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# Parent Handbook

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# **WELCOME**

**W**elcome to *Premier Kids Academy*. This handbook contains information regarding the Infant/Toddler/Preschool/School-age enrichment program. It is very important that you read this handbook and keep it handy as long as your child is enrolled in the program. It will answer many of the questions you have about Premier. We are extremely happy that you have chosen our center for your child/children childcare experience.

## **PROGRAM PHILOSOPHY**

**Premier Kids Academy** was established to provide quality, loving care for children (age 3 weeks – 14) years old. The staff recognize the importance of balanced growth so they provide opportunities for mental, physical and emotional growth through a variety of creative experiences. Children are encouraged to learn and explore at their own speed in areas that interest them. We are pleased that you have chosen to include us in the growth and development of your children.

- *We believe that respecting diversity is one of Premier Kids Academy's strengths.*
- *We are sensitive and responsive to children and families with special needs.*
- *We believe that each child should be given opportunities to develop to his/her highest potential.*
- *We believe that enthusiasm, pride, love and understanding should characterize all human relationships.*
- *We believe that the home and center environment are important in helping children learn.*
- *Our parents will be assured that their children will be taught to cooperate, to think and to respect the rights of others.*

# **MISSION STATEMENT**

*What's in a name? - We believe that the name of our Premier Kids Academy accurately reflects our goals and mission in providing comprehensive child care which in effect will be "Safe, Educational & Fun" in the quality and scope of our service. We will achieve this by providing a FULL-TIME nursery and day care facility for families and after school care for children of working parents unable to be at home directly after school.*

*Concerned parents are constantly forced to face-the-fact that they are not always afforded the opportunity to locate a childcare provider, or a facility to care for their children when needed. Dependability is a very important factor along with safety, afforded ability, and proper care. Premier Kids Academy primary function will be to provide children with a safe, diverse, educational environment, allowing parents the assurance that quality care is being provided.*

## **FIELDTRIPS/TRANSPORTATION OF CHILDREN**

The Center schedules field trips throughout the year. There may be an additional fee to support these activities.

**Field trip safety** policy provides that:

2. A first-aid box that meets State requirements and a person trained in first-aid shall be available on each field trip or special outing.
3. All children on the field trip or outing will have identification attached to them containing the Center's name address and telephone number to contact in the event the child becomes lost.
4. An emergency transportation authorization and the child's health record shall be available on the field trip or special outing for each child.
5. The maximum number of children per child-care staff member requirements shall be met at all times when children are transported on field trips or special outings.
6. Written permission is needed from the parent for each child transported to and from the Center for routine trips and special outings, which shall include, but not limited to, the child's name, destination, signature, date parent signed and the date of the field trip.
7. Before departing the Center, a count will be taken of all of the children, and they will be marked on a separate attendance sheet, specifically created for the trip.
8. Upon arrival at the destination, another count will be taken to assure that all of the children have safely arrived. This process will be repeated upon leaving the destination, and returning to the Center.
9. During the course of the field trips, each staff member will have specific children that they are responsible for supervising.
10. All fieldtrips will be provided by our Center's bus.

## **TRANSPORTATION**

**Premier Kids Academy** provides limited transportation between the hours of 2:00pm and 6:30 p.m. (From school)

Written permission slips will be sent out and must be signed by the parent for routine trips or special activities outside of the school and in the school building as well.

The Center will not transport children in emergency situations. If a child requires transportation, the parent or the emergency squad will be contacted. The Center will be providing transportation on routine trips for school age children going to/from school. This transportation will be done on the busses owned by the Center and a staff member with first aid/communicable disease and CPR trainings will be present in the van.

## **SWIMMING INFORMATION**

Swimming activities will be provided only to children who have permission from their parents. We will take the children during a designated time given by the local city of Beachwood recreation center. A lifeguard will be present at all times and child care staff will also be actively supervising children. Parents will be provided with permission slips ahead of time which will need to be signed. The permission slip will also include the staff/child ratio that will be followed while the children are at the pool and specify if additional adults will be in attendance.

Our younger children will be provided with water play opportunities at the Center. These would include sprinklers and small wading pools (less than 24 inches deep). Swimming activities may include pools 18" but never over 24 inches deep. Parents will also be asked to sign written permission slips prior to children engaging in water play with standing water. Please remember to send bathing suits, towels and sunscreen for your children. Sunscreen must also have a medication form completed for it. If your child burns easily, please include a lightweight T-shirt that they may wear over their swimsuit.

# LICENSING

At the end of the handbook you will find an attachment about licensing and other valuable information. Please take the time to read this information. The Center's licensing record is available upon request from the ODJFS provides a toll free number (number shown on license) to be used to report any suspected violations by a licensed center.

- All parents are authorized visitors are required to sign-in.
- Parents are welcome to visit the Center at any time during the hours of operation.
- Parents may also have lunch with their children on any day.

# ADMISSIONS

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A CHILD IS CONSIDERED TO BE ENROLLED IN THE Center ONLY after the registration fee has been received, the administrator confirms the availability of space and the required paperwork is received. This includes basic enrollment and health information. Any change to this information must be communicated to the office immediately so that current information is always on file. This is for the safety of your child. A medical form signed by a physician or certified nurse practitioner is required to be submitted within 30 days of admission. This medical must be updated every 13 months.

**All children are required to attend the walk through tour of facility**

IF YOU ENROLL YOUR CHILD FULL TIME THEY MUST ATTEND NO LESS THAN 33 HOURS A WEEK. IF THEY ARE ENROLLED PART TIME THEY MUST ATTEND NO LESS THAN 10 HOURS A WEEK. IF THEY USE UP THEIR ABSENCE DAYS (20) YOU WILL BE RESPONSIBLE FOR THE ENTIRE TUITION. ALL ATTENDANCE ISSUES WILL BE REPORTED TO ODJFS AND MAY RESULT IN TERMINATION OF COUNTY VOUCHERS.

# Tuition/Fees & Payment Policies

## Tuition:

|                  |                        |                                                      |
|------------------|------------------------|------------------------------------------------------|
| Infant Rate:     | Ages: 3weeks to 18mos. | Full-time: <u>\$300.00 weekly</u>                    |
| Infant Rate:     | Ages: 3weeks to 18mos. | Part-time: <u>\$200.00 weekly</u>                    |
| Toddler Rate:    | Ages: 18mos. To 3yrs.  | Full-time: <u>\$280.00 weekly</u>                    |
| Toddler Rate:    | Ages: 18mos. To 3yrs.  | Part-time: <u>\$200.00 weekly</u>                    |
| Preschool Rate:  | Ages: 3yrs. To 5yrs.   | Full-time: <u>\$260.00 weekly</u>                    |
| Preschool Rate:  | Ages: 3yrs. To 5yrs.   | Part-time: <u>\$200.00 weekly</u>                    |
| School age Rate: | Ages: 5yrs. To 14 yrs. | Full-time: <u>\$250.00 weekly (Summer Rate)</u>      |
| School age Rate: | Ages: 5yrs. To 14 yrs. | Part-time: <u>\$180.00 weekly (School Year Rate)</u> |

Once a child's enrollment or re-enrollment date has been confirmed, there will be NO refund of the tuition.

**NOTE: TUITION IS DUE ON MONDAY OF THE WEEK CHILDCARE IS PROVIDED UNTIL THE STUDENT IS WITHDRAWN FROM THE CENTER.**

**Premier Kids Academy**, recognizes that problems can occasionally arise which make tuition payment a hardship, however, we are sure you can appreciate that our expenses continue to be incurred whether or not tuition payments are made when due. Tuition payment delinquencies must be minimized in order to assure adequate operating funds.

In the event of illness, time off, holidays, and closings full payment is expected. Vacation time we expect the full tuition to be made. You are paying for a spot, not time in the childcare facility.

Should occasions arise when tuition payments are not made when due, the following policy will take effect:

- On each Tuesday, a late payment fee of \$20.00 will be added to your account for any week's tuition that is one (1) or more days delinquent.
- For accounts which are three (2) weeks in arrears, the result may be termination of your child/children enrollment.
- Effective June 12, 2025, Premier Kids Academy will update its **Late Pickup Policy as follows:**

Our center closes promptly at 6:30 PM. In order to respect the time of our staff and ensure smooth operations, we are implementing a sliding scale late pickup fee for families who arrive after closing time.

New Late Pickup Fee Structure:

- 1st Late Pickup - \$2.00 per minute
- 2nd Late Pickup - \$3.00 per minute
- 3rd Late Pickup - \$4.00 per minute
- 4th & Subsequent Late Pickups - \$5.00 per minute (maximum rate)

Late pickups will be tracked per family on a rolling basis. The fee is calculated based on the time the

child is picked up after 6:30 PM, according to the center's clock.

Example:

If a child is picked up at 6:40 PM on the second offense, the late fee would be 10 minutes  $\times$  \$3=\$30.

We understand that occasional delays may occur. If you anticipate being late, please notify us as early as possible. Thank you for your cooperation and for being a valued part of the Premier Kids Academy family. The Executive Director and/or Director will make every effort to work out arrangements with parents whose accounts are past due, if they communicate their situation and adhere to an established payment schedule. Child cannot attend the center if the tuition is not paid in full for the week.

Tuition payments are an obligation, which we believe parents of all students intend to meet in good faith, although we reserve the right to terminate a student due to excessive delinquent payments. We take this action only when all other efforts are proved unsuccessful.

**Premier Kids Academy** will take legal action to recover any unpaid tuition and late fees.

**All checks are to be made payable to:** Premier Kids Academy LLC Our tax ID number is available upon request.

## **REGISTRATION FEE**

There will be a non-refundable registration fee required for the purpose of processing the necessary papers and administrative fee. The fee is **\$25.00** per child.

Fee payments may be made by cash, check, or money order. There will be a \$20.00 returned check fee charged for any check that is returned unpaid by the bank. Any parent, who has had two (2) checks returned unpaid, must make future payments by cash or money order.

Tuition assistance through the Cuyahoga County Jobs & Family Services may be available to those who qualify. Please contact the department for guidelines and application information.

Because our staff and other expenses are tied directly to the number of enrolled students, and cannot be reduced to compensate for student illness or variable vacations, there will be NO TUITION REDUCTION allowances for student illness or vacation.

## **DISCIPLINE POLICY**

If a situation arises where a child is consistently endangering himself, peers or staff, it may become necessary to enforce disenrollment of the child.

Every attempt will be made to work together with the parents and the child to correct the behavior. However, the safety of children is always our primary concern. The administrator would be in communication with the parents prior to this occurring.

If the child demonstrates behavior that requires frequent “extra attention” from the staff member, we may choose to develop and implement a behavior management plan. This plan would be developed in consultation with the parents and would be consistent with the requirements of Rule 5101:2-12-22.

**All children are on a 2 day trial when first enrolling to make sure they are not a harm to themselves or others. If they are, they will not be fully enrolled in our program.**

### **Suspending**

Based on the severity of the behavior your child may be suspended for 2-7 days to work on the behavior. Ex; Biting, throwing furniture, fighting, cursing.

### **Termination**

If we have been working on the behavior plan, worked with outsourced help such as help me grow and beechbrook, we have suspended, and we have asked the parents to help correct behaviors. We will then terminate the child from our care. This is at our digression.

Other ways to get terminated will be parents fighting and arguing with staff, unpaid childcare bills, and lack of communication with our brighwheel app in regards to conferences, screenings, and plans.

Parents are required to give a 2 weeks' notice upon disenrollment of their Child/Children. If the 2 weeks' notice is not given, parents will be obligated to pay for the 2 weeks.

## **Hours and Days of Operation**

The Center will be in operation Monday through Friday (7:00 am to 6:30 pm). A late fee of **\$2.00 per minute** will be charged if a child is not picked up by the time specified in the agreement... No drop off after 10:00am (No exceptions)

**Premier Kids Academy** will close to observe the following holidays:

- Memorial Day
- Good Friday
- Juneteenth
- Fourth of July (July 4&5)
- Labor Day (Aug 30 &Sept 2)
- Columbus Day

- MLK
- Veterans Day
- Thanksgiving (3 days)
- Christmas ( 3 days)
- New Years Day/ Eve.
- Presidents Day

Full tuition is due for the weeks in which these fall, as staff are given them as paid holidays. **Premier Kids Academy** will take legal action to recover any unpaid tuition and late fees. **All checks are to be made payable to: Premier Kids Academy.** Our tax ID number is available upon request.

## **Staff/Child Ratios and Maximum Group Size**

**Premier Kids Academy** will not exceed the following state required ratios:

|                    |                                                               |
|--------------------|---------------------------------------------------------------|
| <b>1:5 or 2:12</b> | <b>Infants (0-12 months)</b>                                  |
| <b>1:6 or 2:12</b> | <b>Infants (12 months-18 months)</b>                          |
| <b>1:7</b>         | <b>Toddlers (18 months-30 months)</b>                         |
| <b>1:8</b>         | <b>Toddlers (30 months-36 months)</b>                         |
| <b>1:12</b>        | <b>Preschoolers (3 years-4 years)</b>                         |
| <b>1:14</b>        | <b>Preschoolers (4 years until eligible for kindergarten)</b> |
| <b>1:18</b>        | <b>Schoolagers (eligible for school)</b>                      |

**Because we desire to provide a higher level of quality care we will strive to maintain a 1:3 ratio in the infant room and a 1:5 ratio in the toddler room. Ratios for toddlers and preschoolers may be doubled for 1.5 hours at naptime as long as all children are resting quietly on their cots and enough staff is in the building to meet the regular required staff/child ratio if there is an emergency.**

The maximum group sizes are as follow:

|    |                                |
|----|--------------------------------|
| 12 | Infants                        |
| 14 | Toddlers 18 months – 30 months |
| 16 | 2.5 – 3 yr olds                |
| 24 | 3 years old                    |
| 28 | 4-5 year olds                  |
| 36 | School age children            |

Maximum group size is defined by the number of children in one group that may be cared for at any time. Limitations do not include naptime, lunch time, outdoor play or special activities.

# **SUPERVISION POLICY**

**A major responsibility of the staff is to ensure the health and safety of each child entrusted in our care. Staff employees are alert to the safety needs of their children, anticipate possible hazards, and take necessary appropriate precautionary and preventative measures.**

## **DISCRIMINATION**

**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.**

## **ARRIVAL AND DEPARTURE**

Parents are required to bring their children into the classroom and to sign the child in on the clipboard by the door if applicable. Any special messages, special pickup notes, etc. are to be sent to the teacher via brightwheel. Children **cannot** be dropped off at the entrance of the building or be sent inside alone. Staff must be made aware of each child's presence before the parent departs. Children must arrive by **10:00 AM** each day to be admitted into classroom. The door code cuts off at 9:58 sharp to allow you to check in and walk child to class by 10am. **Late arrivals are not permitted** under any circumstances, except when the child has a **same-day medical appointment**. In such cases, the child may arrive no later than **11:30 AM**, and a valid doctor's note must be provided at drop-off or emailed in advance. The note must confirm that the child was seen by a medical provider that morning. Late arrivals without proper documentation will not be accepted. At the time of pick-up parents are asked to make contact with their child's supervising staff member to ensure that staff is aware that the child has been picked up. Parents are responsible for the supervision of their child before and after sign-in. No child is permitted to be passed over the playground fence to pick up or drop off.

## **RELEASE OF A CHILD**

Children will be released only to individuals who have been identified by the parents, or guardian(s) as being responsible for the child, and who are listed on the pick-up slip.

If an emergency arises the parent must provide a written, signed note giving the person permission to pick-up their child. Staff will check ID's of anyone they do not recognize. Please let people know about this ahead of time so they bring a picture ID and they are not offended. The children's safety is our priority! Staff will not release children to anyone, including parents, who appear to be under the influence of drugs or alcohol. Emergency contacts will be called to transport the child home. Police will be notified if necessary.

## **SUPERVISION OF INFANTS/TODDLERS/PRESCHOOLERS**

At no time will a child be left unattended. Staff must supervise children at all times, including naptime. If a child becomes ill, they may be isolated in a section of the room not in use, but within the sight and hearing of a staff member.

## **SUPERVISION OF SCHOOLAGE CHILDREN**

School age children may run errands inside the building or use the restroom alone or in groups of no more than six children without adult supervision as long as the following conditions are met:

- Children are within hearing distance of their teacher
- The teacher checks on the children periodically every 5 minutes
- The restroom is for the exclusive use of the center.
- We do not accept children who are suspended from school

One group of no more than six school children, fourth grade age or older, may engage in activities which pose no physical risk to their safety in a room without a child care staff member, as long as the teacher can see or hear the children at all times and checks on the children every 5 minutes.

## **CHILDREN ARRIVING TO THE CENTER FROM OTHER PROGRAMS**

At times it may be necessary for a child to arrive at the Center from another program (Example: Child arrives after a part time Head Start program or a schoolager arrives at the Center after school). If a child is scheduled to arrive and does not, we will first contact the parent to confirm that the child is scheduled to be at the Center that day and then contact the program that they are to have arrived from. We will then consult with the parent to determine further action. For this reason, it is very important that parents contact the Center when their child is not going to be attending.

### **SCHOOL DELAYS/CANCELLATIONS**

Our program will operate a full day program for students when schools are closed for vacations, delays or cancellations with the exception of students being suspended from school. It's at the discretion of the Administrator that any student suspended from school cannot attend Premier Kids Academy before 2:30pm on the day or days of suspension.

### **CUSTODY AGREEMENTS**

If there is custody issues involved with your child, you must provide the Center with court papers indicating who has permission to pick up the child. The Center may not deny a parent access to their child without proper documentation.

### **TRANSITIONING**

You will be notified when your child is ready to move up to the next classroom. As part of the procedure center staff will develop a transition plan. This plan will include the beginning and end date of the transitioning period and include a transition schedule. The plan will be signed by the parent. Parents may also request to have their child transitioned. These requests will be accommodated if it is in the best interest of the child and space is available in the next room.

### **CHILD ABUSE REPORTING**

All staff members are mandated reporters of child abuse. If staff has suspicions that a child is being abused or neglected, they MUST make a report

to the local children's services agency. The safety of the children is always our first concern.

## **DROP-IN/ANYTIME SERVICE**

**Premier Kids Academy** Does not provide drop in care!

## **GUIDANCE POLICY**

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**Premier Kids Academy** believes that helping the child to learn self-control is very important. Our hope is that each child will learn self-discipline through careful guidance. Your child will be treated with love and respect. If children are treated with respect, they in turn learn to respect the teachers and their friends. Our expectations will be kept within the child's capabilities, and the child will be made aware of these expectations. Positive reinforcement (commenting on children doing the "right" thing) and positive redirection (removing the child and giving them an appropriate activity) will be used. A child may be asked to sit for a short period of time to give the child a chance to regain control if they are having a difficult time. Time outs will be age appropriate in length and done within the classroom. Staff will not impose punishments for failure to eat, sleep or toileting accidents. This discipline policy applies to all staff and parents while they are at the Center.

If a situation arises where a child is consistently endangering himself, peers or staff, it may become necessary to enforce disenrollment of the child. Every attempt will be made to work together with the parents and the child to correct the behavior. However, the safety of children is always our primary concern. The administrator would be in communication with the parents prior to this occurring.

If the child demonstrates behavior that requires frequent "extra attention" from the staff member, we may choose to develop and implement a behavior management plan. This plan would be developed in consultation with the

parents and would be consistent with the requirements of Rule 5101:2-12-22 OAC.

### **Conflict of Interest**

**Conflict of Interest:** In the event that there is a conflict of interest between a family and any of our childcare centers, the center reserves the right to refuse enrollment to the family. This decision will be made in the best interest of maintaining a safe and harmonious environment for all children and families within our center. We prioritize the well-being and positive experience of all families and will take necessary measures to ensure a conflict-free environment.

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## **ACCIDENTS/EMERGENCIES**

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The Center has devised several procedures to follow in the event that an emergency would occur while a child is in the Center's care. In the event of a fire, or tornado, staff would follow the written instructions posted in each classroom, describing emergency evacuation routes, and the procedures to be followed to assure that children have arrived at the designated spot. In order to prepare children for the unlikely need to evacuate, the Center does conduct monthly fire drills, and periodic tornado drills. Should we need to evacuate due to fire or weather conditions, or the loss of power, heat, or water to the Center, our emergency destination is the Recreation Center across the street. A sign will be posted in front of the Center indicating that we have been evacuated and the location where you can pick up your child. If a parent cannot be reached, we will contact the emergency contacts as listed on your child's enrollment information.

In the unlikely event there would be an environmental threat or a threat of violence, the staff will; secure the children in the safest location possible, contact and follow the directions given by the proper authorities and contact the parents as soon as the situation allows. An incident report would also be provided to the parents.

There is always one staff member present that has received training in First Aid/Communicable Diseases and CPR. In the case of a minor accident/injury staff will administer basic first aid and TLC. If the injury/illness would be more serious, first aid would be administered and the parents would be contacted immediately to assist in deciding an appropriate course of action. If any injury/illness is life threatening, the EMS will be contacted, parents will be notified, and a staff member will accompany the child to the hospital with all available health records. Staff may not transport children in their vehicles. Only parents or EMS will transport.

An incident/injury report will be completed, and given to the person picking up the child, on the day of the incident/injury, if any of the following occur:

- The child has an illness, accident, or injury which requires first aid
- The child receives a bump or blow to the head
- The child has to be transported by emergency squad; or an unusual or unexpected event occurs which jeopardizes the safety of the child.

If a child requires emergency transportation, the report shall be available within twenty-four hours after the incident occurs. The Center shall also contact licensing personnel from the appropriate ODJFS office within 24 hours when there is a “general emergency” or “serious incident, injury or illness”. The report will be provided to licensing staff within 3 days of the incident.

## **Surveillance Camera Policy**

At Premier Kids Academy, we prioritize the safety and well-being of all children in our care. To ensure a secure environment, we have implemented surveillance cameras throughout our facility. The purpose of these cameras is to allow authorized personnel to monitor the premises during operational hours. Please note the following guidelines regarding the use of our surveillance cameras:

### **1. Camera Functionality:**

- a. Our surveillance cameras are strictly used for live monitoring purposes only. They do not record or store any footage.

b. The cameras are strategically placed in common areas of Premier Kids Academy, such as hallways, entrance/exit points, and outdoor play areas. They are not installed in private areas, such as restrooms or changing rooms, to respect the privacy of both children and staff.

2. Access to Camera Feeds:

a. Only authorized personnel, including management and designated staff members, have access to the live camera feeds.

b. Access to camera feeds is limited to operational hours, ensuring that surveillance is only conducted during Premier Kids Academy hours for security and supervisory purposes.

3. Confidentiality and Privacy:

a. We prioritize the confidentiality and privacy of all children, families, and staff members.

b. Our surveillance camera system is not intended for public or parental access. Camera feeds are strictly for internal use by authorized personnel to maintain a safe and secure environment.

4. Communication with Families:

a. We understand the importance of maintaining open lines of communication with families.

b. While we do not share camera records or footage, we encourage families to reach out to our staff for updates on their child's activities and well-being during their time at Premier Kids Academy.

5. Compliance with Legal Requirements:

a. Our surveillance camera usage complies with all applicable local, state, and federal laws and regulations.

b. We ensure that our surveillance practices align with privacy laws and guidelines to safeguard the rights and interests of all individuals involved.

## **ORIENTATION**

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Starting a new experience such as the first day of school or day care is exciting for young children but it can be a difficult experience also. Through the orientation process, the child will gradually become familiar with his/her new environment. Also, during the orientation, the parent has the opportunity to become better acquainted with the teachers and daily routines. It is important that a parent, guardian, relative or a friend accompany the child during orientation. Most children are more at ease in the beginning of their day care experience after the following steps have been taken.

Parents can't sit in the classroom during class time. This is to ensure a safe and distraction-free learning environment for all children and to respect the privacy of other families. We understand that parents may want to observe their child's progress, but we kindly request that they schedule a separate time with the teacher or school administration for such purposes. Thank you for your cooperation in creating a conducive learning environment for all our childcare students.

***Classes are in session Monday through Friday 7 a.m. to 6:30 p.m. All children should be picked up fifteen (15) minutes before dismissal normal pick-up. All children who attend over ten (10) hours without notifying the Center will be charged for an additional day.***

1. The first day bring your child at 10:00 a.m. Stay with him/her and take the child home at 11:00 a.m.
2. The second day, bring your child at 9:00 a.m. As your child begins to feel acclimated to his/her new environment, you may be able to leave the building, Take your child home after lunch.
3. The third day, bring your child at 8:00 a.m. (before breakfast), leaves and returns for him/her at 4:00 p.m. (after nap).

# **DAILY ACTIVITIES**

A typical daily schedule of activities is outlined below. These are only guidelines and there is flexibility with programming throughout the day according to the needs of the children.

## **INFANT'S DAILY SCHEDULE**

### **6 weeks to 17 months**

|                                       |                                                                                                                                                                                                                                                                  |
|---------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b><i>7:00 a.m. – 8:00 a.m.</i></b>   | Children arrival/greeting/free play                                                                                                                                                                                                                              |
| <b><i>8:00 a.m. – 9:00 a.m.</i></b>   | Breakfast/diaper changing/nap/free play talking and interacting with children.                                                                                                                                                                                   |
| <b><i>9:00 a.m. – 11:30 a.m.</i></b>  | Nap/free play/interacting with each child/talking to child/reading stories/diaper changing/natural reflex/language/sensory awareness/fine motor skills/cognitive skills/gross motor skills/communication skills/social & emotional development/exploration play. |
| <b><i>11:30 a.m. – 12:00 p.m.</i></b> | Lunch/diaper changing                                                                                                                                                                                                                                            |
| <b><i>12:00 p.m. – 3:00 p.m.</i></b>  | Nap time/diaper changing                                                                                                                                                                                                                                         |
| <b><i>3:00 p.m. – 6:30 p.m.</i></b>   | Diaper changing/nap/interacting with children/talking/reading stories/natural reflex/language/sensory awareness/fine motor skills/cognitive skills/gross motor skills/communication skills/social & emotional development/exploration play/leave                 |

## **TODDLER DAILY SCHEDULE**

### **18 Months to 3 years**

|                                |                                                                                                                                                                                                                                                                                                                                                                 |
|--------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>7:00 a.m. – 8:00 a.m.</b>   | Children arrival/greeting/free play                                                                                                                                                                                                                                                                                                                             |
| <b>8:00 a.m. – 8:30 a.m.</b>   | Restroom/hand washing/breakfast                                                                                                                                                                                                                                                                                                                                 |
| <b>8:30 a.m. – 9:00 a.m.</b>   | Clean up/hand washing/free play                                                                                                                                                                                                                                                                                                                                 |
| <b>9:00 a.m. – 11:30 a.m.</b>  | Morning meeting/math<br>concepts/science/blocks/problem solving<br>gross motor/large & small motor/art<br>stories/outside play/dramatic play/rest<br>room/hand washing/puzzles/music<br>movement/color<br>shapes/numbers/alphabets/finger<br>play/manipulative play/socialization with<br>peers/expressing feeling/field trips (potty<br>trained only)/clean up |
| <b>11:30 a.m. – 12:30 p.m.</b> | Rest room/hand washing/lunch/clean<br>up/put down cots for nap                                                                                                                                                                                                                                                                                                  |
| <b>12:30 p.m. – 3:00 p.m.</b>  | Nap Time                                                                                                                                                                                                                                                                                                                                                        |
| <b>3:00 p.m. – 4:00 p.m.</b>   | Rest room/hand washing/snack                                                                                                                                                                                                                                                                                                                                    |
| <b>4:00 p.m. – 6:30 p.m.</b>   | Indoor selected play/gross motor/small &<br>large motor play/rest room/hand<br>washing/music/art/math<br>concepts/blocks/dramatic<br>play/stories/problem<br>solving/color/shapes/numbers/alphabets/<br>manipulative play/expressing feeling/clean<br>up/leave                                                                                                  |

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## **PRE-SCHOOL DAILY SCHEDULE**

### **3-5 years old**

|                               |                                                                                                                                                                                                                                                                                                                                                                                               |
|-------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>7:00 a.m. – 8:00 a.m.</b>  | Children arrival/greeting/free play                                                                                                                                                                                                                                                                                                                                                           |
| <b>8:00 a.m. – 8:30 a.m.</b>  | Restroom/hand washing/breakfast                                                                                                                                                                                                                                                                                                                                                               |
| <b>8:30 a.m. – 9:00 a.m.</b>  | Clean up/hand washing/free play                                                                                                                                                                                                                                                                                                                                                               |
| <b>9:00 a.m. – 12:00 p.m.</b> | Morning<br>meeting/math/science/manipulative<br>play/problem solving/puzzles/arts &<br>crafts/dramatic play/outside play/field<br>trips/blocks/story time/gross motor/small &<br>large motor/calendar & weather<br>awareness/body awareness/body<br>movement/colors/numbers/shapes/alphab<br>ets/finger play/music/counting/writing/self<br>esteem/self concepts/self respect/self<br>control |
| <b>12:00 p.m. – 1:00 p.m.</b> | Rest room/hand washing/lunch/clean<br>up/put down cots for nap                                                                                                                                                                                                                                                                                                                                |
| <b>1:00 p.m. – 3:00 p.m.</b>  | Nap Time                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>3:00 p.m. – 4:00 p.m.</b>  | Putting cots away/rest room                                                                                                                                                                                                                                                                                                                                                                   |
| <b>4:00 p.m. – 4:30 p.m.</b>  | Snack                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>4:30p.m. – 6:30 p.m.</b>   | Math/language/science/outdoor<br>play/music/colors/shapes/numbers/countin<br>g/alphabets/body movement/blocks/small<br>& large motor skulls, manipulative<br>play/gross motor/number concept/self<br>control/self control/respect/self<br>esteem/art/problem solving/finger play<br>stories/puzzles/leave                                                                                     |

## School Age Schedule

(From August to June while school is in session)

### 5-12 years old

**2:30 p.m. – 4:00 p.m.**

school-agers are picked up from school

**4:00 p.m. – 6:30 p.m.**    Snack/clean up/homework/outside cooperative play/computer/art/music/reading/gross motor skills/dramatic play/socials skills/games/leave

## School Age Schedule

### (June) When school is out till August

#### 5-12 years old

|                               |                                                                                                                                                                                                                                                                                           |
|-------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>7:00 a.m. – 8:00 a.m.</b>  | Children arrival/greeting/free play                                                                                                                                                                                                                                                       |
| <b>8:00 a.m. – 8:30 a.m.</b>  | Restroom/hand washing/breakfast                                                                                                                                                                                                                                                           |
| <b>8:30 a.m. – 12:00 p.m.</b> | Morning meeting/outside play/field trips/creative art/dramatic play/reading/writing/movies/walks/quiet activities/going to different parks/music/show & tell/expressing feelings/self-control/self concepts/self respect/self esteem/respect for others/school activities review/clean up |
| <b>12:00 p.m. – 1:00 p.m.</b> | Rest room/hand washing/lunch/clean up                                                                                                                                                                                                                                                     |
| <b>1:00 p.m. – 4:00 p.m.</b>  | Outside play/movies                                                                                                                                                                                                                                                                       |
| <b>4:00 p.m. – 4:30 p.m.</b>  | Rest room/hand washing/snack                                                                                                                                                                                                                                                              |
| <b>4:30 p.m. – 6:30 p.m.</b>  | Outside play/creative art/dramatic play/quiet activities/music/expressing feeling/self control/self respect/respect for others/leave                                                                                                                                                      |

## **NAPS AND BEDDING**

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Each child will be provided his/her own sleeping cot to be used during rest period. Cots are cleaned on a regular schedule and whenever they are reassigned to a new child, or soiled by excrement. Please provide your child with his/her own blanket (crib size). A small pillow may be provided if desired. Bedding will be sent home weekly for laundry. Please be sure to return the bedding on the next school day. Your child may bring a special comfort item such as a stuffed animal or “blankie” for naptime if needed.

If children do not want to sleep they will be left on the cot with a small quiet toy or puzzle. They can not get off the cot unless its for a potty break. This is so that we stay in ratio during nap times.

## **CLOTHING**

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Clothing that is washable, durable and loose is appropriate for school wear. All buttons, zippers, snaps and ties should be well constructed so children will be able to dress and undress independently. Children will be encouraged to learn skills necessary for these procedures.

Each child must have at least one seasonally appropriate, complete change of clothing in his/her locker. It is difficult for staff to keep track of so many children’s belongings unless the items are clearly labeled. Please label all personal items. The Center is not responsible for lost articles.

The Center keeps a few items of clothing for emergencies. If your child wears Day Care clothing home, please wash it and return it the next school day. We would appreciate any extra clothing items, (especially underwear, pants and socks) which you can donate to the emergency clothing box.

## **SAFETY**

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Childcare staff members are responsible for the safety of children in their care. No child will be left alone at any time.

A person trained in first aid will be available at all times.

A monthly fire drill will be held at varying times. A record of the fire drills in the Administrator's office.

Smoking is prohibited in all areas of the Center.

The use of spray aerosols is prohibited when children are present at the Center.

No outside toys from home.

Parents should park in designated parking spaces. At no time should a car be left at the curb. This is a hazard for the children and for other cars. Cars should never be left with the motor running.

In case of an emergency situation, the Center has a well-developed action plan. The action plan is posted in the Administrator's office, in each classroom and near each telephone. Each staff member has immediate access to the telephone and it is checked often to make sure it is in working condition. The action plan details the steps to be taken in case of fire, weather alert, or medical/dental emergency. Staff responsibilities are explained and diagrams show evacuation routes. If necessary, the Center staff will administer first aid, summon emergency transportation and contact parents.

Copies of the following emergency reports and procedures are on file in the administrator's office.

- Monthly fire drills
- Transportation by the Cleveland Fire Department Rescue Squad

## **OUTDOORS PLAY**

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Research has shown that children stay healthier when they have daily outdoor play. Based on this information and state requirements, outdoor play will be included in our program on a daily basis. We will limit the amount of time outside when the temperatures are very warm or very cold. Children will not be taken outside when the temperature (wind chill and heat index factored in) drop below 20 degrees or rise above 90 degrees. If the situation requires it we will also adjust outdoor time due to rain, threatening weather, ozone warnings, etc. On days that outdoor play is not provided due to these conditions, we will include a time for indoor gross motor activities. Please send your children with the proper clothing so they may be comfortable and safe whenever we are outside. This includes snow pants, hats, mittens and boots in the winter time.

## **EMERGENCY CENTER CLOSING**

**Premier Kids Academy** reserves the right to close the Center due to a various of reasons:

Power Outage:

1. If there is a power outage that affects the childcare center, the safety of the children and staff will be the primary concern. Staff members will assess the situation and determine if it is safe to continue operations without electricity. If it is deemed unsafe or impractical to continue without power, the childcare center will be closed. Parents will be immediately notified brightwheel about the closure, indicating the reason and expected duration of closure. Parents will be requested to pick up their children as soon as possible, with a designated location for pick up within a reasonable timeframe.

Insufficient Staffing:

1. In the event of unforeseen circumstances that result in insufficient staffing to ensure the safety and care of the children, the childcare center may need to close temporarily. The center director or designated staff member will assess the staffing situation and determine if it is necessary to close the center. Parents will be promptly notified via brightwheel about the closure, providing a clear explanation for the closure and expected duration. Parents will be requested to pick up their children as soon as possible, with a designated location for pick up within a reasonable timeframe.

#### Severe Weather Conditions:

1. The childcare center will follow local government guidelines and recommendations regarding severe weather conditions, including but not limited to storms, hurricanes, blizzards, or extreme temperatures. If local authorities issue warnings or advisories that may pose risks to the safety of children and staff, the childcare center will close accordingly. Parents will be notified via brightwheel about the closure, citing the specific weather condition and expected duration of closure. Parents will be requested to pick up their children as soon as possible, with a designated location for pick up within a reasonable timeframe.

## HEALTH AND COMMUNICABLE DISEASE MANAGEMENT

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In order to minimize transmission of illness, the State Department of Health requires day care centers to follow guidelines designed to protect the health of all children and staff members.

The ODJFS requires that each parent provide a proof of immunization at time of enrollment and each child must have a physical exam no more than six months prior to enrollment and annually thereafter. New enrollees must submit a completed medical form within two (2) weeks of admission. The Center will give the parent one (1) month's notice of annual physical due. If the updated medical form is not submitted when due, or a note submitted verifying scheduled doctor's appointment, the child's record is out of compliance with Ohio law and the child may not return to the Center until the up-to-date medical form is submitted.

Your child must be immunized according to the following schedule.

### ACIP RECOMMENDED SCHEDULE OF VACCINATIONS FOR ALL CHILDREN

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| <i>Vaccine</i> | <i>2 Months</i> | <i>4 Months</i> | <i>6 Months</i> | <i>12 Months</i> | <i>15 Months</i> | <i>4-6 Years<br/>before<br/>school</i> |
|----------------|-----------------|-----------------|-----------------|------------------|------------------|----------------------------------------|
|----------------|-----------------|-----------------|-----------------|------------------|------------------|----------------------------------------|

| <i>entry</i>    |                   |                |                 |                |              |
|-----------------|-------------------|----------------|-----------------|----------------|--------------|
| <i>DTP</i>      | <i>STP</i>        | <i>DTP</i>     |                 | <i>DTP*</i>    | <i>DTP</i>   |
| <i>POLIO</i>    | <i>POLIO</i>      | <i>POLIO</i>   |                 | <i>POLIO*</i>  | <i>POLIO</i> |
| <i>MMR</i>      |                   |                |                 | <i>MMR**</i>   | <i>MMR**</i> |
| <i>HIB</i>      | <i>Hhoc</i>       | <i>HbOC</i>    | <i>HbOC</i>     | <i>PRP-OMP</i> | <i>HbOC</i>  |
| <i>Option 1</i> | <i>PRP-OMP</i>    | <i>PRP-OMB</i> |                 |                |              |
| <i>Option 2</i> |                   |                |                 |                |              |
| <i>Option 3</i> |                   |                |                 | <i>PRD-D</i>   |              |
| <i>Vaccine</i>  | <i>At Birth</i>   | <i>1-2</i>     | <i>4 Months</i> | <i>6-18</i>    |              |
|                 | <i>(Before</i>    | <i>Months</i>  |                 | <i>Months</i>  |              |
|                 | <i>Hospital</i>   |                |                 |                |              |
|                 | <i>Discharge)</i> |                |                 |                |              |
| <i>HBV</i>      |                   |                |                 |                |              |
| <i>Option 1</i> | <i>HB***</i>      | <i>HB***</i>   |                 |                | <i>HB***</i> |
| <i>Option2</i>  |                   |                | <i>HB***</i>    |                | <i>HB***</i> |

DTP: Diphtheria, Tetanus, and Pertussis Vaccine

Polio: Live Oral Polio Vaccine drops (OPV) killed inactivated Polio Vaccine shots (IPV)

MMR: Measles, Mumps and Rubella Vaccine

BIB: Haemophilus b Conjugate Vaccine

HBOC: HIB Titer

PRP-OMP: Ped Vax HIB

PRP-D: Prohibit

HB Hepatitis B Vaccine

- Many experts recommend these vaccines at eighteen (18) months.
- In some areas this dose of MMR may be given at twelve (12) months.

- Hepatitis B vaccine can be given simultaneously with DTP, Polio, MMR, and Haemophilus b Conjugate Vaccine at the same visit. If your child shows any signs of illness, rash, fever, vomiting or symptoms of a cold, you are expected to keep him/her at home until the child has been symptom free for 24 hours.

## **MANAGEMENT OF ILLNESSES**

Premier Kids Academy provides children with a clean and healthy environment. However, we realize that children become ill from time to time. If this is your child's first group care experience, it is possible that they may experience more frequent illnesses at the beginning before their immune system becomes more active. We observe all children as they enter the program to quickly assess their general health. We ask that you not bring a sick child to the Center. They will be sent home! Please also plan ahead and have a back up care plan in place if you are not able to take time off from work/school.

A child with any of the following symptoms will be immediately isolated and discharged to the parent or emergency contact:

Temperature of 100 degrees F – in combination with any other signs of illness

- diarrhea (more than once a day)
- HFM Hands Foot and Mouth
- severe coughing (whooping, red/blue face)
- difficult or rapid breathing
- yellow skin or eyes
- undiagnosed/untreated skin rash other than diaper rash
- thick yellowish or greenish nasal discharge
- nausea
- vomiting (two or more items in a day)
- symptoms of pink eye (Pinkness or redness in one or both eyes, Discharge, Morning crusting, matted eyelashes, itching, Burning, sandy, or gritty feeling, or Swelling of the conjunctiva and/or eyelids)
- infected skin patches
- dark urine/gray or white stool

- stiff neck - sore throat/difficult swallowing
  - evidence of ringworm, pinworm, lice, scabies or other parasites
- is unable to participate in regularly scheduled activities

Any child demonstration signs of illness not listed above will be isolated and carefully observed for symptoms. The parent will be notified. If a child does not feel well enough to participate in Center activities the parent will be called to pick-up the child. Anytime a child is isolated they will be kept within sight and hearing of a staff member. The cot and any linens used will be washed and disinfected before being used again.

Parents will be notified by a sign on the door if children have been exposed to a communicable illness. Children will be readmitted to the Center after at least 48 hours of being free of fever and other symptoms. If they are not symptom free a doctor's note will be required stating that the child is not contagious. We do not accept a doctors not to return to school with any open sores for HFM, chicken pox, measles or anything like that. We will observe each case individually and notify you if child can return to center. Even with a note from doctors.

## **MEDICATION/SPECIAL DIETS/Immunizations**

**MEDICATIONS:** The center does not administer medications to children. Medications may NOT be stored in child's cubby or book bag. Schoolage children are permitted to store inhalers or any other medication in their bags for the safety of all the other students. Parents may come and bring them the medication or pick them up in case of an emergency situation when they may need medications or inhalers.

**PRESCRIPTION MEDICATIONS:** Center does not administer medication. If the child is on a prescription medication the parent/ guardian must come and give the child the medication. Unless schoolager has careplan and medication the can self administer.

**FOOD SUPPLEMENTS OR MODIFIED DIETS:** If your child requires a food supplement or a modified diet, you must secure written information from your physician regarding this. Please speak with the administrator for more details regarding this. For religious purposes can substitute meat.

### **Enrollment of Children without immunization**

This is for the safety of your child. A medical statement signed by a physician or certified nurse practitioner is required. However, Premier Kids Academy will provide care or the children without immunizations as long as a medical statement is on file and updated on time. This medical must be updated every 12 months.

## MEALS AND SNACKS

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The center provides breakfast, lunch, afternoon and evening snacks and dinner. A daily menu is posted on the center's bulletin board. All meals are properly proportioned and contain foods that meet USDA food program regulations. We will meet all needs meeting 1/3 of the child's recommended daily dietary needs.

**Premier Kids Academy** believes that mealtime serves as a social and educational activity. The cultural and religious needs of our children are taken into consideration when menus are planned. If a child has any additional nutrition concerns, such as a diagnosed food allergy, **Premier** must be notified in advance so we can provide an appropriate substitution.

**NOTE:** *Parents may not bring food, prepared or unprepared, into the center for children to eat.* Unless for field trips, special parties, activities, and religious purposes. Can't substitute for preferences or for anything else. If your child does not eat meat. You can provide protein daily. We do not store in our fridge. You have to put in lunch container and pick up/ and drop off daily. The protein has to be ready to eat as we will not cook or heat it up. We are nut free and seafood free. We do not serve pork meats.

## **EVENING CARE POLICY**

**A) We do not provide evening care**

## PARENT PARTICIPATION

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Parents are encouraged to participate in the various activities sponsored by the center. The following are some examples of the activities that provide parents an excellent opportunity to become involved.

Volunteers are always welcomed in the classrooms or on field trips. Your child would most likely enjoy sharing this experience with you.

Bulletin Board and Newsletter are two of the ways you will be informed regarding the center's scheduled activities and other items of interest. The newsletters are published as necessary. Volunteers to assist with contributing and maintenance of the Bulletin Board as well as contributing and publication of the newsletter are welcomed.

**Fund Raisers:** One to two fundraisers are scheduled for the school year to help defray the cost of transportation for field trips, field trip fees and the overall enrichment of the center's programs and activities. All ideas are welcomed and participation is encouraged.

**Parent Committee:** The goal of the parent committee is to enhance parent participation and foster a good working relationship between the teachers, administrative staff and parents. The committees assist with the planning and coordination of special events and fund raising drives.

**Special Programs:** Throughout the year, the center sponsors special programs such as graduation and holiday programs. The children's participation in these programs is indicative of the nurturing, learning atmosphere that the center provides.

Your assistance in one or several of these activities would be greatly appreciated. The Director or Executive Director would be most happy to provide further details.

## CELEBRATIONS

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We usually celebrate holidays (i.e. Christmas, Valentine's Day, Halloween, etc.) with class parties. The center will provide some refreshments. However, parents are welcome to provide treats for the class store bought and not baked at home.

If you wish, your child may celebrate his/her birthday with classmates. Parents are to provide desired refreshments. All candy treats will be placed in your child's locker to be enjoyed at home. Party favors may be included if desired; please use discretion if balloon or small items are included because they can be a choking hazard for young children. Parents are to advise the child's teacher in advance when planning special celebrations and parents are strongly encouraged to attend all events.

## PARENT RESPONSIBILITIES

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It is the parent's responsibility to:

- Notify the center of any changes in home or work address or phone numbers.
- Pay all applicable fees on time
- Complete all required forms.
- Notify the center if your child will be late or absent.
- Inform your child's teacher about your child's likes and dislikes, fears, habits, positive or negative influences on his/her life, problems with other children or changes in the home which may affect his/her behavior.
- Notify the center if anyone other than you or another already designated person is to call for your child. **No child will be released to an unauthorized person.**

- Contact the Director/Executive Director if you have any questions or concerns. If the Director/Executive Director is not available, the Center's designated staff person will be available to assist you.
- Check the Day Care Bulletin board and/or your child's locker daily for information about the program, weekly menus, and other items of interest. Bulletin Boards are located near the rear entrance and on the wall outside the Toddler's classroom.
- Attend your child's annual parent-teacher conference. Feel free and accept the responsibility to request a conference with the teacher or Director/Executive Director to discuss your child's progress or parental concerns.
- Make early arrangements for your child's annual physical examination so that medical forms are on file when due.
- Don't bring outside food or toys in the building
- Make of aware of any medical or special situations with a child
- At Premier Kids Academy, the safety and well-being of our children are of utmost importance. In order to maintain a secure and organized environment, we have implemented the following policy regarding lost items:
  - 1. Jewelry, Hair Accessories, Electronics, and Toys: We kindly request that parents ensure their children do not bring any valuable jewelry, hair accessories, electronics, or toys from home to the childcare center. Premier Kids Academy cannot be held responsible for any lost or damaged items brought from home.
  - 2. Personal Belongings: Each child should come to the childcare center with only the necessary personal belongings, such as a change of clothes, diapers, and bottles. It is important to clearly label all items with the child's name to avoid confusion.
  - 3. Lost and Found: In the event that a child misplaces an item within the childcare center, we will make every effort to locate and return it to the rightful owner. We have a designated "Lost and Found" area where recovered items will be kept. Parents are encouraged to check

the "Lost and Found" area regularly to reclaim any misplaced belongings.

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

The facility is licensed to operate legally by the ODJFS. This license is posted in a conspicuous place. It will be posted on the Bulletin near the front door entrance and available upon request.

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 childcare 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 the local public children 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.

Access to the Center will be prohibited immediately after the Child is permanently disenrolled.

Rosters of the names and telephone numbers of the parent 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 are available for review upon request from the ODJFS. The department's website is: <http://jfs.ohio.gov/cdc>

It is unlawful for the facility to discriminate in the enrollment of children upon the basis of race, color, religion, sex or national origin or disability in violation of the Americans with Disabilities Act of 1990, 104 Stat. 32, 42 U.S.C. 1201 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.*

## **MEET WITH THE TEACHERS**

We provide several opportunities for our parents and families to meet with the teachers. To ensure that our teachers maintain full attention on the safety and supervision of all children during arrival and departure, face-to-face conversations with parents are not permitted at pick-up or drop-off. Instead, teachers will communicate via Brightwheel to address any brief questions or updates. If you feel a longer, in-person conversation is necessary, please request a meeting by contacting the administration to schedule a dedicated time. We conduct parent involvement opportunities in each class throughout the year. Families are encouraged to sit with their child when they go through a transition period into/out or through our program for a few hours each day.

We hold parent teacher conferences twice a year where we discuss child portfolios, assessments, observations, and screening results. We also discuss yearly goals and have you fill out a survey about our program so we can fully serve you every needs in a extraordinary manner.

## **Photography Consent Statement**

Dear Parent/Guardian:

As the parent of a child/children at Premier Kids Academy, I agree to the following:

I understand that my child(ren) enrolled at Premier Kids Academy may be photographed and/or video recorded during normal daycare hours, field trips, or activities. I understand that these photographs/videos may be used in promoting childcare services, either in print or on the Internet.

By Checking “Yes” on page 3 of JFS 01234 in our enrollment packet, I acknowledge and give permission for my child(ren) to be photographed, or their images recorded for print or electronic use in promoting our childcare services. I understand that it is my responsibility to give a handwritten notice in the event that I no longer wish to authorize the above uses. I agree that this form will remain in effect during the term of my child’s enrollment. I understand that there will be no payment for me or my child’s participation.

## **Infant Care**

We do serve pumped milk to the child if the parents request it. The milk must be stored properly and dated. We will discard unused pumped milk after the child refuses the remainder of the feeding. Please provide enough milk for the entire day. If the child runs out of milk, you will be called and asked to come and provide more milk or feed in our facility.

You are welcome to feed your child in a private area located in the employee break room. The area is clean and will be made to give you privacy while you feed your child.

### **Infant care, including frequency of diaper checks**

We change infant and toddler's diapers every 2 hours and as needed. If parents do not agree with this policy, he/she should speak with the Administrator.

3-4 Bottles are required to be brought in daily and taken home to be cleaned. We do not clean bottles or cups on site. If no bottles are brought in, the child cannot stay for the day. All bottles and pacifiers must be labeled by the parents. Check the child's bin for clothing and diaper needs daily. Child needs to have diapers and clothes for the day to stay and or brought in by 10am.

Please do not send infants with beads in their hair, barrettes that are easy to pull out, or jewelry. This is for the safety of themselves and others. Babies like to grab and pull, and this becomes a choking hazard.

### **Infant Formula**

We do provide one type of formula and that is Similac 360. If your infant is on any other formula, please provide enough formula for the entire day. The formula can be prepared by you or prepared by our staff.

We do not provide table food for infants under the age of 4 months. At the age of 4 months, we can feed them table food that will be provided by us based on the food program requirements.

We provide meals and snack for the babies and they are fed more than 2 times daily. They fed at will if they are showing signs or expressing hunger in addition to our scheduled feeding times.

## **EMERGENCY/SERIOUS ILLNESS/INJURY**

In the case of a serious emergency, illness, or injury we will contact the parent or guardian immediately. We will provide them with an incident report. If the child has to be taken to the hospital you will be contacted. We do not provide transportation in case of an emergency. The nearest emergency department can be contacted by you and sent to the center to transport your child.

Parents are not required to give consent for emergency transportation to the hospital because we do not provide the service.

### **Child Pickup Policy for Illness or Behavioral Concerns\*\***

In the event that a child is reported sick or exhibiting inappropriate behavior, we will contact the child's guardians. If the child is not picked up within two hours of this notification, it will result in automatic termination of enrollment.

The procedure will be as follows:

1. **\*\*Notification:\*\*** Parents/guardians will receive a message informing them of the child's condition or behavior.
2. **\*\*Reminder Call:\*\*** A reminder call will be made to ensure the message was received.
3. **\*\*Termination Letter:\*\*** If the child remains unpicked after the two-hour period, a termination letter will be issued.

We appreciate your understanding and cooperation in ensuring the well-being of all children in our care.

- 4. **Incident Reports:** In the unfortunate event that a child gets scratched or hurt by another child, our staff will promptly document the incident in an incident report. This report will be shared with the parents of both children involved, ensuring transparency and communication regarding the incident.
- 5. **Staff Vigilance:** Our dedicated team maintains low staff-to-child ratios in the classrooms to closely monitor the children and address any concerns that may arise. We strive to provide a safe and secure environment for all children under our care.

## **Bead/ Hair Policy**

"At Premier Kids Academy, the safety and well-being of our children is our top priority. To ensure the utmost safety, we have implemented a No Hair Bead Policy for children aged 5 and under. This policy is in place to prevent potential choking hazards, as well as the risk of losing or inserting beads into sensitive areas such as the ears and nose.

We kindly request that parents and guardians refrain from allowing their children to wear any type of hair beads while attending our childcare center. We understand that hair accessories can be appealing and fashionable, but the safety of our children is paramount.

We appreciate your understanding and cooperation in adhering to this policy. By working together, we can create a safe and secure environment for all the children at Premier Kids Academy. If you have any questions or concerns, please don't hesitate to reach out to our staff or management. Thank you for your cooperation."

## **ADA ACT POLICY**

### **Americans with Disabilities Act**

Our policy is to accept children in compliance with the Americans with Disabilities Act (ADA), its regulations, and any other applicable local, state, or federal laws pertaining to the provision of services to individuals with disabilities, including administering care procedures to children with disabilities according to the Care Plan on file. **Premier Kids Academy opts out of administering medication to children; however, we train our staff to refer to the Office of Civil Rights or the Bureau of civil Rights for any ADA questions. Parents have the right to always come and administer medication themselves anytime.**

Premier Kids academy provides a variety of special education programs and related services to students identified with disabilities through an evaluation process as defined by the Individuals with Disabilities Education Improvement Act (IDEIA). Free assessment is available to families to determine whether or not a disability exists. If a disability listed in the IDEIA is identified, the child can begin receiving the

appropriate special education and related services through an Individualized Education Program. Parents are encouraged to be active participants in the process.

A preschool child, age 3 through 5, with a disability is a child who has one of the following disabilities, as defined in rule 3301-51-01 of the Administrative Code: autism, intellectual disability, deaf-blindness, deafness, emotional disturbance, hearing impairment, multiple disabilities, orthopedic impairment, other health impairment, specific learning disability, speech or language impairment, traumatic brain injury, visual disability, or developmental delay.

A school age child, age 5 through 21, with a disability is a child identified with one or more of the following conditions: autism, intellectual disability, deaf-blindness, emotional disturbance, hearing impairment, multiple disabilities, orthopedic impairment, other health impairment, specific learning disability, speech or language impairment, traumatic brain injury, or visual impairment.

Title II of the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act (Section 504) provide that no individual will be discriminated against on the basis of a disability. An individual with a disability means a person who has a physical or mental impairment that substantially limits one or more major life activities; or has a record of such impairment; or has been regarded as having such impairment. This protection applies not just to the students, but all individuals who have access to the district's programs and facilities. In addition to the District Section 504/ADA Compliance Officer, the Board has also assigned building principals to serve as Building Section 504/ADA Compliance Officers. They are responsible for arranging annual reviews and three-year eligibility meetings, and for investigating at the first step any student or parent complaints of an alleged violation, misapplication or misinterpretation of Section 504/ADA.

To inquire about the procedures or programs you may contact the Office Administration at: 440-209-2296.

# POTTY TRAINING AND TRANSITIONING

We strive to provide a nurturing and educational environment for all our students. To ensure the best experience for every child, we have implemented the following policy regarding potty training:

## 1. Potty Training Requirement:

a. Children must be fully potty trained before transitioning into the preschool classroom. This includes being able to use the toilet independently for both urination and bowel movements, as well as proper hygiene practices like handwashing. Child is considered potty trained when able to let us know they have to use it, wipe themselves, and are dry for 2 weeks or more with no accidents. Until then, they need to wear training plastics over underwear to prevent spills or pullups for classroom hygiene purposes. No underwear until fully potty trained. We assist in the process based on ratios and help in the classroom. We are not fully responsible to potty train.

b. Potty training readiness and progress will be assessed on an individual basis, taking into consideration the child's age, development, and cooperation.

## 2. Grace Period:

a. Children who are not fully potty trained upon entering the preschool classroom will be given a one-month grace period to complete their potty training.

b. During this grace period, our dedicated staff will provide additional support, guidance, and resources to assist parents and children in achieving successful potty training.

## 3. Transition to Toddler Class:

a. If a child is unable to complete their potty training within the one-month grace period, they will be transitioned to the toddler class. If we have space in toddler room.

b. In the toddler class, our experienced teachers can provide a more focused and individualized approach to address the child's potty training needs without disrupting the instructional time of our preschoolers. (If transferred into the toddler room, you must pay toddler tuition, not preschool tuition.)

## 4. Parent/Staff Communication:

a. Open and regular communication between parents and our staff is crucial in supporting the potty training process. We encourage parents to share important information, updates, or concerns related to their child's progress.

b. Our staff will maintain confidentiality and work collaboratively with parents to ensure a consistent approach between home and school.

## 5. Support and Resources:

a. Our preschool will provide parents with relevant resources, tips, and guidance on effective potty training techniques.

b. Parents are encouraged to seek assistance from our knowledgeable staff members, who are trained in early childhood development and can offer practical advice based on their experience.

We believe that this potty training policy will contribute to a more focused and productive learning environment for all our preschoolers. It allows us to dedicate our time and resources to educational instruction while ensuring that each child's individual needs are met in the most appropriate setting.

## **OBSEVATIONS/SCREENING/ASSESSMENTS**

At Premier Kids Academy we use The Creative Curriculum Developmental Continuum assessment and Teaching Strategies Gold tool and questionnaires that are filled out once within 60 days of the child starting at Premier and Bi Yearly thereafter. The Child will be given goals to work on based on the results. The goals will be followed up within 60 days of completion of the assessment. This information will be shared with the families though emails, phone calls, or face-to-face conferences. This assessment will be use to help the teacher create lesson plans and teaching strategies that will work best with each individual child. If the teacher has a high level of concern based on the Childs assessment results they will notify the Childs parents during a conference and also notify the administrator of the concerns. These concerns will be addressed in a manner that allows the child to have the best outcome. In most cases a screening will be done on the child and results will be compared and shared in the appropriate manner. If there are major concerns – these results will be shared with a partner group for a referral with 60 days.

Teachers are NOT qualified to say rather or not the child has any learning disabilities. Therefore they will only share what they have concluded based on the results of the assessment and screening. Recommendations and ongoing help will be given in the appropriate manner as it concerns each individual child.

Premier Kids Academy does **not** report the **Child level data** to ODJFS. We report it to our partners (Beechbrook & PEP), which at that time they'll do their assessment and if needs to be reported, they will report it to ODJFS.

# DISASTER PLAN

*1. In accordance with ODJFS 5101:2-12-16, this disaster plan outlines how the family child care provider will prepare for and respond to the following emergency situations:*

**a) Weather emergencies and natural disasters including severe thunderstorms, tornadoes, flash flooding, major snow fall, blizzards, ice storms or earthquakes:**

In the unlikely event of an emergency, we will follow the instructions of the police, fire, and safety officials – and if necessary, evacuate to our safe location listed on the escape plan that is posted on all levels. Parents/ Guardians will be contacted as soon as possible (to pick up their children) if we have to evacuate because of weather conditions. In all cases I will take the attendance roster and account for all children.

**Severe Storms:** I will monitor the radio or television for any storm updates or emergency instructions. We will move away from all windows.

**Tornado:** In the event of a tornado warning, I will take the attendance roster and the children will gather in the lobby. I will account for all children and they will assume the safe position (covering head and neck) facing the lobby walls until the inclement weather has passed.

**Flooding:** We will monitor the radio or television for flooding details. If advised to evacuate we will do so immediately. Parents will be notified as soon as possible of evacuation and where to pick up the children.

**Winter Weather:** If there is a level “3” travel advisory the child care will be closed. I will notify each parent when I close due to weather.

**Earthquakes:** Safe spots will be identified in the child care room and the main level. Such as under sturdy furniture, wood framed doorway or against an inside corner or wall. We will assume the safe position (covering head and neck) in the safe spot until the earthquake has passed.

**b) Emergency outdoor and indoor lockdown or evacuation due to threats of violence including active shooter, bioterrorism, or terrorism:**

I will take the attendance roster and secure the children in the shelter in place area accounting for all children. I will then contact 911/Police and follow their instructions. Parents will be contacted as soon as possible and an incident report will be filed and given to all parents.

**Lock Down**

**Location:** 5171 Mayfield Road,

Lyndhurst, OH 44124

We will stay in the lock down / shelter in place area (selecting a small, interior room, with no or few windows) and take refuge there until an all clear is given. Lock-down will be used in a situation that may result in harm to persons inside the facility such as a shooting, hostage incident, intruder, trespassing, or disturbance.

**c) Emergency or disaster evacuations due to hazardous materials and spills, gas leaks or bomb threats:**

I will take attendance roster, first aid kit, and emergency contact information for children, account for all children, exit the home to the primary evacuation spot which is 5145 Mayfield Road (next door) and account for all children again. We will follow instructions from emergency personnel as to whether to stay there or to proceed to a spot further from the child care. Our secondary location is at 5161 Mayfield Road Parents will be notified as soon as possible and an incident report will be completed and provided to the parents as soon as possible. State will be notified within 24 hours. If parents fail to pick children up or we cant contact them, Children will be taken to the Lyndhurst Fire station/police station as our staff have to get to safety as well.

**Shelter in Place**

**Location:** 5171 Mayfield Road, Lyndhurst,

OH 44124

We will stay in the shelter in place area (selecting a small, interior room, with no or few windows) and take refuge there until an all clear is given. Shelter-in-place will be used in an emergency where hazardous materials (chemical, biological, or radiological contaminants) may have been released into the atmosphere.

**d) Outbreaks, epidemics or other infectious disease emergencies:**

In case of an outbreak, epidemic or other infectious disease emergency the child care will contact the local or state health department. The health department will investigate the situation. Specific prevention and control measures will be recommended to reduce spread to others. Notification will be made to all parents of the outbreak. Appropriate preventive measures will be taken to stop the spread of the outbreak, such as cleaning, sanitizing and the exclusion of infected children. We will practice covering your cough, sneezing into your elbow, hand washing, disposable hand towels, and using personal water bottles, to avoid this from happening at the child care.

**e) Loss of power, water or heat:** I will contact the utilities company to notify of outage and assess expected time of outage. I will evaluate factors, including safety, temperature, daylight, refrigeration requirements, and ability to follow sanitary hygiene practices. I will then determine whether the children need to be sent home or may continue to stay. The local health department or ODJFS will be contacted if in doubt and determination will be made if care can continue and still meet the rule requirements.

Longer than 1 hour of power outage is a danger and all children must be picked up immediately. Parents/ Guardians will be contacted as soon as possible to pick up their children if loss of power, water or heat is longer than an hour. **See map for utility shut off locations**

**f) Other threatening situations that may pose a health or safety hazard to the children in the Center:**

In the unlikely event of an emergency, we will follow the instructions of the police, fire, and safety officials – and if necessary, evacuate to our safe location listed on the escape plan that is posted on all levels. Parents/ Guardians will be contacted as soon as possible (to pick up their children) if we have to evacuate.

**Fire:** There is a fire extinguisher located in the kitchen, in the office, and one near each exit doorway. If there is a fire that cannot be extinguished quickly, the children will be evacuated immediately before calling 911. In case of evacuation, I will take the attendance roster, exit the home with the children to the designated meeting place – which is the trees in the front yard. I will account for all of the children, call emergency personnel (911), and notify them if all children are present or if any are missing. We will not return to the child care until the “all clear” is given.

*2. In accordance with ODJFS 5101:2-12-16 the following procedures outline how providers will ensure children are safely reunited with their parents during emergency or disaster situations.*

**a) Procedures for evacuation or shelter in place. How the home will care for and account for the children until they can be reunited with the parent:**

**Evacuation or Shelter in Place**

In the event of an evacuation or shelter in place I will take the attendance records with me so that I may account for all of the children. Evacuation maps are posted by all exit doors. The map outlines where the children will go in the event of an evacuation emergency. Parents will not be allowed to remove a child from my custody during the evacuation. Once all children are accounted for at the evacuation location, parents will be allowed to sign out their children. Parents will be notified of the evacuation location.

**Off-Site Evacuation**

In the event of a major environmental hazard that necessitates a large evacuation such as several neighborhoods, due to a large non-confined hazard our local government agency will determine the mass shelter locations. I will accompany the children to the shelter and remain with them while families are notified. After an emergency incident, and once it is deemed safe to pick up the children, parents will be directed by me as to the pickup location for reunification.

**b) Assisting infants and children with special needs and/or health conditions during disasters or emergencies:**

**Assistance for Infants and Special Needs:** Physically challenged children will be provided assistance to help exit the building. Infants will be evacuated by being carried by the provider. If there is more than two infants the emergency evacuation cribs will be used.

**c) Reunification with parents:**

**(i) How will emergency contact information for the parents and provider be communicated and where will it be located?**

The parent's first point of contact would be Tanisha D Jamison at 440-488-7341. I will consult with Emergency Personnel to determine if parents should be asked to pickup children. The decision to have parents pick up their children will be made based on the expected time out of the Child Care or the nature of the emergency. I will contact the parents to alert them of the pick-up location for reunification. If parents fail to pick children up or we cant contact them, Children will be taken to the Lyndhurst Fire station/police station as our staff have to get to safety as well.

**(ii) Procedures for notifying and communicating with parents regarding the location of the children if evacuated:**

I will contact the parents to notify them of the events. If I am unable to reach the parents I will then contact the emergency contacts for that child and alert them of the pick-up location for reunification.

**(iii) Procedures for communicating with parents during loss of communications, or when there is no phone or internet service available:**

Communication will be posted on the front door of the child care.

**d) Location of supplies and procedures for gathering necessary supplies for staff and children if they are required to shelter in place:**

The supplies are kept in the area that we shelter in place. Parents have provided backpacks for the children with personal items to comfort and occupy the children. Emergency contacts are included in the supply box.

- e)** What are the procedures if a disaster occurs during the transport of children such as during a field trip or routine trip? We will assume the safe position (covering head and neck) in the safe spot until the disaster has passed.
- f)** How will staff be training in disaster procedures? How will staff duties be reassigned during disasters? The Staff, Children and I will participate in fire and disaster drills at the Center. Fire drills will be conducted monthly and disaster drills every three months. All drills will be documented.
- g)** This plan will be updated annually as required by ODJFS 5101:2-12-16.

- h) How will the provider, child care staff member or employee communicate with local Emergency Management officials during disasters?

**Emergency Contact Numbers**

|                   |                       |                  |        |
|-------------------|-----------------------|------------------|--------|
| All Emergencies   | 911                   | Ohio Edison      | 1-888- |
| LIGHTS (544-4877) | Poison Control Center | 1-800-366-8888   |        |
| Dominion Gas      | 1- 800-362-7557       |                  |        |
| Fire Department   | 440-442-1214          | Water Department |        |
| 216-664-3130      | Police Department     | 440-442-1234     |        |
| Poison Control    | 1-800-222-1222        |                  |        |

**\*\*\*THIS PLAN IS AVAILABLE TO ALL CCSM'S AND  
EMPLOYEES IN THE MAIN OFFICE ON THE TEACHER  
RESOURCE SHELVES FOR TRAINING ANNUALLY AND  
REVIEW.**

## **Classroom supplies, bottles, changes of clothing ect...**

1. Daily Check of Child's Bins: Parents of infants and toddlers are required to check their child's bins daily during drop off and pick up. This is to ensure that the child has an adequate supply of diapers or pull-ups and a change of clothes if needed.
2. Taking Bottles and Cups Home: Parents are required to take home their child's bottles and cups daily. The childcare facility will not be washing them out. This helps maintain cleanliness and hygiene standards.
3. Parent Responsibility for Communication: Teachers will no longer send daily messages to all parents regarding their child's needs. It will be the responsibility of parents to check their child's bins and ensure they have enough supplies.
4. Labeling of Child's Belongings: All child's belongings should be labeled. This is especially important as there are over 10 kids in each classroom. Proper labeling helps prevent mix-ups and ensures that each child receives their own belongings.
5. Immediate Action for Insufficient Supplies: If a child does not have enough diapers or pull-ups for the day, parents will be notified and asked to provide them immediately or pick up the child. This ensures the child's comfort and well-being.
6. Response to Accidents: If a child has an accident and does not have spare clothes, parents will be called to either drop off clothes or pick up the child. Washing one outfit at a time will no longer be done. We hope these policies will streamline communication and ensure the smooth operation of our childcare facility.

## **PARENT SIGNATURE PAGE**

Parents, after reading the handbook please sign and return this page to the administrator. This is due before the child attends the Center. Please feel free to ask the administrator questions about any of the policies in the handbook.

I acknowledge that I have received a copy of the parent handbook for Premier Kids Academy and have had the policies reviewed with me. I agree to follow all policies outlined within.

Signature of parent/guardian

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Date

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Signature of parent/guardian

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Date

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