

# Days of Discovery Learning Center

## Beavercreek

### Parent Handbook



Revised October 2016



*A Five-Star Step Up to Quality Award Winner*

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## **PHILOSOPHY AND GOALS**

Days of Discovery is committed to offering educational programs that encourage children to learn, to understand, to think and to discover through developmentally appropriate activities. Our goal is to nurture growth, challenge minds and enrich lives. By providing each child with opportunities to exercise their curiosity, we will contribute to their total awareness of themselves, their peers, and their world.

Days of Discovery is committed to supporting your child's successful early development and learning. Our dedicated and professionally trained teachers will create rich, warm environments and plan individualized activities through our identified curricula, **The Creative Curriculum** and **Building the Primary Classroom**. We support your child in all developmental domains – Approaches to Learning, Social/Emotional, Language and Literacy, Physical Well-being, and Motor and Cognition and General Knowledge, including Math, Science and Social Studies. Successful outcomes during crucial early years support positive attitudes and optimum achievement in a child's later formal education. Days of Discovery provides children:

- Hands-on experience for language and vocabulary development
- Opportunities to express ideas and feelings
- Opportunities to develop and encourage intellectual curiosity
- Multicultural education integrated into all age levels
- Opportunities to express creativity
- Opportunities to explore, experience and discover

## **DISCRIMINATION & HARASSMENT**

***Days of Discovery, Inc. shall not discriminate against any child, employee or applicant for employment or service because of race, color, religion, sex, national origin, age, ethnic heritage, political affiliation, or disability.***

Days of Discovery fully supports its responsibility to maintain an environment free from harassment or discrimination. Actions that create or contribute to an intimidating or offensive environment will not be tolerated. All individuals are expected to abide by this policy.

## **CENTER LOCATIONS**

Days of Discovery, Beavercreek, is located at 2122 Beaverpark Drive in Beavercreek, Ohio. Telephone 427-3133. Fax 427-3120. Email [terry@daysofdiscovery.com](mailto:terry@daysofdiscovery.com).

Days of Discovery, Xenia, is located at 1132 North Monroe Drive in Xenia, Ohio. The telephone number is (937) 372-3133. Email [dee@daysofdiscovery.com](mailto:dee@daysofdiscovery.com).

Our Tax Identification number is 31-1379790.

## **HOURS OF OPERATION**

Days of Discovery Learning Center is in operation Monday through Friday from 6:30AM until 6:00PM. Child care services are provided year round for infants, toddlers, preschoolers and school-age children.

## **SCHEDULED CENTER CLOSING**

Days of Discovery will be closed on the following holidays:

- |                   |                         |
|-------------------|-------------------------|
| *New Year's Day   | *Memorial Day           |
| *Independence Day | *Labor Day              |
| *Thanksgiving Day | *Day after Thanksgiving |
| *Christmas Day    |                         |

Full tuition is charged for weeks which include the above holidays. At the director's discretion, the parents will be surveyed to determine if child care is needed for days preceding and following holidays in order to plan for potential closing of the center. If the center closes due to lack of child care needs, tuition rates will be assessed for one day less than your regular weekly payment schedule. Please see the director if you have any questions concerning holiday child care needs and payments.

The center reserves the right to close for any and all emergency situations which may arise

## **LICENSING**

Days of Discovery is licensed to operate legally by the Ohio Department of Job & Family Services. The license, inspection reports, and complaint investigation reports for the current licensing period are posted in the director's office. The center's licensing record, including compliance report forms and evaluation forms from the building and fire departments are available upon request from ODJFS. The ODJFS toll free number is posted on the license and may be used to report suspected violation of the licensing law or administrative rules. The licensing law and rules governing child care are available for review at the facility upon request and can be accessed at <http://jfs.ohio.gov/cdc/index.stm> Regular inspections are made by fire, health and various other agencies from state and local jurisdictions. If parents or staff have any questions or concerns please contact the center director for answers and/or assistance. The number and age group of children we are licensed to serve is also reflected on our license.

## **RATIOS**

Days of Discovery maintains stringent staff to child ratios to ensure quality child care. The ratio of teacher-to-child will at no time exceed the state requirements. The State of Ohio ratios are:

- \*Infants (under 12 months) - 1:5 or 2:12
- \*Infants (12 to 18 months) – 1:6
- \*Toddlers (18 to 30 months)- 1:7
- \*Toddlers (30 to 36 months) – 1:8
- \*Three Year Olds - 1:12
- \*Four Year Olds - 1:14
- \*Kindergarten & Schoolage - 1:18

In each age category the maximum teaching group size will not exceed twice the staffing ratio.

## **REGISTRATION**

Following registration and a completed application packet, all parents, along with the child enrolling in Days of Discovery, will participate in an entrance interview with the Center's director. At this time the completed application packet is reviewed. This includes prescribed enrollment and medical statement forms which must be on file prior to the child's first day. The parent and director review the handbook, which is available online at [www.daysofdiscovery.com](http://www.daysofdiscovery.com) (hard copy available in the office), and discuss policies and operating procedures. Parents are encouraged to ask questions and become actively involved in the center. The registration fee must be paid in advance of enrollment. Please refer to the tuition fee schedule for current fees.

It is unlawful for Days of Discovery to discriminate in the enrollment of children upon the basis of race, color, religion, sex, national origin, or disability in violation of the ADA of 1990. Days of Discovery reserves the right to deny any application for enrollment for good cause, which will be given in writing.

## **VISITING THE CENTER/PARENT PARTICIPATION**

Parents are always welcome and may actively participate and volunteer in our programs. The center plans several parent activities throughout the year (ex. family picnics and holiday breakfast which include parent education information). Parents are also encouraged to participate within their child's classroom by sharing any special skills, reading as a guest reader, or assisting with any other educational opportunities. Any parent, custodian or guardian, or authorized person of a child enrolled in the facility shall be permitted unlimited access to the center during all hours of operation for the purpose of contacting their children, evaluating the care provided by the center or evaluating the premises. A security code to enter the building is assigned at the time of enrollment. Upon entering the center, you must notify the director of your presence. If you have concerns or questions, please feel free to see the director, or if unavailable, your child's teacher at any time. Days of Discovery policy prohibits children from receiving telephone calls.

## **PARENT CONTACT INFORMATION**

Contact information for parents/guardians of the children attending Days of Discovery is available upon request. This information will not include the name, telephone number or email of any parent/guardian who requests that his/her name, telephone number or email not be included.

## **CUSTODY AGREEMENTS AND GUARDIANSHIPS**

It is the parent's responsibility to inform the director if there are custody agreements, guardianship agreements or court orders which affect your child's enrollment in our center. You are required to provide a copy of the pertinent document for our files. It is the responsibility of Days of Discovery to comply with the terms and conditions of the custody agreement regarding the non-custodial parent's rights to visit the children on site, remove children from the site and any other specifically stated rights of the non-custodial parent.

Days of Discovery is not responsible for interpreting the meaning, intent or specific directives of a legal document. If questions arise regarding any right of the non-custodial parent, written instructions from the custodial parent should be obtained. The custody agreement may be superseded only by a written statement signed by both the custodial and the non-custodial parent. Without legal documentation Days of Discovery is required to release a child to either parent.

## **STAFF QUALIFICATIONS**

Days of Discovery employs only qualified, professional teachers. Along with early childhood education degrees and ongoing training, our full time teachers are Red Cross certified in First Aid, CPR, Communicable Disease Recognition and Prevention and Child Abuse Recognition and Prevention. All staff members are current on issues and advocacy of early childhood education. The staff receives extensive continuing education and in-service training following the Step Up To Quality training matrix.

## **ENROLLMENT**

Days of Discovery offers a variety of programs. Full-day and half-day programs (5, 4, 3, and 2 days) are available in all programs except in the infant program. Our half day schedule includes arrival at any time in the morning after 6:30, and ends following lunch, with dismissal by noon. Completed Child Enrollment Form and the Child Medical Statement signed by the child's pediatrician with attached copy of immunizations, are required prior to each child's first day in the center. Days of Discovery will not enroll children who do not have completed enrollment forms and medical statements. In addition, children whose parents do not agree to Emergency Medical Transportation, or who refuse immunizations, will not qualify for enrollment at Days of Discovery. These forms can be found on our website [www.daysofdiscovery.com](http://www.daysofdiscovery.com). These forms are to be updated annually. In addition, the forms are to be updated upon any change in parent contact information, change in employment, or change in a child's health information.

## **SPECIAL NEEDS CHILDREN**

Special needs children will be accepted into Days of Discovery Learning Center only after consultation with the parents and a pediatric consultant. If the program can be adapted to meet the child's needs, the child will be mainstreamed into the existing program. The centers are equipped with ramps and the Xenia location has a lift for easy access.

## **RELEASE OF A CHILD FROM THE CENTER**

Your child will not be released into the custody of anyone other than a parent or guardian unless specific written instructions and permission are given to the director in advance. Written permission must state the name of the person whom will be picking up the child and the date and approximate time of pick up. Identification may be required before a child's release. If there are custody agreements or court orders which affect your child in this regard, please let the center director know and provide a copy of the documents for our files. The center will release children according the any custody agreement in place.

## **TEMPORARY WITHDRAW**

If a parent chooses to temporarily withdraw a child from the center and plans on re-admission at a later date, the parent needs to follow these guidelines:

- Provide written notification to the director two weeks in advance.
- The withdrawal period must be a minimum of three consecutive weeks.
- A re-enrollment fee of \$50 per child or \$100 per family will be charged upon re-enrollment.

Days of Discovery cannot guarantee an opening following a temporary withdrawal. The temporarily withdrawn child's position could possibly be filled by a new student. If this situation arises the parents of the temporarily withdrawn child will be contacted and offered the choice of re-enrollment or forfeiture of the position.

## WITHDRAW FROM CENTER

A parent wishing to withdraw a child from Days of Discovery must give written notice to the director

## REQUIRED WITHDRAWAL OF A CHILD FROM THE CENTER

Most children readily adapt to the learning center environment. They enjoy socializing within the group setting and participating in a variety of well planned activities. In rare circumstances, a child may not adapt to the center environment. If this situation occurs then parent/director/teacher conferences will be held to determine a course of action. If it becomes apparent that group care is not in the child's best interest then the parent will be asked to withdraw the child from the center. The initial registration fee is non-refundable but the tuition will be prorated and refunded if the full week of care is not used.

## REGISTRATION FEE

Please see fee schedule. A registration fee must accompany the application form. This fee is non-refundable.

## WEEKLY TUITION POLICY

Regular weekly tuition is due each Monday and may be paid by check, cash, money order or credit card. A penalty assessment of \$20 will be made for returned checks. Tuition rates and fees are based on the cost to provide quality child care services. This includes maintaining a well trained and qualified staff to provide developmentally appropriate educational services to children. **Tuition is charged weekly, regardless of attendance. Days of Discovery does not give credit for absences for illness or vacation.**

Full tuition is charged for the weeks which include scheduled holiday center closures. If the center is closed as a result of a parent survey in which child care services are not required by the majority of parents, the tuition will be assessed based on one day less than the regular weekly rate.

## ATTENDANCE

Days of Discovery maintains the facility and staffs each day to provide quality child care services based upon current enrollment. If your child, infant through PreK will not be attending, will be late, or requires any change in schedule, please notify the Director by email (preferred) or phone by 9:00AM.

In order to avoid any confusion, parents **must notify the center no later than 1:00PM**, either by email or phone, if their school age child will not be riding the center multi-functional school activity bus or public school transportation after school. Parents will be contacted when a child does not arrive afterschool to verify the child's whereabouts.

## CONFERENCE AND SNOW DAYS

Schoolage children in attendance for a full day due to parent teacher conferences, unscheduled school closing, or single day holidays, will be charged an additional fee established in advance. Transportation for two hour school delays will be provided for an additional fee, also established in advance. The preschool tuition rate will be followed for scheduled school vacations of longer than two days. **\*\* Tuition rates for all programs are updated annually. \*\***

## **FAMILY DISCOUNT**

A five percent (5%) discount off the total tuition is given for more than one child in a family. The discount applies to tuition only.

## **OVERTIME CHARGES**

Days of Discovery closes promptly at 6:00pm. In the event that your child will be picked up late, please contact the center. All late fees paid will go directly to the staff member who remained past the scheduled closing to care for the child or children involved. The late fee is \$1.00 per minute past 6:00pm.

If the center is not notified that the parent will be late the staff will attempt to contact the parent ten (10) minutes after closing. If thirty (30) minutes has elapsed then the designated emergency contact noted on the enrollment form will be called. If one hour has passed and contact has not been made with the parents or with the emergency contacts the local police department will be notified and assume custody of the child/children.

## **PARENT/TEACHER COMMUNICATION**

Parents are a child's first and foremost teacher. Parent/teacher/administration collaboration is strongly encouraged by open communication. Parents share their desired developmental goals with staff at least annually. Although scheduled conference days are not planned, we encourage parents to meet with teachers both informally and formally whenever desired, and upon request. We recognize parents and families have busy schedules, and that is not always feasible. Therefore, daily, informal face-to-face communication is welcomed, email communication encouraged, and phone conferencing can also be arranged. We welcome parents in the center at any time.

## **RESOLVING CLASSROOM OR CENTER ISSUES OR CONCERNS**

Parents with questions, concerns, or the need for further clarification of center policies or classroom issues, should seek the center director for such clarification or resolution. If further clarification or attention is desired, the center director shall forward all pertinent information to the off-site owner for review.

## **NUTRITION**

Lunch and two snacks are provided daily to all children attending the center. The price of the meals is included in the weekly tuition. Menus are posted on the parent bulletin board. Menus vary according to the season and are rotated to provide variety. Lunch includes foods from the four basic food groups which supply one-third of the child's recommended daily dietary allowance. The menus include all food served at Days of Discovery and meet state approved guidelines for daily nutritional allowances for children. In addition, Days of Discovery has been awarded an *Ohio Healthy* designation. Our menus exceed minimum requirements by serving, every day in a five day period, a different, non-fried, fresh or frozen vegetable, a different fresh or non-syrup fruit, at least one whole grain serving every day, and whole organic milk for children under 24 months, 1% milk for children over 24 months.

Please notify the director if your child requires a special diet or has dietary restrictions. Written instructions signed by your child's physician must specify all food allergies or a modified diet must be kept on file in order for us to accommodate these special needs.

Parents should review the posted menus. **Foods and snacks from home are not allowed in the center.** Mealtimes should be pleasant with a selection of healthy foods while socialization and good manners will also be stressed. Children will be introduced to a variety of foods and encouraged to sample all foods. Cooking activities will be incorporated into the curriculum. The selection and preparation of healthy foods will be discussed.



## OUTDOOR PLAY

During suitable weather, children attending full time (more than four hours per day), who are older than twelve months through school age, will participate in a minimum of 90 minutes of outdoor play, 45 minutes in the morning and 45 minutes in the afternoon. This outdoor play will consist of structured play for 50% of the time and unstructured play for the remaining 50% of the outdoor play time. Suitable weather is at a minimum of twenty-five to ninety degrees Fahrenheit. Consideration will be given, but not limited to, temperature, humidity, wind chill, ozone levels, pollen count, lightning, rain or ice.

## CLOTHING AND TOYS

Children should come to the center dressed and ready for active play and learning. Clothing should be washable, comfortable, and appropriate for the weather. Daily activities include arts and crafts, water and sand play, outdoor play and cooking activities. Closed toe, rubber soled shoes should be worn by children for maximum playground safety. Flip-flops, Crocs and dress sandals are not permitted.

All children who participate in the nap-time program (until kindergarten entrance) may bring a small, light-weight blanket for naptime. An extra, change of weather appropriate clothing should also be provided. Jackets, hats, boots, and mittens are needed during colder days. **PLEASE LABEL ALL CLOTHING ITEMS WITH YOUR CHILD'S NAME.** Days of Discovery cannot be responsible for lost or unmarked clothing. Parents of infants are to provide extra clothing, disposable diapers, formula, and baby food. Parents of toddlers who are not toilet trained must also provide extra diapers.

Children are **not permitted** to bring toys or other items from home into the center. Special items may be brought, when requested, for a planned classroom activity. Days of Discovery is not responsible for any lost or broken items from home.

## CHILDREN'S SAFETY POLICY

Each child care staff member is in charge of a child or group of children and shall be responsible for their safety. Policies and practices are established to address certain minimum standards. The staff will carefully monitor situations and avoid unsafe practices to assure the safety of the children in their charge. The director will inspect the center and playground daily. The center's safety policies, which apply to children of **all** ages, include the following rules:

- No child, including school-age, will ever be left alone or unsupervised.
- Children will be escorted into the center and activity room each morning by the parent and greeted by a staff member
- Children will be escorted from the center each evening by the parent after notifying the teacher. No child will be released to anyone other than the parents unless notification by the parents is given to the director. Identification of the authorized individual will be checked by staff prior to releasing any child.
- A monthly fire drill will be held at varying times. A record of these drills shall be maintained in the center at all times. In addition, Tornado and safety drills will be held at appropriate intervals and recorded with the fire drills.
- A fire emergency, weather alert plan and an evacuation diagram are posted in each classroom. These explain the actions to be taken and staff responsibility in case of fire emergency or weather alert.
- Incident reports will be provided for each illness, injury or accident requiring first aid, head injury, emergency transportation, or unusual event which jeopardizes the safety of children or staff.
- The use of aerosols are prohibited while children are in attendance at the center.
- All staff members will receive copies of the discipline and safety policies and fire and emergency plans upon employment. These will also be posted and reviewed with the staff annually.
- All staff members are required under ORC to report their suspicions of child abuse or child neglect to the local children services agency.
- The Department of Children's Services telephone number is 276-6121.

## **WATER SAFETY POLICY**

Written permission from the parent/guardian will be obtained before any child may participate in any swimming or water play activity. Staff will review water safety rules prior to each water related activity. If used for special splash days, on site wading pools will be emptied and disinfected daily. Our field trips **do not** include trips to swimming pools. If they were to occur, any swimming school age field trips will be appropriately supervised and only occur at regulated and life guarded pools or water parks.

## **TRANSPORTATION/FIELD TRIP SAFETY POLICY**

Each child care staff member is in charge of a child or group of children and shall be responsible for their safety and well-being. Policies and procedures are established by the center to address certain minimum standards. The staff will pay close attention to avoid unsafe conditions and assure the safety of the children. Days of Discovery Learning Center will strictly adhere to the following rules to provide a safe environment for the children:

- Children will be transported in multi-functional, school activity vehicles owned or hired by the center and driven by an employee, at least 18 years of age, who is properly licensed to drive such a vehicle in the State of Ohio and meets state requirements for employment in an Ohio child care facility.
- The driver will assure no child is left on the van and boards/departs safely.
- Permission forms signed by the parent/guardian will be on file for field and routine trips. Forms will be updated annually and kept for one year.
- Each child will have identification attached to himself containing the center name, address and telephone number.
- Current Emergency Transportation Authorization Forms, health records, and roster of all children will accompany the children on a trip.
- A first-aid kit and cell phone will be available in each vehicle used for transportation of children.
- A person trained in First Aid and CPR will accompany the children on field trips and outings.
- Appropriate child seating restraints will be used on all routine and field trips.
- No child will be left unattended in a vehicle.
- Proper field trip and walking trip staffing ratios will be maintained at all times.
- Vehicles will be maintained in safe operating condition and receive annual safety inspections which will be kept on file at the center.
- The use of alcohol, tobacco, or drugs is prohibited by the center on the vans.

## **SCHOOL TRANSPORTATION**

In order to avoid any confusion, parents **must notify the center by 1:00PM** if their child will not be riding the center multi-functional school activity bus or public school transportation after school. Parents will be contacted when a child does not arrive afterschool to verify the child's whereabouts.

## **INCLEMENT WEATHER PLAN**

Tornado season generally begins in March and runs through August but can occur at any time of the year. In the event of a tornado warning in our area, classes will use their designated safety area. Children will sit against a wall, knees drawn up, and heads down with arms over their heads. If time permits, cover with blanket to avoid flying glass.

Public tornado sirens will be activated in the event of a warning. The director will listen to the radio and advise the staff in the event of threatening weather. **PLEASE DO NOT LEAVE THE BUILDING.** Remain calm and wait for further instructions.

**INCLEMENT WEATHER PLAN CONT'D**

A tornado **Watch** means conditions are right for a tornado.

A tornado **Warning** means a tornado has been sighted.

Fire drills, room evacuations, and lock down drills will be practiced on a regular basis and documented and kept on file in the director's office. Any additional staff members will help the infant and toddler classrooms with evacuations.

**EMERGENCY MEDICAL AND DENTAL POLICY**

1. Two first aid kits are located in the third drawer of the file cabinet in the director's office. Additional kits are located in each van. The dental first aid plan is posted in each room.
2. Telephones are located in each room if needed to contact 911. To make other outside calls, phones are available in the kitchen, the director's office and the staff room.
3. Emergency Telephone Numbers:

Emergency Squad	911	Fire Department	911
Poison Control	222-2227	Children's Hospital	226-8300
Suspected Child Abuse	278-5846	Greene County Children's Services	562-6600
Children's Medical Center	226-8300	Police Department	562-4820
Fire Department	991 or 426-1213	Emergency Management	562-6694
4. Each classroom has a posted list of qualified staff trained in first aid.
5. All children's records including medical records are kept in the second drawer of the file cabinet in the office.
6. In case of an emergency, the children are to be supervised as always. Depending on the emergency, the appropriate emergency number is to be called. The parent of the child involved is to be notified immediately. In the event of fire, the children are to be directed out the appropriate exits quickly and calmly.
7. In case of illness of any child, the caregiver should isolate the child immediately and check for signs of fever, vomiting, etc. The parent is to be notified and the child removed from the center accordingly.
8. In case of the need to transport a child to a hospital, we will use the emergency medical services by calling 911. Health and medical records shall accompany the child. The center administrator/staff person shall remain with the child until the parent assumes responsibility.
9. In case of minor injury, first aid certified persons may attend the child. Staff will notify the parent of the injury with a completed JFS 01299 incident/injury report as soon as possible.
10. Our emergency evacuation location is the Beaver Creek Fire Department Administration building on Orchard Lane and Dayton-Xenia Road.

## SUPERVISION AND GUIDANCE

Staff members assigned to supervise a child or group of children shall be responsible for their guidance and management. Child guidance and management measures will be developmentally appropriate for the child, consistent, and will be explained to the child. Staff will use techniques suitable to the child's age and relevant to the circumstances, such as, but not limited to: setting clear limits, redirection to appropriate activities, showing positive alternatives, modeling desired behavior, reinforcing appropriate behavior and encouraging children to control their own behavior, cooperating with others and solving problems by talking things out. Staff shall intervene as quickly as possible to ensure the safety of all children. Developmentally appropriate separation from the situation shall last no longer than one minute per age of the child and will not be used with infants. After the separation, the reason and expected behavior will be reviewed with the child. Staff shall communicate and consult with parents or guardians prior to implementing any specific behavior management plan. This plan must be in writing and signed by the parent/guardian and must be consistent with the above guidelines.

- Staff shall not abuse, endanger or neglect children, including shaking a baby.
- There shall be no cruel, harsh, unusual, extreme, or corporal punishments.
- Children will not be confined to cribs/high chairs as a behavior consequence.
- No discipline technique shall be delegated to any other child.
- If necessary, a child may be held for a short time, as in a protective hug to regain self-control.
- Prone restraint of a child is prohibited. Prone restraint is defined as all items or measures used to limit or control the movement or normal functioning of any portion, or all, of a child's body while the child is in a face-down position. Prone restraint includes physical or mechanical restraint.
- No physical restraints shall be used to confine a child.
- No child shall be placed in a locked room or confined in an enclosed area.
- No child will be isolated, or activities restricted for an extended period of time.
- No child shall be humiliated, threatened, frightened, or subjected to profane language, threats, derogatory remarks about child or family, or verbal abuse.
- Discipline shall not be imposed on a child for failure to eat, failure to sleep, or for toileting accidents.
- Children will not be punished due to the unacceptable behavior of a few.
- Discipline shall not include withholding food, including snacks & treats, rest or toilet use.
- Staff shall not isolate and restrict children from all activities for an extended period of time.
- Guidance techniques apply all persons (employees and others on the premises) and persons responsible for children on trips away from the center.
- Parents will be consulted prior to beginning any behavior management plan. The plan will be in writing and signed by the parent.

## MANAGEMENT OF COMMUNICABLE DISEASE

A person trained to recognize signs of communicable diseases or other illnesses shall observe each child daily as he/she enters the group. All staff will complete a course in the management of communicable diseases, including detecting signs and symptoms of illness and for practicing proper handwashing and disinfection procedures, as approved by the State Department of Health.

In order to prevent outbreaks of any illness, we request that if your child has symptoms such as fever, diarrhea, vomiting, severe cough, difficulty breathing, conjunctivitis, spots or a rash you keep them at home. They may return to the center after being symptom free for **24 hours** without the aid of fever reducing drugs. The center shall immediately notify the parent or guardian of the child's condition when a child has been observed with signs or symptoms of illness. A child with any of the following signs or symptoms of illness shall be immediately isolated and discharged to his/her parent or guardian.

## MANAGEMENT OF COMMUNICABLE DISEASE CONT'D

- Diarrhea (three or more abnormally loose stools within a 24 hour period)
- Difficult or rapid breathing
- Yellowish skin, eyes, or conjunctivitis
- Temperature of 100 degrees Fahrenheit when in combination with any other sign of illness
- Untreated infected skin patches, unusually dark urine and or gray or white stool, or stiff neck with elevated temperature
- Unusual spots or rashes, sore throat or difficulty in swallowing
- Elevated temperature
- Temperatures are taken by the axillary method with a non-mercury thermometer.
- Vomiting more than one time or accompanied by other symptom of illness
- Evidence of lice, scabies or other parasitic infestation.
- Severe coughing causing the child to become red or blue in the face or to make a whooping sound

A child isolated due to suspected communicable disease shall be

- Cared for in a room or portion of a room not being used for other types of child care
- Within sight and hearing of an adult at all times. No child shall ever be left alone or unsupervised
- Made comfortable and provided with a cot. All linens and blankets used by the ill child shall be laundered before being used by another child. After use the cot shall be disinfected with an appropriate germicidal agent or is soiled with blood, feces, vomit or other bodily fluids, the cot shall be cleaned with soap and water then disinfected with an appropriate germicidal agent
- Observed carefully for worsening condition
- Discharged to parent, guardian, or person designated by the parent

Days of Discovery shall follow the Ohio Department of Health's "Child Day Care Communicable Disease Chart" for appropriate management of suspected illness. Please ask the director for the specific location of this chart. Staff members receive training on hand washing and disinfection prior to working with children.

A mildly ill child will be observed carefully for worsening conditions and may continue to participate in group activities. If any of the symptoms persist or worsen the child will be isolated and/or given the opportunity to rest within sight and hearing of an adult.

Parents will be notified in writing if their child has been exposed to a communicable disease. If it has been determined that a Days of Discovery staff member has contracted a communicable disease, the staff member will be advised to stay at home until a competent health authority signs a statement verifying that the employee is physically fit to return to work with young children. If a staff member exhibits signs of communicable disease the staff member will be dismissed from direct contact with the children until conditions improve.

## RETURNING TO THE CENTER FOLLOWING AN ILLNESS

Children who have been released to a parent or guardian following the observation of signs or symptoms of communicable disease may return to the center according to the recommendation of the Ohio Department of Health's Communicable Disease Guidelines. The recommendation varies depending on the disease. The following

is a list of the most common communicable diseases and the exclusion/re-admittance criteria:

1. **Chickenpox:** Staff and **children** with chickenpox shall be excluded until the 6<sup>th</sup> day after onset of rash or until all lesions are dry, whichever comes first.

2. **Conjunctivitis:** Staff and **children** with purulent conjunctivitis should be excluded until purulent 24 hours after the start of antimicrobial therapy.
3. **Diarrheal illness:** Diarrhea is defined as 3 or more loose stools in a 24 hour period. Staff or **children** with diarrhea of unidentified, possibly infectious cause shall be excluded from the child care center. Staff and children may return after diarrhea has resolved. Exclusion of persons with diarrhea of **known** infectious cause shall be in accordance with regulations pertaining to the infectious disease.
4. **E. coli O157:H7:** Staff and **children** may return after diarrhea has ceased and after 2 consecutive follow-up stool specimens are negative for E.coli O157:H7.
5. **Hepatitis A:** Symptomatic staff and **children** shall be excluded until 10 days after initial onset of symptoms.
6. **Influenza:** Staff and **children** may return 24 hours after symptoms cease.
7. **Impetigo:** Staff and **children** may return 24 hours after initiation of antimicrobial (a skin infection) therapy provided lesions are not draining.
8. **Meningococcal Disease:** Staff and **children** shall be excluded until 24 hours after the initiation of effective therapy.
9. **Pediculosis (Lice):** Staff or **children** with body lice may return 24 hours after application of an effective pediculicide. Staff or children with head lice may return after the first treatment with appropriate pediculicide.
10. **Pertussis (Whooping Cough):** Staff and **children** shall be excluded for 5 days after initiation of antimicrobial therapy. If the case is not treated with appropriate antimicrobial therapy, the staff member or child shall be excluded until 3 weeks after the onsets of paroxysms.
11. **Scabies:** Staff and **children** shall be excluded for 24 hours following the initial treatment with appropriate scabicide.
12. **Strep Throat:** Staff and **children** shall be excluded for 24 hours after the initiation of antimicrobial therapy.
13. **Tuberculosis:** Staff and **children** with infectious tuberculosis (TB) shall be isolated until 3 consecutive sputums, collected on 3 different days, are negative for acid fast bacilli on direct smear or until the local authorized TB authority or designee approves the person's removal from isolation.
14. **Vomiting:** Staff and **children** shall be excluded if 2 or more episodes of vomiting during the previous 24 hours, or if accompanied by a fever. They may return when vomiting resolves or is determined to be due to a noninfectious condition such as pregnancy or a digestive disorder.

### **Administration of Medications, Food Supplements, Modified Diets, or Fluoride Supplements**

Days of Discovery does **not** administer prescription or non-prescription medications. The exception to this policy is the administration of rescue medications, such as an EpiPen, while awaiting EMS in an emergency medical situation, or diaper cream. The parent/guardian/physician will complete a medication form (JFS 01217) and this medication form will be kept on file for one year. Parents and guardians will strictly adhere to the following rules for all children enrolled, regardless of age:

- A medication form must be completed with type of medication, dosage, time of dosage and any special instructions. Parents must sign and date the form.
- Rescue prescription medications, and diaper creams, must be in its **original container**, with the child's name, a current date, the exact dosage and the number of doses to be given. These medications will be stored in a safe place that is inaccessible to children.
- Written instructions for nonprescription diaper creams, or ointments, shall follow manufacturer's guidelines, and shall be administered for no longer than fourteen consecutive days at any one time.
- The teacher responsible for administering medications shall document on the form the child's name, medication name, dosage given and time it was given. This will be verified each time a medication is given. Parents should check daily and may initial the form. The form will be kept by the center for one year
- The designated staff member administering medication will assure medication will not administered beyond prescribed time or twelve months, dosages do not exceed manufacturers recommendations, a separate form is used for each medication, forms are kept on file for one year, and verify administration by documentation on form JFS 01217.
- Any child with special needs or who requires treatment for health condition while at day care must have a written medical/physical care plan on file.

## **NAP AND REST TIME**

Children in attendance during rest/nap time will participate in a rest time within their classroom. The room will provide a quiet atmosphere conducive for rest. Natural light will provide clear visual supervision of children during this time. Individual cots shall be provided to each child and positioned in a manner to provide a direct path for the staff to any resting child. Paths of egress in case of emergency evacuation will not be blocked. Rest/nap time duration will be developmentally appropriate to the age of the child. Any child not sleeping after an appropriate amount of time will be offered a quiet activity on their cot. Children, excluding infants, may bring one small lightweight blanket and a small, soft comfort items to provide security and comfort during the rest/nap period. Infant nap information is included in the daily program description.

**Written transition plans, as your child moves from one group to another, are developed through collaboration with parent, director and teachers.**

**An on-going formative assessment, Teaching Strategies Gold, is conducted on all enrolled Infant and Toddler children. These results are not reported to ODJFS.**

## **INFANT PROGRAM**

Each infant's daily schedule is individually planned according to the infant's developmental level and needs. A primary caregiver is established for each infant. This person is responsible for communicating with the child's parents on a daily basis. A written report of the day's accomplishments is made available. Parents are informed about what the child ate, how long the child napped, diaper changes, and overall evaluation of the day. Reminders to bring in additional items might also be included on the form.

In addition to all of the care and nurturing that takes place with our infants, the teachers stimulate infants' senses to encourage their mental and physical development. The Creative Curriculum for Infants and Toddlers provides an ideal environment in which your child will learn to grasp toys, vocalize sounds, recognize pictures of familiar objects and acquire a variety of other skills. The teacher reinforces the babies' development without disrupting their daily schedule.

**Mealtime:** Infants are fed upon demand or at parental request. At 12 months, we ask that breakfast be served to your infant at home in preparation for his/her transition to the toddler program.

**Breastfeeding:** Breast milk is the optimal nutrition choice for babies. Breast feeding mothers who need to feed their child, or pump breast milk, are able to do so in the comfort and seclusion of our staff lounge located next to the director's office.

**Playtime:** Infants will play on the carpet with caregivers at hand providing your infant stimulating activities. Outside time will be provided as the occasion arises and weather permits.

**Naptime:** Infants nap on an individual schedule in an assigned crib. All infants are placed on their backs to sleep.

Crib sheets are provided and laundered by the center. No blankets, crib toys or other materials are allowed in the crib. If desired, parents may provide a sleep sack for their child. Diaper checks are on-going, but are checked at a minimum of every two hours. Parents provide bottles that are labeled with the child's name and date of preparation. The parent will provide all baby food. After the child is on table food and whole milk, food and whole organic milk will be provided by the center.

## **TODDLER PROGRAMS**

When infants and toddlers are appropriately challenged in a nurturing, consistent and loving environment they will learn to trust and explore their surroundings. They will make new discoveries and develop a sense of self. They will become competent learners and caring human beings.

**Nurture Growth:** Through the use of The Creative Curriculum for Infants, Toddlers, and Twos our teachers are able to design a program where the children form warm relationships with teachers and caregivers, and begin to learn important skills and content and develop social skills.

**Challenge Minds:** Because children do not master a skill all at once, our teachers set up their classroom and structure their day to provide different types of experiences for the children and to meet the needs of children at all developmental levels. Your child will learn such skills as pushing and pulling objects, turning and bending, sorting objects by color and size, exploring the concept of big and little, and building an early vocabulary.

**Enrich Lives:** Our teachers guide learning through routines and experiences while maintaining an environment that is responsive to the individual care and needs of infants and toddlers. Our Infant and Toddler curriculum is aligned with Ohio's Early Learning and Development Standards. Sample a day with Toddlers:

6:30-8:30	Arrival and Free Play
8:30-9:00	Snack Time
9:00-9:30	Toileting and Discovery Time
9:30-10:00	Art
10:00-10:30	Outdoor Play/Large Motor Movement
10:30-11:00	Clean-up, Toileting, and Hand Washing
11:00-11:30	Lunch
11:30-12:00	Clean-up and Circle Time
12:00-12:30	Naptime Preparation
12:30-2:30	Naptime
2:30-3:00	Wake-up and Toileting
3:00-3:30	Snack Time
3:30-4:00	Free Play Outdoors/Afternoon Activity
4:00-4:30	Toileting
4:30-6:00	Free Play and Departure

Diaper checks are on-going, but are checked at a minimum of every two hours.

**An on-going formative assessment, Ohio's Early Learning Assessment, is performed on all enrolled Preschool and Prek children. Trained and authorized teachers report this child level data to ODJFS pursuant to 5101:2-17-02 of the Administrative Code.**

## **PRESCHOOL PROGRAM**

We believe preschool curriculum should emerge from the interests of the child. For this reason, our teachers spend time observing and interacting with children, making note of the interests that are being expressed in their play and activities, and then planning the environment and activities based on these interests.



**Nurture Growth:** Through the use of The Creative Curriculum our teachers are able to design a classroom environment where the children form warm relationships with teachers and caregivers, and feel comfortable to explore their environment and make new discoveries.

**Challenge Minds:** Young children learn best by doing. Children learn through active exploration of their environment. Our teachers plan learning centers consisting of drama, blocks, art, science, table activities, sensory experiences, music and literature. Each learning center is designed to provide developmentally appropriate activities for children.

**Enrich Lives:** We value each child as an individual and embrace his/her unique contributions to the classroom community. By doing so, we inspire in them a love of learning that will last a lifetime. Our Preschool curriculum is aligned with Ohio's Early Learning and Development Standards.

Sample a day with Preschool

6:30- 8:00	Arrival, Self-Directed Play
8:30- 8:45	Snack Time
8:45- 9:45	Circle time, Language Arts
9:45-10:00	Art/ Science
10:00-10:30	Indoor/Outdoor play
10:30-11:00	Music/Prepare for lunch
11:00-11:30	Lunch Time
11:30-12:15	Clean-up/Prepare for nap
11:35-11:45	Clean-up, Prepare for Lunch
11:45-12:15	Lunch
12:15-12:30	Clean-up Prepare for Nap
12:30- 2:30	Naptime
2:30-3:00	Wake-up/Prepare for snack
3:00-3:30	Snack
3:30-4:00	Indoor/Outdoor Play
4:00- 4:45	Art/Music/Dramatic Play
4:45- 5:30	Clean-up, Self-Directed Play
5:30- 6:00	Self-Directed Play, Prepare for Departure

## **PRE-KINDERGARTEN PROGRAM**

We believe preschool curriculum should emerge from the interests of the child. Our teachers spend time observing and interacting with children, making note of the interests that are being expressed in their play and activities, and then planning the environment and activities based on these interests. In this program, children aged four to five gain the final components of literacy and math skills they will need for kindergarten.

**Nurture Growth:** Through the use of The Creative Curriculum our teachers are able to design a classroom environment where the children form warm relationships with teachers and caregivers, and feel comfortable to explore their environment and make new discoveries.

**Challenge Minds:** This is a particularly active time when your child will learn to follow oral directions, make predictions based on prior knowledge and write his or her first name with appropriate cases. The children will learn sound and letter relationships, and expand their understanding of the meaning of words and stories. In math, they will learn to understand concepts such as more and less, and develop their number sense.

**Enrich Lives:** Our Pre-Kindergarten program sets the stage for academic success. We strive to create a love of learning that your child will carry with them throughout school and life. Our PreK curriculum is aligned with Ohio's Early Learning and Development Standards.

Sample a day with Pre-Kindergarten

6:30- 8:00	Arrival, Self-Directed Play
8:30- 8:45	Snack Time
8:45- 9:45	Circle time, Language Arts
9:45-10:00	Art/ Science
10:00-10:30	Indoor/Outdoor play
10:30-11:00	Music/Prepare for lunch
11:00-11:30	Lunch Time
11:30-12:15	Clean-up/Prepare for nap
11:35-11:45	Clean-up, Prepare for Lunch
11:45-12:15	Lunch
12:15-12:30	Clean-up Prepare for Nap
12:30- 2:30	Naptime
2:30-3:00	Wake-up/Prepare for snack
3:00-3:30	Snack
3:30-4:00	Indoor/Outdoor Play
4:00- 4:45	Art/Music/Dramatic Play
4:45- 5:30	Clean-up, Self-Directed Play
5:30- 6:00	Self-Directed Play, Prepare for Departure

## **SCHOOLAGE PROGRAM**

During the school year, we offer after school care. Transportation to our program is provided for the following schools: Main, Shaw, Fairbrook and Valley. Transportation from Trebein Elementary is provided by Beaver Creek City Schools. Special activities are planned for school holidays and unexpected snow days. We also offer before school care and transportation to school for currently enrolled children in the event of a 2-hour delay.

**Nurture Growth:** Our teachers prepare special activities for your child after school which offer several choices of open-ended activities to encourage creativity and expand on cooperative skills.

**Challenge Minds:** In our school age program, we strive to help children explore, discover, make new friends and learn new skills. Every Day the children in this class are given the time and opportunity to complete homework assignments with the help of a teacher.

**Enrich Lives:** Our goal in this classroom is to help each child reach their own highest potential by providing opportunities and activities that help the children foster a love for learning.

Our School Age curriculum, *Creative Curriculum: Building the Primary Classroom*, is aligned with Ohio's K-12 Standards.

Sample a day with School-Age

2:00-2:30	Arrival
2:30-3:00	Outside Play
3:00-3:30	Snack and clean-up
3:30-6:00	Small Group Projects, Indoor/Outdoor Play, Homework Help
	Conference and snow day schedule will follow AM Preschool schedule

## School-Age Summer Camp

Summer is for fun and learning should be fun! Throughout the summer we embark on a variety of field trips to spark your child's interest in new topics. In addition to field trips, special presenters visit our facility for demonstrations and hands-on activities. Visitors may include educators from the Boonshoff Children's Museum, exotic animal handlers, and members of local police and fire departments. Our School Age summer program is for children who have already completed Kindergarten through grade 5.

**Nurture Growth:** Our teachers prepare special activities for your child that offers several choices of open-ended activities to encourage creativity and expand on cooperative skills. Activities generally expand on the weeks field trips to encourage the exploration of new topics.

**Challenge Minds:** Throughout the summer, the children keep a journal to document their trips and special activities. We also work on grade specific math and reading to keep the subjects fresh for the next school year.

**Enrich Lives:** Our goal in this classroom is to help each child reach their own highest potential by providing opportunities and activities that help the children foster a love for learning. Our School Age summer curriculum is aligned with Ohio's K-12 Standards.

Sample a day with School-Age Summer Program

### Non-Fieldtrip Days

6:30-8:30	Table games and individual reading
8:30-9:00	Snack and clean up
9:00-9:30	Morning meeting and announcements for the day
9:30-10:00	Outside weather permitting
10:00-11:00	Group activity or craft
11:00-11:30	Lunch and clean up
11:30-12:00	Outside weather permitting
12:00-12:30	Grade specific skills review
12:30-1:00	Journals and silent reading
1:00-2:30	Group game or table activity*
2:30-3:00	Snack and clean up
3:00-3:15	Group meeting and reminders for the next day
3:15-4:30	Self directed play
4:30-6:00	Outside weather permitting

*Summer Schedule will be available in June of each year.*