

**Small World Child
Care Learning Center, Inc.
1080 Obetz Road
Columbus, Ohio 43207
614-491-6070
614-491-3479 fax**

Revised October 22, 2015

Handbook and Guidelines

**OWNER
TONJUA HAYS**

**ADMINISTRATOR
ELIZABETH GARREN**

“This institution is an equal opportunity provider”

Welcome to Small World Child Care Center

Philosophy:

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We strive to meet the needs of each family by providing a safe and secure place for each child to grow, learn and have fun.

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Mission Statement:

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Small World is a developmental early learning center which recognizes each child's need to develop socially, emotionally, physically, and intellectually. Small World's goal is to meet children's needs by providing a warm, friendly atmosphere, loving adults educated and trained in early childhood development, to provide appropriate play equipment and learning materials to facilitate the maximum stimulation and opportunities for growth.

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Our Services:

Small World provides for daily care of children ages 6 weeks to 13 years of age. The child care services we offer to meet the variety of needs:

1. Part-time and full-time child care
2. Infant and toddler program following The Creative Curriculum for Infants and Toddlers
3. Pre-school program following the Creative Curriculum for Preschool
4. Before and after school care (K through 6th grade) with school transportation for Hamilton local schools, including coverage for late arrival and early release days
5. Full day school age care during school holidays and breaks
6. Children must attend the center at least 3 times a week to keep their spot

Hours of Operation and Licensing Information:

Small World's hours of operation are 6:00 a.m. to 6:00 p.m. Monday through Friday. Small World is licensed by the Ohio Department of Job and Family Services. Our license is posted in full view by the exiting door and states the number of children we are licensed to serve. In addition to meeting many other standards, licensing includes a building approval, a fire safety approval and inspection, and a food services license. All of which are posted in full view or available for viewing upon request from the Day Care licensing office.

The Ohio Department of Job and Family Services (ODJFS) have many rules and guidelines we must follow in order to remain in operation. Copies of these rules are available for review at the center. We depend on full cooperation from our parents to follow our center regulations. In addition, you may review all other information on the website for ODJFS: www.jfs.ohio.gov

For parents that want to report any violation that might occur at the center, please call Day Care Licensing at 614-466-7765.

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

Enrollment Procedure and Financial Arrangements:

A permission interview will be held prior to enrollment to discuss the program, financial arrangements, and policies and procedures. This is also a time to ask any questions that you may have about the program. At this time we ask you to inform us of anything we may need to know about your child to help them adjust to our day care program. This includes special health needs such as asthma or allergies, behavioral issues, or adjustment issues.

An enrollment packet containing a parent handbook, an enrollment application, a parent agreement, a medical statement, and an emergency medical authorization form will be given to all parents. **All forms must be filled out and returned before your child may be enrolled into Small World.** This is a requirement by law and we appreciate your assistance turning your paperwork in prior to enrollment.

During the enrollment interview your payment for the first week or month is due. Rebates are not given on fees paid in advance. Payment structure will be discussed during the permission interview. Small World accepts self-pay and subsidized childcare.

For self-pay families and subsidized families your payment is due each week the Monday of the week that services are rendered. If your payment is late, the center has the right to charge a late fee of \$10 per day or refuse services to your family until payment is received and your payment history is up to date. If you need to set up a custom payment plan, please inform one of the administrators to set up your plan. Fees are as followed: Infants \$210 a week (f/t) and \$160 (p/t), Toddlers \$185 a week (f/t) and \$145.00 (p/t), Preschool \$155 (f/t) and \$110 (p/t). School age \$75 a week during school for before and after school and \$110 during summer or school breaks. Please ask about our special rates for early payment.

Other Financial information:

Return checks: A \$35.00 fee will be charged on all returned checks plus any other fees that Small World may occur due to the returned check.

Holidays: Full tuition is due for any periods including holidays.

Vacation policies: Vacation rates are: first week – full price, second week – half price, and additional weeks are 35.00. This policy applies for one year from enrollment date.

Late pick up charge: If a parent realizes that circumstances beyond their control are going to delay pick-up, a phone call is requested. This is important as many children fear they have been forgotten when parents do not arrive at their usual time. A late fee of 1.00 per minute per child will be charged after 6:05 p.m. Please remember our staff is anxious to get home to their families on time.

Withdrawals: Parents wishing to withdrawal their child may do so at any time. A one week notice, in writing is appreciated. If your child is absent for 2 weeks with “no call or “no show” then we reserve the right to fill your child’s spot.

Inclement Weather: On rare occasions, it may be necessary to close the center due to poor weather conditions. We will make every effort to open our doors at normal time. If circumstances should arise, watch your local news station. On these occasions, regular payment is expected.

Tax ID: The centers tax ID number is available upon request for your tax purposes.

Daily Programming:

Arrival and Departure:

For the parent’s, child’s and center’s protection, all children MUST be swiped in at arrival time. Staff must be made aware of each child’s presence before the parent departs. . Any special messages, medications, special pick-up notes, etc. must be given to the teacher. All persons picking up a child from our center MUST sign children out, and be on the child’s pick up form. If parents cannot comply with this policy we will ask you to withdraw your child from Small World.

At the time of enrollment we ask you to provide us with a list of persons who are or are not permitted to pick up your child from our center. If a person on your list will be picking your child please notify our staff.

You may not verbally change your list of people authorized or unauthorized to have access to your child. All changes must be in writing. There are no exceptions to this policy.

A person authorized to pick a child up will be asked for a picture ID even if they have been to our center before.

If as parents you are divorced or separated, we will honor the wishes of the parent granted custody by the court. Copies of court documents may be requested to keep in your child's file.

If you have joint custody of your child we ask both parents to compile one list agreeable to both parents.

Parent Roster:

A roster of names and telephone numbers of parents, custodian or guardians of children attending our center are available upon request. The roster shall not include any person who requests we do not include their name and number.

PARENTAL VISITATION

Small World has an open door policy. Parents may access the center at any time during the hours of operation. Visitation provides an opportunity for the family to meet the staff, view the facilities and observe the program and to ask questions. For the child, the interest and support of the family while visiting makes a child feel more secure while being introduced to a new experience. We do however ask that parents try not to visit during academic structured times. Please see your child's class schedule or ask their teacher for good times to visit.

SCHEDULE CHANGE

Any permanent schedule change in hours of attendance necessitates signing a new parent agreement.

Parents are expected to stay within the scheduled hours set up in the parent agreement of pay late charges. If there will be a change in time of your daily schedule, please inform a staff member to avoid paying late charges. We must stay within the boundaries of the proper child/staff ratio. We cannot properly make staff schedules unless parents stay within their daily hours.

If you arrive to pick your child up past center closing time of 6:00 p.m. late charges will be enforced. If arrival after the center closes becomes frequent you will be asked to withdraw your child.

If your child is going to be absent for any reason, please contact the center

by 9:00 a.m. Please remember child care fees are not reduced due to the absence of your child. If your is going to be past 10am for any reason please call the center and let us know by 9:30am so we know to expect them for lunch.

MEDICAL POLICIES

All children must have a medical statement on file. The forms are provided by the center and must be filled out by a physician.

In the event your child becomes ill at our center we will notify the parent to come pick up the child. **A prompt response is expected.** We post all illnesses in the child's class room and by the sign in book.

COMMUNICABLE DISEASES AND ILLNESS

Small World 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 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 do not bring sick children to the center. They will be sent home! Please also plan ahead and have a backup plan in place if you are not able to take time off from work/school to tend to your sick child. No child or staff member will be admitted to the center with a temperature. **Small World has a 24 hour fever free and diarrhea free policy.**

A child with any of the following signs or symptoms of illness shall be immediately isolated and discharged to his parent or guardian:

- (1) Temperature of at least one hundred degrees Fahrenheit when in combination with any other sign or symptom of illness. Temperature shall be taken by the axillary (armpit) method with a digital thermometer. The thermometer shall be sanitized after each use.
- (2) Diarrhea (three or more abnormally loose stools within a twenty-four hour period).
- (3) Severe coughing, causing the child to become red or blue in the face or to make a whooping sound.
- (4) Difficult or rapid breathing.
- (5) Yellowish skin or eyes.
- (6) Redness of the eye or eyelid, thick and purulent (pus) discharge, matted eyelashes, burning, itching or eye pain.
- (7) Untreated infected skin patches, unusual spots or rashes.
- (8) Unusually dark urine and/or gray or white stool.
- (9) Stiff neck with an elevated temperature.

- (10) Evidence of untreated lice, scabies, or other parasitic infestations.
- (11) Sore throat or difficulty in swallowing.
- (12) Vomiting more than one time or when accompanied by any other sign or symptom of illness

Any child demonstrating 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 24 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.

In the event the parents or guardian cannot be reached after reasonable efforts, the person listed who is authorized to be contacted in case of an emergency will be called to pick up the child from the center. Also, any child with the following symptoms will be isolated immediately and watched carefully.

1. Unusual spots or rashes.
2. Sore throat or difficulty in swallowing.
3. Elevated temperature.
4. Vomiting.
5. Evidence of lice, scabies, or other parasitic infestation.

We will follow the ODJFS "Child Day Care Communicable Disease Chart" for appropriate management of suspected illnesses. The isolation room will be a room not being used for other types of child care, within sight and hearing of an adult at all times. The child will be provided with a cot and all linens and the blankets used by the ill child will be laundered before being used by another child. The cot will then be disinfected with an appropriated germicidal agent. All children are observed daily for signs and symptoms of illness that would necessitate discharge. Example, if a child had a cold and it worsened or if that child developed a temperature, we would follow above procedure. When a child has been sent home because of an illness, upon returning, we would do a quick check to determine if that child has any more symptoms and for a fever. All full time staff members are trained in recognition of communicable diseases. A communicable disease chart is posted in classroom two on the wall. All staff members follow the same rules as we do for an ill child.

All staff member are trained in proper hand washing upon hiring. Hands are always sanitized before preparing and serving food.

MEDICAL EMERGENCY PLAN

In the event of a medical emergency, a person trained in first aid would care for the injured or ill child. The emergency squad would be called to take the injured or ill child for medical attention. In most instances, the child would be transported to Children's Hospital. Anytime first aid is administered an Incident Report is filled out. If the incident needs emergency attention (squad use or hospital visit) then the incident report will be submitted to the centers ODJFS representative. The parents or guardian would be called immediately and informed of the emergency. Immediate and continued attempts would be made to reach the parents or guardian, however, in the event they cannot be contacted, one of the persons listed on the child's application form would be contacted. The preferred physician or dentist would also be contacted. In the event hospitalization would be necessary, a child care staff person would go with the child and remain until the parents or guardian arrived. The child's records with all medical information would be taken to the hospital. Each child's file must contain an Emergency Medical Authorization completed and signed by the parents or guardian on the first day of attendance. Minor accidents such as bumps, falls will be given basic first aid and will be recorded and reported daily. Complaints of not feeling well without symptoms will also be recorded and reported daily. 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.

An incident/injury report shall be completed by the child care staff member in charge of the child when the following occur:

- (1) An illness, accident, or injury which requires first aid treatment; or
- (2) A bump or blow to the head; or
- (3) Emergency transporting; or
- (4) An unusual or unexpected event which jeopardizes the safety of children or staff, such as, a child leaving the center unattended.

GENERAL EMERGENCY PLAN

In case of fire, bomb threat, gas leak, etc. staff will take the children and exit the building to our designated meeting place which is the pastor's house on the other side of the parking lot. In case of severe weather staff will lead the children down to the basement where the children will assume the safe position until the "all clear" signal is given. If there should be a loss of power, heat, or water the staff will contact the appropriate utility company to report outage and assess expected time of outage. After evaluating all the factors the administrator/owner will determine whether the center shall be closed down or remain open. If there is ever a threat of violence the staff will take their children to the designated area and the entire center will be placed on lock down until the "all clear" signal is given.

MEDICATION, VITAMINS AND SPECIAL DIET

Non-prescription fever reducing medications that do not contain aspirin or non-Prescription cough medications that do not contain codeine may be administered by the center without written instructions from a licensed physician. Parents must fill out the form provided by the childcare staff for administering medication. The form ODJFS 1217 shall include the name of the medication, name of child, birth day of the child, date and parent's instruction and signature. The medication must be in its original container with its original label attached, with appropriate dosages based on the child's age and weight. No child is allowed to carry any medication including inhalers on their bodies while on premises.

The written instructions of the parent or guardian shall not exceed the manufacturer's recommended dosages. The medication is to be administered by the center for no longer than three days at any one time. Non-prescription topical ointments, creams or lotions may be administered by the center without written instruction from a licensed physician if administered as follows: There shall be written instruction from the parent on form provided by the center form ODJFS 1217 includes name of ointment, cream or lotion, name of child, birth date of child, date and parents signature. On special diets and food supplements there shall be written instruction from the parent on form ODJFS 1217 provided by the center.

SUPERVISION POLICY

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

SUPERVISION

Infants, toddlers, preschoolers: At no time will a child be left unattended. Staff will 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.

School age 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:

1. Children are within hearing distance of a teacher.
2. The teacher checks on the children regularly until they return.
3. Restroom is for the exclusive use of the center

One group of no more than six school children, fourth grade age or older may engage in activities which pose no physical risk of 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 periodically.

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. 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 were to arrive from. We will then consult 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 school- agars when school is closed for vacation, delays or cancellations.

Transitioning: You will be notified when your child is ready to move up to the next classroom. When a child is ready to transition to the Toddler room at 18 months the child needs to be broke of both a bottle and pacifier. Neither of these items will be allowed in the Toddler Room. When a child is ready to transition to the Preschool room at the age of 3 the child must be potty trained, no pull-ups will be allowed in the preschool room. If a child is not potty trained by the age of 3 the parent will then have 6 months to train them but the child will remain in the Toddler room. By 3 $\frac{1}{2}$ years of age the child is not potty trained the child will be removed from the center till they are toilet trained.

GUIDANCE POLICY

Small World staff 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 a 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 withdrawal the child. Every attempt will be made to work together with the parents and the child to correct the behavior. However, safety of the children is always our primary concern. In the case of a child who is biting, a child who bites more than 3 times during the course of the day will have their parents called to come pick them up from the center. They will be allowed to return the next day. The administrator's will 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 implements 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.

OUTDOOR PLAY

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 32 degrees or rise above 95 degrees. If the situation requires it we will also adjust outdoor time due to rain, threatening weather, ozone warning, etc. On days that outdoor play is not provided due to these conditions, we will include a time for indoor gross motor activities which will be held in the classrooms. 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. We also ask not to send your child to school in flip-flops or sandals with no straps around the back of the foot.

We ensure that all children accumulate at least 30 minutes of structured, teacher-led physical activity throughout the day and 60 minutes of physically active free play throughout the day. Opportunities for physical activity will be incorporated into other lessons and classroom teachers will provide short physical activity breaks between lessons or activities as appropriate. Center staff will not use physical activity or withhold opportunities for physical activity as punishment.

NAP OR REST TIME

Our program is arranged to meet the need of small children for a nap or rest period each day. Each child attending the center during this period is provided with a clean cot labeled for his use only. Children are not required to sleep but must rest quietly. Your child may like a small pillow or blanket, if so, please label all items clearly. All bedding items are sent home every Friday for laundering.

DAILY PROGRAM AND CURRICULUM

Because Small World is a developmental preschool and child care center, in addition to indoor and outdoor play equipment, a planned curriculum is developed and centered around specific topics. The plans include science, math, reading readiness, stories, music and movement, social sciences and language development. All activities are geared to the age and ability level of the individual child. Periods of activity are balanced with periods of quiet and free choice activities. A list of weekly themes will be posted.

Although our schedule will change weekly, this is an example of a daily schedule.

Infants

5:30 – 7:00 a.m.	Arrival
7:00 – 8:00	diaper change / wash hands
8:00 – 9:00	morning snack
9:00 – 10:30	free play
10:30- 11:30	Art (older infants)

11:30- 12:00 p.m.	Lunch
12:00- 12:30	Diaper change/wash hands
12:30 - 2:00	Naptime
2:15 - 2:30	Snacks
2:30 - 3:00	Inside play
3:00 - 4:00	Free play
4:00 – 6:00	Diaper change/wash hands

(With infant's being so young and on different schedules this schedule is only an example.)

Toddlers

5:30 – 8:30 a.m.	Arrival /free choice play
8:30 – 8:45	Free Choice Play
8:45 – 9; 00	Diaper Change
9:00 - 9:15	group time
9:15 - 10:00	large muscle group activates
10:00 - 10:30	Art
10:30 - 11:15	free play
11:15 - 11:30	lunch
11:30 – 11:45	diaper change
11:45 – 2:00	Nap
2:00 - 2:15	Diaper Change
2:15 - 2:30	Snacks
2:30 - 3:00	outside Play
3:00 - 4:00	Free Choice Play
4:00 - 4:30	Diaper Change
4:30 - 5:00	Story Time
5:00 - 6:00	Movie-Getting Ready to go Home

Preschool

5:30 - 8:30 a.m.	Arrival -- Free Choice
8:30	Class room pick up
8:45	Bathroom break
9:00	Circle time
9:20	Snack
9:40	outside play
10:00 – 11:30	Indoor activities
11:30	Hand washing for lunch
11:35	Lunch

12:15 p.m.	Bathroom break
12:30- 3:00	Nap time
3:00	Bathroom break
3:15	Snack
3:30 – closing	Indoor or outdoor play

School Age Children

5:300 – 8:00 a.m.	Arrival – free choice
8:00	Bathroom/get ready for school
8:20	catching school bus
8:20 – 3:45 p.m.	At school
4:00	Snack
4:20 – 4:45	Homework
4:45 – close	Indoor or Outdoor play

School Age Children (all day program)

5:300 – 8:45	Arrival – free choice
8:45- 9:00	clean up
9:00 – 9:30	Group Time/Reading/Sharing
9:45 – 10:00	Snack
10:00 – 10:45	Outside/Active Play
11:00 - 11:15	get ready for lunch
11:15 – 12:00	Lunches
12:00 – 12:30	clean up/rest room
12:30 – 1:45	outside or Quiet activities
1:45 – 2:15	Inside/drinks/rest room
2:15 – 3:00	Snacks
3:00 –3:45	Science or Art
3:45 – 4:15	Sharing/Story time
4:14 – 6:00	Departure begins

STAFF/CHILD RATIOS AND MAXIMUM GROUP SIZE

Small World will not exceed the following state required ratios:

1:5 or 2:12	Infants 0-18 months
1:7	Toddlers 18 months – 3 years
1:12	3 years olds (with one 2 ½ year old)
1:18	School age children

Because we desire to provide a higher level of quality care we will strive to maintain a 1:5 ratio in the toddler room. Ratios for toddlers and preschoolers may be double for 1 ½ hours at naptime as long as all children are resting quietly on their cots and enough staff are in the building to meet the regular required staff/child ratio if there is an emergency.

The maximum group sizes are as follows:

12	Infants
14	Toddlers 18 months – 30 months
16	2 1/2 - 3 yr olds
24	3 year olds
28	4 – 5 year olds
36	School age children

CLASSROOM POLICY

We expect the children in our center to follow three simple rules: 1.) to respect themselves, 2.) respect others, 3.) respect their environment.

If we feel a child is harmful to themselves or to the other children a conference will be arranged with parents. If an unwanted behavior is constantly being repeated we may ask you to withdraw your child.

All teachers are to be treated with respect by all children enrolled in our program.

TRANSPORTATION (field trips, special outing or routine trips)

We will use permission slips supplied by the childcare center, and signed by parents. When a (n) outing is planned away from the center all transportation will be provided by parent volunteers. No staff will drive unless there is a vehicle inspection by a certified mechanic on file for that vehicle.

1. Staff will take first aid supplies on all trips.
2. Teachers attending trip will be trained in first aid.
3. All children wear identification.
4. Staff will carry Emergency Transportation Authorization Records and Health Records with us on all trips.
5. Copy of all parent volunteer drivers license
6. Inspection of vehicles by teacher (lights, seatbelts, etc...)
7. In minor emergency use the first aid kit, in a major emergency call 9-1-1 and parent.
8. Attendance will be taken before leaving the center, when arriving at destination, before leaving destination, and when all have returned to the center.
9. A center teacher will lead each group of children along with the help of parent volunteers.

SCHOOL TRANSPORTATION- Hamilton School district comes to Small World and picks the children up for school and drops them off. There is a trained staff member that supervises the children while waiting for the bus and a staff member is always waiting for them when the bus drops them off after school.

CHILD ABUSE REPORTING

All staff members are mandated reporters of child abuse. If staff members have

suspicious 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.

CONFERENCES AND EVALUATIONS

Daily communication between parents and the staff are essential to keep each other informed of events or circumstances that have an impact upon a child's daily achievements and or behavior. Since it is our goal to meet the need of Developing children, it is often beneficial to have a conference to discuss and evaluate progress and areas of development. Please feel welcome to schedule an appointment. Conferences of evaluations on an appointment basis would be best since it would allow for an uninterrupted private meeting. Also, during scheduled school functions and events feel free to approach your Childs teacher. We must have a conference with each parent at least once a year. If a parent should have concerns or complaint they may contact the Director or the administrator at the centers office or fill out a complaint or suggestion form located in the office.

Tonjua Hays is Owner. Elizabeth Garren is the Administrator. Our staff includes Lori Spurlock and Emily Hays in our infant room, Alyssa Hutter and Charlee Sullivan in our toddler room, Ashley Shephard (also co-admin) and Stephany Diouf in our preschool room, Elizabeth Garren is also with our school age class. Tonjua Hays and Elizabeth Garren also cover rooms as floaters when needed. Our substitute teacher is Cherry Bowen.

Celebrations and Field Trips: At the center we like to celebrate Easter, Halloween, Christmas and Valentine's Day. Parties for these holidays will be arranged by the staff. Often children establish friends at the center and the children want to celebrate their birthday with them. Please feel welcome to bring a treat; just notify the center in advance. Celebrations that involve food will be limited to no more than one party per classroom per month. Each party will include no more than one food or beverage that does not meet USDA Dietary Guidelines for Americans. Foods served at events outside the center's normal operating hours will meet the same nutrition standards as foods served at meals and snacks. We provide and enforce written guidelines for healthier food brought in and served for holidays and celebrations. All parents are encouraged to participate in at least one party during the year, and all parents are encouraged to participate in field trips such as the Columbus Zoo and Splash Pad. All of our field trips will need all the parent participation we can get. If we cannot get enough parent volunteers then our trips will be cancelled.

MEALS AND SNACKS

Small World provides one-third of a child's dietary needs through hot lunches. We serve breakfast, lunch and afternoon snack daily. We meet or exceed USDA criteria. Menus are posted each week by the front door. Staff allow the children to decide how much to eat. Children are encouraged, but never forced, to eat certain foods or certain amounts of food. Children are always encouraged try new foods. Food is not used as an incentive or punishment. We do not reward or punish children for what they choose to eat. If a snow day occurs we ask that school age children pack their lunch for the day. We ask parents to follow the USDA guidelines and pack meals that include one serving

of meat or meat alternative, 2 servings of veggies and/or fruits and one serving of bread or grains. The center will provide the one serving of fluid milk. If you have any questions please see Mrs. Beth.

CLOTHING AND PERSONAL ITEMS

Please be sure to mark all children's items with their name with a permanent marker. Extra clothing should be brought if your child has "toileting accidents". Soiled clothing will be sent home in the evening for laundering. Please remember to bring in a replacement. Please dress your child appropriately for play. If they are worried about getting dirty, or spilling, they cannot feel free to explore with paint, sand, mud, etc. Children ages infant thru preschool need to have a weather appropriate change of clothes. Also, infant and toddler parents must provide a full container of wipes and at least 5 diapers a day. If your child does not have diapers or wipes you will not be able to leave them for that day unless you bring some in.

RIGHT TO DENY ATTENDANCE

Small World reserves the right to deny attendance for any just cause. Some examples are non-payment of fees, failure to follow procedures, failure to honor policies, severe problems or severe health problems, etc.

Breastfeeding

For those mothers who are breastfeeding their children.....Small World will provide a safe and sanitary place to breastfeed their babies or express their milk. The area will have an electrical outlet, comfortable chair, and nearby access to water. The center is committed to providing ongoing support for breastfeeding mothers, including providing an opportunity to breastfeed their baby in the morning and evening and holding giving a bottle, if possible; when mom is due to arrive. In the event that the parent or guardian does not provide a quantity of breast milk to meet the infant's daily requirement, infant formula will be provided in accordance with Ohio Child Care Center Rules. All child care staff will be trained in the proper storage and handling of human milk, as well as ways to support breastfeeding mothers.

Small World is closed for the following holidays, please check these dates and make appropriate alternatives.

Holidays

NEWS YEARS DAY	CLOSED
MEMORIAL DAY	CLOSED
INDEPENDENCE DAY	CLOSED
LABOR DAY	CLOSED
THANKSGIVING	CLOSED
CHRISTMAS EVE	EARLY DISMISAL FOR CENTER
CHRISTMAS DAY	CLOSED

If a holiday occurs on a Saturday, the center will be closed on the Friday before in observance of that holiday. If a holiday occurs on a Sunday, the center will be closed on Monday in observance of the holiday.

INCLIMATE WEATHER In the case of bad weather the center will close in/during a level two snow emergency. In the event that the center closes during operation you will receive a call to pick your child up in a safe and timely manner. Please tune to channel 6 or FOX 28 for definite closings or late starts.

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 from Small World. I agree to follow all policies outlined within.

Signature of parent/guardian

Date

Signature of parent/guardian

Date