

TINY TOT ACADEMY

784 Bellbrook Avenue

Xenia, Ohio 45385

937-372-6801

PARENT HANDBOOK AND POLICY MANUAL

April 21, 2007

**Normal Center hours are Monday through Friday 6:00 a.m. – 6:00 p.m.
Tiny Tot Academy is licensed by the Ohio Department of Job and Family
Services. The Licensing record, including Compliance report forms from the
Health, Building and Fire Department are available in the office. Should you
wish to contact The Department of Human Services, their toll free number
is 1-866-886-3537.**

OUR PHILOSOPHY

To care for children in a safe, healthy, nurturing and learning environment and to help them achieve academic excellence.

HOURS OF OPERATION

We are open 6:00 a.m. until 6:00 p.m. Monday through Friday. We will be closed on the following holidays:

**Memorial Day
Labor Day
Christmas Day
New Year's Day
July 4th
Thanksgiving Day and the following Friday**

Should the holiday fall on a weekend, then we will be closed the same day as the federal and state offices. We will be open limited hours (depending on the day) on Christmas Eve, the day after Christmas, and New Year's Eve. If in doubt regarding any holiday schedule, please consult our Director for clarification.

Parents who might have objections regarding the celebration of certain religious or other holidays (Christmas, Thanksgiving, Easter, etc) or other holidays (Valentine's Day, Halloween, etc.) should make the centers' Director aware of your concerns so that proper arrangements can be made to respect you and your child's wishes.

INCLEMENT WEATHER

In the event of severe weather conditions, please tune in to channel 7 for closure or delay. When possible, we will have the announcement on the air by 6:00 a.m. Should our city or county be on a level three alert, we will be forced to close.

In the event schools are on a delay, we will transport children at the required time. However, if schools are cancelled we will provide care for our enrolled children.

ADMISSION AND ENROLLMENT

Definitions of Full and Part Time Enrollment

Full Time Enrollment: Care consisting of more than 4 hours per day
Part Time Enrollment: Care consisting of less than 4 hours per day

Full time and part time registrations are accepted subject to available space and accommodations. Every attempt will be made to be flexible in our enrollment policies to suit the individual needs of our families.

Ages of admission are 8 weeks through 12 years of age. Pre-placement observations are scheduled during regular business hours.

Forms Required by the State of Ohio Prior to Enrollment

- **Registration and enrollment forms must be signed by parent or legal guardian must be turned in by the first day.**
- **Complete record of immunization must be completed and returned on the first day**
- **Written consent for child to receive medical treatment.**
- **Signed policies and procedures agreement.**
- **A signed fee and payment contract.**
- **Signed agreements for the child care provider to provide transportation.**
- **School Age children are not required to provide an immunization or physical form**
- **Medicals are due within the first 30 days of enrollment**

Tracking Policy

TTA's policy is that if a child is not at the specified pick-up place, the driver will remain there until they call the center. The center will call the school to check if the child was in attendance and then call the parent. Only when it has been confirmed that the child will not be attending TTA, will the driver leave that premises.

ADMISSION AND ENROLLMENT (continued)

Changes in Status

It is important that our Center be notified if any of the following changes occur:

- Name
- Address
- Telephone Number
- Guardianship
- Vacations or other scheduled absences
- Medications or Health issues
- Person to whom the child may be released to.

BENEFITS, RATES, PAYMENTS, FEES AND WRITTEN NOTICES

After one year parents will be granted one week of vacation per year, when child care fees will be waved. All other vacation weeks you will be charged a \$60.00 "holding fee" per week up to two additional weeks per year.

A three week notice will be posted on our Parent's Bulletin Board notifying you of any changes in weekly fees. The tax ID# is available in the office upon request.

Class Room Sizes – strictly maintained to state requirements

Class	Ratios	State Maximum per Group (room)
Infants	1:5	12
Toddlers	1:7	14
Preschool	1:12	24
Pre-K	1:14	28
School Age	1:18	36

BENEFITS, RATES, PAYMENTS, FEES AND WRITTEN NOTICES (continued)

Payments / Basic Rates and Late Charges

Full time and part time enrollment payments are expected to be made on a weekly, biweekly or monthly basis. Payments are due on Friday for the upcoming week. See the starting rates on the last page (Acknowledgement form).

The Center closes promptly at 6:00 p.m. daily. Should an emergency arise that necessitates you picking up your child after that time, please notify the Center Director as soon as possible. You should inform her of the nature of the emergency and what time you will arrive to pick up your child. It is customary to charge a late fee of \$1.00 for every minute after 6:00 p.m. If a late charge is assessed three times within a year, you may be asked to meet with the Center Director to review your contract.

Other Fees

Registration / Annual Supplies Fess: An initial non-refundable registration fee of \$60.00 is due upon enrollment. In addition there is an annual Supplies re-registration / supplies fee of \$60.00 per child.

Returned Checks: A charge of \$30.00 will be assessed for any returned checks.

Court Fees: If a situation may arise from non-payment of fees owed, all court and attorney fees incurred will be your responsibility and added to your bill accordingly.

Termination of Contract

Two weeks advanced written and paid notice is required when you wish to terminate your contract. **THERE IS NO REFUND FOR EARLY WITHDRAW.**

Your enrollment may be terminated at the discretion of the Center Director.

TRANSITIONING

Any child who is nearing the age to change rooms will be transitioned to the next room with parental permission. The transition form, provided by ODJFS and signed by the parent or guardian, will list the times that your child will be taken to that room for the adjustment period. It is also possible that your child will eat lunch and take a nap with that group.

BEHAVIOR MANAGEMENT AND DISCIPLINE POLICY

When a child is having a difficult time following directions or treating others, endangering others, or not treating equipment with respect, developmentally appropriate guidance techniques will be administered. Although we will NOT spank your child/children, some examples of these techniques that will be used are:

Positive Reinforcement: The child will be encouraged when he/she is demonstrating acceptable behavior.

Redirection: The child is redirected to another activity and given an opportunity to try again at another time.

“IF...Then..” Statement: A statement in which the child is encouraged to accomplish something before going on with something else. Example: “If you pick up the blocks, then you can go outside”.

“WHEN...Then...” Statement: “When you finish picking up the blocks, then you can go to the Game Room area (or other appropriate incentive).

Take a Break: The child is separated from the group for a child-regulated period of time (1 minute per year of age). This technique is used only when a child is exhibiting temper tantrum type behavior or hurting their self, others, or equipment. When the child shows that he/she is ready to demonstrate acceptable behavior, the child is encouraged to join the rest of the group and try again.

- **Behavior and management techniques applies to All Employees and All persons on the premises.**

MEALS AND SNACKS (Breakfast, Lunch & Snack Provided)

A nutritious breakfast, with foods from the three basic food groups, will be served each morning from 6:30 a.m. – 8:30 a.m. Lunch will include foods from the four basic food groups, which supply one-third of the child’s recommended daily allowance. This meal will be provided at the center to every child present from 11:30 a.m. – 12:30 p.m. A snack which includes two foods from the four basic food groups will be served at 2:30 p.m. The child and adult care food program is available to all eligible persons.

Nutrition: Since food and nutrition are important components of a child's development, Tiny Tot Academy emphasizes fresh and natural foods such as fresh fruits and vegetables.

MEAL AND SNACK TIMES:

Older Infants (younger infants will follow parents schedule)

- Breakfast 8:00 am – 8:30 am
- Lunch 11:30 am – 12:00 pm
- PM Snack 2:30 pm

Toddlers

- Breakfast 8:00 am – 8:30 am
- Lunch 11:30 am – 12:00 pm
- PM Snack 2:30 pm

Pre-School/Pre-K

- Breakfast 8:00 am – 8:30 am
- Lunch 12:00 pm – 12:30 pm
- PM Snack 2:30 pm

School Age

- Breakfast 8:00 am – 8:30 am
- Lunch 12:30 pm
- PM Snack 2:30 pm

MEALS AND SNACKS (continued)

Special Diets: If a child has a particular dietary need, substantiated by a medical statement, the Director of Tiny Tot Academy must be informed and given a doctor's note. Substitute meals and snacks will be provided.

Menus: Tiny Tot Academy will operate on a four week rotating menu. The menus are posted on the parent's bulletin board and available at the check in desk.

Sample Menu: Spaghetti w/ meatballs, salad, bread & butter, pears and milk

Birthdays: Parents are welcome to prepare special birthday treat for their child's class. Acceptable treats may include: birthday cakes, cupcakes, or cookies. We ask that no balloons be brought into the infant or toddler rooms, please.

**** Please notify the Center if you will be arriving after 10:00 a.m. to assure ample food preparation.**

HEALTH AND SAFETY PRACTICES

-Hand Washing:

Employees will wash their hands:

1. Upon arriving at the center
2. After toileting or assisting with toileting
3. After changing diapers or pull-ups
4. After handling pets, pet cages or other pet objects that have come in contact with the pet.
5. Before eating, serving or preparing food or bottles or feeding a Child
6. After contact with bodily fluid or cleaning up spills or objects contaminated with bodily fluids.
7. Before and after administering medication, first aid or completing a medical procedure.
8. After taking off disposable gloves.

Hand sanitizer is permitted after wiping children's noses, when a staff member is outside or alone in a room and needed in the staff/child ratio and running water is not readily available. Staff must thoroughly wash hands with soap and running water as soon as staff/child ratio allows or upon re-entry to the building.

-Hand Washing (continued)

Children shall be instructed and assisted as needed, to wash their Hands:

1. After toileting
2. After returning inside after outdoor play
3. After contact with bodily fluids
4. After handling pets, pet cages or other pet objects
5. Whenever hands are visibly dirty
6. Before eating food

-Hand Equipment: These items were be sterilized with the recommended bleach solution weekly or on an as needed basis.

- **Bedding and Soiled Clothing:** Bedding will be sent home every Friday to be laundered. Soiled clothing will be sent home as needed to be laundered. Infant bedding is laundered by the Center weekly or on an as needed basis.

HEALTH AND SAFETY PRACTICES (continued)

Fire Drill

Practice drills will be conducted a minimum of once per month and will be documented on record sheets provided by the state Fire Marshall. Evacuation procedures will be posted on the wall next to the exits.

Tornado Drill

Practice drills will be conducted. Evacuation procedures will be posted on the wall next to the exits.

Evacuation :

In case of major emergency all teachers will escort the children out of the building along with attendance records and the parents' phone number(s). We will assemble at the shelter house at which time a headcount will be taken immediately. After assessment of the situation you may be called to pick up your child.

Health Care Plan

The Health Department may provide an advisory physician, physician's assistant, or registered nurse to assist in the development, approval, and periodic review of the facility's health care plan. Only children who are current on their immunization shall be admitted, with the exception of those whose parent or guardian file a Physician's letter of exemption with

Tiny Tot Academy. Medical records and immunizations will be kept up-to-date in every child's file.

Accidents and Injuries:

First Aid will be administered to a child needing such care. Each incident will be recorded and parents will be given a copy of this report and one will be maintained in the child's file. The incident forms used are required by ODJFS.

Release of Children:

Under no circumstances will a child be released to anyone except those authorized on the child's enrollment form. Identification is required of the authorized individuals who may be unfamiliar to the staff. In the event you wish another adult to pick up your child, written permission is required in advance or a phone call to verify that someone else will be picking up. Should there be an issue regarding custody of a child, you must provide the center with a copy of the court papers.

HEALTH AND SAFETY PRACTICES (continued)

Reporting Child Abuse

Ohio State Law and Licensing requirements state that child care facilities are required to report immediately to the police or Child Protective Service (CPS) any reason to SUSPECT child abuse, neglect, or exploitation. We are not obligated to inform parents/guardians of this report. (Section 2151.421 Ohio Revised Code). Any report made as a result of this code shall be maintained as confidential. Immunity from civil and or criminal liability for reports, child abuse, and neglect shall be subject to Ohio revised code 2115.99

Two-Way Radios

Two-way radios will be used by all staff members to communicate throughout the center.

No-One Left Alone

NO CHILD WILL EVER BE LEFT ALONE!

No child is to be left alone in a room or put into a room alone. A teacher or supervisor should always be in the room with child/children.

Aerosol Sprays

Use of aerosols shall be prohibited when children are in attendance at the center

ILLNESS

Screening

Children will be visually screened as they arrive at the facility. If a child exhibits signs of illness, it will be determined if the symptoms indicate the need for exclusion until seen by a physician. In the event a child becomes ill and needs to be picked up, the child will be separated from the rest of the children until a parent arrives.

Symptoms of Illness for Exclusion from Attendance

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

Non Admittance

Your child will not be allowed to attend Tiny Tot Academy for at least 24 hours after exhibiting symptoms of illness as noted above. If your child is unable to participate in the normal activities of the daily schedule, then your child must remain at home

Illness Reports

Each illness will be recorded on a monthly health report. Parents will be given a copy of this report and the center will maintain a copy. Serious illnesses will be reported to the Department of Social and Health Services.

Staff Illnesses

Staff Members who display signs of infectious illness will be excused. In the event this happens, they will be replaced by a qualified substitute until their return.

ILLNESS (continued)

Communicable Disease

We are required to report communicable diseases to the local Health Department. The center reserves the right to request a note from the physician. Parents are asked to notify the center within 24 hours if their child has been exposed to any communicable disease. The Center will notify other parents in writing and a memo will be posted on the Parent Communication Bulletin Board when their child has been exposed to any communicable disease. Communicable diseases include but are not limited to strep throat, head lice, hepatitis, chicken pox, etc. This would not include illnesses such as the flu, colds, etc.

MEDICAL EMERGENCIES

In the event of a medical emergency, we will first call 911, and then the parents or guardian will be contacted as soon as possible. If the parent/guardian cannot be reached, the directions on the enrollment form will be followed. In the event of IMMEDIATE medical attention should be required, we will use Greene Memorial Hospital located at 1141 N.Monroe Drive, in Xenia phone 372-8011 or 429-3200. If you have a preference other than the one listed, we will try to accommodate your wishes, if possible.

MEDICATIONS

MEDICATIONS MAY BE ADMINISTERED UNDER THE FOLLOWING CONDITIONS:

- **Written Consent:** Written parental and physician's consent is required to administer ANY medication.
- **Prescription Medication:** All prescription medication must be in its original container and properly labeled with the child's full name, date and legible instructions for administration, such as manufacturer's instruction or prescription label.
- **Unused Medication** will be returned to the parent or disposed of properly.
- **UNDER 24 MONTHS OF AGE, ALL MEDICATIONS MUST COME WITH A DOCTOR'S NOTE.**
- Please **DO NOT** put medications in your child's bag that the teachers are not aware of. This can be very dangerous if a child would get in the bag and take something without the teacher's knowledge.

TRANSPORTATION AND FIELD TRIP ARRANGEMENTS

Parents will provide transportation to and from the facility.

For your convenience we transport children to five public schools in our area (Arrowood, Cox, McKinley, Simon Kenton and Spring Hill). The children are required to wear seatbelts as available. A first aid box and a person trained in first aid and communicable diseases are in the center owned mini buses at all times.

* Parents are responsible to set up transportation by a school when available.

TTA will transport children to and from school and field trips on center owned mini buses.

TRANSPORTATION AND FIELD TRIP ARRANGEMENTS **(continued)**

Tiny Tot Academy requires a written authorization form be filled out for each child wishing to participate in any field trips including walks.

The children will be required to wear identification with the Tiny Tot Academy name, address, and phone number of the Center on all field trips.

A Field Trip Checklist will be kept by the teachers for every field trip taken. This allows the teacher to maintain an exact headcount at all times. At least two teachers will accompany the children and each teacher will be in charge of a certain number of children on the trip.

WATER PLAY

During the hot summer months we do offer water play (example: sprinklers, water games, etc.). School age children may visit a sprinkler park sometime during their field trips. Infants and toddlers require a parental permission slip before being allowed to participate in any water play.

OUTDOOR PLAY

Weather permitting, outdoor play is provided daily at the Center. Your5 child will not go outside if the temperature is below 32 degrees or above 85 and we are under an Ozone Action Alert. Please dress your child/children accordingly.

ADJUSTMENT

What is considered normal?

It is normal for your child to have some fears and reservations about being away from you. Children, like adults need time to get used to new situations. Try to prepare your child for the changes as far in advance as possible. Discuss with them any concerns they may be having. Talk about some of the new people your child will meet and the new things your child will do. If you are enthusiastic, soon your child will be too.

ADJUSTMENT (continued)

First Experience

If this is the first time your child has been separated from you, it is natural for him/her to be hesitant. A cheerful good-bye kiss, a smile, and a reassuring word that you will be returning after work is all you need to do. Our caring staff will take it from there. Please do not sneak out when your child is not looking. Usually the child will settle down shortly after you leave.

Common Behaviors

Depending on the age of the child, some children “act out” their feelings by:

- Clinging to you and refusing to let go
- Having tantrums
- Forgetting their toilet training
- Not eating
- Waking up at night or having bad dreams
- Thumb-sucking
- Bed-wetting
- Expressing desire to stay home

Usually these problems are temporary. If your child is treated lovingly but firmly, this behavior should go away.

What to do

Please feel free to call Tiny Tot Academy at any time to check on your child or just make a surprise drop-in. We always have an OPEN DOOR POLICY. Chances are your child will be busy playing and participating in the exciting activities planned for that day.

SIGNING IN AND OUT

Tiny Tot Academy requires you to sign your child in and out from the Center daily. The Sign In/Out record will be kept at the front desk in the lobby area. Children will not be permitted to sign themselves in and out. Your child will only be allowed to leave the premises with a person that is 16 years or older and that person must be listed on the child's pick up list.

SIGNING IN AND OUT (continued)

If the children are on the playground you must exit your vehicle and sign them out inside the building. At no time should any child leave without a teacher's knowledge. If your child leaves the facility to attend school or Head Start, a staff person who has been given your permission, will sign your child in and out

CHILDREN'S SUPPLIES

Parents are requested to label and supply those items necessary for the proper care of your child. These may include the following:

- **A change of clothing (according to the season)**
- **Blanket for nap time**
- **Diapers (potty trainers)**
- **Necessary medication (refer to Medication section)**
- **Formula/Breast Milk**

All of your child's personal items should be labeled with a permanent marker. Please do not bring sleeping bags. We have limited space and sleeping bags do not hold up well with frequent washings.

TOYS AND PERSONAL BELONGINGS

We ask that children do not bring toys to school unless the teachers has designated a "Show and Tell" day. We have found that personal toys are often hard for young children to share and toys that are lost are broken can ruin the day for both the child and the teacher. Infants may have special crib toys or mobiles from home.

Please label all items (infant bottles, diaper bags, clothing, etc. Permanent markers and iron-on labels work well and seem to be the most durable method of labeling.

VISITATIONS

We have an “open door” policy. Parents have free access at all times to all areas used by the children. The only limitations to this policy are listed below.

- During facility operating hours or while the child is in care, only the licensee, employee, volunteer, or an authorized representative of the government agency, or parent shall have unsupervised or regular access to the child in care.**
- We will allow the parent or guardian of the child in care unsupervised access only to their child.**

PARENTAL PARTICIPATION

We have several events during the year in which parents are asked to assist. Some of these special events include, but are not limited to an Easter Egg Hunt, Open Houses, etc.

However, if you would like to meet with any staff member for conferences, they would be glad to meet with you after hours or during lunch breaks or at your convenience.

PARENT/EMPLOYEE CONCERNS

TTA’s policy is anyone who is displeased with something that happened at our center should first go to the person that is directly involved (or your child’s teacher) then to the administrator. If you still did not get a satisfactory answer, please feel free to contact the owner at (937) 372 – 8779.

SUMMARY

All children enrolled at Tiny Tot Academy are treated with love and respect. They are provided the opportunity to engage in a wide variety of activities.

Our most fundamental objective is to provide your child a safe, sanitary, nurturing and learning environment in which each child will feel loved, valued and wanted. If at any time you have a question or concern, please feel free to address this with your child's teacher or one of the office staff members.

**** Parents ****

Once you have carefully read this handbook and understand the Policies and Procedures of Tiny Tot Academy, please sign and return the acknowledgement form that is attached.

TINY TOT ACADEMY

**784 Bellbrook Avenue
Xenia, Ohio 45385
937-372-6801**

I _____ have
Received a copy of the Parent Handbook and Policy
Manual. I understand the policies and procedures and
will abide by its content.

Parent or Guardian's signature

Date