



# Schein Bright Academy, LTD Childcare Center Family Handbook

(Updated 4/1/19)

**Schein Bright Academy  
14120 Zion Rd.  
Thornville, Ohio 43076**

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**Owner: Elizabeth Schein  
Administrator: Amy Cyrus**

Welcome to Schein Bright Academy childcare center. This handbook will provide you with information regarding the childcare programs. It is very important that you read the information and keep it handy as long as your child is enrolled in the program. It will answer many of the questions you may have about Schein Bright Academy.

### **Philosophy and Goals**

Schein Bright Academy childcare center was established to provide a fun, safe, loving, Christian environment for children from 6 weeks to School Age. We strive to provide each child with opportunities for physical, social, academic, and emotional growth through a variety of experiences. Children will be encouraged to learn and explore through play, in areas that are of interest to them. They will also be provided with opportunities for more structured teacher directed lessons. We are pleased that you have chosen to include us in the growth and development of your child.

## **Licensing**

At the end of the handbook you will find an attachment about licensing and other valuable information. Please take the time to look at this information.

## **Admissions**

A child is considered to be enrolled in the center only after the annual non-refundable registration fee has been received, the administrator confirms availability of space, and all required paperwork is received. This includes basic enrollment and health information. Any change in this information needs to be communicated to the office immediately so that current information is always on file. This is for the safety of your child. A medical form and shot records (or a statement from the parent stating that they decline immunizations), signed by a physician or certified nurse practitioner must be turned in within 30 days of admission, with the exception of School Age children. This must be updated every 13 months.

## **Days and Hours of Operation**

The center will be open Monday thru Friday from 6:30 a.m. To 6:30 p.m. A late fee of \$5 for every 15 minutes late will be charged if a child is not picked up by closing time. The center will close to observe the following holidays: New Years Day, Memorial Day, July 4<sup>th</sup>, Labor Day, Thanksgiving Day, the day after Thanksgiving, Christmas Eve, Christmas Day, and the day after Christmas, and New Year's Eve. If any of these holidays fall on the weekend, days closed will fall during the week. We plan the calendar of days closed typically 1 year in advance, please ask ahead of time if necessary, for scheduling. Full tuition is due for the weeks in which these fall, as full-time staff are given these as paid holidays.

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

Schein Bright Academy will not exceed the following state required ratios:

Ratios for toddlers and preschoolers may be doubled for 2 hours at naptime as long as all children are resting quietly and enough staff is on the premises to maintain ratios if there is an emergency.

Age of Children	Staff/Child Ratio	Maximum Group Size
Young Infant (birth to less than 12 months)	1:5 or 2:12 In same room.	12
Older Infant (12 months- less than 18 months)	1:6	12
Young Toddler (18 mon – less than 2 ½ yrs.)	1:7	14
Older Toddler (2 ½ to less than 3 yrs.)	1:8	16
Young Preschool (at least 3 yrs.- less than 4 yrs.)	1:12	24
Older Preschool (at least 4 yrs. and not enrolled in or eligible to be enrolled in Kindergarten)	1:14	28
Young School age (enrolled in Kind or eligible to be enrolled in Kind and less than 11 years)	1:18	36
Older School age (at least 11 and less than 15 yrs.)	1:20	40

Maximum group size is defined by the number of children in one group that may be cared for at any time. Group size limitations do not include naptime, meal and snack time, outdoor play, field trips, or special activities.

### **Daily Schedules**

The children’s daily schedule is flexible enough to provide adaptability when necessary, but structured enough to provide predictability for the children. We want them to view Schein Bright Academy as a safe and comforting place, where they know what to expect and when to expect it.

## **A Typical Infant Class Schedule**

Infants will have a flexible schedule to reflect their individual needs. Each child will be fed when he/she is hungry, changed when he/she is wet or soiled, and placed down for a nap when he/she is tired. Infants who are not mobile will be placed in different positions throughout the day. Children who are becoming mobile will have a clean, safe place to practice crawling, cruising and walking. All children will receive individual attention including lots of time for talking, cuddling, tummy time, and playing with a wide variety of safe toys and objects.

### **Typical Infant Schedule:**

6:30	Arrival/cuddling time, Breakfast, Free Play
9:00	Diapers/Music/Bottles
9:30	Individual/Group Activity/ Sensory Play
10:00	Outside Time/ Gross Motor Activity
10:30	Clean up/Story Time/Hand-washing
11:00	Lunch/ Bottles/ Clean-up/ Diapering
11:45	Nap/ Rest Time/ Individual Activity
1:45	Diapers/ Bottles/ Free Play/ Snack
3:00	outside Time/ Gross Motor Activity
3:30	Sensory/ Music
4:00	Diapers/ Bottles/ Feeding/ Free Play/ Departure

### **A typical toddler day would include:**

6:30-8:30	Greetings/Free Play Centers
7:30-8:00	Breakfast
8:00	Diapers/Toileting
8:30-9:00	Music and Movement
9:00-9:15	Circle Time/Story Time
9:15-9:45	Art/ Science/ Sensory (Fine Motor Play)
9:45-10:00	Diaper Checks/ Toileting
10:00-11:00	Outdoor Play/Gross Motor
11:00-11:30	Wash hands/ Lunch / Clean Up
11:30-12:00	Diaper Checks & Toileting/ Quiet Books
12:00-2:00	Naptime
2:00	Diaper Checks/Toileting/ Table Activity
2:30-2:45	Wash Hands/ P.M Snack
2:45-3:30	Outdoor Play/ Gross Motor
3:30-4:00	Learning Centers/ Learning Games

4:00	Diaper Checks/ Toileting
4:00-5:30	Free Play Centers
5:30-6:30	Table Toys/ Carpet Choices/ Departure

**Typical Preschoolers (3/4 year olds) Day would include:**

6:30-7:30	Free choice time
7:30-8:00	wash hands/breakfast
8:00 -9:00	Restroom break/ Free Choice
9-9:20	Circle Time
9:20-10:15	Centers and Small Group Activity
10:15	Restroom Break
10:15-11:15	Outdoor play/Gross Motor
11:15-11:30	Wash hands/Clean up for Lunch
11:30-12:00	Lunch
12:00-12:15	Restroom Break/Wash Hands
12:15-2:15	Rest time
2:15-2:30	Wake up/Restroom Break/Wash Hands
2:30-3:00	Snack
3:00-3:30	Free Choice Time
3:30-5:00	Outdoor Play/Gross Motor
5:00-6:30	Restroom Break/Wash Hands/ Free Choice until departure

**Typical Pre-Kindergarten Schedule:**

6:30-7:30	Free choice time
7:30-8:00	wash hands/breakfast
8:00 -9:00	Restroom break/ Free choice / Classroom sign in
9-9:30	Book of the Day/ Circle Time/ Group Activities
9:30-10:50	Small Groups/ Learning Stations
10:50-11:00	Restroom Break and Line up
11:00-11:30	Outdoor Play/ Gross Motor
11:30-12:00	Lunch
12:00-12:30	Restroom Break/ Share Time
12:30-2:30	Rest time
2:30-3:00	Wake up/Restroom Break/Learning Stations
3:00-3:30	Wash Hands/ Snack
3:30-4:00	Outdoor Play/Gross Motor
4:00-4:30	Music and Movement
4:30-6:30	Free choice until departure

**A Typical Part Time Pre-Kindergarten (9-3:15) Schedule:**

9:00	Classroom Sign-in/ Table Activities
9:20	Clean Up/ Restroom
9:30	Book of the Day/ Circle Time/ Large Group Activity
10:15	Instructions/Writing/Questions
10:30	Small Groups/ Learning Stations
11:15	Restroom and Lunch Prep
11:30	Lunch/ Clean-up
12:00	Outdoor Play/ Gross Motor
12:30	Clean Up/ Restroom/ Sharing
12:45	Rest Time
2:00	Wake up/ Restroom/ Snack
2:30	Wrap-up/ Music and Movement/ Math/ Free Play

**Part time Pre-k special terms:**

This program follows the schedule of Northern Local school district.

On scheduled days off for Northern Local, the part-time class is not in session. Regular payment will be expected the weeks that include a scheduled day off.

If Northern Local has a snow day, so does the part time pre-k class. A credit will be given to any child's account that was scheduled to be here on a snow day.

There will be no charge for 1 week of Christmas break.

This classroom does not earn a vacation week, due to a schedule that does not encompass the entire year.

The part-time pre-k class does not qualify for a family discount.

The part-time pre-k class provides their own snacks and lunch.

## **A Typical Before/After School Age Schedule will include:**

6:30-7:30	Quiet Activities (games, drawing, reading, puzzles, resting if still tired)
7:30-8:00	Breakfast
8:00-8:40	Reading aloud/quiet activities
8:40-8:50	Clean up morning activities/prepare for school (For Breaks/Summer)
8:40	Good Morning Circle *group discussion for new activity ideas; describe plans for the day (activity options)
9:00	Open Centers
9:45	Outdoor Play/Gross Motor
10:30	Music Time
11:00	Story/Reading Time
11:30	Wash hands for lunch
11:45	Lunch
12:30	Outside Play
1:30	Games/Puzzles/Reading
2:30	Art/Science projects
3:15	Group Activity/Game/ Open Centers
3:55-4:20	Children arrive from school, put away belongings Outside Play
4:20-5:00	Homework/Snack
5:00-6:00	Interest Areas/Activities/Homework
6:00-6:30	Clean up/ Play Group game

## **Infant Care**

Welcome to the “Ladybug” Room. In this classroom, your child will be taught/ observed using the Creative Curriculum Goals and Objectives. The four main goals are,

1. To learn about self and others
2. To learn about moving
3. To learn about the world
4. To learn about communicating

### **Infants learn through interactions, play, and exploring!**

In the infant room we follow your child's personal schedule. The parent fills out an infant information sheet that lets us know how often they eat, need to be change, and nap routines. We try to follow this as best as we can. As your child starts table food or nears their first birthday, we try to transition them on a more set schedule close to the toddlers, this helps prepare them for an easier transition to the toddler classroom between the ages of 18 months and 24 months. Transitioning to the toddler room will be determined by each child's readiness, which includes walking stability, speech intelligibility, and/or interest in toilet training. A decision will be made jointly by Amy and the parents and teachers once the transition process has been discussed. One big transition for the infants is switching from multiple naps to one nap in the afternoon between 11:30- 2:00. Meals from the kitchen are served at the following times:

7:30- 8 Breakfast

11- 11:30 Lunch

2:30- 3 Snack

### **Diapers/ Extra Clothes/ Blankets**

You provide the diapers and wipes for your child. Please bring in a pack and we will let you know when they get low. Also please bring in two weather appropriate outfits that can be left at the center for extra clothes. We do play outside so please make sure your older infant has shoes and jacket if needed. Infants over 12 months are allowed to have a light weight blanket in their crib, please no bulky, heavy blankets. Infants under 12 months may only use a wearable blanket or one-piece sleeper at nap. Infants not yet able to roll over are permitted to use a wearable swaddling blanket.

If your child uses a binky, please provide an extra one that can stay at daycare.

**We ask that you do not leave big diaper bags, to prevent any medicine being left. Younger infants that have bottles going home every day can bring a small bag with just the things they need for the day to be taken back and forth.**

## **Bottles/ Food**

### Formula/ Breastmilk/ Whole milk

- All bottles need to be labeled with child's Full name, Date, and Contents. Breastmilk bottles also need to have the date the milk was expressed.
- Breastmilk bottles need to come already in the bottles and have enough bottles for the entire day (typically 3-4).
- If your child takes formula you can either pre-make enough bottles for the entire day (typically 3-4) or you can bring in the empty bottles for the entire day and a can of formula and we can prepare them.
- After your child turns 1 year old, we have to provide whole milk.
- Dirty bottles will be sent home every night.

### Baby Food/ Snacks

- When your child starts baby food you will also provide that and any other puffs or baby snacks, cheerios, etc.
- When your child starts table food, we give you a copy of the menu and ask you to circle the foods you want them to start with (mostly fruits and veggies) and more as we go.

### Infant sleeping arrangements

- Infants are assigned a crib in the infant room.
- Licensing rules state that **"Infants shall be placed in their cribs for sleeping, and shall not be allowed to sleep in bassinets, swings, car seats or other equipment." And "Infants under twelve months old shall be placed on their backs to sleep."** There are some exceptions to this rule, which require a specific licensing form to be filled out by the parent and the child's physician.
- Licensing rules are designed to meet the SIDS safety standards. As an establishment, we encourage these standards to be used as well. If your child has a serious medical condition that the physician feels sleeping arrangements need to be altered, please see Amy for the correct form. We will only allow for crib wedges to be used for inclining during sleep. This method still allows for SIDS safety standards to be met.

## Tuition/Fees and Payment Policies

Tuition is due the Friday prior to the week childcare is provided. If the payment is not received by Monday the account will be considered delinquent (see delinquent accounts/returned checks).

Regular weekly payment is expected each week, even if the week includes scheduled days off, except for an extended illness. An extended illness is considered to be an illness that will keep the child out of the center for more than 5 consecutive days with a doctor's note. Half tuition is required for extended illness to maintain the child's space.

CLASSROOM	FULL TIME (4-5 DAYS)	PART TIME (3 DAYS)	DAILY RATE
INFANTS (0-24M)	\$175	\$130	\$45
TODDLERS (18M- 3Y)	\$165	\$125	\$45
PRESCHOOL (3Y)	\$160	\$120	\$40
PRE-K (4-5Y)	\$155	\$115	\$40
BEFORE/AFTER SCHOOLAGE	\$85 Thornville \$10 SNOW DAY FEE	\$60 Thornville Before or After only is part time fee. \$10 SNOW DAY FEE	
SUMMER/BREAKS SCHOOLAGE	\$150	\$115	\$40
9:15-3:15 Pre-K (M- F) follows Northern Local school schedule	\$20 per day	\$20 per day	

\*\*There is a 10% discount for sibling groups, except 9:15-3:15 Pre-K and daily rates.

There is a daily rate providing there is space available.

A \$10 snow day/break fee will be implemented starting with school year 2015/16. This fee applies for each day your child attends on a snow day. Any breaks that do not encompass an entire week will be prorated based on break fees/before and after school fees.

We accept cash or checks as forms of payment. Automatic bill pay can also be set up through your bank. Ask Amy or Liz for account/address information if you would like to set this up. All checks are to be made out to *Schein Bright Academy, LTD.* All payments are to be placed in the administrator's/owner's mail box. Our tax id # is available upon request.

Vacations: The center must be notified two weeks in advance of scheduled vacations (if possible). Each child is granted 1 free vacation day per day child is normally scheduled to attend, up to 5 days (after 6 months attendance) per calendar year. 180 days must be attended between each scheduled vacation week used.

These may be used individually or for an entire week. If the child is on vacation longer than 5 days, the full tuition will be charged after the first 5 days.

Holidays: Full tuition is due any weeks that include holidays. Full-time staff receives these as paid holidays.

School Age School Breaks/Snow Days: An additional \$10 fee will be charged over Winter Break, snow days, and Spring Break.

School age children must sign up for scheduled days off school, snow days, and breaks. If you sign up for these days, you will be charged the \$10 fee per day signed up. This is to help cover the extra cost of staff.

Registration Fees: An annual, non-refundable registration fee of \$30 is charged per family. A child is not considered enrolled until the registration fee is received.

Delinquent Accounts/Returned Checks: A fee of \$5 per day will be charged if payment is not received by designated day (see above), not to exceed \$15 per week. A \$30 fee will be charged for any returned checks due to insufficient funds. Any tuition payment that is more than 1 week past due will result in your child not being able to attend. All accounts must be PAID IN FULL, for a child to return. This could result in losing your spot in the classroom. We cannot hold a spot when tuition is not being paid.

Late Pick Up Charges: If a parent realizes that circumstances beyond their control are going to delay them from picking up their child, a phone call is requested. This is important because many children fear they have been forgotten when parents do not arrive at their usual time. A late fee of \$5 every 15 minutes late per child will be charged after 6:35 p.m. Please remember our staff members are 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.

Temporary Withdrawal (summer): If your child will not be here over the summer, we cannot hold a spot for them to return at a later date. Due to the need to fill all summer attendance, we cannot guarantee a space will be available once school comes back in session. If there is space available when child care is needed again, you may re-enroll your child.

Inclement Weather: On rare occasions, it may be necessary to close the center due to weather conditions.

**Plan of Action for Snow Emergencies:**

Level 1: Open

Level 2: We will do our best to be here, have a backup plan in place. We will make a decision by 5 a.m.

Level 3: CLOSED

**After 5 a.m.:**

Watch Channel 10 for closing announcement.

Check Facebook for posting.

An email will be sent out from the administrator.

**On these occasions, regular payment is expected.**

## **Supervision Policy:**

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

Arrival/Departure: Parents are required to bring their child into the classroom and sign the child in on the tablet in the classroom. Any special messages, medications, special pick up notes, etc. are to be given to the teacher. Children may not be dropped off at the entrance or allowed to come in the building on their own. Staff must be made aware of the child's presence before the parent departs. At the time of pick up, parents are asked to sign the child out on the tablet. Parents are also asked to make contact with the teacher to ensure that they know the child has been picked up.

Parents are responsible for their child's supervision prior to sign in and after signing them out. No child is permitted to be passed over the playground fence for drop off or pick up. Children should be accompanied by an adult any time they are entering the parking area, due to high traffic volume and for the safety of the child.

Supervision of 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 an area of the room not in use. They will be within sight and hearing of staff member.

Supervision of School Age Children: School Age children may run errands inside the building without adult supervision.

For School Age children who are attending before/after school care: If the child will not be returning from school to the center as normally scheduled, parents should call the center to let them know or let the teacher or administrator know at drop off. This way staff will know if we are not expecting the child. If we are expecting a child to arrive from school and they do not, we will contact parents to find out the situation.

School Delays/Cancellations: The center will operate and accommodate school age children when school is delayed or canceled, according to the Northern Local school district, provided the weather is not so severe we are forced to close. An extra fee of \$10 per day will be charged per school age child signed up to attend on Snow Days. School age children must sign up for scheduled days off school, snow days, and breaks. If you sign up for these days, you will be charged the \$10 fee per day signed up. This is to help cover the extra cost of staff and food.

Release of a Child: Staff will only release children to persons on the release form provided by parents. If an emergency arises, parents must provide a written, signed note or call the center giving the person permission to pick up their child or call and speak with a staff member to provide permission for someone else to pick the child up. Staff will check ID's of anyone they do not recognize. Please let people know ahead of time so that they have their picture ID available and so they are not offended. The children's safety is our priority!! Staff will not release children to anyone, including parents, who appear to be under the influence of drugs or alcohol. Emergency contacts will be called to transport the child home. Police will be notified if necessary.

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

Child Abuse Reporting: All staff members are mandated reporters of child abuse. If staff has suspicions that a child is being abused or neglected, they MUST make a report to the local children's services agency. The safety of the children is always our first concern.

## Transitions

- Transitioning into Schein Bright Academy each family will receive a tour of the building and playground. They will also get information about pricing and enrollment. Once the family has decided to enroll, they will receive a folder from the classroom they will be assigned to. In the folder will be a bio of the teachers, supply list, and any other form that classroom needs. Before the child's first day they will have an assigned cubby and cot/ crib.
  
- Transitioning with-in the program, the parents and child will both have the opportunity to meet the new teachers and ask any questions they might have. Parents will be notified 2 weeks prior to transition to the next classroom. As part of the transition, staff will develop a transition plan. This plan will include a beginning and ending date of the transitioning period, as well as a transition schedule. The plan will be signed by the parent. They will receive an informational folder about the classroom which will include teacher bios, supply list, and any other form that classroom needs. The child will have a transition period to go back and forth between the classrooms if needed. Before the child starts to transition the child will be assigned a cubby and cot in the new classroom.

<ul style="list-style-type: none"> <li>➤ Infant to Toddler Transitions BETWEEN 18 MONTHS AND 24 MONTHS (based on toddler readiness: walking stability, speech intelligibility, interest in toilet training)</li> </ul>	<ul style="list-style-type: none"> <li>➤ The child begins to move from a crib to a cot.</li> <li>➤ The child begins to adjust feeding and nap schedule to match the toddler schedule.</li> <li>➤ A folder for new classroom and cubby and cot in the new classroom.</li> </ul>
<ul style="list-style-type: none"> <li>➤ Toddler to Preschool Transition around the age of three.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Start to become more independent in toilet habits, hand washing, putting own shoes and socks on...</li> <li>➤ Introduction to new teacher through help in toilet</li> </ul>

	<p>training.</p> <ul style="list-style-type: none"> <li>➤ A folder for new classroom, a cubby and cot in new classroom.</li> </ul>
<ul style="list-style-type: none"> <li>➤ Preschool to Pre-K Transition at age 4 or beginning of school year prior to Kindergarten and potty trained.</li> </ul>	<ul style="list-style-type: none"> <li>➤ A folder for new classroom, a cubby and cot in new classroom.</li> <li>➤ Must be potty-trained.</li> </ul>
<ul style="list-style-type: none"> <li>➤ Pre-K to School Age Transition at the start of Kindergarten.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Visit to Thornville Elementary Kindergarten</li> <li>➤ Shorter naptime.</li> <li>➤ A folder for new classroom, and a cubby in new classroom.</li> </ul>

- We hate to see children leave Schein Bright Academy but sometimes the needs of the families serve change. In these cases, we try to prepare the child by talking with them about what is going to happen. We give the children in class a chance to say good-bye by making cards or pictures. The teachers make sure the child is prepared by gathering all of the child’s things including portfolio, art work, pictures, and personal belongings.

**Fieldtrips/Transportation of Children:**

The center will not transport children in emergency situations. If a child requires transportation, the parent or the emergency squad will be contacted.

Fieldtrips: We may take periodic field trips. The center will use provider vehicle(s) as mode of transportation for fieldtrips. Any driver on a field trip will be authorized by the center through providing proof of currently valid drivers license, be at least 18 years of age, and be free from the influence of any substance which could impair driving. A staff member with first aid, CPR, and communicable disease training will be present on all field trips. Before departing the center, a count will be taken of all children attending the field trip, and they will be marked on a

separate attendance sheet, specifically created for the fieldtrip. Upon arrival at the destination, another count will be taken to ensure that all children arrived safely. This process will be repeated when leaving the destination and returning to the center. During the fieldtrip, staff members will have specific children they are responsible for supervising. Head counts will be taken and documented during the fieldtrip. Before any child participates in a fieldtrip, the center will obtain written permission from the parent or guardian.

Field Trip Participation: Children must have signed permission slips and paid non-refundable field trip fees in order to participate in field trip activities. Any field trip fees must be paid prior to your child attending. Children requiring car seats or booster seats, these need to be left up front for the child on the day of the field trip. If a child that requires a car seat does not have one left here by the parent, that child will not be able to participate in the field trip that day. Children should also be dropped off and picked up at the center prior to the field trip and after we return if they want to participate. This is so staff and transportation can account for each child's attendance.

Routine Walking Trips: Parents will be asked to sign written permission slips prior to children participating in routine walking trips (for example: playground beside center). This permission slip will need updated annually. A second adult will be available for every 5 infants, every 7 toddlers/preschoolers, and every 10 school agers.

### **Swimming Information:**

At the Center: The children will be provided with water play opportunities at the center. These may include water sprinklers and small wading pools (less than 18 inches deep). Parents will be asked to sign written permission slips prior to children engaging in water play with standing water. Please remember to send bathing suits, towels, and sunscreen for your child. Sunscreen must also have a medication form completed for it. If your child burns

easily, please include a lightweight t-shirt that they can wear over their bathing suit.

At the Swimming Pool: Parents will be asked to sign written permission slips prior to children engaging in swimming field trips. Please remember to send bathing suits, towels, and sunscreen for your child. Sunscreen must also have a medication form completed for it. If your child burns easily, please include a lightweight t-shirt that they can wear over their bathing suit. Child Care Staff Members must be able to see all parts of the swimming area, including the bottom of the pool. Child Care Staff Members will actively supervise at all times and take periodic head counts and mark on the Field Trip Checklist.

### **Guidance Policy:**

Schein Bright Academy staff believes that helping children to learn self control is very important. Our hope is that children will learn self discipline through careful guidance. Your child will be treated with love and respect. If children are treated with love and respect, they in turn will treat the teachers and other children with love and respect. Our expectations will be kept within the child's capabilities and the child will be made aware of these expectations. Positive reinforcement (commenting/praising for doing the right thing) and positive redirection (removing a child from an area and giving them another appropriate activity) will be used. A child may be asked to sit for a short period of time to give the child time 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 at the center.

If a situation arises where a child is consistently endangering themselves, peers, or staff, it may be necessary for disenrollment. Every attempt will be made to work together with the parents and child to correct the behavior. However, the safety of children is

always our first concern. The administrator would be in contact with parents prior to this occurring.

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

### Biting Policy-

Biting occurs for a variety of reasons and is a developmental phase that many children go through. Biting is unfortunately not an unexpected behavior for toddlers. Many toddlers communicate through this behavior. However, biting can be harmful to other children and to staff.

This biting policy has been developed with both of these ideas in mind. Our goal is to help identify what is causing the biting and resolve the issues. If the issue cannot be resolved, this policy serves to protect the children that are bitten.

Schein Bright Academy’s Policy when biting occurs:

The staff strongly disapproves of biting. The staff’s job is to keep the children safe and help a child that bites to learn different, more appropriate behavior. If a biting incident occurs, both the parent of the child biting and the child who was bitten will be given an incident report. Names of the children are not shared with either parent.

The child that was bitten:

- First aid is given to the bite, which may include washing with soap and water and/or applying ice.
- An incident report will be filled out for the parent documenting the incident.

The child that bit:

- To remove the biter from the other children, the child may be placed in time out for no longer than the child’s age.

- Remind the biter that “biting hurts”.
- Watch for ‘triggers’ or ‘crankiness’ that might increase the likelihood of biting. When you notice these behaviors in the biter, place them in a calm play area away from the other children to minimize the chances of biting and help calm them.
- The teacher will shadow the biter as much as possible to help prevent any biting incidents.
- The child will be given positive attention and approval for positive behavior.

When the biting becomes excessive:

- If a child bites more than 2 times in one day, the child will be sent home for the day.
- After being sent home a total of 3 times for excessive biting, the child will be on a 2-day suspension and on probation for 2 weeks.
- During the 2-week probation period, if a child is sent home for excessive biting, other arrangement will need to be made for child care.

\*\*This policy is effective August 22, 2018. All past experiences of biting are not included in this policy, as this policy was not in effect at the time of the biting. All biting occurrences from today forward will be counted towards a child’s total biting incidents.

### **Assessments:**

Here at Schein Bright Academy, we monitor student progress through observation, student work samples, and informal assessments that monitor the child’s learning and growth. We do utilize the ASQ: Ages and Stages Questionnaire periodically as an early childhood screening tool. These are only shared between parents and staff as a way to monitor the child’s developmental growth at certain ages. We do not currently conduct formal assessments.

## **Meals and Snacks:**

Schein Bright Academy provides a morning snack from 7:30-8:00 a.m. and an afternoon snack after nap time. Each snack will contain at least 2 nutritional items. Please provide a packed lunch from home that meets the requirements of the USDA (refer to chart at the end of this handbook).

A menu will be posted each year. Staff members should be aware of any allergies or foods that children in their assigned classroom are not allowed to consume. Parents are responsible for providing an alternative when the child is unable to eat what is on the menu. *Modified diets shall be approved in writing by a licensed physician. If an entire food group is eliminated, the center shall obtain written instructions from a physician on the prescribed form provided by the department. When special diets are required for cultural or religious reasons, the center shall obtain written, dated and signed instructions from the child's parent or guardian.* Please make the administrator aware if there is an issue that we need to accommodate.

## **General Emergencies:**

The center has devised several procedures to follow in the event that an emergency would occur while a child is at the center. In the event of a fire or tornado, staff would follow the written instructions posted in the classroom describing the emergency evacuation routes and procedures to be followed to assure that children have arrived at the designated spot. In order to prepare children for the unlikely need to evacuate, the center does conduct monthly fire drills and monthly tornado drills from March to September. We will also conduct quarterly emergency/lockdown drills. Should we need to evacuate due to fire our emergency destination would be at the shelter house north of our building. Should we need to close due to weather conditions, or the loss of power, heat, or water to our center, parents will be contacted as soon as possible to come and pick up their child. If a parent can not be reached, emergency contacts listed on your child's enrollment form will be contacted to pick up your child.

In the unlikely event that 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.

Injuries/Illness:

There is always one staff member present that has received training in First Aid, communicable disease, and CPR. In the case of a minor accident/injury staff will administer basic first aid and TLC. If the injury/illness would be more serious, first aid would be administered and parents would be contacted immediately to assist in deciding an appropriate course of action. If any injury/illness is life threatening, the EMS will be contacted, parents will be notified, and a staff member will accompany the child to the hospital with all available health records. Parents have the opportunity to grant consent for transportation to a source of emergency treatment. Any child whose parent refuses to grant consent for transportation to a source of emergency transportation must, unfortunately, secure alternate child care arrangements. We feel this would be too much of a liability for staff and Schein Bright Academy. Staff may not transport children in their vehicles. Only parents or EMS will transport.

An accident/injury report will be completed, and a copy given to the person picking up the child, on the day of the incident/injury, if any of the following occur: the child has an illness, accident, or injury which requires first aid; the child receives a blow to the head; the child has to be transported by emergency vehicle; or an unusual or unexpected event occurs which jeopardizes the safety of the child. If a child requires emergency transportation a report will be available within 24 hours. The center shall also contact licensing personnel from the appropriate ODJFS office within 24 hours when there is a “general emergency” or a “serious injury,

incident, or illness”. The report will be provided to the licensing staff within 3 days of the incident.

### **Management of Illnesses:**

Schein Bright Academy provides children with a clean and healthy environment. However, we realize that children become ill from time to time. If this is your child’s first group care experience, it is possible that they will 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 you not to bring a sick child to the center. They will be sent home. Please also plan ahead and have a back up care plan if you are unable to take time off from work/school.

A child with any of the following symptoms will be isolated and discharged to the parent or emergency contact. A parent or emergency contact must be able to pick up the child immediately following contact by Schein Bright Academy.

- Axillary temperature of 100 degrees F- in combination with any other sign of illness.
- Diarrhea (3 or more abnormally loose stool within a 24-hour period)
- Severe coughing (causing the child to become red in the face, vomit, or to make a whooping sound)
- Difficult or rapid breathing
- Yellowish skin or eyes
- Redness of the eye or eyelid, thick and purulent (pus) eye discharge, matted eyelashes, burning, itching, or eye pain
- Untreated infected skin patches, unusual spots or rashes
- Unusually dark urine or grey or white stools
- Stiff neck with an elevated temperature
- Evidence of untreated lice, scabies, or other parasitic infestation

- Vomiting more than once or when combined with any other sign of illness
- Sore throat or difficulty swallowing

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

Parents will be notified by a note on the door if their child has been exposed to a communicable illness. Children will be readmitted to the center after at least 24 hours of being free from fever as well as other symptoms. If they are not symptom free, a doctor's note will be required stating that the child is not contagious.

Medications: The center will administer nonprescription topical products/lotions, over-the-counter medications as suggested by a physician (with box 2 filled out by physician on JFS 01217), or prescription medications to a child only after the parent completes a Request for Medication form (JFS 01217). All proper sections must be completed and the medication handed to the teacher each day. The child must have received at least one application/dose at home prior to the center applying the product, to avoid unexpected reactions. Medication will be stored in a designated area inaccessible to children. Medications **MAY NOT** be stored in a child's cubby or book bag, except for school age children with a special health condition in an emergency.

All topical products/lotions must be in the original container and must have child's full name printed on the container. The container must include the manufacturer's label that includes directions based on the age and/or weight of the child. The parent must complete and sign box one on form JFS 01217, and apply the

nonprescription topical product or lotion according to the manufacturer's instructions, if being used as a preventative. Documentation for nonprescription topical products/lotions is not required. The form expires one year from the date on the form or when the product expires.

Topical products being used to treat a condition must have box 2 filled out by the physician on form JFS 01217 if being used longer than 3 consecutive days.

For non-prescription medications being administered longer than 3 consecutive days, box 2 on form JFS 01217 will need filled out by the physician.

For Prescription Medications, the prescription label must be on the original container and must contain the child's full name, a current date, the exact dosage, and the means of administering the medication. The prescription medication shall not be administered beyond the date indicated by the physician prescribing the medication or for twelve months, whichever comes first. If the prescription label is not on the medication, box 2 of form JFS 01217 will need completed by the physician. Administration of each dose of prescription medication will be documented. The center will have designated individuals who will administer prescription medication.

A separate form must be completed for each medication or topical product/lotion. These forms shall be kept on file in the office for one year.

**Food supplement or modified diets:** The center will not supply food supplements and/or modified diets. If a child needs a modified diet as instructed by a physician, the center will document the food group that needs modified so that the child is not served that food. Parents will have to provide an alternative according to what the menu says is being served.

## **Outdoor Play:**

Research has shown that children stay healthier when they are provided with daily outdoor play. Based on this information and state requirements, outdoor play will be included in our program on a daily basis (as long as weather permits), for any infant over 12 months of age, toddler, preschool, and school-age child. We will limit the amount of time outside when the temperatures are very warm or very cold. Children will not be taken outside if the temperature is below 25 degrees or above 90 degrees. If the situation arises, we will adjust outdoor play time due to rain, threatening weather, ozone alerts, etc. On days that outdoor play is not provided due to these conditions, we will provide a time for indoor gross motor activities. Please send your child with appropriate clothing so they will be comfortable and safe whenever we are outside. This may include snow pants, coats, mittens, hats, and boots in the winter time.

## **Parent Participation:**

Parents are encouraged to participate whenever possible in activities at the center. Parents have unlimited access to all areas being used for child care during the hours of operation. Parents may wish to attend field trips, class parties, special events, or just stop in to join the daily fun. Teachers are available to discuss child's progress or needs at any time. However, due to staff responsibilities and schedules, parents are asked to make appointments with staff when it is necessary to engage in any lengthy conversation. Staff members want to be able to focus on you and your child at these times. Staff may not communicate via cell phone or email with parents during shift hours. If parents would like updates during the day, staff may update parents during planning time outside of the classroom. Parents may call the center to check in or communicate with Ms. Amy via text or email during the day. Please just understand, that when in a classroom,

staff may not receive messages or be able to respond in a timely manner.

Parent Roster:

A roster of parents/guardians and their telephone numbers will be updated annually. Upon request, this roster shall be given only to the parents/guardians of children at the center. A copy of this must be furnished to the licensing department for review. The roster will not include names and telephone numbers of parents who request their name not be included.

Questions/Concerns:

If parents have any questions and concerns at any time it is recommended that the following chain of command be followed until an answer or solution is found:

- Child's teacher
- Administrator
- Owner

Please feel free to bring concerns up when they occur. Often, they can be addressed when they are little problems, before they grow into bigger problems. Staff fully realizes that you are entrusting us with your little one and want our relationship to be a good one.

Conduct:

Parents greatly affect their children's behavior. Children are like sponges--they model everything a parent does and incorporate what they see into their own lives. It is important that parents set the right examples for their children. Schein Bright Academy staff members are required to treat each and every person that walks into the center with a high level of respect. They are expected to be role models for the children that attend Schein Bright Academy. We are asking our families to maintain that same high level of respect to other families and Schein Bright Staff. A parent's reaction to stressful situations is likely the reaction their own children will use to adapt to future stress. The teachers and staff are here to give your child the best care and to provide a safe and

happy environment. Please help to maintain this happy safe environment by not using foul language in or around the facility. If you are unhappy please follow the chain of command or call Amy to set up an appointment to discuss your concerns. Please refrain from behavior that is unprofessional, disrespectful or that may cause a public scene in front of children or parents. Schein Bright Academy reserves the right to withdraw children from the center if parents do not adhere to this policy.

### **Additional Policies:**

Naptime: If your child wants/needs a blanket and/or a comfort item feel free to bring that in for them to use at naptime. These will be sent home on Fridays for washing.

Video Viewing Policy: Videos will not be a part of our daily activities, but may be used on special occasions. Only videos rated G or below will be allowed to be shown at the center. The only exceptions would be PG, but only if all parents of children in that classroom sign a permission slip for them to view a specific movie.

Toys from Home: Children are encouraged to leave their toys from home at home. If they want to bring a toy from home for classroom planned share time, please stay within the teachers requested parameters. The center will not be responsible for lost or broken toys from home.

Birthdays: Parents are more than welcome to send special snacks for their child's birthday. If the parent wants to be there for the "party" they are welcome also. Please let the child's teacher know in advance if possible.

Breastfeeding: There is a rocking chair in the back of the infant room that is available for mothers to breastfeed and/or pump breastmilk.

**Center Parent Information**

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

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

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

Any parent of a child enrolled in the center 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. Upon entering the premises, the parent, or guardian shall notify the Administrator of his/her presence.

The administrator's hours of availability and child/staff ratios are posted in a noticeable place in the center for review.

The licensing record, including licensing inspection reports, complaint investigation reports, and evaluation forms from the building and fire departments, is available for review upon written request from the Ohio department of job and family services.

It is unlawful for the center to discriminate in the enrollment of children upon the basis of race, color, religion, sex or national origin or disability in violation of the Americans with Disabilities Act of 1990, 104 Stat. 32, 42 U.S.C. 12101 et seq.

For more information about child care licensing requirements as well as how to apply for child care assistance, Medicaid health screenings and early intervention services for your child, please visit <http://jfs.ohio.gov/cdc/families.stm>

**Meal and Snack Requirements**

The number of meals, snacks and/or breakfast provided by a licensed child care center shall be available as follows:

Center Hours of Operation	Meals and Snacks Available
4 to 8 hours per day	One of the following: <ul style="list-style-type: none"> <li>• 1 meal and 1 snack</li> <li>• 1 meal and breakfast</li> </ul>
More than 8 hours and fewer than 14 hours per day	One of the following: <ul style="list-style-type: none"> <li>• 1 meal and 2 snacks</li> <li>• 1 meal and breakfast</li> <li>• 1 meal and 1 snack</li> <li>• 2 meals and 1 snack</li> </ul>
More than 14 hours or overnight	breakfast, 2 meals and 2 snacks
After school for school children	1 snack

Note: No child shall go longer than 4 hours without being served a snack or meal, except when sleeping.

The content of meals, snacks and breakfast shall be selected from the following four basic food groups:

1. Meat or meat alternative
2. Breads and grains
3. Fruits and vegetables (juices may be used if 100% and undiluted)
4. Milk (fluid cow's milk) and dairy
  - a) 100% whole homogenized vitamin D fortified for children 12 to 24 months
  - b) 1% or skim homogenized vitamin A and D fortified for children over 24 months

Meal, snack and breakfast food group requirements:

Type of Feeding	Food Group
Meal (must provide 1/3 of the recommended daily dietary allowances as specified by the United States Department of Agriculture USDA)	All of the following: <ul style="list-style-type: none"> <li>• 1 serving of fluid milk</li> <li>• 1 serving of meat or meat alternative</li> <li>• 2 servings of fruits and/or vegetables</li> <li>• 1 serving of bread and grains</li> </ul>
Breakfast	1 serving each from 3 of the 4 basic food groups
Snack	1 serving each from 2 of the 4 basic food groups

## Portion Sizes for Meals

Meal	Component	Minimum Serving		
	Age of Child	1 & 2 years	3-5 years	6-12 years
Breakfast	Fluid Milk	½ cup	¾ cup	1 cup
	Juice/Fruit or Vegetable	¼ cup	½ cup	½ cup
	Grains/Breads/Dry Cereal	½ slice ¼ cup or ½ oz.	½ slice ½ cup or ½ oz.	½ slice ¾ cup or 1 oz.
Meal	Meat or Meat Alternative	1 oz	1 ½ oz.	2 oz.
	Fruit Or Vegetable	¼ cup	½ cup	¾ cup
	Grains/Breads/Pasta/Noodles (cooked)	½ slice ¼ cup	½ slice ¼ cup	1 slice ½ cup
	Fluid Milk	½ cup	¾ cup	1 cup
Snack	Meat or Meat Alternative	½ oz.	½ oz.	1 oz.
	Fruit Or Vegetable	½ cup	½ cup	¾ cup
	Grains/Breads/Pasta/Noodles (cooked)	½ slice ¼ cup or ½ oz.	½ slice ¼ cup or ½ oz.	½ slice ¼ cup or ½ oz.
	Fluid Milk	½ cup	½ cup	1 cup

Additional information on meal preparation and nutrition may be found at:  
[http://www.fns.usda.gov/cnd/care/ProgramBasics/Meals/Meal\\_Patterns.htm](http://www.fns.usda.gov/cnd/care/ProgramBasics/Meals/Meal_Patterns.htm)