method is consistently unsuccessful, the child will be removed from the situation for a few minutes, during which the teacher/child-care provider will attempt to help him/her understand what has happened and why. At the end of this time period, the child will be allowed to return to the group activity. Should the problem persist, the above intervention will be repeated.

Parents will be made aware of the child's behavior and his/her progress in dealing with frustration and anger. If these attempts should fail and if the center is unable to keep the child from exhibiting unacceptable behavior, Jolly Tots Too! reserves the right to refuse the child's presence until such behavior ceases. Parents are encouraged to make us aware of any stressful events or situations a child may be experiencing that could contribute to unacceptable behaviors, and any therapeutic techniques utilized successfully at home.

Please keep in mind that all children experience differences in frustration levels and coping behaviors. Our intention is to provide security, consistency, and guidance in these areas. It is important for children to learn healthy ways to ventilate and acquire the skills needed to handle inner feelings of anger, frustration, sadness, and disappointment.

Parents are strongly encouraged to discuss any behavioral concerns with the teacher/child-care provider and work with the teacher/child-care provider to help establish positive limit-setting techniques. These actions will promote continuity of care.

The following methods of discipline are strictly forbidden within the center. There shall be no:

- Cruel, harsh, or unusual punishment
- Delegation of discipline techniques to other children
- Physical restraints to confine a child
- Use of locked rooms or closets for isolation, humiliation, or verbal abuse
- Use of profanity
- Withholding of food, rest, or toilet use
- Punishment of an entire group of children due to the unacceptable behavior of one or a few
- Isolation and restriction of children from all activities for an extended period of time

Discipline shall never be utilized for failure to eat or sleep, or for toileting accidents. Should the Administrator or an employee suspect that a child has been abused or neglected, he/she is required to notify the public children's services agency. We do keep in mind that bumps and

bruises often occur as a result of just being a child; however, please let us know of any unusual injuries and/or accidents that occur at home.

We understand and acknowledge that each family has preferred discipline methods. Jolly Tots Too! does not initiate any form of physical discipline for any reason. Please do not request this action from us. Should a parent wish to utilize a form of discipline not used by this center, we ask that you do so at home, not on the premises.

Children's unwanted behaviors may be very frustrating to parents. We maintain different books, articles, etc. on children's behaviors and methods to help cope during these trying times. Please see the Administrator should you be experiencing problems with your child at home and are unable to resolve the situation.

Biting/Unwanted Behaviors

One of the most difficult and unwanted behaviors a child may demonstrate is biting. The center utilizes a variety of therapeutic, non-physical techniques to deter a child from unwanted behaviors; however, we cannot resolve this problem alone. Parent participation and cooperation is a necessity.

Child-care providers use an appropriate intervention: a time-out after each unacceptable action. To promote continuity, parents must then assume the responsibility of utilizing these interventions as needed at home.

If unwanted behavior cannot be influenced for a positive change, the alternative choice is to discharge the child from the program. Please understand we cannot allow children to hurt their friends.

The protocol which is used for biting or unwanted behavior—spitting, cursing, etc.—will be:

1. Parents will be made aware of the situation and time-out interventions being utilized by the center.
2. Attempts to eradicate the behavior will be made for a period of up to one month, providing that no child has received a bite that has broken the skin or caused another serious injury. After one month, if the behavior continues, we may request withdrawal of the child from the program for a period of up to one week to allow further interventions to be taken by the parent.
3. If a child bites and breaks the skin of another child or bites more than two times a day, we may require the child to be removed from the center for a designated period. This will allow parents to work with the child until the behavior has ceased. At that time, the child may return for a probationary period.
4. If the problem continues without resolution and/or improvement, the parent will be required to withdraw the child from the program. The deposit will be forfeited.

The decision of the center Administrator will be final.

SAFETY -----

Communication

A telephone/intercom system connects the classrooms to the front reception area. In the event of an emergency in the classroom, the teacher/child-care provider will notify the office via this system. At no time will the telephone/intercom system be shut down. All employees have access to the telephones. Parents may inquire about their child by telephoning the front desk. The message will be relayed to the classroom. Telephone calls may not be transferred to the classrooms.

Quality Control/Risk Management

As child-care advocates, Jolly Tots, Too! recognizes the need for an ongoing centerwide Quality Control/Risk Management Program. The program is designed to assure the provision of high-quality services and to meet or exceed all applicable child-care standards. The risk management portion of the program serves to promote safety, prevent injuries, and to prevent or limit financial burdens to the center.

Incident/Injury Report

Any event involving an injury to a child, visitor, and/or employee will require completion of an Incident/Injury Report. This documentation is to be completed by a direct observer, reviewed by the Administrator, and signed by the parent before the child leaves for the day. A copy of this report will be given to the parent and the original maintained as part of the child's file. Visitor and/or employee Incident/Injury Reports are to be completed by an observer (if applicable) and submitted to the Administrator within 24 hours of the event.

Child Safety Restraint Law

Parents should abide by the Ohio Child Safety Restraint Law. If any parent is unsure of the existing laws, please see the Administrator and she will be happy to review any questions and/or concerns.

Outdoor Play

Each classroom has certain times set aside for outdoor play. If a child is too ill to participate in outdoor play during normal weather conditions, it is the center's policy that the child should remain at home for the day or until he/she has fully recovered. When weather/safety issues arise that limit the playground usage, the classes will utilize the Muscle Room play area. The center will limit outdoor play in the event of severe weather conditions such as rain, temperatures below 40 degrees F, lightening, high ozone levels, high humidity, and wind-chill levels.

Hazardous Weather Conditions

A code procedure will be initiated in case of a tornado watch or warning. If a tornado watch is issued, the center will continuously monitor weather conditions until an all-clear is given. If the watch proceeds to a warning, the children and staff will move to the safest area as designated by the Fire Department. The staff and children will remain there until the all-clear is given. Severe weather drills are conducted on a monthly basis during severe weather months.

Fire/Safety Procedures

- Emergency phone numbers and a diagram showing escape routes for a fire or weather emergency are posted next to the door in each classroom.
- The building is equipped with a full alarm system, fire extinguishers, and visible fire escape routes are posted throughout the building.
- Fire drills are held monthly—dates and times vary. Employees are trained to utilize all fire equipment solely for the purpose intended.
- The center maintains a smoke-free environment and enforces a no-smoking policy.
- Periodic accident/injury drills are conducted to prepare staff in the event of a real emergency.
- No spray aerosols shall be used when children are present in the area.
- A record of all in-services on fire and safety procedures is maintained on file along with a copy of mock drills.
- A yearly inspection of all manual pull stations, exit lights, extinguishers (every six months) and smoke detectors is conducted in conjunction with fire/safety inspection by a Fire Department representative.

Disaster/Evacuation Policy

In the event of a major disaster which would require us to evacuate the center and not return, our designated evacuation location is Aldi Grocery Store which is located at 5531 N. Hamilton Road. We will make every effort to keep parents informed of any change in the evacuation process.

In the event of a general emergency (such as loss of power/water), we will notify parents by phone if the center remains without power/water for over one-half hour. Parents of infants will be the first to be notified, due to the center's inability to heat bottles. Parents are expected to pick up their children within an hour once this notification has taken place. If you cannot be reached, your first emergency contact person will be called to pick up your child.

HEALTH ISSUES -----

Medical Emergency (life-threatening)

Upon enrollment, the parent must complete all medical forms—including an Emergency Transportation Form and Release for Medical Treatment Form for use when the parent cannot be reached. The center will make all efforts to reach the family before the child is transported. If the family cannot be reached at this time, the Administrator or designee will accompany the child to the designated area for treatment. The center will continue trying to reach the parent or person listed to be called in an emergency. In the event of a life-threatening medical situation, the child-care provider will initiate the center's emergency code system by telephone/intercom or through another employee. Upon initiations of the code, all designated trained staff will proceed to the location and begin medical interventions until the emergency squad arrives. When the code is signaled, the emergency number will be called for medical help. Police and fire emergency numbers are posted by all telephone areas.

All child-care providers are trained in the Heimlich maneuver, first aid, and CPR. First aid will be continued until the emergency squad arrives. The child will then be transported to the closest hospital for medical treatment.

All medical forms will be sent with the child to the hospital.

Note: If a parent refuses to sign the Emergency Transportation Form, the center will not enroll the child, as this can create a safety issue for the child and other children at the center.

Accident/Injury/Illness (non-life-threatening)

If a non-life-threatening situation occurs, the nurse will be called to assess the injury/illness. First aid will be utilized as needed. The nurse will make the parent aware of the child's physical and emotional status; at this time, the parent should make the decision as to whether or not he/she chooses to have the child seen by the family's physician. Under no circumstances will the nurse perform any medical intervention within the physician's realm of practice and/or outside his/her standard of practice (as established by the current Nurse Practice Act of Ohio).

The center does not provide for transportation services. The staff will notify the appropriate emergency personnel for transportation when a medical emergency occurs. It is the responsibility of the parent to provide for all other forms of transportation.

A First Aid Box is located in the Health Check Room and in our large activity (muscle) room. The nurse and/or designee will administer first aid as needed. An Incident/Injury Report will be completed for all accidents and injuries. A copy of the report, reviewed and signed by the parent, will be given to the parent and the original will be placed in the center's files.

Dental Emergency

Should a child require emergency dental care, the parent will be notified immediately. We will assist the parent in contacting his/her preferred dentist if requested to do so.

In the event that the parent cannot be reached, the alternate-care provider will be contacted. All first aid measures will be taken until the parent arrives. If the situation in any way becomes life-threatening, emergency procedures will be taken.

Communicable Disease Policy

Each provider is trained in the recognition and prevention of communicable disease. The center provides continuing education in trends and methods to reduce the spread of communicable illnesses. Proper handwashing and disinfecting techniques are utilized by all child-care providers. This procedure is utilized and required of all persons coming into contact with the children. Our goal is to decrease the chance of spreading illnesses and promote a healthy environment.

A child should not be brought to the center if he/she is demonstrating any of the following symptoms (or has done so within the preceding 24 hours):

- Temperature of at least 100 degrees F when in combination with any other sign or symptom of illness
- Untreated infected skin patches, unusual spots, or rashes typical of a communicable illness
- Diarrhea (three or more abnormally loose stool within a 24-hour period)
- Vomiting more than one time or when accompanied by any other sign or symptom of illness
- Evidence of lice, scabies, or other parasitic infestation
- Difficulty in breathing, shortness of breath, or wheezing
- Jaundice—appearing on skin or eyes
- Redness, burning, or itching of the eyes
- Conjunctivitis (any unusual drainage from the eye or matted eyelashes)
- Unusually dark urine and/or grey or white stools
- Sore throat or difficulty swallowing
- Stiff neck with an elevated temperature
- Coughing which results in respiratory distress or is associated with a suspected inflammatory process

In the event that a child develops these symptoms while at the center, he/she will be isolated and observed by a nurse until the parent or alternate-care provider comes to pick up the child. Parents are required to pick up their child within one hour once notification has taken place. Prior to re-admission, the child must be symptom free for at least 24 hours or the parent must present a physician's note indicating the child does not have a communicable disease and is safe to return to the center. Should the nurse believe the child is too ill to participate in the daily activities and/or there are questionable health-risk factors, the child cannot remain in the center.

Each child will be screened upon arrival at the center. Should a child have any of the above symptoms, the parent will need to take the child home, and/or a referral for follow-up care may be suggested by the nurse. The Ohio Department of Job and Family Services Communicable Disease Chart is posted in the Health Check Room.

In the event a child is believed to have been exposed to a communicable illness within the center, the parents may be notified by the Administrator and/or child-care provider with written information which include the incubation period of the disease, signs/symptoms, and common treatment methods.

A “mildly ill” child is defined as one who is experiencing minor cold symptoms or does not feel well enough to participate in class activities. If the child’s status worsens and/or meets any of the stated signs/symptoms, or in the opinion of the nurse the child may be developing early signs of an illness, the child may be placed in the Health Check Room and monitored by the nurse. Again, should the child develop signs of an illness which the nurse believes to be communicable, the parent will be required to remove the child from the center.

Children are taught hygiene techniques, with reinforcement provided in handwashing, using tissues, and covering the mouth when coughing. These are just a few of the hygiene skills promoted at the center.

Medication Policy

ALL medications (brought to the center) will be administered by the nurse on duty. As nurses, we reserve the right and are required by our professional standards to refuse administration of any medication we believe is contraindicated and could possibly be harmful to the child. No medications are to be taken into the classrooms. Medications must be given to the nurses. Do not leave medications in your child’s diaper bag. Please do not mix or place medications in your infant’s bottles. This is an unsafe practice as well as possibly leading to future distaste for the fluid you use to dilute the medication.

A Request for Administration of Medication Form developed by the Ohio Human Services Department must be completed by the parent before medication administration can take place. A medication form must be on file at the center.

- If the medication requires special physician’s instructions, the middle part of this form must be completed.
- If the medication or vitamin is a prescription from a pharmacy, the physician’s instructions and signature will not be required. The part of the form that indicates the name of the child, name of the medication, Rx number, pharmacy, address, phone number, etc. must be completed along with the parent’s signature.
- A copy of the Request for Administration of Medication Form is included in your admission packet.
- Topical creams/lotions may be applied by staff members trained to utilize the proper technique.

- Sunscreen must be applied by parents in the morning. The staff can apply sunscreen only in the afternoon per a Sunscreen Waiver signed by parent.

The nurse administers medication according to the following guidelines:

- Once a day—should be administered at home by the parent
- Every 12 hours—should be administered at home by the parent twice daily
- Three times per day or every eight hours--the nurse will administer between the hours of 11:00 a.m. and noon or at 3:00 p.m.
- Four times per day—the nurse will administer at 10:00 a.m. and 3:00 p.m.

Please schedule your home dosages to allow us to remain on this schedule whenever possible.

Requirements for medication administration/fluoride supplements:

- Written instructions from a licensed physician or dentist have been filed at the center.
- The medication must be in the original container with the child's name clearly visible.
- The label must specify the amount of dosage and time medication is to be administered; dosage should be by age and/or weight.
- The expiration date should be on the container.
- The length of time medication is to be administered should be clear.
- The medication will be cross-checked with the child's allergy history.
- Over-the-counter medications for a child under the age of two must have a physician's order.
- Over-the-counter medications (if appropriate for children) may be given to a child two years of age or older for three days. After that time, an order from the physician must be obtained in order for the center to continue administration.
- Physician office sample medications must have a written physician's order stating the child's name, name of the medication, dosage, schedule and length of time to be administered. The medication container should also reflect the expiration date.

Medication Policy for School-Age Children

The center stores all medication in the Health Check Room, including inhalers and epipens for the children who need these medications. The Kindergarten teachers will carry the inhalers and epipens with them on field trips.

Parent Responsibilities Regarding Medications & Other Health Needs

The nurse will administer medications, monitor temperatures and other health concerns as a courtesy to the family. They *do not* take responsibility for the administration of all daily medication needs. This means all early-morning medications should be administered by the parent before the child arrives at the center. The nurse will then be happy to continue the medication administration during the hours the child is placed under the center's care.

They will perform a health assessment should a child demonstrate any symptoms of illness while here at the center and will then notify the parent. The parent will then need to follow up with his/her preferred physician.

The nurse does not perform ear exams, etc. unless a child demonstrates signs of discomfort and/or illness. Our goal is to promote and assist in maintaining your child's health status. We reinforce the necessity for each parent to acknowledge the need for continued physician exams when there is a health concern and/or for well-child checkups.

We are always willing to discuss your child's progress and we will be happy to assist with health monitoring, as this is part of our service. We do not, however, take the role of the physician. We understand continued health exams can be costly, but definitely are worthwhile to assure your child's health status.

Immunizations

The Ohio Department of Job and Family Services requires that all children receiving care in a child-care setting must be current with needed immunizations.

Periodic reviews of each child's immunization status will be conducted by the nurse.

Parents will be informed when written verification of required immunizations is needed. Parents should submit documentation indicating dates of all completed immunizations.

MISCELLANEOUS -----

Employee Utilization Policy

The center maintains hours of operation from 6:45 a.m. to 6:30 p.m., Monday-Friday, based on community need. Since we maintain these hours of operation, it is a direct conflict of interest and a policy violation for our employees to perform outside in-home child-care services for our current clients during hours the center is open for business.

We do not cover our employees for outside services and this could jeopardize their employment status. Employees are not permitted to transport children to and/or from the center during times the employee is considered in active work status. The center does not provide for in-home child-care referrals, nor do we deliver messages to our child-care providers regarding this need.

Should a parent be in need of home care, there are many available community resources (i.e., Action for Children, etc.). Please *do not* make these requests of our employees, as this places them in a most uncomfortable position. Soliciting for In-Home care takes away children and teachers from the center and is extremely detrimental to the center. Should a parent solicit a current Jolly Tots, Too! employee for permanent in-home child-care services, immediate termination of center child-care services will be enforced. Deposits are non-refundable in such an event.

It is the policy of Jolly Tots, Too! that under no circumstances may a center employee transport to or from the center a child or children that is/are currently enrolled.

Parent Roster

Rosters of names and telephone numbers of the parents of children attending the center are available upon request. The rosters are prepared in accordance with Rule 5101:2-12-54 of the Administrative Code. Rosters will not include the name or telephone number of any parent who requests his/her name be excluded.

Written permission or refusal to place your name on the roster is located on the last page of the Parent Application and Child Enrollment and Health Information Form. Please document your preference in regard to this request. Should this area be left blank, we will understand you do not wish your name to be placed on the Parent Roster.

Parent Participation

Parent/child activities will be offered throughout the year. Parents are encouraged to attend and participate in at least one of the activities conducted by the classroom and/or offered by the center. These activities will be conducted on a periodic basis and will address current topics related to parent concerns, child-care education, health and safety needs, etc. These gatherings will also offer an opportunity to learn more about your child's development and meet with other parents and perhaps foster new friendships.

We encourage all parents to participate in our Jolly Tots, Too! Parent Committee and contribute ideas for future topics and events. The Parent Committee is meant to be a place where parents, staff and administration can come together in a positive manner and develop new ways to make Jolly Tots, Too! the best center. Parents are encouraged to volunteer with social functions, participate in trainings offered, and offer new ideas/ programs/ etc. A Parent Committee Information Board is located at the end of the front hallway; with Teacher Information, Weekly Themes, Announcements, and Upcoming Special Events.

Parent Newsletter

Each classroom will distribute a monthly newsletter. This newsletter is designed to update parents on current and upcoming events (i.e., birthdays, special occasions, etc.). We strongly encourage input from employees, parents, and families. Please feel free to submit your ideas, suggestions, and/or information you would like to share with us.

Parent Information Center

Twice a year, your child's teacher/primary-care provider will schedule a parent/teacher conference to review your child's progress. Parents also receive a brief daily report informing them of their child's daily activities—diet, rest, socialization skills, learning-center activities, etc. In addition, parents are offered the opportunity to meet with the current and future instructor prior to a change in the class assignment. Parents may request a conference at any time, if desired. A copy of all conferences will be kept in the child's file. We strongly encourage parents to convey any important situations or events which you believe may affect your child's physical, emotional, or academic status.

A Parent Information Board is located in the front office area to provide information regarding parent memos, curriculum, lesson plans, child topics, etc. Each classroom also has a designated area where monthly curriculums, weekly lesson plans, and other important information are displayed. Please become familiar with these areas and review them frequently.