



PARENT HANDBOOK

Watch Me Grow Learning Academy

5:00 am-5:00 pm

2316 W. Sylvania Toledo, Oh 43613

419-214-0306

Administrators:

Ms. Alicia Rocker

President

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Ms. Krystle Griffith

Director

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Welcome!

Dear Parents,

I want to thank you for considering Watch Me Grow Learning Academy, for your childcare needs. We offer a loving, safe, and educational environment for your child to grow, learn and play.

We can understand how difficult it can be for working parents to balance all their commitments and responsibilities in their lives. For this reason, all staff strive to offer a program that will enrich your child's development while putting your mind at ease.

We will do our best to assist your child in developing important values such as: good manners, caring, sharing, patience responsibility, as well as communication and teamwork. We believe that children learn best through play, and we will implement these important values throughout our day. We also offer preschool activities such as learning the alphabet, shapes, colors, and numbers; we also work on name recognition.

It is our goal to offer your family the quality childcare experience you deserve. Please feel free to openly discuss any problems or concerns you may have at any time. An open and honest relationship is the key to a happy childcare experience for everyone involved.

Please help us professionally operate our daycare business by carefully reading the parent handbook and filling out all the necessary forms. You must be aware of all our policies, as we want you to make your decision about childcare based on the terms for which we will provide care.

Again, thank you for considering Watch Me Grow Learning Academy. We look forward to providing your child with the best possible care.

Sincerely,
Alicia Rucker
President & CEO



MISSION STATEMENT

At Watch Me Grow Learning Academy, our primary focus is on the personalized development of each child by cultivating an environment that is emotionally secure and physically safe. We firmly believe that every child possesses a unique learning capacity, and that optimal learning transpires within a stimulating and enjoyable atmosphere. Our academy is dedicated to establishing a secure and nurturing space that fosters the cognitive and emotional advancement of each child.

PHILOSOPHY

At Watch Me Grow Learning Academy, we prioritize hands-on teaching, both directed and self-directed play, and individualized instruction to provide a well-balanced experience for each child. Our commitment to promoting physical activity and enriching play experiences encourages children to strive for their personal best in all areas of development.

WATCH ME GROW “PHILOSOPHY OF EDUCATION”

At Watch Me Grow Learning Academy, we recognize the importance of fun for children. Research shows that play is a fundamental way for preschool-age children to learn. We understand that these carefree years are brief and that children will soon be exposed to a more structured form of learning. That's why we incorporate a range of activities throughout the month that promote essential skills, including letter and number recognition, color and shape recognition, and both large and small motor skills development.

VISION STATEMENT

Watch Me Grow Learning Academy is committed to providing the highest quality of care to children. We achieve this by obtaining and maintaining the highest level of Keystone of SUTQ. Our approach to learning is focused on assisting children on their journey through exploration and play, providing both child-directed and teacher-directed activities. We create a stimulating and nurturing environment that balances social, emotional, and intellectual support equally. Additionally, we offer a range of enrichment programs that include Computer Kids, Spanish Lessons, Physical Fitness Programs, Music, and Movement.

REQUIREMENTS FOR ENROLLMENT

At Watch Me Grow Learning Academy, we have a checklist for enrollment that must be followed to ensure your child's enrollment. All required paperwork must be submitted before your child can start. Before your child's first day, parents are required to complete and sign several forms that must be submitted to us without exception. These forms are essential for us to provide the best possible care for your child.:

- The Policy Handbook Signed
- Child Enrollment and Health information
- Medical Information Sheet (includes shot records)
- Administration of Medication Form filled out by a doctor.
- Child Profile and Information Sheet
- Emergency Information form/Pick-up Authorization sheet
- Consent for emergency treatment and transportation.

Please keep me informed of any changes in addresses, telephone numbers, and other pertinent information listed on any/all the above forms. If you have any questions regarding the completion of these forms, please feel free to ask.

SHOT RECORDS

Immunizations are required upon enrollment and must be attained before your start date. Immunizations must be kept up to date according to OHIO state law. Parents can decline immunizations on their child's medical form but still will need to get a physical.

ARRIVALS AND DEPARTURES

- Arrival and Departure times are a busy part of the day with parents and children at the door. Always say goodbye to your child, and never sneak out, but do try to make your goodbye brief (a few minutes at best). The longer you take to say goodbye the harder it is for your child.
- Pick-up time can be hectic too. If other parents are present and you wish to discuss a critical issue, please let your child's teacher know and she will arrange to talk at a "quieter" time.

REGISTRATION FEE

When acceptance into the center and signing the contract, there will be a \$150.00 registration fee.

SIGN IN/ SIGN OUT

Each day upon arriving, the parents must sign their children in, noting the time arrived. A sign-in/out pad, pens, and a clock are all located by the door. For publicly funded there will be a tablet to sign your child in and out daily. No child will be accepted after 9:00 am

PAYMENT PROCEDURES

You can pay by cash or Brightwell.

ABSENCES

Childcare fees are based on enrollment, not attendance. To maintain a reserved space, tuition must be paid during the absence of your child due to illness, holidays, vacation, or any other reason. We would also appreciate it if you could communicate with us via email or phone call if your child will be absent for the day or due to family vacation or emergency reasons. Each family will get 5 days a year not to pay tuition.

CLOSINGS:

The Dates will be available on the 1 st of the year or when you enroll your child.
Labor Day, Memorial Day, 4 th of July MLK Day, June 19 th , Columbus Day, Spring break 3 days
Parent Teacher Conferences
Thanksgiving Day Day after Thanksgiving Christmas Break December will be announced. New Years Eve Professional Development Days

HOLIDAYS AND VACATION

Paid Holidays

We will be closed in observance of the following holidays.

- And up to 5 Professional Development days per year

If the holiday falls on a weekend day, Watch Me Grow will close during the week.

For example, if New Year's Day falls on a Saturday, Watch Me Grow may close on Friday or Monday. Families will be given notice in the event of additional closings.

Paid Holidays and Professional development days are essential to ensuring the highest quality care and education for your child.

VACATION DAYS

Each family who attends Watch Me Grow full-time and is current with payments will receive five days of vacation per calendar year. Please note vacation days are per family, not per child. Any vacation days not used by December 31 of each year will expire. Vacation days may not be used on a paid holiday. Please provide notice when you wish to use vacation days. Requests to use vacation days must be provided in writing.

STAFF RATIOS/SIZE:

Age of children	Staff/child ratio
Infants (birth and under 12 months)	1 to 5 or 2 to 12 in the same room
Infants (12 months and under 18 months)	1 to 6
Toddlers (18 months (about 1 and a half years) and under 2 1/2 years)	1 to 7
Toddlers (2 1/2 years and under 3 years)	1 to 8
Preschool - three years	1 to 12
Preschool - four and five years of age	1 to 14
School-age - kindergarten to 11	1 to 18
School age - 11 years through 14 years	1 to 20

Rates/Payment schedules
Infants: <u>Full week:</u> \$339.25 <u>Part week:</u> \$223.99
Toddler: <u>Full week:</u> \$304.75 <u>Part week:</u> \$201.25
Pre-school: <u>Full week:</u> \$266.80 <u>Part week:</u> \$173.21
School Age: <u>Full week:</u> \$187.50 <u>Part week:</u> 126.33
Summer School Age: <u>Full week:</u> \$260.99 <u>Part week:</u> \$187.50

PRICES WILL CHANGE DUE TO RECEIVING STARS

PRIVATE PAY *ATTENTION PARENTS*

If you are Private Pay or have Co-pays, you are required to pay every Monday, the week your child starts. Paying this holds a spot for your child. If your child misses any days out that week, you are still required to pay the full weekly balance.

Your specific rates will be outlined in your Contract and Rate Agreement. Payment is due each Monday before dropping off unless prior arrangements are agreed upon. Without prior agreement there will be a \$50 /day late charge for each day the payment is late. Your child cannot stay unless the payment is made.

Daily Schedule

5:00 AM-6:30 AM	Center Open Quiet time
6:30 AM-7:00 AM	Greet Children/Free Play
7:00 AM-8:00 AM	Wash Hands Breakfast
8:00 AM-8:30 AM	Wash Hands Clean-up, Diaper Change/Potty
8:30-9:00 AM	ART/Music/Dramatic Play
9:00-9:30 AM	Center Time
9:30-10:00 AM	Snack
10:00-10:30 AM	Circle Time Stories/Songs
10:30-11:00 AM	Outside Time
11:30 AM -12:00 PM	Wash hands and clean-up/Choice
12:00-12:30 PM	Lunch
12:30-12:45 PM	Diaper Change/Potty
12:45-2:45 PM	Nap Time
2:45-3:00 PM	Diaper Change/Potty
3:00-3:30 PM	Snack Time
3:45-4:00 PM	Teacher's Choice
4:00-4:30 PM	Outside Time/Music Movement
4:30-5:00 PM	Diaper Change/Potty
5:00-5:30 PM	Clean Up/Free Play
5:30 PM-6:00 PM	Good-byes

EARLY/LATE CHARGES

Charges are \$50.00 for the first hour. \$10.00 will be charged per 15 minutes. Late fees will be assessed per child. If a child remains at Watch Me Grow Learning Academy, the child's parent/guardian will be called to determine when someone will arrive to pick up the child. If the parent/guardian cannot be reached, the child's emergency contact will be called. Please be courteous and call-in advance to notify the Center if you will be late and/or decide for someone else to pick up your child.

INDOOR PLAY

Indoor Play constitutes most of our playtime (when the entire year is averaged). Watch Me Grow Learning Academy provides a variety of age-appropriate toys for your child to play with. It is preferred that no toys be brought from home, I will not be responsible for toys from home that get broken or lost at daycare. The responsibility remains with the child and the parents.

OUTDOOR PLAY

All children, infants through school age, will be given daily outdoor time, weather permitting. We use the Childcare Weather Watch Chart to determine if the weather conditions are too hot or too cold for outdoor play. If weather conditions do not permit outdoor play, we provide time for vigorous indoor activities. Please dress your child appropriately for the current weather, and in play clothes (with shoes that adequately protect the feet and are not slick-soled -- tennis shoes are an excellent choice). When the weather cooperates, we will spend time outdoors, ranging from a walk to more time spent outside as the weather permits.

Outdoor play is incorporated into the daily schedule. Staff members actively engage in activities when prompted by the children. Outdoor play is an opportunity for children to run, jump, climb, and use their bodies in ways that would otherwise be unsafe in an indoor classroom. In addition, a large amount of social interaction takes place when children play outdoors. Because they are engaged in fewer teacher-directed activities and more child-directed play, children can choose their friends and who to interact with.

Children will go outside year-round, including winter. Only during extreme weather conditions will the children remain indoors. Our teachers refer to the Childcare Weather Watch poster from the OHIO Department of Public Health to determine if it is too hot or cold to play outdoors. Parents need to send their children in appropriate clothing and outerwear for the weather conditions (e.g., coat, snow pants, boots, gloves, etc.) Please ask your child's teacher if you have any questions about weather-appropriate clothing.

EMERGENCY CLOSING AND INCLEMENT

In the event of an emergency closing and/or inclement weather, Watch Me Grow, goes off Washington Local School. If there is a level 3, we will be closed. We will call or email our parents if we are closed. Should the school need to close in the middle of the day, the school staff will attempt to reach the child's parents first to arrange to pick it up.

Should the staff be unable to reach the parents, the people listed on the emergency contact form will be called until pick-up arrangements can be made. Staff will notify the parents or emergency contact person at the time of the call of the pick-up location should the children need to be evacuated from the childcare center. Parents or emergency contact persons should report directly to the alternate location if one is indicated.

The weather forecast may be confusing unless you know the meaning of the words.

Blizzard Warning: There will be snow and high winds that produce blinding snow, deep drifts, and life-threatening wind chills. Seek shelter immediately. **Heat Index Warning:** How hot it feels to the body when the air temperature (in Fahrenheit) and relative humidity are combined.

Wind Chill Warning: There will be sub-zero temperatures with moderate to intense winds expected which may cause hypothermia and great danger to people, pets, and livestock.

Winter Weather Advisory: Weather conditions may cause significant inconveniences and may be hazardous. If caution is exercised, these situations should not become life-threatening.

Winter Storm Warning: Severe winter conditions have begun in your area.

Winter Storm Watch: Severe winter conditions, like heavy snow and ice, are possible within the next day or two.

<u>Wind-Chill</u>	<u>Heat Index</u>
30 is chilly and generally uncomfortable	80 or below is considered comfortable
15 to 30 is cold	90 beginning to feel uncomfortable
0 to 15 is very cold	100 uncomfortable and may be
-20 to 0 is bitterly cold with a significant	hazardous
risk of frostbite	110 considered dangerous.
-20 to -60 is extremely cold and frostbite is	
likely	All temperatures are in degrees
-60 is frigid and exposed skin will freeze in	Fahrenheit
1 minute	

PARENT ENGAGEMENT

OPEN HOUSE Open House is a major event to host a few weeks after school has started. It allows teachers to introduce themselves to teachers, tour the classroom, display student work, and go into detail about classroom systems and expectations. This is also a fantastic opportunity for the school leader to address parents and talk about school goals.

FIELD TRIP CHERPRONES

Field trips are typically planned far in advance, giving parents enough time to plan their attendance. With sufficient volunteers, parents can be responsible for small groups of students to help ensure that students are safe and able to have a wonderful time.

INVITE PARENTS TO EVENTS

It can be easy for a teacher or school leader to forget to inform parents about school events due to the busyness of the school week. Having a school calendar that is disseminated to parents at the beginning of the year gives parents the heads up when events are happening. Flyers, newsletters, phone calls/text messages, social media, and

websites are all ways that parents can be invited to school events efficiently. Bake Sales, Parent Teacher Conference, Literacy Night, Christmas party, Easter party.

Any important announcements and upcoming events, weekly menus, and parent information will be posted on the bulletin board in the cafeteria of the main building and at the entrance of the infant/toddler house. Parents/guardians should be sure to check in their child's classroom for any posted additional information, communicable disease notices, and classroom activities.

ASQ AND FAMILY REPORTS

We begin documenting your child's developmental journey at the initial enrollment. Parents are asked to complete an Ages and Stages (ASQ) Questionnaire at the time of registration. This form will provide your child's teacher with insight into your child's current skill level. Documentation of your child's developmental journey continues through daily communication, observations, recording learning experiences, and assessing your child's development. Child Observation Record (COR) is the tool used.

COMMUNICATION

Excellent communication is of the utmost importance. When a new family is accepted into our center, we like to be sure we can share openly any concerns or questions that may arise. There must be a similar childcare philosophy between the center and the parents. We welcome feedback, questions, or discussions of any kind that are oriented toward a positive outcome for the child(ren). Sensitive issues will be discussed in private at a mutually beneficial time.

WEAPONS/VIOLENT PLAY

There is a strict policy of allowing no weapon play at Watch Me Grow. Children are not permitted to play with weapons of any type or size or to pretend that other items are weapons, including their fingers, hands, or blocks. Redirection should be used when a child is engaging in weapons or violent play. If a child brings a weapon to Watch Me Grow, the weapon will be placed out of sight and sent home the same day with a note explaining the policy about weapons. Bullying is not considered acceptable behavior; all efforts will be made to guide children in finding appropriate ways to interact with others.

NAPS

There will be a safe, warm, quiet place for your child to rest. Children will sleep on a cot. Children under the age one will sleep in a crib. Children who wake up before the rest will be guided in finding a quiet time activity to engage in that will not disturb any sleeping children. Please send your child their favorite stuffed animal and blanket.

MULTIMEDIA

The use of multimedia in our program is an extension of the teaching and learning that takes place in our classrooms. Teachers may select movie, television, and computer game titles based upon weekly themes. Children are not required to view part or all of a video or television show, or to play computer games. Instead, the activity is offered as one of

several centers. All multimedia must have a rating of “PG” or “E”. Children are limited to a specified amount of time per week they may use or view multimedia.

PETS & VISITING ANIMALS

Staff may introduce a class pet to the classroom. Please make sure you share any pet allergies with your students’ teachers. Pets and visiting animals that are brought into the classroom must be carefully considered for their temperament, health risks, and appropriateness for young children. No animal may be brought into the daycare without first notifying and receiving permission from them. Once approved by the center, pets and visiting animals must have documentation from a licensed veterinarian or animal shelter to show that the animal(s) is fully immunized and that the animal is suitable for contact with children.

BEHAVIOR MANAGEMENT

- WE DO Praise, reward, and encourage the children.
- WE DO reason with and set limits for the children.
- WE DO model appropriate behavior for the children.
- WE DO modify the classroom environment to attempt to prevent problems before they occur.
- WE DO listen to the children.
- WE DO provide alternatives for inappropriate behavior to the children.
- WE DO provide the children with natural and logical consequences of their behaviors.
- WE DO treat the children as people and respect their needs, desires, and feelings.
- WE DO ignore minor misbehaviors.
- WE DO explain things to children on their levels.
- WE DO stay consistent in our behavior management program.
- WE DO use effective guidance and behavior management techniques that focus on a child’s development.
- WE DO use short, supervised periods of time-out sparingly.

WE DO NOT

- WE DO NOT spank, shake, bite, pinch, push, pull, slap, or otherwise physically punish the children.
- WE DO NOT make fun of, yell at, threaten, make sarcastic remarks about, use profanity, or otherwise verbally abuse children.
- WE DO NOT shame or punish the children when bathroom accidents occur.
- WE DO NOT deny food or rest as punishment.
- WE DO NOT relate discipline to eating, resting, or sleeping.
- WE DO NOT leave the children alone, unattended, or without supervision.
- WE DO NOT place the children in locked rooms, closets, or boxes as punishment.
- WE DO NOT allow discipline of children by children.
- WE DO NOT criticize, make fun of, or otherwise belittle children’s parents, families, or ethnic groups.

BITING POLICY

Biting is an age-appropriate stage of development for infants, toddlers, and on occasion preschoolers. In a group setting, most children will attempt biting at least once. When biting occurs, our focus will be on the children to determine why the biting occurred and what we can do to help. Communication between teachers and parents will be a key aspect in reducing this behavior. In some cases, management may dismiss a child if biting does not stop.

SUPERVISION

1. Children shall be organized in groups with assigned specific childcare staff members to give continuity of care and supervision to the children on a day-to-day basis.
2. The childcare staff in charge of a group of children shall be responsible for their supervision.
3. Supervision means childcare staff members know children's needs, accountability for their care, and knowledge of which children they are responsible for at all times. No child shall ever be left alone or unsupervised.
4. Children shall always be within sight and hearing of childcare staff members. A record of each child's daily attendance shall be maintained in the child's assigned class group.
5. The class attendance roster shall always remain with the group throughout the day including during outdoor play, during emergency evacuations and drills, and when groups are combined.
6. A school-age child may run errands inside the building or use the restroom alone without adult supervision if the child is within hearing distance of a childcare staff member and the childcare staff member checks on the child at least every five minutes until he/she returns to the group.
7. The child may not leave the classroom until he/she has obtained permission from the childcare staff member in charge of the group.

TERMINATION OF CARE

If for some reason you decide to stop bringing your child. We require two weeks' written notice. This will give me time to find a child to fill your child's spot. Payment is due for the two-week notice period whether the child is brought to daycare. Any outstanding fees must be paid on or before the child's last day.

Examples of why we would terminate your child's care with or without notice include (but may not be limited to):

- Failure to complete required forms.
- Lack of parental cooperation
- Failure of a child to adjust to the center after a reasonable amount of time.
- My inability to meet the child's needs without additional staff.
- Lack of payment: Your child can be terminated at any time
- Lack of respect for the provider or other children by the parent or child
- Violence upon any person or child
- Too many absences, Disruptive Behavior

RELEASING YOUR CHILD

Our normal procedure is to release the child only from his or her parents or someone else the parents designate. If someone other than the parent is to pick the child up, please notify me ahead of time. A verbal notice is fine on that day if this person is on the list of those authorized to pick up your child. If the person is not on that list, I must have written permission to release your child.

One of the forms you are required to complete designates who may pick the child up if there is an emergency and you cannot contact the center. Please make sure those listed are people with whom you would allow your child to leave if that person showed up at my door and said, "I need to take Johnny with me." Those on the list should also be people I could call in the event something happened, and you did not show up to pick up your child. Please inform your emergency contacts that identification is required.

MEALS AND SNACKS

Watch Me Grow Learning Academy, provides a healthy lunch and two snacks every day. Meals and snacks are a daily opportunity for us to sit down together, eat, and socialize. Children are encouraged but never forced to eat. Our menu plan follows the Food Guide recommendations. Lunches are Catered. Snacks will be provided. The formula will have to be provided by parents. Whole milk and 1 % milk will be provided. Whole milk will be provided to 12 months to 2 1/2 years old.

We will do our best to incorporate some of your child's favorite foods into our meal plans. Please make sure that you include some of these items on the child profile/information sheet. It is also important that you provide updated information on anything your child has or has not had in terms of food. If any allergies develop, please tell me right away.

We will post weekly menu plans on our bulletin board. If your child is allergic to any food on our menu plan, please bring something in place of the meal or snack. Please do not include chips, chocolate, and candy at any time. Treats will be welcome at daycare on birthdays or special holiday events.

BRIGHTWHEEL

Bright Wheel is an app to help parents stay connected with their child and teachers during school hours. This is where you can communicate directly with your child's teachers throughout the day. It can also be used to pay your bill with Watch Me Grow Learning Academy. Talk to Ms. Krystle to get set up.

NEW FAMILY ORIENTATION

Each family is strongly encouraged to schedule a time with the daycare to complete a "New Family Orientation." This orientation is a great time for parents to drop off routine care items (diapers, bottles, etc.) as well as an opportunity to participate in a portion of classroom activities with their child, familiarizing themselves with their child's routines at the daycare. Important policies and procedures are also reviewed at this time, as well

as the paperwork required for enrollment completed. Typically, “New Family Orientation” is scheduled before the first start date to start.

DAILY COMMUNICATION

Watch Me Grow, uses Bright Wheel to communicate, and share photos, notes, and incidents.

NEWSLETTERS

A newsletter will be posted on the bulletin board in your child’s class. If you sign up for Bright Wheel a copy will be sent to you. This newsletter provides you with general information and announcements about the center and the detailed weekly themes and announcements.

Cultural Competence

Watch Me Grow Learning Academy, is committed to respecting each child’s and family’s culture and diverse needs. We recognize that culture influences every aspect of a child’s development and is reflected in childrearing beliefs and practices. We believe it is important to support and preserve the child’s home language usage, faith and beliefs, and cultural traditions. We recognize that children can and will acquire the use of English even when their home language is used and respected.

Watch Me Grow Learning Academy, carries out this philosophy of cultural competence in the following ways:

- Families are treated with respect and sensitivity from our first meeting.
- Families’ financial limitations are respected when planning for activities that could potentially result in additional costs, through the acceptance of JFS payments, and a clear understanding of payment expectations from the time of enrollment.
- We attempt to learn accurate information about each family, their culture, faith and beliefs, and cultural traditions (we encourage each family if they feel comfortable, to share this information with us at the time of enrollment). This information is part of the child’s daily plan as it relates to meals and snacks, holiday recognition, etc.
- Families are encouraged to be actively involved in what their child is doing in our program through the family “homework”, dress-up days, holiday parties, and volunteer opportunities such as chaperoning field trips.
- Families are asked to inform us of the best way for them to receive communication (i.e. verbal, written, text, email, etc.)
- Families, where English is their second language, are encouraged and assisted in becoming knowledgeable about the cognitive value for children of knowing more than one language and providing them with strategies to support, maintain, and preserve their home language. Watch Me Grow Learning, will continue to acquire training annually to further our knowledge of culture, language, and diversity.

DISCIPLINE

We try to stress two main patterns of behavior: respect for other people, and respect for property. As a result, our program does not allow children to hit or shove other children or verbally abuse them. We also stress that they treat material possessions (mine or theirs) with respect. There is a difference between playing hard and using a toy for a purpose for which it was not intended. For example, books are for looking at, not tearing pages out of, and toy brooms are for sweeping, not for bashing the kitchen set with. Occasionally children do not behave in respectful ways.

First, remind them of the proper behavior. If the behavior is repeated, a "time out" chair is used.

The amount of time a child sits in a "time out" varies according to his age. Most experts agree that one minute per year of age is the most effective length of time, but this amount could be extended under certain circumstances, then I will talk to the child (by now he has calmed down) and try to explain why that behavior was inappropriate. I might ask, "What might happen if we continue to throw toys?" The appropriate answers usually come out: something might get broken, the toy might break, and someone might get hit by the toy. If a child still has not calmed down or is belligerent at this point, I will separate him from the other children.

I skip the "reminder" and go straight to "time out" if the offense involves hitting or otherwise physically abusing another child.

If a child continues to abuse a certain toy the privilege of playing with that toy may be taken away from him for several minutes up to the rest of the day.

If the whole group of children is engaged in this, the toy will be considered "closed" for a while.

For example, one day I caught the children throwing the tools and climbing on the workbench. I reminded them that the workbench was not to be played with in this way, and they continued by turning it upside down and climbing on it that way. The workbench will be "closed" for the rest of the day, and the next day we hopefully will have no problems with it. If a child continues to behave inappropriately, I will talk to you about it.

Hopefully, these types of behaviors are ones you want your child to adopt, too, so they will be reinforced at home. If that is the case, we should not have any major problems!

Children are never punished for lapses in toilet training or for accidents (spilled milk, for example). In the case of the latter, I will have the child help me clean up, if possible, not for punishment, but to help teach responsibility. We document all things that are out of the ordinary, either in daycare or out.

RELIGIOUS PRACTICES

I feel that religious teachings should be left up to the parents. That does not mean that God never is mentioned. If you have any restrictions or concerns, please feel free to address them to me. We also usually have parties at Christmas, Easter, Halloween, etc. If you do not wish to have your child participate in these, please let the director know.

TOILET TRAINING

Watch Me Grow Learning Academy, is happy to help you with potty training your child. If we work as a team the process of potty training should be as smooth as possible. We ask parents to start the training at home (on vacation or weekend) and we will continue your process at daycare. We like to follow our parent's lead so there is less confusion for our child. When your child is ready to start toilet training, we ask that parents provide plenty of pull-ups and changes of clothing. We have both a potty and a child-sized toilet seat. All wet clothing must be taken home by the parents and replaced the following day.

ILLNESS

We ask that you have a backup (someone you can call if your child is sick). If your child is sick, we will call and let you know as quickly as possible so that you can make other arrangements for your child.

We will not care for a feverish child. If he has thrown up or had diarrhea within the last 24 hours, please keep him home. If he has a green discharge from his nose, he must be on an antibiotic for 24 hours before he can attend. If your child is not feeling well, do not give him Tylenol to mask his symptoms. If your child throws up the night before and seems fine the next day, he is more than likely still contagious to the others.

You must wait 24 hours. All the children use the same toilet and washroom and they often "mouth" the same toys. They are often very affectionate with each other, and it is exceedingly difficult to keep a sick child from infecting everyone else.

ILLNESSES ARE DEFINED AS:

- Fever (101 F/39.5 C or higher)
- Conjunctivitis (pink eye) or "cold in the eye"
- Flu
- Unusual rash
- Severe cough, SERVE RUNNY NOSE
- Rapid breathing or labored breathing
- Severe cold
- Vomiting
- Yellowish skin or eyes
- Diarrhea AFTER ONE CHANGE
- Head lice
- Contagious illness of any sort which results in the child being too ill to participate in daily activities.

COVID-19 SYMPTOMS

What are the symptoms of the coronavirus disease in children?

Temperatures will be checked daily

- Fever or chills.
- Cough.
- Nasal congestion or runny nose.
- New loss of taste or smell.
- Sore throat.

- Shortness of breath or difficulty breathing.
- Diarrhea.
- Nausea or vomiting, Stomachache.
- Tiredness
- Headache
- Muscle or body aches
- Poor appetite or poor feeding, especially in babies under 1 year old

WE WILL NOT ACCEPT

Child for care if any of the above symptoms are present or have been present within the last 24 hours. If the child shows any of the symptoms of COVID-19, please quarantine for 14 days (about 2 weeks). If your child has been around any family that has COVID-19, please notify the center, and please keep yourself at home for 14 days (about 2 weeks) so we can keep everyone safe. If any parents came, contact someone who had COVID-19 please tell us as soon as possible! If a parent has covid-19 and the child does not the child will have to quarantine for 14 days (about 2 weeks).

PARENTS HAVE ONE HOUR TO PICK UP

The child may return 24 hours after the temperature has returned to normal, 24 hours after the child is no longer vomiting, or 24-48 hours (depending on the illness) after the first dose of an antibiotic. If a child receives an antibiotic for an ear infection, he may return to daycare immediately if he has been free of other symptoms mentioned for at least 24 hours. The child is welcome when he has only a mild cold (e.g. runny nose or mild cough) but can participate in the day's activities.

FOOD ALLERGY

If your child has a food allergy, please complete the child enrollment form, available in the office. This form will be posted in your child's room, as well as in food preparation areas. If medication for an allergic reaction is provided, please have your physician sign the Food Allergy Action Plan as well.

MEDICATION

If your child is on medication and it needs to be administered while he is at daycare, the medicine must be in the original container and labeled with the child's name, doctor's name, name of medication, dosage, and when to be taken. I will also have a form for you to sign permitting me to give the medication to your child. Medication will be administered at the time or with the meal you specify, and a written record kept.

INJURIES AND OTHER EMERGENCIES

Minor cuts and abrasions suffered while at the center will receive proper care -- specifically, they will be washed with soap and warm water and properly bandaged. Treatment will be logged, and I will tell you how and when the injury occurred. I also am required to log any injuries I observe on your child that have occurred outside of my care, and I am required by law to report any abuse situations.

If a medical emergency arises, I will try to contact a parent first, unless doing so endangers the child's life. In that case, I will take the necessary steps, putting the child

first (calling the hospital doctor, poison control, etc.). If necessary, I will take your child to the nearest hospital via ambulance. Then try to call you when we arrive. If a parent is unable to be reached, I will keep trying until he or she is available. In the event of a fire, we would evacuate the house immediately (3 exits are available) and gather outside. This will be practiced monthly, so the children are familiar with what to do.

INFANT (6 weeks (about 1 and a half months) - 12 months)

Please bring the following supplies

Prepared bottles- Breast milk should be brought in pre-made bottles ready to warm and serve. These will be refrigerated immediately until feeding time.

Formula bottles should be brought we will provide water. We will mix the formula with room-temperature filtered water upon scheduled feeding.

We provide whole milk for infants no longer on formula, but you may bring labeled milk from home if you wish.

- Two complete changes of seasonal clothing and bibs
- Diapers and wipes will be provided.
- Please send your child's blanket. Every Friday your child's blanket will be sent home on Friday and needs to be sent back on Monday.

Any cereal or unopened jar of food. State law prohibits the center from accepting any opened baby food of any kind, except for homemade baby food. If breast milk is provided by the parent/guardian, it shall be labeled with the child's name, the date expressed, and the date of receipt.

Centers shall follow the chart below regarding storing breast milk: If breast milk is stored:

Then keep it as long as:

- At room temperature (up to 78 degrees Fahrenheit) 6 to 8 hours
- In the refrigerator (39 degrees Fahrenheit or lower) Up to 5 days from the day breast milk was expressed. In a freezer compartment inside a refrigerator for 2 weeks (5 degrees Fahrenheit)
- In a freezer compartment of a refrigerator with 3 to 6 months separate doors (0 degrees Fahrenheit)

Mothers who wish to breastfeed or pump breast milk at the Center may utilize the teacher's lounge that is located downstairs in the basement.

SUDDEN INFANT DEATH SYNDROME (SIDS) special note:

We are proactive against SIDS. Cribs will only contain a sheet per state regulation. Mobiles, stuffed animals, extra blankets, and props will not be allowed. Infants in cribs are checked every fifteen minutes during napping times.

TODDLER'S AND TWO'S (12 months - 2 years)

Please bring the following supplies, labeled with your child's first and last name:

- Diapers and wipes
- A complete change of seasonal clothing including socks and underwear (if applicable)
- We provide milk, meals, and snacks for toddlers.

- Please send a blanket or one will be provided. Each child's blanket will be sent home every Friday to be washed and returned on Monday.

PRESCHOOLERS (3 years - 5 years)

Please bring the following supplies, labeled with your child's first and last name:

- A complete change of seasonal clothing including socks and underwear.
- Please send a blanket or one will be provided. Each child's blanket will be sent home every Friday to be washed and returned on Monday.

TRANSITIONING TO KINDERGARTEN

Our center is committed to preparing your child for the kindergarten transition. We bridge the gap between preschool and kindergarten by providing your child with the necessary skills to succeed such as.

Taking care of personal needs. Developing small muscle coordination needed to hold and handwriting.

- Large motor skills (skipping, running, bouncing balls)
- Expressing their feelings with words and can regulate their behavior We support learning at home by providing parents with activity ideas that they can do with their child such as. Reading with them each day
- Providing crayons for drawing and scissors for cutting.
- Encouraging healthy eating and good sleep habits.
- Providing small manipulatives (Lego's, markers) to support the development of fine motor skills.

TRANSITIONS

As your child grows and develops through our school, he or she will transition from one class to another. We strive to make this as stress-free as possible, not only for the child but for you as well. There are many decisions involved in promoting children to the next class. Children are assessed by age as well as in terms of their development. Interest level in classroom activities is also taken into consideration. The classroom teacher and parents will be consulted. When the final decision is made, you will get a transition letter that includes information about the next room. There will be a transition period to ensure that the child feels comfortable with the change. We help and encourage parents to be involved in the process.

ASSESSMENTS

The Teaching Strategies GOLD™ is the assessment tool used by the programs to evaluate and track each child's individual development during their time at Watch Me Grow Learning Academy. It is an ongoing assessment system, meaning that teachers are continually watching, observing, and documenting each child's development. The same tool is used from birth through kindergarten, to allow a more complete picture of your child's development. By tracking a child's development, our teachers can plan activities that are appropriate for each child's developmental abilities.

LEAD TEACHERS

5101:2-17-01 Appendix C- "Lead teacher" means the adult who has primary responsibility for the group of children. The lead teacher shall meet the three-and-one-half-hour minimum instruction time daily, not including nap or rest, for more than half of the days in operation each week. The lead teacher is responsible for activity planning and implementing the curriculum and child assessment requirements related to the current star rating level.

CURRICULUM

Watch Me Grow Learning Academy, incorporate creative curriculum into our daily activities for fun and to prepare the older children for school.

DIAPERING AND TOILET TRAINING

Diapering and toileting will be every 2 hours. Parents/Guardians are expected to supply disposable diapers for non-toilet-trained children. Ointments, creams, or other topical substances are considered medication and will only be applied if proper procedures are followed for the administration of medications. (Parents will need to fill out the "Administration of Medication" form).

The staff will assist your child throughout the toilet training stage. When you feel your child is ready, discuss the matter with your child's teachers and they will continue your efforts at the Center. The Center shall ensure that toilet training is never forced. Parents/Guardians should bring several changes of clothes and underwear for those children who are being toilet trained.

TRANSPORTATION AND FIELD-TRIPS

Occasional outings to local places of interest such as the library, Toledo Zoo, or a play date in the neighborhood will provide our program with variety and a chance to socialize outside the daycare. Some outings will be within walking distance, but we may need to use the minivan or bus to get to things that are a little farther away. When the activities are planned and agreed upon by all parties, parents must sign a Field Trip permission form and Transportation permission form (when applicable) before their child attends the event. We will take a Travel Kit on all outings. The Travel Kit includes a First Aid kit with emergency phone numbers, children's necessities, snacks, and a drink. If a child needs to be picked up or dropped off, we can discuss the times. Parents need to fill out a JFS routine slip.

CONFIDENTIALITY POLICY

Staff will have conversations with parents concerning only their child. We will not discuss other students' progress, behavior, or accidents with anyone other than the appropriate parties.

COURT ORDERS

Court orders of an enrolled child of a court order, (ex... Custody Order, Restraining Order, or Protection-from-Abuse Order) Watch Me Grow Learning Academy, must be provided with a certified copy of the most recent order. The orders of the court will be strictly followed. In the case where both parents are appointed shared/joint custody by

order of the court. If a situation presents itself, where one parent does not want the other parent to have access to their child, we suggest that the parent keep the child with them until a court order is issued.

INCIDENT/ACCIDENT REPORTS

Should your child be involved in an incident/accident during the school day, a staff member will complete a JFS 01299 Incident/Accident Report. The Incident/Accident Report will be placed on the child's sign-in sheet or handed to the parent by the teacher. Parents are required to sign any incident/accident reports from the day at pick-up. The classroom teacher will be able to briefly discuss the matter with you at pick-up.

EMERGENCY MEDICAL/DENTAL PROCEDURE

Parents must complete and update, as needed, an Emergency Contact and Parental Consent Form. This form contains contact information for both the parents as well as the individuals authorized to pick up the child in the event of illness or emergency. In addition, the form allows Watch Me Grow Learning Academy, center staff members to seek emergency medical or dental care from authorized care providers in the event of severe injury. It is the responsibility of the parents to complete this form and to make corrections to this information when necessary.

- If a child becomes ill or injured after arriving at the center, the Lead Teacher will attempt to contact the parent(s) at all available telephone numbers. If a parent cannot be reached, the individuals listed as emergency contacts/authorized pick-up persons on the Emergency Contact & Parental Consent form will be called.
- Children who are ill or seriously injured will be sent to the office and remain under the supervision of the Director and/or Assistant Director until a parent arrives. If the child requires immediate medical attention:
- The staff member who witnessed the emergency will remain with the injured child and instruct someone else to call 911. If no one is available, first ensure the child is stable and if possible, bring the child with you to call 911.

A staff member who witnessed the emergency will accompany the child to the hospital, bringing the child's physical exam, immunization records, and Emergency Contact & Parental Consent Form. The Director or Assistant Director will contact the parent(s).

REFUSE TRANSPORTATION

If parents refuse to grant transportation to the source of an emergency 911 will be called and the parents will be notified.

POLICY FOR PARENTS/EMPLOYEES

Seek administrative for all concerns regarding child-care services.

SPEECH THERAPY

We have established a partnership with TPT to provide speech therapy for children experiencing challenges in speech articulation. This service is offered free of charge, and we also offer scholarships to support those in need. These scholarships aim to ensure that children receive the necessary care while participating in our program.

SPECIAL NEEDS CARE

Our program is a commitment to inclusion of all children. Communication must be ongoing and responsive to the needs of all families. We want to assure you that confidentiality is respected and upheld by all children and families in our care. To meet the individual needs of the child, we ask that you communicate any special needs your child may have. We will always strive to maintain a barrier-free physical environment to enhance the educational experience of all children in our program. If a need were to arise, we would gladly help to connect you to any comprehensive services. Parents of children with special needs may request a written daily record. We work with Harbor Behavior to work with us hand and hand to make sure that each child is getting the best care.

EVENING CARE

Evening care will consist of outside play and help with schoolwork. Each child will get an evening snack and dinner. Quiet time, they will also have the option of free play and television.

WATER ACTIVITIES

Children will also participate in water activities during the warmer months. We require a signed authorization JFS 01227. Each time the children participate in water play, safety precautions will be taken. School-age is required in sprinkles, water slides, etc. Staff members will accompany the children to these swimming sites. Preschool and younger children will swim in less than two feet of water (wading pools) in a designated fenced area. These children will not leave the premises and will be supervised by the staff.

PARENT CENTER INFORMATION

The center is licensed to operate legally by the Ohio Department of Job and Family Services (ODJFS). 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 childcare 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 to meet with parents 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, disability, 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>.

HANDBOOK SIGNATURE FORM

(Updated July 12, 2024)

Please detach and return this form to Watch Me Grow Learning Academy
I, _____, parent of _____,
have read and fully understand the policies and procedures outlined in the
Parents' Handbook. I have discussed any policy or procedure I do not
understand with the childcare center's director. I agree with the policies and
procedures that are set forth in this handbook.

Child's Name _____ Child's Name _____

Parent's Printed _____

Parent's Signature _____

Date _____

