
CHERISHED MIRACLES LEARNING CENTER, INCORPORATED dba

LITTLE MIRACLES CHILD DEVELOPMENT CENTER®

When Love and Skill Come Together...Expect MIRACLES!



PARENT HANDBOOK



WE ARE A STEP UP TO QUALITY STAR RATED PROGRAM!

1530 East Kemper Road
Sharonville, OH
Main (513) 772 - 0707
Fax (513) 772 - 0303



Dear Parent:

Welcome to the Little Miracles Child Development Center Family!

We are delighted you have chosen LMCDC for the care and education of your child.

We look forward to working with you. Please take time to thoroughly read this

Handbook, if you have any questions or concerns please do not hesitate to ask.

We are a team now and effective communication is the key. “It takes a village to raise a child”, so together as a team we will succeed!

“Together we can progress greater than we could apart.”

Sincerely,
Monique Johnson
Center Director

OUR PHILOSOPHY

We provide opportunities for children to develop cognitively, socially, emotionally, and physically. We encourage children to develop the desire to learn and continue learning by actively engaging them in interactions with materials, peers, and adults. Because we realize that each child is special with his/her own path of growth and place in the world, we use a multicultural approach to learning. Each child learns that he/she is valued as an individual and as part of our group. We foster positive self images by allowing children to grow in creativity and express their identities.

Developmentally appropriate activities and practices are implemented in all of Little Miracles CDC's programs. We believe that children learn through active participation with their environment. Infants, toddlers, and preschoolers learn about their environment through meaningful "hands-on" experiences which promote active thinking and reasoning.

OUR VISION

The vision of LMCDC is to "Change a child's life by being a strong stable leader in the education and development of children and their families."

OUR MISSION

- Assist families by providing childcare & education services for their children allowing them to work and/or attend school.
- To provide a safe, secure, and loving environment in which each child can explore life at his/her own pace.
- Assist children in building healthy and positive self concepts.
- Provide children the opportunity to enhance social skills.
- Encourage children to think, reason, question, and experiment.
- Promote the language development of children.
- Respect cultural differences of the children enrolled and their families.
- Assist children in developing initiative and decision-making skills.
- Provide opportunities for the physical, social and emotional development of children.
- Encourage and demonstrate sound health, safety, and nutrition habits in children.
- Encourage creative expression and appreciation for the arts and music in children.

STEP UP TO QUALITY STAR RATED PROGRAM

We've got something to shout about! Little Miracles Child Development Center was named a One-Star Step Up To Quality Program by the State of Ohio. Only the top child care programs in Ohio receive this prestigious award, so you should be proud that your child (children) is enrolled in one of Ohio's best. We received this award because of our overall commitment to quality and our excellent early care and education program. We offer a wonderful environment for children to grow and develop, and it is an honor to receive state recognition for our efforts. Among the special quality features that helped us win this award are the following:

More teachers per child – this allows a teacher to spend more time with your child

More qualified teachers – more training in early childhood development

A commitment to early learning and Ohio's Early Learning Content Standards and Infant and Toddler Guidelines

An outstanding work environment – paid staff benefits mean staff is treated professionally, which goes a long way in retaining good teachers for your child

As a parent, this award is yours as well. Your ideas and support have inspired us to bring a world of discovery and excitement to your child (children) each and every day. Our goal is to build your child's self-confidence, develop their social and emotional skills and instill a love for learning that will follow them the rest of their life.

We are extremely pleased to have won this award and hope you are too. We tell our children to reach for the stars. Today we feel like they are in our grasp.

Our Staff

Little Miracles CDC is committed to providing a warm, nurturing, and safe environment for all of the children under our care. Before adding any staff member to our team we perform extensive background checks, require childcare experience and education, check references as well as any additional steps available to ensure the safety and well being of your child. A Staff Member certified in CPR, First Aid, Communicable Disease and Child Abuse Prevention is on the premises at all times. We enjoy working as a team and ensuring that all children are familiar with and comfortable with each staff member. Each classroom is assigned a primary teacher. In the event that a staff member is off for the day another Little Miracles Staff Member may be assigned to that class. You will be made aware of this on our Parent Information Board located next to the sign in station. Please feel free to forward any questions or concerns to Ms. Monique, Center Director.

It is our honor to serve your family.

OUR GOALS

- To provide a safe, secure, and loving environment in which each child can explore life at his/her own pace.
- Assist children in building healthy and positive self concepts.
- Provide children the opportunity to enhance social skills.
- Encourage children to think, reason, question, and experiment.
- Promote the language development of children.
- Respect cultural differences of the children enrolled and their families.
- Assist children in developing initiative and decision-making skills.
- Provide opportunities for the physical, social and emotional development of children.
- Encourage and demonstrate sound health, safety, and nutrition habits in children.
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CURRICULUM

The long range curriculum goal for Little Miracles is to provide an environment rich in experiences to enhance social, emotional, cognitive, and physical developmental areas for the child. Our infant and toddler childcare and education programs align their curriculum and developmental assessments with the Infant and Toddler Development and Education Guidelines established by the Ohio Department of Education. Our preschool program aligns its curriculum and developmental assessments with the Ohio Department of Education's Early Learning Content Standards. A strong emphasis is placed on child-initiated play experiences so that the child learns through discovery methods. Daily activities and schedules are tailored to fit the needs and interests of the children. The curriculum is sensitive to the individual learning styles and respects the range of differences within a single child. A general daily schedule of daily activities is posted in each room.

Infants: are provided schedules that best suit their needs, including diapering, eating, and rest times. Infants are exposed to a multitude of experiences that provide auditory, visual, and tactile stimulation. A personal development plan will be made on a monthly basis for each child and sent home for the parent to review.

Toddlers: are provided experiences and materials that enhance the development of positive self-concept. Toddlers learn by exploring their environment and through active play. The curriculum stresses communication skills, fine and gross motor skills, and self-help skills appropriate to this stage of development.

Preschoolers: are provided learning experiences through curriculum according to individual interests and abilities of the child. Activities provide social interactions and problem solving skills that build self-esteem while developing a positive feeling towards learning.

School Age: are provided assistance with their school lessons and homework. Field trip activities provide additional educational experiences which enhance their grade school curriculum.

ENROLLMENT PROCEDURES

To enroll your child in Little Miracles CDC program:

1. Set up a visit to our center which will include a tour.
2. Upon request to enroll child in our program the parent/guardian will receive an enrollment packet.
3. The Center Director or Assistant Director will meet with the parent/guardian and child to be enrolled. At this time the enrollment packet will be reviewed.
4. If the child is not present, a second visit will be scheduled to introduce him/her to the teachers and familiarize him/her with the setting.
5. All enrollment and health information must be completed with the registration fee (\$25.00) included prior to the child's start date. The center will not ensure a spot in our childcare program until the full enrollment packet and registration fee have been completed in full and received.
6. Medical information must be updated as needed or annually on the proper form supplied by the center. (Failure to comply could result in withdrawal from the center.)

PARENT/EMPLOYEE PARTICIPATION AND COMMUNICATION

Little Miracles believes that it is important for the parent and the center to work together to ensure that the needs of the family and the child are being met. Parent's are encouraged and welcomed to participate in the activities of their child(ren) in the center. During the year, we will have open house events and special in-house events and invite parents to be a part of these activities. Some of the in-house events include special "theme" weeks where children dress up. Parents may sign up to provide little extras. The classroom teachers will meet with a parent, custodian, or guardian of each child during the months of March and September for parent conferences to discuss the progress or the concerns with progress of the child in the classroom. Announcement of date and time will be posted for parents to meet with the teacher. We also encourage you to make daily checks with your child's teacher about their activities and progress. Daily memos are supplied for every child at our center (excluding school-age) to inform parents of the many aspects of their child's day. If you have any questions or concerns, please feel free to contact either your child's teacher or the Center Director.

The Parent Information Center in your child's classroom will have information on schedules, field trips, lesson plans, and other information of interest and importance to you. A monthly newsletter and calendar will also keep you informed about center activities and meal menus. These may also be accessed through our website at www.littlemiraclescdc.com under the Parent Central link.

When children become of age to transition into the next age group, parents will received a written plan at least one week prior to the child starting the transition. Parents are required to sign the transition agreement prior to their child being transitioned into the next classroom.

Little Miracles does not discriminate towards the enrollment of a child on the basis of race, sex, religion, color, natural origin or disability; provided that we can reasonably accommodate the needs of the child.

Should employees need assistance with a problem at the center they should contact their immediate supervisor or the Center Director.

GUIDANCE and MANAGEMENT

At Little Miracles, discipline and guidance are consistent based upon the individual needs and development of each child. We promote self-discipline. Physical punishment is never permitted, nor is any discipline used regarding meals or snacks. If inappropriate behavior persists and our method of redirection is not effective; a brief supervised time away from activities is used and the child is then redirected to an appropriate activity. Childcare services may be terminated if the behavior of a child or parent becomes a safety issue for others in the center. We request that all persons, including employees, parents, and visitors recognize and follow our discipline policies. The specifications of the guidance and management rule applies to all employees in the center. **ALL CHILDREN WILL BE SUPERVISED AT ALL TIMES.**

STAFF/CHILD RATIOS AND MAXIMUM GROUP SIZE

STATE REQUIRED RATIOS:

Staff/Child Ratio	Age Group	Maximum Group Size
1:5 or 2:12	Infants (0-12 months)	12
1:6 or 2:12	Infants (12 months – 18 months)	12
1:7	Toddlers (18 months – 30 months)	14
1:8	Toddlers (30 months – 36 months)	14
1:12	Preschoolers (3 years – 4 years)	24
1:14	Preschoolers (4 years until eligible for kindergarten)	28
1:18	Schoolagers (eligible for school)	36

BECAUSE WE DESIRE TO PROVIDE A HIGHER LEVEL OF QUALITY CARE WE WILL MAINTAIN THE FOLLOWING RATIOS:

Staff/Child Ratio	Age Group	Maximum Group Size
1:5 or 2:10	Infants (0- 18 months)	10
1:7 or 2:14	Toddlers (18 months – 36 months)	14
1:12 or 2:22	Preschoolers (3 years – 5 years)	22
1:5	Schoolagers (eligible for school)	5

TUITION, FEES AND PAYMENT POLICIES

Registration/Enrollment Fee

An initial enrollment fee of \$25.00 is due at the time of enrollment. The Registration is an annual fee of \$25.00 per family that assists in covering the cost of paperwork associated with the requirement to update children's files on a yearly basis. This is an annual, non-refundable fee. Registration fees will be charged the first Monday of every August.

Tuition Payments

Childcare Rates

Age Group	Full Week (5 days)	Part Week (3 days)	Per Day	Hourly
Infant 6wks- 18 months	\$210.00	\$175.15	\$42.00	\$8.15
Toddler 18 – 36 months	\$187.40	\$132.80	\$38.00	\$8.15
Pre-School 3 yrs- 5 yrs	\$159.44	\$102.58	\$35.00	\$5.84
School Age (School Year) 5 yrs- 8yrs	\$100.00	\$75.00	\$25.00	\$5.47
School Age (Summer) 5 yrs- 8yrs	\$145.00	\$95.55	\$30.00	\$6.40

Childcare payments and Hamilton County voucher co-pays are due weekly on Friday. Childcare payments and Hamilton County co-pays must be made every Friday prior to the next week of childcare services being provided, if your child is absent from Little Miracles on this day payment is still due in full by 6:00 p.m. Butler County childcare co-pays are due monthly on the 1st. If the 1st day of any month falls on the weekend, the Butler County childcare co-pay is due the Friday prior to the 1st. In the event that the center is closed on a Friday, childcare payments will be due the next day of operation.

Hamilton County childcare vouchers are due bi-weekly on Friday. Childcare vouchers are provided by Hamilton County to qualified families. Hamilton County does not guarantee payment of childcare services to the center unless a voucher has been turned in by the family. Vouchers dated for the week of childcare services must be turned in prior to services being provided.

NO EXCEPTIONS WILL BE MADE. Clients of Hamilton County who fail to produce their childcare voucher will be held liable for the full amount of the services rendered and the two week paid notice period. Any client of Butler County who has their childcare subsidy canceled will still be held responsible for the two week paid notice period.

Clients receiving childcare vouchers or subsidy payments receive a set number of paid absence days per year from the county which they receive assistance from. After all paid absence days have been used any additional days that the child is absent from care will be billed directly to the client and will be the responsibility of the client to pay by the end of that billing week.

Occasionally, we may need to increase our childcare rates in order to continue to provide the best care and education for children attending the center. In the event of a rate increase parents will be notified in writing at least 3 weeks prior to the increase taking effect.

Payments will be accepted in the form of check, cash (exact change), childcare vouchers, or money order.

Late Payments

Fees not received by 6:00 p.m. on the Friday before the next week of care are considered late. **A late fee of 5% of the total amount due or \$5.00; whichever is less, will be assessed on all accounts.** If payment is not made within two business days, childcare services may be suspended, at the discretion of the center Director; until tuition and all late fees are paid in full. Late fees will continue to be assessed weekly on any account that has a past due balance. Account payments made by a check that is returned due to insufficient funds will be assessed a \$35.00 bank fee. Accounts having a NSF will no longer be permitted to use personal checks as a form of payment on the account. Cash, money order or cashiers check will continue to be accepted thereafter.

Late Pick Up Fees

A charge of \$1.00 per minute will be due on the next business day if your child is picked up after the center's closing time of 6:00 p.m. or if your child is in care for more than 10 hours on any day without prior arrangements being made with the center's director.

Childcare Agreement

This form is a binding financial agreement between the parent or guardian of the child and this center. If the child's schedule changes; a new agreement will need to be completed at least one week in advance. If you need to use the center on a day or during times that you were originally not committed, please give us a call as soon as possible to make sure that we can accommodate your child.

Vacation Time

Please provide two weeks written advance notice if you will be removing your child from care for temporary vacation time, *tuition payments during your vacation time will still be due.*

Withdrawal

Either parent/legal guardian may permanently terminate childcare services by giving *two full care weeks (Monday-Friday) written notice* in advance of child's enrollment ending date. Payment by parent/legal guardian is due for the notice period, whether the child is brought to the center for care during this time or not.

Termination

In the event that the Center's Director determines that childcare services for a child must be terminated the parents will be given two weeks advance notice unless it is considered an emergency situation by the Director in which case, no advance notice will be given. Little Miracles Child Development Center reserves the right to terminate childcare services for any child at any time.

Year End Statement

For tax purposes, this information will be available to parents by the third Monday in January.

Holidays

Our childcare center observes the following holidays and will be closed all day on these days: (If the holiday falls on a weekend day we reserve the right to observe it on the immediate business day before or after.)

New Years Day ● Memorial Day ● Independence Day ● Labor Day ●

Thanksgiving Break (Thanksgiving Day and the Friday after) ● Christmas Break (Christmas Day, Day after Christmas)

Center Delays & Closings

In the rare event that the center must have an opening delay or close due to inclement weather or other emergencies, closings will be announced by 6:00 a.m. via the voicemail greeting message on our center's phone system at 513-772-0707. You may also check the local news WCPO channel 9 for center delays or closings. If the center must close early during a school day, each parent will be contacted and alerted at least an hour in advance. If a parent cannot be reached, an authorized pick up person will be contacted to pick the child up from care within the time allowed so that the center can close early due to inclement weather conditions or other emergencies.

SAFETY POLICIES

Sign In/Out

Parents must sign their children in and out of the center at the front desk welcome station using our Procure Computer Software. Children are also signed into the classroom on our sign in/out form by their classroom teacher.

Parents are responsible to remove their child's outer clothing upon arrival at Little Miracles and for putting outer clothing on when departing the center.

Children should be released to only his/her classroom upon arrival to the center. Parents are required to inform the child's classroom staff upon departure.

Children should have at least two complete changes of clothing (i.e. undergarments, and socks included) available at the center in case of accidents.

Little Miracles will release each child ONLY to authorized persons listed by the parent/guardian on the proper form and with proper photo identification. It is the responsibility of the parent to make any desired changes to this form as needed.

Fire, Weather and Emergency Alerts

The center conducts monthly fire drills. Disaster drills are completed twice a year. Emergency procedures are posted in each classroom and a record of these drills is posted on the parent welcome board in the lobby area. The center is equipped with fire extinguishers and an alarm system. In the event the building/center must be evacuated, our primary location site will be Long John Silvers located in front of our center. There is always access to a working phone for emergencies. Parents may be contacted and asked to pick their children up from the center in the event that power, heat, or water is loss for an unbearable amount of time (more than 90 minutes) or in the case of a weather emergency.

Field Trips

We take routine walking field trips within our local area and routine field trips to the local Sharonville Library. Our center may schedule additional field trips for educational and extracurricular purposes. Information and permission slips will be sent home at least 7 days in advance. Children are not permitted to accompany us on the field trips without your written authorization. For the safety of all of our children we require children to wear their center t-shirt on all field trips. Parents may speak with the Center Director about purchasing a shirt for their child. A person trained in first aid will be available on all field trips. Center ratios will be maintained at all times. Staff will take attendance prior to departure, before leaving center on means of transportation, upon arrival at destination, during visit at destination, prior to leaving destination, and upon return to the center. Transportation will be provided by an approved school transportation company or the center owned large SUV.

Touch Policy

Physical contact is very important for a child's development, nurturance, and guidance. Expressions of affection such as hugs, holding hands, and lap-sitting; help to build children's self-esteem. A reassuring touch on the shoulder or a back-rub at naptime can help to relax a tense child. Appropriate touch takes into account respect for the personal privacy, personal space of others, the wishes, safety, and well-being of the other person. Staff members must respect the privacy of children and their refusal of touches from an adult.

Accidents

Our Little Miracles staff will make every effort to ensure the safety of your child while in our care. Occasionally accidents may occur. All accidents are documented on the incident/injury form. An incident/injury form will be completed if there is an illness, accident, or injury which requires first aid treatment, a bump or blow to the head, emergency transporting necessary, or an unusual or unexpected event which jeopardizes the safety of children or staff. Each child must have on file a completed emergency transportation authorization form. In the event of a serious incident, injury, or illness; staff will notify the parents as soon as possible, and 911 will be called if necessary. Please notify the center in writing of any changes to this important information.

Immunizations

Children must have all immunizations as required by the American Academy of Pediatrics. If your child has not received an immunization, medical approval must be provided before your child may attend the center.

Illness

Your child's health is important to Little Miracles. To insure that contagious diseases are not brought into the center, children will be visually screened upon their arrival. If they exhibit symptoms of illness, they will not be allowed to stay at the center. This is for the safety of all our children. Our staff receives training on sanitation procedures and communicable diseases. We maintain the Health Department's "Child Day Care Center Communicable Disease Chart" in the lobby area for easy reference. All children become ill from time to time and parents are expected to assist the center in minimizing exposure to other children and staff by **not bringing ill children to the center.** We recommend that you plan for alternative care for those times when your child is ill and cannot be at the center.

Parents (or emergency contacts) will be contacted to immediately pick-up children who become ill while at the center. Ill children will be separated; within sight and hearing of an adult on a cot or in their crib, from other children until parents arrive. Parents or emergency contacts are asked to be at the center within an hour to remove their child from the center as to limit the exposure of illness to other children or staff.

Children (and staff) with any of the following symptoms will be isolated and immediately discharged from the center;

- Temperature of 100F (auxiliary) when in combination with any other signs or symptom
- Diarrhea (3 or more abnormally loose stools within a 24 hour period)
- Severe coughing (causing a child to become red or blue in the face or make a whooping sound)
- Difficult or rapid breathing
- Yellowish skin or eyes
- Redness of the eye, or eyelid, thick, purulent (pus) discharge, matted eyelashes, burning, itching or eye pain discharge, matted eyelashes, burning, or itching
- Untreated and infected skin patches, unusual spots or rashes
- Unusually dark urine and/or gray or white stool
- Evidence of untreated lice, scabies or other parasitic infestation
- Stiff neck with an elevated temperature
- Vomiting (vomiting more than one time within the past 24 hours or when accompanied by any other sign or symptom of illness)
- Sore throat difficulty in swallowing

Children excluded from the center will be readmitted when they have been **symptom free for 24 hours** and/or accompanied by a physician note authorizing them to return to childcare.

Children with a mild cold may attend the center as long as none of the above symptoms are present. Children must be able to participate in all daily activities including outside play.

Parents will be notified by information posted at the front entrance when their child has been exposed to a communicable disease. When a notification is posted it is recommended that you consult your physician for advice. Please contact the center immediately if your child is diagnosed with an illness or communicable disease, so that we may take appropriate actions within the center.

Medication

Little Miracles will administer only dated, labeled, and prescribed medication. The prescription label will serve as the written instruction in which the center will follow when administering the medication. The label must contain the child's name, a current date (within the past twelve months), the exact dosage to be given and the means of administration. Non-prescription medication may only be administered with written permission from the parent/guardian on a Request for Administration of Medication Form and according to specific instructions by the manufacturer. Fever/pain reducing medications that do not contain aspirin; cough or cold medications that do not contain codeine may be administered by the center provided the label attached specifies the appropriate dosage based on the child's age or weight. Please keep in mind that we are only able to give children non-prescription medication for three consecutive days within a 14 day period. Diaper ointments and skin lotions will be administered with written parent instructions. All medication must be in their original containers.

When food supplements, modified diets or fluoride supplements are needed, the same procedures as for medication shall apply. When any type of medication is brought into Little Miracles, it must be given to a classroom staff member so that it is stored properly.

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 their school as a safe and comforting place, where they know what to expect and when to expect it. Each classroom has its specific, classroom schedule for the entire time the center is in operation. This schedule is posted on the parent information board in each classroom for easy reference. Classroom schedules are subject to change to meet the needs and development stages of the children. Center hours are 7:00 a.m. – 6:00 p.m. (Monday – Friday).

Infant Schedule

7:00a.m. – 8:15a.m.	Arrival, Personal Greeting, Discovery Time in Morning Drop Off Room
8:15a.m. – 8:30a.m.	Go to Infant Room
8:30a.m. – 9:00a.m.	Breakfast (Individual feeding schedules are followed throughout the day.)
9:00a.m. – 9:15a.m.	Clean up ● Diaper Checks
9:15a.m. – 9:40a.m.	Welcome Songs (Social Development) ● Fine Motor Activities
9:40a.m. – 11:00a.m.	Discovery Time ● Morning Nap (if needed)
11:00a.m. – 11:30a.m.	Large Muscle Time ● Diaper Checks
11:30a.m. – 12:30p.m.	Lunch (Individual feeding schedules are followed throughout the day.)
12:30p.m. – 1:00p.m.	Arts & Crafts ● Discovery Time
1:00p.m. – 1:45p.m.	Music & Movement ● Discovery Time ● Diaper Checks
1:45p.m. – 2:30p.m.	Story Time (Focus Book) ● Naptime
2:30p.m. – 3:00p.m.	Naptime ● Diaper Checks
3:00p.m. – 3:30p.m.	Snack (Individual feeding schedules are followed throughout the day.)
3:30p.m. – 4:15p.m.	Large Muscle Time (Physical Health) ● Outdoor Playtime
4:15 p.m. – 4:30 p.m.	Story Time (Language Development Different Book Daily)
4:30 p.m. – 5:15 p.m.	Cognitive Development
5:15 p.m. – 6:00 p.m.	Discovery Time ● Diaper Check

Toddler Daily Schedule

7:00 a.m. – 8:30 a.m.	Arrival, Personal Greeting, Discovery Time
8:30 a.m. – 9:00 a.m.	Breakfast
9:00 a.m. – 9:15 a.m.	Discovery Time ● Diaper Checks ● Toilet Training
9:15 a.m. – 9:45 a.m.	Toddler Circle Welcome Songs ● Daily Lesson ● Story Time (Language Development Focus Book)
9:45 a.m. – 10:15 a.m.	Science and Sensory Enrichment Activities ● Discovery Time
10:15 a.m. – 11:00 a.m.	Arts and Crafts ● Discovery Time ● Diaper Checks ● Toilet Training
11:00 a.m. – 11:45 a.m.	Large Muscle Time (Physical Health) ● Outdoor Playtime
11:45 a.m. – 12:45 p.m.	Lunch
12:45 p.m. – 1:00 p.m.	Story Time (Different Story Daily) ● Diaper Checks ● Toilet Training
1:00 p.m. – 3:00 p.m.	Naptime ● Quiet Time
3:00 p.m. – 3:30 p.m.	Afternoon Snack ● Diaper Checks ● Toilet Training
3:30 p.m. – 4:15 p.m.	Fine Motor Activities ● Discovery Time
4:15 p.m. – 5:00 p.m.	Large Muscle Time (Physical Health) ● Outdoor Playtime
5:00 p.m. – 6:00 p.m.	Music and Movement ● Diaper Checks ● Toilet Training

Preschool Daily Schedule (School Age children will follow this schedule when present due to no school days.)

7:00 a.m. – 8:15 a.m.	Arrival, Personal Greeting, Discovery Time in Morning Drop Off Room
8:15 am – 8:30 a.m.	Go to Preschool Classroom
8:30 a.m. – 9:00 a.m.	Breakfast
9:00 a.m. – 10:00 a.m.	Outdoor Playtime ● Gross Motor Activities Physical and Social Development
10:00 a.m. – 10:30 a.m.	Preschool Circle Welcome Songs ● Discussion of the Planned Activities ● Post Names on Board ● Daily Lesson
10:30 a.m. – 11:00 a.m.	Arts & Crafts ● Discovery Time
10:30 a.m. – 11:30 a.m.	Science and Computer Enrichment ● Discovery Time
11:30 a.m. – 12:00 p.m.	Language Development ● Literacy ● Story Time
12:00 p.m. – 1:00 p.m.	Lunch
1:00 p.m. – 3:00 p.m.	Naptime ● Quiet Time
3:00 p.m. – 3:30 p.m.	Afternoon Snack
3:30 p.m. – 4:30 p.m.	Math ● Discovery Time
4:30 p.m. – 5:00 p.m.	Story Time ● Discussion of Days Activities & Lessons Learned
5:00 p.m. – 6:00 p.m.	Outdoor Playtime ● Gross Motor Activities Physical and Social Development

** Discovery time is a time of exploration when children are offered the opportunity to visit different learning centers within the classroom. These centers are designed to be exciting and vibrant environments in which your child has ample opportunities to search and discover new things.*

Meals and Snacks

The center provides a tasty morning breakfast snack, a catered hot lunch, and a nutritious afternoon snack each day. The center incorporated guidelines established by the USDA food program to ensure meals and snacks meet the nutritional requirements for each particular age group of children. Each of the snacks will contain at least two nutritional foods. The lunches will meet all daycare licensing requirement. A cycle menu is followed to allow a variety of foods to be served.

Copies of the meal menus are posted at the welcome terminal in the lobby and are sent home monthly with the center newsletter. Children who are on a special diet or who are allergic to a particular food (like milk products) must have the proper form filled out by a doctor. Requirements of the child's diet and approved substitutes for certain food products must be explained on this form. Meals are served family style.

Outdoor Play

Research has shown that children stay healthier when they have daily outdoor play. Children in attendance for 4 or more consecutive daylight hours will be provided outdoor play daily. We will limit the amount of time outside when the temperature is very warm or very cold. Children will not be taken outside when the temperature (wind chills and heat factored in) drops below 32 degrees or rises above 90 degrees. If the situation requires we will also adjust outdoor time due to rain, threatening weather, ozone warnings, etc. On days that outdoor play is not provided due to these conditions, we will include a time for indoor gross motor activities. Please keep in mind that if you feel that your child is too ill to go outside; they are too ill to be in attendance. Make sure your child is dressed appropriately for the weather and has two complete changes of weather appropriate clothing everyday.

GENERAL POLICIES

Attendance

If your child will not be in attendance for the day or will be late please contact us by 10:00 a.m. All children must be in attendance by 10:00 a.m. unless other arrangements have been made in advance with the center's Director. This allows us to adjust our staffing, classroom activities, and meals. **If your child arrives after 10:00 am and the center has not been contacted and made aware of the tardy arrival your child may not be admitted into care on that day.** This will be at the discretion of the center Director and based on the availability in the child's classroom at the time.

Children are required to attend the center a minimum of 3 days per week. Excessive absence of a child from the center unless due to vacation, illness, or other circumstance with prior approval from the center Director; may result in termination of childcare services.

Custody Agreement Procedures

We cannot refuse the release of a child to a known legal parent/guardian unless written legal documentation is supplied in advance that warrants such action.

Toys/Security Items

Please refrain from bringing in security items such as toys, stuffed animals, etc.

Drop Off Policy

When dropping your child off for care it is necessary that parents make sure their child is entering the daycare with a clean diaper, face, nose, etc.... Upon picking up your child we will extend you the same courtesy. If your child has an accident while on the way over please feel free to use the daycare facility to clean up your child to ensure he/she is in the proper condition to enter care.

Diapers and Wipes

Families that have children that utilize diapers or pull-ups, are asked to provide, at minimum, a daily supply of those items to us along with wipes. Staff will give families at least two days notice when the supply is getting low. If a child attends the center and is out of diapers and or wipes, we will NOT "borrow" from another child. We will provide the diapers and wipes and charge the family \$1.00 per diaper and \$1 per day for the wipes. Please read your child's daily report each day to know when supplies are needed.

Toilet Training

We will gladly work in conjunction with you and your child on "toilet training." This is an important period for your child and is most successful when we work together. We ask that you provide at least two complete changes of clothing, including socks and an adequate supply of "easy off" training pants or Pull-Ups for your child. Training Pants are required until your child is completely toilet trained and should have Velcro detachable sides for ease of changing. Clothing for this stage should be selected for easy access i.e. no buckle overalls, refraining from using belts, etc... This makes it much easier for your child. You are asked to supply extra changes of clothing while your child is in the toilet training process. Your child is ready to toilet train when all of the skills below are present:

- Your child signals that his or her diaper is wet or soiled.
- Your child seems interested in the potty chair or toilet.
- Your child says that he or she would like to go to the potty.
- Your child understands and follows basic instructions.
- Your child feels uncomfortable if his or her diaper is wet or soiled.
- Your child stays dry for periods of 2 hours or longer during the day.
- Your child wakes up from naps with a dry diaper.
- Your child can pull his or her pants down and then up again.

* You may start noticing these signs when your child is 18 to 24 months of age. However, it is not uncommon for a child to still be in diapers at 2 and a half to 3 years of age.
Toilet training will not be attempted with children less than 18 months.

Nap/Rest Time

Every toddler and preschool student in the center will have the advantage of an afternoon nap each day. Individual cots are assigned to each toddler and preschool age child. Blankets and small cot sized pillows (preschool age only) are welcome for rest time. Blankets and pillow cases will be washed by the center weekly.

Every infant will be assigned their own full size crib for napping purposes. Clean crib size sheets are provided. Please label all items with your child's name. Blankets need to be provided by the parent/guardian however will be washed weekly by the center.

Birthdays and Special Parties

Our center shares your desire to make your child's day special. If you would like to send in a special treat such as cookies or cupcakes please check with the classroom teacher to see if there are any students with allergic reactions to certain food items. Any items brought into the center must be labeled, sealed, store purchased items.

ADDITIONAL POLICIES BY AGE GROUP

Infant Policies

- 1) Supply of diapers and wipes for your infant. Initially please provide wipes in the manufacturer's large tub, after you may bring in refills for the tub. Please refrain from bringing diaper bags.
- 2) You may choose to have the center provide formula and food for your child. The formula that the center uses is Similac Advance. If your child uses a different formula you may bring in prepared bottles or supply formula in a labeled container. Parents must bring a sufficient amount of clean bottles/sippy cups daily so that their child can have a clean and unused one for each feeding.
- 3) Please bring at least two complete, weather appropriate changes of clothing (socks included); be sure to label each article of clothing with your child's name or initials.
- 4) You may bring a light blanket for your infant. These will be washed by the center weekly at least weekly for cleaning or sooner if needed. Packing a backup blanket in case your child has an accident may be a good idea. Security items such as teddy bears are not allowed to be placed in the cribs with infants so please refrain from bringing them into the center.
- 5) If your child requires a pacifier it must be affixed to his/her clothing by a manufactured (store bought) pacifier holder.
- 6) To ensure the safety of all children, hair beads and small barrettes are prohibited in our Infant Room.

Toddler Policies

- 7) Supply of diapers (or pull-ups) and wipes for your toddler. Initially please provide wipes in the manufacturer's large tub, after you may bring in refills for the tub. Please refrain from bringing diaper bags. Pull-ups should have "break away" elastic on the sides.
- 8) Please bring at least two complete, weather appropriate changes of clothing (socks included). Please be sure to also label each article of clothing with your child's name or initials.
- 9) Please bring a blanket for your toddler to use during naptime. These will be washed by the center weekly at least weekly for cleaning or sooner if needed. Please refrain from bringing security items or other toys into the center, as they are not allowed except for on special days, such as show n tell.

- 10) Our playground is padded with wood chips for your child's protection. Please do not send children in sandals or shoes with soft soles, as the chips may puncture through them.
- 11) If your child requires a sippy cup and is unable to drink from a regular cup you must supply at least 3 clean sippy cups for him/her to use at daycare. This cup will be cleaned after each use by the center.
- 12) To ensure the safety of all children, parents are asked to secure hair beads and small barrettes with additional rubber bands. Children whose hair beads and/or barrettes continue to come off in class may be asked to discontinue wearing them to the center, as they pose a choking risk for other students.

Preschool Policies

- 13) Please bring at least two complete, weather appropriate changes of clothing (socks and underwear included); be sure to also label each article of clothing with your child's name or initials.
- 14) Also, bring a blanket for your preschooler to use during naptime. These will be washed by the center weekly at least weekly for cleaning or sooner if needed. Please refrain from bringing toys into the center, as they are only allowed on special days, such as show n tell.
- 15) Our playground is padded with wood chips for your child's protection. Please do not send children in sandals or shoes with soft soles, as the chips may puncture through them.

School Age Policies

- 16) The school bus for Heritage Hill picks up its students at approximately 8:35 a.m. from our center. The school bus for Sharonville Elementary picks up its students at approximately 8:18 a.m. from our center. If you wish for your child to be served with a breakfast snack before leaving the center for school please he/she must be in attendance by 7:45 a.m.
- 17) If your child does not leave from the center in the morning we will not expect he/she to be on the return bus unless you call and inform us otherwise.
- 18) If your child is in our care in the morning and is placed on the school bus we will expect them to be returned to the center in the afternoon. If your child has after school engagements or you plan to pick them up directly from school and they will not be returning to the center in the afternoon parents are asked to inform the center staff; otherwise parents will be called to advise their child was not returned to the center by the school bus.
- 19) Parents are required to inform the center two weeks prior of any days when school will be closed and they will need fulltime care for their school age child. Full time care for school age is offered based on availability in the classroom on that day therefore parents are required to check with the center before bringing their school age child into care for the day. Summer school age care is provided based on availability.
- 20) Supervision of School Age Children: School age children may run errands inside the building or use the restroom alone without supervision as long as the following conditions are met: children are within hearing distance of a teacher, the teacher checks on the children regularly until they return and the restroom is for the exclusive use of the center.

*****Please be sure to label any of your child's belongings that are brought into the center ***
Little Miracles Child Development Center assumes no responsibility and will not be held responsible for any items lost or stolen on the premises of the center.**

Ohio Department of Job and Family Services
CENTER PARENT INFORMATION
REQUIRED BY OHIO ADMINISTRATIVE CODE

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

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

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

Any parent, custodian, or guardian of a child enrolled in the facility shall be permitted unlimited access to the facility during all hours of operation for the purpose of contacting their children, evaluating the care provided by the facility or evaluating the premises. Upon entering the premises, the parent, or guardian shall notify the Administrator of his/her presence.

Rosters of the names and telephone numbers of the parents or guardians of the children attending the facility are available upon request. The parent roster will not include the name or telephone number of any parent who requests that his/her name or telephone number not be included.

The licensing inspection reports including compliance report forms, complaint investigation reports, and evaluation forms from the building and fire departments are available upon request from the Ohio Department of Job and Family Services. The department's website is: <http://jfs.ohio.gov/cdc>.

It is unlawful for the facility to discriminate 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.

This information must be given in writing to all parents, guardians and employees as required in 5101: 2-12-30 of the Ohio Administrative Code.

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