

*It*sy Bi*tsy Da*yca*re*

THE PERFECT SPOT FOR TINY TO TOTS.

Parent Handbook

Policies & Procedures

Itsy Bitsy Daycare

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Mission and Philosophy

Purposes and Goals

It is the objective of our daycare to instill love, care, and academic learning for each child throughout their daily activities.

We believe children regardless of differences in their intellectual endowments or physical capabilities are to be accepted in his/her present state. We want to add to their experience and help each one reach their full potential and maximize their abilities.

We strive to develop each child physically, mentally, socially, and academically.

Mission Statement

Itsy Bitsy Daycare strives to work with parents, guardians, families, and the community to care for and aid in education for children. We provide families with a safe facility and caring staff to help fill in the gap when outside care is necessary for their child/ren.

Vision Statement

Itsy Bitsy Daycare believes that children should be given every opportunity to grow in excellence by having positive and passionate caregivers who will work to enrich all aspects of children's lives; so that, children can become ambassadors that impact our communities with their God-given gifts and talents.

Core Values

Integrity: Being honest, moral, and trustworthy at all times

Respect: attitude that esteems those in proper placed authority

Obedience: an attitude of respect

Self-Discipline: Ability to control one's thoughts and actions

Wisdom: understanding and doing what is right

Responsibility: Being dependable and accountable in all relationships and tasks

Service: working in humility to focus on the needs of others

Non-Discrimination Clause

Itsy Bitsy Daycare does not discriminate against race, gender, ethnicity, or age.

General Information

Admission Policies:

IBD provides care for children aged 6 weeks through Pre-kindergarten (approximately age 5). All children must have a complete enrollment package on file. Parents/Caregivers will receive this handbook with all information required by Department of Children and Youth (referred to as: DCY). Parents/caregivers must sign they have obtained and reviewed this handbook. We may refuse to admit any child whose parent/caregiver has refused to sign, secure paperwork, and pay the annual \$25.00 per child (\$50.00 family max.) registration fee.

Required Paperwork:

(All paperwork and forms completed will need to be updated annually & required also by our DCY)

- DCY Enrollment Form
- Center Contract
- Child medical statement (needs turned in within 30 days of the first day of attendance)
- Children's Hunger Alliance Enrollment
- Administer of Medication: for sunscreen, diaper cream, lotions, etc.
- Photo Release
- Liability Release
- ASQ's
- Copies of Driver's License of caregivers and anyone who picks up to be kept in file.

IBD complies with the regulations brought forth by the Department of Children and Youth. (DCY).

Keep in mind if you receive subsidies from DCY and your child is registered full-time (32-up hours), your child is expected to attend those hours (School kids are required to be here 42 hours during school weeks). DCY will cover up to twenty (20) absent days per six (6) month period. Keep in mind that DCY will not allow more than two (2) consecutive absent days to be used. Failure to meet hours due to any reason including not limited to sickness, holiday, vacation, etc. will result in being billed the difference between part time and full time and/or your child being unenrolled as we are a full time facility only.

Tuition:

At Itsy Bitsy Daycare you pay for a spot, attendance is kept by hours for DCY.

Full-time (FT) – 33+ hours per week(43 hours for school age kids during months school is in session)

Rated: SUTQ STAR-2 Bronze

	Full-Time
Infant 6wk-18mo	\$357.50
Toddlers 18-36mo	\$321.37
Pre-S/K 36-60mo	\$283.80
School Summer	\$258.50
School in Session	\$181.50

***Fees are subject to change without notice and as DCY informs Itsy Bitsy Daycare, LLC.**

Arrival and Departure:

Upon arriving, you will leave your child at the door with a staff member. You will have to sign your child when dropping off and picking up using our iPad for Brightwheel in the foyer. You may not drop off children after 10:30am unless agreed to no later than an hour in advance. Staff, ratios, and counts are completed at 10:30am. Drop-offs with a doctor's note may be extended to 12:30pm as long as child has doctor's note at drop off, had a lunch, and has not napped. If a child has napped or refuses nap and is disruptive during our naptime, we will require a pickup to assure the other kids get their required nap/quiet time. Pick-ups are not allowed during napping hours 12:30pm-2:30pm daily, as it distracts and interrupts nap time for those already sleeping or trying to go to sleep. The reason for these rules is naptime is a time most rooms are allowed to double ratios (dependent on age) for staff lunch breaks. Lunch breaks are an Ohio law requirement. Kiddos who disrupt the room, waking other children put us over ratio limits as some staff are off the clock.

Your enrollment forms will include who your child/ren can be released to. We will check identification with the form provided before allowing your child to leave with any adult. This includes parents (until faces become familiar), grandparents, aunts, uncles, or friends. Your child will **ONLY** be allowed to be released with those who are listed on the form. Names **CANNOT** be added to the Pick-up list by phone request. Requests must be made in writing with a parent's signature and date.

*If a custody issue arises, the center must be given the appropriate court documents stating whom the child may be released to.

No child shall ever be left alone or unsupervised in any area of the facility including outside play areas.

We use a magnetically locked door during opening hours. Everyone who enters must have checked in with the office staff member on duty who will allow access to the building.

If you receive subsidized care, you will be required to use the ECC/KinderConnect machine to sign in before access can be given into the building. The machine is located in the vestibule.

If you are a parent who does not receive subsidies, accounts must be currently paid up to date to gain access to the building. (See Tuition Policies)

Children will be the responsibility of the parent/caregiver until their teacher has been made aware of their arrival and the sign in sheets have been signed.

Children must arrive in a clean diaper/pull-up before entering their rooms. A changing table is provided for families in the adult restroom.

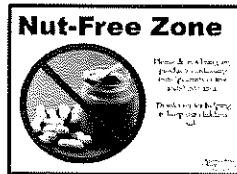
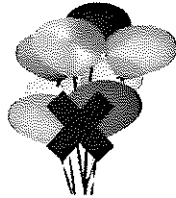
IBD will charge a late fee of \$15.00 per 15 minute increment per child when child/ren have not been picked up by the scheduled time. For example, late fees begin at 5:31pm for a 5:30pm contracted pick up. You are urged to contact the office as soon as you are aware that you will be arriving late.

Our No Call/No Show policy will only be tolerated two (2) times during a six (6) month period. On the third occurrence you risk and may be terminated from our care.

For a medical absence, a signed doctor's excuse must be presented for excuse of absence. Those receiving Title20; please note that doctor's excuses still are part of the 20 day allowance. It will not "save" an absence.

Allergies:

Due to allergies; please do NOT bring any item with latex, nuts, or pineapple.



State Ratios:

GROUP	RATION OF TEACHER TO CHILD	MAXIMUM GROUP SIZE IN SAME ROOM	Our Ratios
Infants 6wks-12 months	1:5	2:12	2:12
Infants 12 to 18 months	1:6	2:12	1:6
Younger Toddler 18-2 ½ yr.	1:7	2:14	2:10
Older Toddler 2 ½-36 mo.	1:8	2:16	1:8
Preschool 36 to 48months	1:12	2:24	1:11
Pre-Kindergarten 4-5yrs.	1:14	2:28	1:13
School-Age	1:30	1:30	1:9

Hours of Operation

IBD operates year-round Monday – Friday from open at 6:00am until close at 6:30pm. We strive to arrive prior to our first in child to open the facility and have each room ready to greet the parents/caregivers and the children. Should a staff member not be on site to open as scheduled, please call the owner or administrator at the numbers provided to you. We reserve the right to close to recognize certain holidays throughout the year either on the holiday or a day in recognition.

Holidays:

New Year's Day-Closed

Good Friday-Low Number*

Memorial Day-Closed

4th of July-Closed

Labor Day-Closed

Thanksgiving Eve-Low Number*

Thanksgiving Day-Closed

Day after Thanksgiving aka "Black Friday"-Closed

Christmas Eve-Closed

Christmas Day-Closed

New Year's Eve-Low Number*

We reserve the right to close on Low Number days if less than 25 children notified of needing care

Center Delays/Cancellations:

There may be times due to situations beyond our control that IBD will need to delay opening, closing early, or cancelling for the day. Emergencies such as renovations, fire, floods, weather, water line breaks, and power failures can occur. In such incidents, the owner or administrator will make the decision to either delay or close the center for the safety of our staff and children. The administrator or the owner will contact the teachers who will in turn contact parents/caregivers of the decision via the Brightwheel app. In addition, the center may notice WBNS 10TV in the event the center has closed due to weather or emergency situations. We understand the importance of providing care and will do our due diligence to always remain open to our families. We ask that in these cases for patience and understanding as our staff implement these decisions. No discounts will be given unless we need to close 3 or more days in the week for those families paying full tuition.

School Delays/Cancellations:

Should not affect the Hours of Operation for IBD, however, dependent on our inclement weather policies may also be enforced.

Tuition Policies:

IBD will accept cash, checks, and debit/credit cards for payments. All payments are due on the Friday before the week of care. Payments can be made in person or through our Intuit/QuickBooks link. Any payment not made on Friday before the upcoming week of care will be charged \$5.00 per day per child enrolled late fee. Also, child/ren will not be permitted to stay for care if fees are not current. A \$75.00 returned check fee will be charged for any returned payments, and a probationary period will be instituted. After such time, only cash or debit/credit card payments will be accepted until check writing privileges are reinstated.

Sick/Call Off Policy: Fees are based on a Full Time spot not hours per week and not days per week. If you need to call your child off from care for the day, it will not affect the weekly cost of care. If you have prescheduled a day off due to your employment schedules for holidays, etc. full fees are due. If your child becomes ill while in care and is sent home, full fees are due.

COVID Policy: For any one or family that is medically advised to quarantine or tests positive for COVID; the center will need to be notified in writing accompanied by a signed doctor notice which includes date of visit, positive test result, days to be in quarantine, etc. With a doctor's recommendation, a family will be charged 50% of the regular fees for the mandated quarantine days. Should a family suspect COVID and chooses to self-quarantine; full fees and co-pays are required. Only one Covid quarantine discount pre family per year will be honored with proof of Covid for your child.

Vacation/Maternity Time-Off Policy: Each child is granted a five consecutive business day week (Monday-Friday) of a given week for vacation per year (after 60 days of attendance). The vacation week will be charged 50% of your normal fees, provided a two-week advance notice is given to the administrator. If more than the agreed 5 business daytime period is used, full tuition will be required for any additional weeks not in care to ensure your spot. Likewise, for Maternity Time-Off: when an expectant mother has a new baby and chooses to keep enrolled

siblings' home; 50% discount will be given for one week. If your child comes; even one day a week during maternity time off, then full fees will be billed. Co-pays for Title20 recipients are to be paid in the determined amount as deemed by DCY. Co-pay will not be discounted as your hours not in attendance will be deducted from the state's portion to the center; therefore, it is considered already discounted. These fees will ensure your child/ren's place at IBD.

Holiday Policy: A tuition discount of 10% will be subtracted from dues for any days that IBD is closed for Low Number Days and "Black Friday" for private paying families should we close for that day for that specific week. Families with subsidies will follow the rules issued by DCY. IBD is open throughout the year except for: New Year's Day, "Black Friday", Thanksgiving Day, Christmas Eve, Christmas Day; Labor Day, Memorial Day, Fourth of July these holidays are not included to receive a discount. On Low Number days full tuition is due for that day whether you send your child as we have remained open.

Professional Development: IBD will do its due diligence to hold Professional Development training courses on the holidays that we are closed. We are required to do 2 professional development training days per calendar year. However, if we have to schedule a professional development training on our normal business days and need to close; we will notify you withing 2 weeks of that training time. Private paid families will receive a 10% discount per day closed not to exceed 20% when training does NOT fall on an already scheduled holiday closing or when 2 or more days the center is already closed.

End of the year statements will be given to each family by January 31st of each year. These statements will include all information used by your tax preparer for the childcare section of your tax forms.

Parents will be notified in writing of any adjustments or changes in tuition and/or fees. Our fees are based on the current DCY rates and will follow their rate plans.

Parent Participation:

Parents are encouraged to and will be permitted unlimited access to their child/ren during their day at IBD except for naptime unless prior authority has been given. Nap time is to be kept as quiet and peaceful for all the children to have the best opportunity for a good resting period.

Parents are encouraged to participate in all events held by IBD.

Parents shall be permitted to observe classroom circle and academic times; however, must have pre-arranged and approved this time with the administrator.

Parents are encouraged to keep in constant communication with their child/ren's teachers. If parents need to discuss the progress of their child or any issues their child may be having, they must contact the teacher before or after by IBD phone. If an issue is not resolved by the teacher, the parent must contact the administrator.

Parent rosters are available upon request to parents or guardians. Parents must sign a statement that permits inclusion on this roster. The permission form will be included in your enrollment forms. Only those who have given permission will be included on the parent roster. If you chose to opt out of the parent roster, please notify the administrator.

Note: The above applies to only custodial parents or guardians.

Nursing Mothers:

If you have chosen to nurse your infant, you are welcome to use our Welcome Area to nurse before and after leaving your baby in our care. If you have the opportunity to leave work to breastfeed, you are welcome to return to breastfeed throughout the day. Otherwise, the infant room staff will be happy to refrigerate and/or freeze any expressed milk to provide for your baby. Please include baby's name, date expressed, date froze/thawed. We also have support for you to utilize during your feeding such as pillow, privacy covers, books, and toys.

Toys/Other Items not belonging to IBD:

We encourage our families to refrain from bringing in personal items and toys to IBD. IBD will not be held responsible for any items brought to IBD that may end in damage or loss including: toys, clothing, electronics, technology, books, jackets, shoes, jewelry, bottles/cups, etc.

Discipline:

IBD will follow practices designed by the Ohio Department of Education (ODE) and DCY.

3301-37-10 of the ODE Behavior Management/Discipline states:

- A. A preschool staff member in charge of a child or a group of children shall be responsible for their discipline.
- B. The Center shall have a written discipline policy describing the Center's philosophy of discipline and the specific methods of discipline used at the center. This written policy shall be on file at the center for review. Constructive, developmentally appropriate child guidance and management techniques are to be used at all times, and shall include such measures as redirection, separation from problem situations, talking with the child about the situation and praise for appropriate behavior.

Discipline measures shall include, but not be limited to conferences with the child, removal of certain privileges such as recess, gym time, or a certain activity the child is being disruptive in, "Time-Out" area for a short time, a probationary period for each child during which he/she will be evaluated in the classroom. At the end of this two (2) week period, the parent will be notified as to whether the child is working well within our program, whether our program is adaptable to the needs of this particular child, and whether the child will be allowed to continue at IBD. If a child's behavior is such that it threatens the physical, emotional, and/or mental well-being of the other children, the child will be removed from the classroom and asked not to return to school. All children will be required to learn the class rules and act accordingly.

- C. The Center's actual methods of discipline shall apply to all persons on the premises and shall be restricted as follows:

1. There shall be no cruel, harsh, corporal punishment or any unusual punishments such as, but not limited to, punching, pinching, shaking, spanking, or biting. *No spanking will be administered or permitted!*
2. Only staff are permitted to discipline a child.
3. No physical restraint shall be used to confine a child by any means other than
4. holding a child for a short period of time, such as in a protective hug, so the child may regain control.
5. No child shall be placed in a locked room or confined in an enclosed area such as a closet, a box, or a similar cubicle.
6. No child shall be subjected to profane language, threats, derogatory remarks about himself or his family, or any other verbal abuse.
7. Discipline shall not be imposed on a child for failure to eat, failure to sleep or for toileting accidents.
8. Techniques of discipline should not humiliate, shame, or frighten a child.
9. Discipline should not include withholding food, rest, physical play time or toilet use.
10. Separation, when used as discipline, shall be brief in duration and appropriate for the child's age developmental ability, and the child shall be within sight and hearing of any staff member in a safe, lighted, and well-ventilated space.
11. IBD shall not abuse or neglect children and shall protect children from abuse and neglect while in attendance at our facility.

IBD believes that children need to be taught appropriate responses and given opportunities to practice these skills. IBD looks to misbehavior as an opportunity to teach appropriate responses to conflict. We support philosophies that include positive role models, speaking in a calm voice, giving the child appropriate choices, kneeling to make direct eye contact, offering alternative behaviors, listening to the child, encouraging use of words instead of physical negative contact. It is our goal to help children reach a goal of being self-controlled, socially competent by using problem solving techniques.

5101:2-12-22 of DCY states (partial included. Full rules can be found online):

B. Child guidance and management measures must be developmentally appropriate for the child, shall be consistent, shall be explained to the child and shall take place at the time of the incident as soon as the issue can be safely addressed.

C. The Childcare staff member shall:

(1) Use developmentally appropriate techniques suitable to the children's ages and relevant to the circumstances such as but not limited to:

- a. Set Clear Limits
- b. redirecting the child to an appropriate activity.
- c. Showing children positive alternatives.
- d. Modeling the desired behavior
- e. reinforcing appropriate behavior

f. encouraging children to control their own behavior, cooperating with others and solving problems by talking things out.

(2) Intervene, when needed, as quickly as possible to ensure the safety of all children.

(3) If a center uses developmentally appropriate separation from the situation the separation shall last no more than one minute for each year of age of the child and shall not be used with infants. When the child is returning to the activity childcare staff members must review the reason for the separation and discuss with the child what behavior is expected.

(4) Should misbehaviors continue, and we deem necessary to send child home, child will need to be picked up within the hour of the notification on Brightwheel or by phone. Failure to pick up within the hour will result in our late fee policy where there will be a \$15.00 charge per 15 minutes child is not picked up.

Clothing:

Each child must always keep at least one change of seasonally appropriate clothing in a zipped-locked bag in their classroom cubby. We ask that you dress your child appropriately for outdoor and indoor large motor play. For cold weather children should have available: coat, hat, and gloves. For warm weather: lightweight materials, shorts, and skirts (Girls should wear shorts underneath their skirts). Comfortable shoes are best for playing-please no backless shoes or flip-flops. Hooded shirts are discouraged as they present a strangulation hazard.

Child Abuse and Neglect:

State law requires all childcare personnel to immediately report all suspected child abuse and/or neglect to the appropriate designated agency. All staff are trained in child abuse and neglect and have a copy of the reporting procedures in the personnel policies. These procedures are reviewed annually. A written report must follow the verbal report within 24 hours. Staff have child abuse and neglect reporting in the personnel policies, and they have been oriented on such policies.

Emergency Transportation:

IBD does not transport children for any reason, including emergency situations. In the event of an emergency, 911 will be contacted. In your enrollment packet there will be a place for permission to transport to be signed authorizing emergency transportation for your child. Failure to sign giving permission for emergency transportation will result in refusal of enrollment. We will do routine inspections of the indoor and outdoor facilities and equipment to eliminate any possible hazards; however, accidents can and may happen. It is vital should your child become injured or ill to seek quick medical attention from professional medical caregivers.

Communicable Disease Policy:

Management of Staff-All staff members are trained in the management of communicable diseases, signs and symptoms of illness, hand washing and disinfecting procedures in accordance with state law. Staff will not be permitted to attend their scheduled workday if they have a communicable illness, have had a fever of 100.5* within 24 hours, have skin lesions or infections that can be spread to others.

Management of Children- When children are exposed to a communicable disease, the administrator will give a copy of the communicable disease paper to the caregiver with the name of the communicable disease noted. A notice will be on Brightwheel to inform all individuals who would need to be made aware of the possible exposure. Children should not attend IBD should have had any signs or symptoms that include:

1. Diarrhea-more than one abnormally loose stool within a 24-hour period. (after meals/bottles also count as one)
2. Severe coughing causes the child to become red or blue in the face or make a whooping sound.
3. Difficult or rapid breathing
4. Yellowish skin or eyes
5. Conjunctivitis-pink eye symptoms
6. Temperature of 100.5°F taken by axillary (armpit) method.
7. Evidence of lice, scabies, or other parasitic infestation.
8. Unusually dark urine and/or gray or white stool.
9. Vomiting
10. Allergic reactions
11. Untreated infected skin patch(es)

Should any child show sign or symptoms of illness be isolated from the other children and immediately observed for worsening conditions. Other conditions include:

1. Unusual spots or rashes
2. Sore throat or difficulty swallowing
3. Evidence of stiff neck.

Should a child be isolated, the following will be done:

1. The child will be cared for in a room or portion of the room NOT being used for the other children.
2. The child will always be within sight and hearing of an adult.
3. The child will be made comfortable and provided with a cot and linens, when necessary. Linens will be laundered before being used by another ill child. After using the cot will be disinfected with an appropriate germicidal agent, or, if soiled, the cot will be cleaned with soap and water and then disinfected with an appropriate germicidal agent.
4. The child will be observed carefully for worsening conditions.
5. The child will be discharged to a parent/caregiver, or the person designated by the parent ASAP.

Child should be **symptom free for 24 hours, without the use of fever reducers or medication unless your doctor writes a permission to return**, before returning to IBD. In certain given situations, depending on the severity, a request will be issued by IBD that the child have a doctors/physician note before the child can return. Should a parent/caregiver be contacted by IBD to pick up their child due to illness will receive a "Red Slip" with the day and time that the child will be allowed to return. Whoever come to pick up the child up from IBD will need to sign the "Red Slip" acknowledging the 24-hour return policy. There will be no discounts or refunds for tuition for sick days.

A parent may be called to pick up his/her child if the child does not feel well enough to participate in the daily activities. Parents will have within an hour of contact to provide a pickup. Any child not picked up within the hour will occur late fees of \$1.00 per minute starting at 61 minutes from contact.

Our staff is trained in first aid, CPR, AED and can recognize the common signs of communicable diseases.

Every staff member will wash their hands with soap and running water after assisting a child with toileting, after cleaning, before preparing or eating food, and when hands have been in contact with nasal or mucous secretions. Disposable towels are available at all times.

Child Daycare Center Communicable Disease Chart will be located in each restroom.

Medical Emergency Policy:

General emergencies include:

- Any threat to the safety of the children due to environmental situations or threats of violence.
- Natural disasters such as fire, tornado, flood.

Serious emergencies include:

- Any situation occurring while a child is in the care of IBD that requires emergency medical treatment or professional consultation or transportation for emergency treatment.

Precautions to be taken:

1. The teacher will alert another teacher or administrator who will get the First Aid Kit from the office.
2. The other children will be moved into another room.
3. The office will contact 911. One staff member will retrieve the child's medical records.
4. Proceed with first aid until emergency squad arrives.
5. The administrator or teacher will call parents or responsible person.
6. The child will be transported by squad to the place of emergency medical or dental care.

A report will be available within 24 hours of incident.

Blood spills shall be treated cautiously and decontaminated promptly as trained for in the Blood Borne Pathogen training taken by each staff member. Disposable gloves shall be worn while handling any blood spills, bloody diarrhea, bloody nose, etc. and discarded after each use. Contaminated surfaces shall first be cleaned with hot, soapy water, and then disinfected with an appropriate solution prepared

daily, which I EPA rated as hospital disinfectant with labeled claim for mycobactericidal activity. Hand washing with soap and water shall occur after the cleaning of any spill involving blood, vomit, fecal matter, or urinary incontinence.

NOTE: In case children are required to leave the building in an emergency such as a fire, will be exiting the building and stand in the rear of parking lot, next to playground. The administrator will call 911.

Storing Medications, topical products or lotions:

IBD may apply non-prescription topical products or lotions in the following are met:

- Written instructions are given by the caregiver on the Request for Administration of Medication form. The form is valid for no longer than three (3) months.
- All manufacturers' guidelines must be followed.
- Topical products and/or lotions shall be administered no longer than fourteen (14) consecutive days at any one time with the exception of sunscreen and diaper rash cream.

Caregivers must assure that all medication and food supplements are given directly to the administrator for immediate safe storage, with the exception of an Epipen.

- All staff will be aware of any child with breathing conditions.
- The director will refrigerate medications as needed immediately upon arrival at the center and store it in a separate container to prevent contamination with foods.
- Medications may be stored in a child's cubby or book bay.
- All non-refrigerated medication will be stored in a locked container in the administrators' closet in the office. This closet is out of the reach of children.
- All medications must be removed from the center when no longer needed.

Administration of Medication.

IBD must secure and follow the written instructions of a licensed physician, advanced practicing nurse certified to prescribe medication, or a licensed dentist on the prescribed form provided by the DCY. The DCY caregiver Request for Administration of Medications form must be completed.

Prescription Medication- A prescription label also serves as written instructions from the caregiver on the form. The prescription label serves as written instructions for medications and food supplements as long as the following are met:

- The label contains the child's full name, current date (within the last twelve (12) months), exact dosage to be given, the specific number of doses to be given daily, and the route of administration. To be updated annually.
- The prescription label is attached to the original container.
- Prescription labels, which do not contain a specified number of dosages to be given per day but instead contain the instructions "TO BE GIVEN AS NEEDED" with symptoms, shall be accompanied with written instructions from the caregiver on the Request for

Administration of Medication form, if it is to be administered by the center. If a caregiver wants medicine to be given more than the "...as needed..." when symptoms are *not* present as a preventative measure, a written letter from the doctor must be accompanied with specific instructions.

Nonprescription Medication- Only fever reducing medications that do not contain aspirin or cough/cold medications that do not contain codeine may be administered by IBD, without written instructions from a licensed physician, if the following are met:

- The center secures and follows written instruction from the caregiver on the "Request for Administration of Medication" form. These instructions do not exceed manufacturers' recommended dosages.
- The medication is in the original container with the original label attached.
- The label must specify appropriate dosages based on the child's age or weight.
- The full name of the child who is to receive the medication is written on the container
- IBD shall administer the medication for no more than three (3) consecutive days at one time.

Care of Children with Health Conditions:

IBD will provide care for children with health conditions or requiring medical procedures. We will use the JFS 01236 "Medical/Physical Care Plan" Form. The plan will be written, signed, and dated by the administrator.

- The plan shall be revised at least annually, or more often, if necessary.
- Those staff members trained by the caregiver or certified professional will be permitted to perform medical procedures.
- Trained staff will be onsite at all times whenever child who requires treatment is present.

First Aid Supplies and Procedures:

First aid supplies will be readily available in a clean and clearly marked unlocked container and kept out of reach of children. A first aid kit will be located in the office, kitchen, and Welcome Area. Each room will be given a supply of band aids. The first aid kit shall include all items found on the OHJFS "First Aid Supplies" form 0124. Each kit will be checked routinely.

Food Allergy Approach:

IBD serves breakfast, lunch, and snacks every operational day. IBD takes life threatening allergies very seriously. Our goal is to have controlled measures in place to keep the environment as safe as possible. However, we recognize that there are many variables beyond our control. We commit to working with families to make reasonable accommodations for children with life threatening allergies. Below are classroom allergy procedures that help reduce exposure to children with food allergies. New situations arise daily, and some procedures may be modified to better meet the needs of each classroom:

- All modified diets will be implemented when IBD receives a written Food Allergy Action Plan and Request for Administration of Medication Form is completed by a medical personnel person.
- A list of students who have allergies will be posted discreetly for all staff who could potentially work with their child.
- Staff are trained in the use of an EpiPen and recognition of symptoms of an allergic reaction. The child's EpiPen will stay in a locked medicine cabinet located with the child at all times.
- Staff will be provided with appropriate training by caregivers or medical personnel.
- Staff will prohibit allergens from being brought into or used in the classroom or near the child at any time.
- A food substitution will be used for all children in the classroom.
- Menu items will be posted outside the kitchen and each classroom. Parents/caregivers are encouraged to review the menu and discuss food safety issues.
- Birthday snacks may be brought into the classroom after prior approval and a list of ingredients provided to the office and teacher.
- NO OUTSIDE FOOD OR DRINKS PERMITTED. All food and drink items at drop off will be handed back to caregiver/parent before child enters the building.

Caring for Special Needs Child:

IBD will need a written plan approved by both caregiver and administrator. The plan will specify the services, goals, strategies, and who is responsible. All plans are to be signed and dated by the caregiver before services can begin. For children with Individual Education Plans (IEP), a copy of the IEP will be on file with IBD and include:

- Written instructions for any procedures necessary for the health of the child.
- List any additional services which the child is receiving and by whom.
- Written permission from the caregiver for IBD to contact providers for additional services or referrals.
- The plan will be modified and revised as often as deemed necessary to meet the changing needs of the child and it shall be reviewed and approved by the caregiver and the administrator.
- The plan will remain on file at IBD as long as child is enrolled.
- If IBD deems it necessary for proper, structured, and effective care of child to have a daily one on one aid, parent/caregiver will be provided a request from IBD to provide hire aid with two weeks of notice. Wages for the aid will be the responsibility of the parent/caregiver. Parents may also reserve the right to refuse aid, but child will be unenrolled. If you choose to provide aid, the aid must also go through the state required hiring process. We encourage parents to look for subsidies to help with this request.

Incidents/Injury Reports:

The childcare staff member in charge of your child shall complete an incident/injury report when the following occurs:

- An illness, accident, or injury which requires first aid treatment.
- A bump or blow to the head (parent will be informed immediately)
- Emergency transporting
- An unusual or unexpected event, which jeopardizes the safety of children or staff, such as, child leaving center unattended.

IBD will document all incident/injuries on the JFS 01299 "Incident/Injury Report":

- This form is to be completed on the day of incident/injury and given to the caregiver or person pick up the child from the center.
- In situations requiring emergency transportation, the form will be available to the caregiver within at least 24 hours.
- All copies of the incident/injury report forms will be kept on file at IBD for at least one (1) year and will be available for review.

Notifications of incidents to JFS; Childcare Unit within 24 hours of the event of the following:

- Death of a child at the center
- Serious incidents, injury, or illness to a child that requires emergency medical treatment, professional consultation, or transportation for emergency treatment.
- An unusual or unexpected event, which jeopardizes the safety of children or staff, such as a child leaving the center unattended.

Written notification shall follow the 24-hour verbal notification and shall be on the designated JFS "Incident/Injury Report" form. This form will be faxed or mailed to the licensing office within 3 business days from the occurrence.

This notification does not replace reporting to Child Protective Services agency if there are concerns of child abuse or neglect.

Fire, Intruder and Tornado Drills:

Fire-Fires drills will be conducted monthly. Escape plans are posted by each door with primary and secondary exit diagrams.

Intruder-Unwanted Intruder drills will be conducted once every three-month period. Staff have been trained and will implement the procedures. If you have any questions, please ask your child's teacher.

Tornado-Tornado drills will be conducted once every three-month period. Evacuation plans are posted.

Loss of Power, Heat or Water/Flooding:

Caregivers will be contacted if there is a loss of power, heat, or water for more than a 30-minute period. If the power, heat, or water is not restored within 2 (Two)-hours, caregivers will be notified to pick up their children. If a caregiver cannot be reached, then a second emergency contact person will be notified. If flooding occurs, children will be moved to a safe area, and caregivers are contacted to pick up. Caregiver will need to have child/ren picked up within the hour of notification.

Outdoor Play and Water Safety

Daily outdoor play is included in our program; however, we will limit the amount of time the children spend outside if the weather is either extremely hot or very cold. Children will utilize our indoor spaces for large motor play if the outside temperature is above 90°F or below 25°F. We will also adjust outdoor play due to rain, ozone warnings, lightning, UV over 7, etc. Please send your children in proper clothing so they will be comfortable and safe whenever they are outside.

During the summer, water days are organized for toddlers through prekindergarten aged children. Water activities (sprinkler, water toys, water tables, etc.) are provided so kids can enjoy the summer sunshine. Parents must sign permission slips for water activities and sunscreen form.

Field Trips and Routine Trips

Field trips will be planned by administrators. Permission slips must be signed for your child to participate.

Termination and Permanent Disenrollment:

Your child may be terminated from services from IBD based on abuse and complete neglect of the caregiver rules and guidelines. The following procedures will be taken:

- Child may be given but not guaranteed a 3-day suspension depending on the situation.
- Notice to bring the situation to your attention.
- A written warning, which can include Brightwheel conversations, of intention to terminate services.
- Termination from the program if the situation continues, then, a written notice stating reasons for termination will be given.
- If caregivers are the cause of loss of possible enrollments due to negative comments including on social media platforms. Remember, if you are not happy with our center or care provided to your child/ren you are free to unenroll them.
- If Caregiver creates a negative relationship with staff or makes requests outside what is acceptable to the center which is beyond what is either in the handbook or covered by staff training/skills.

- Notice will be sent to JFS, Childcare unit for families receiving subsidies according to guidelines.

Major reasons for termination:

- Child attendance (10+ unexcused absent days per calendar year)
- Unpaid fees and/or tuition
- Failure to provide all necessary enrollment forms and information.
- Behavioral-disruptive, aggressive, or abnormal without notice
- Habitual tardiness-drop-off or pick-up.
- Child/ren can and will be terminated for aggressive behavior without prior notice or warning given the severity or aggressive response from parents.

Please refer to the policies in the handbook that will cover each item above. OCCRRRA will also be notified of unenrollment and reasons leading to that decision.

Parent/Caregiver choice to unenroll:

If you should choose to unenroll your child/ren at any point after the initial 4 week trial period, we require a 2 week written notice two weeks from first day in attendance. Fees will be due for those 2 weeks whether your child/ren attend those days or not.

Records Transfer Policy:

Any records needed for a new facility can be requested by speaking to the administrator. A Records Transfer Request form must be completed. Upon receiving a completed request form, documents will be faxed to the new location.

Additional information:

No aerosols are stored in rooms & are used only after children have left for the day.

Outlets will be covered when not in use.

Safety latches will be on doors and drawers that in child/ren reach.

Oil diffusers will be permitted in the facility using essential oils that promote clean air. No oils with the intent to promote rest (such as lavender, chamomile, etc.) will be allowed in the facility.

Screen time is used 30 minutes after lunch leading into naptime in toddler-preschool rooms

Curriculum:

Each room will be implementing the state approved curriculum called Creative Curriculum/Teaching Strategies and Abeka for our older children. A scope and sequence for each age level will be provided upon request. Parents/caregivers can ask teachers for the weekly and daily lessons. Our focus will be providing every opportunity through academic, group activities, individual activities, events and play to help your child maximize all their abilities, progressing their strengths while making strides in their weaker areas.

Screenings and assessments will be done periodically to provide parents/caregivers and DCY the information collected about their child's development.

Infant Daily Schedule

(Ages 6 weeks to 18 months)

Infant curriculum will focus on music, movement, finger play, language, fine and gross motor skills, social and emotion support, art, etc.

Each child will be given a Daily Report which includes feeding, diapering, rest times, and any additional information pertinent to their care.

6:00 am: Arrival/Greetings/Free play
7:30 am: Diaper checks/Changes
8:30-9:15 am: Feeding/Breakfast
9:15 am: Curriculum Activities
9:30 am: Diaper checks/Changes
10:00 am: Outdoor Time (Older Infants, weather permitting)
10:30 am: Cleanup/Get ready for lunch
11:30-12:15pm: Lunch
12:15 pm: Diaper Check/Change/Clean UP
12:30 pm: Rest/Quiet Time
2:30 pm: Diaper check/Change
3:00 pm – 4:00pm: Snack
4:00 pm: Outdoor Time (Older Infants, weather permitting)
4:30 pm: Diaper checks/Changes
5:00 pm: Tummy Time/Free play
5:30 pm: Curriculum/Centers
6:15 pm: Final Diaper checks/Changes
6:30pm: IBD closes.

Note:

All times and activities are subject to change with each individual infant. The classroom will run on the infants' schedule per parent instructions. All activities will be done daily but may not follow the outline exactly; however, diapers will be checked and changed every 2 hours.

Young & Older Toddler Daily Schedule

(Younger: Ages 18-24 months)

(Older: Ages 24-36 months (or potty trained))

6:00 am: Arrival/Greetings/Free Play
7:30 am: Diaper checks/Changes
8:30-9:15 am: Breakfast
9:15 am: Curriculum Activities/Circle Time/Music
9:30 am: Art or Sensory
9:50 am: Diaper check/Changes
10:00 am: Outdoor Time (weather permitting)
10:30 am: Sensory or Art
11:00 am: Music
11:30-12:15: Lunch
12:30 pm: Rest/Quiet Time
2:30 pm: Diaper checks/Changes
3:00 pm-4:00pm: Snack
4:00 pm: Outdoor Time (weather permitting)
4:30 pm: Diaper checks/Changes
5:00 pm: Combined play/Technology Time
6:15 pm: Final Diaper checks/Changes
6:30 pm: IBD closes

Note:

In order for IBD staff to aid in the potty training of your child, you and your teacher must discuss the plan, fill out the Plan for Potty Training form, and communicate daily to the progress of the child.

Preschool & Prekindergarten Daily Schedule

(Preschool: Ages 36-48 months)

(Prekindergarten: Ages 48-Kindergarten Ready)

6:00 am: Arrival/Greetings/Free Play
7:00 am: Potty Time/Checks
7:30 am: Centers
8:30-9:15am: Breakfast
9:15 am: Cleanup/Potty Time/Checks
9:30 am: Outdoor Time (weather permitting)
10:00 am: Curriculum/Circle Time
10:30 am: Table work/Art
11:30-12:15: Lunch
12:15 pm: Cleanup/Independent Reading
12:30 pm: Rest/Quiet Time
2:30 pm: Potty Time/Checks
3:00 pm-4:00pm: Snack
4:00 pm: Technology Time
4:30 pm: Curriculum Time/Centers
5:00 pm: Potty Time/Checks
5:30 pm: Free Play
6:15 pm: Final Potty Time/Checks
6:30 pm: IBD closes.

Note:

This schedule may be modified by their teacher to better serve their class needs. Should it be changed, please note the new schedule that will be posted outside the classroom.

School-Aged Daily Schedule

(Kindergarten – 3rd Grade)

6:00 am: Arrival/Greetings/Free Play
7:00 am: Potty Time
7:30 am: Centers
8:30-9:15am: Breakfast
9:15 am: Cleanup
9:15 am: Potty Time
9:30 am: Outdoor Time (weather permitting)
10:00 am: Curriculum/Circle Time
10:30 am: Table work/Art
11:30-12:15: Lunch
12:15pm: Cleanup/Independent Reading
12:30 pm: Rest/Quiet Time
2:30 pm: Potty Time/Checks
3:00-4:00pm: PM Snack
4:00 pm: Technology Time
4:30 pm: Curriculum Time/Centers
5:00 pm: Potty Time/Checks
5:30 pm: Free Play
6:15 pm: Final Potty Time/Checks
6:30 pm: IBD closes.

Note:

This schedule may be modified by their teacher to better serve their class needs. Should it be changed, please note the new schedule that will be posted outside the classroom.

Transitioning Procedures:

Caregivers will be notified when their child is ready to move up to the next class on their Bright Wheel account or in person. As part of the procedure, center staff will develop a transition plan with staff. This plan will include the beginning and end date of the transitioning period. IBD reserves the right to make the transition period longer or shorter or to withdraw the transition if needed to accommodate the needs of the child.

Entry- Before any child can attend IBD, caregivers and children are required to complete a tour of the facility and meet their child's teacher.

Internal- During the transition period, both the current and upcoming teachers will know the location of the child and the child will be on both attendance records. The child will begin to spend time in their new classroom with the amount of time steadily progressing until the transition date.

External- When a child transitions to kindergarten, parents will be given information in January or February about screenings and assessments available through their school district. Caregivers will be given any information about orientation and other activities for their child's new school. Caregivers will be encouraged to attend all such activities.

Again, welcome to Itsy Bitsy Daycare!! We're excited you're here!!