



**Parent Handbook
Aurora Childrens Day Center & Infant Center
216/224 East Garfield Road
Aurora, Ohio 44202
(330) 562-6166**

Welcome to the Aurora Childrens Day Center & Infant Center. This handbook contains information regarding the preschool/daycare program. It is very important that you read this handbook and keep it handy as long as your child is enrolled in the program. It will answer many of the questions you have about our center.

Philosophy and Goals

The Aurora Childrens Day Center & Infant Center was established to provide quality, loving care for children 6 weeks to 11 years old. The staff recognize the importance of balanced growth so they provide opportunities for mental, physical and emotional growth through a variety of creative experiences. Children are encouraged to learn and explore at their own speed in areas that interest them. We are pleased that you have chosen to include us in the growth and development of your children.

License

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

Admissions

A child is considered to be enrolled in the center only after the registration fee has been received, the administrator confirms the availability of space and the required paperwork is received. This includes basic enrollment and health information. Any changes to this information must be communicated to the Director immediately so that current information is always on file. This is for the safety of your child. A medical form signed by a physician or certified nurse practitioner is required to be submitted within 30 days of admission. This medical form must be updated every 13 months.



Hours And Days of Operation

The center will be in operation Monday through Friday 6:30 a.m. to 6:00 p.m. A late fee of \$6.00 for each half hour, paid directly to the teacher, will be charged if a child is not picked up by closing time. The center will close to observe the following holidays: Memorial Day, Fourth of July, Labor Day, Thanksgiving and the day after, Christmas Day and New Years Day. The center will close at 3:00 p.m. on Christmas Eve and 4:00 p.m. on New Years Eve. Full tuition is due for the weeks which these fall, as staff are given them as paid holidays.

Vacations: The center must be notified of vacation dates at least two weeks in advance. Each child registered in our full time program is granted 2 weeks at one-half tuition (after 90 days of attendance). These days may be used individually or for an entire week.

Holidays: Full tuition is due for any periods including holidays. Staff receives these days as paid holidays.

Registration Fees:

- \$48.00 Registration Fee includes Annual Supply fee
- \$32.00 Sibling Registration Fee includes Annual Supply fee
- \$30.00 Infant Re-registration Fee

Field Trip Fees: Field trips may require additional fees.

Delinquent Accounts/Returned Checks: A fee of \$5.00 per week will be charged to the account if payment is not received by the designated day. (Please see above). A \$28.00 fee will be charged for any returned checks due to insufficient funds. The parent will be required to pay all account balances.

Late Pick-up Charges: If a parent realizes that circumstances beyond their control are going to delay pick-up, a phone call is requested. This is important as many children fear they have been forgotten when parents do not arrive at their usual time. A late pick-up charge is \$6.00 for each half hour, and is to be paid to the teacher on duty. Please remember our staff are anxious to get home to their families on time.

Withdrawals: Parents wishing to withdraw their child(ren) may do so at any time. A one week notice, in writing, is appreciated.

Emergencies, Inclement Weather, Unforeseen Problems: On rare occasions, it may be necessary to close the center due to poor weather conditions. We will make every effort to open our doors at the normal time. If circumstances should arise, watch television station WKYC for closing information or listen to radio station WMJI. On these occasions, regular payment is expected.



Staff/Child Ratios and Maximum Group Size

The Aurora Childrens Day Center & Infant Center will not exceed the following state required ratios:

1:5 or 2:12	Infants	0-18 months
1:7	Toddlers	18 months – 30 months
1:8		2 ½ - 3 years old
1:12		3 years old
1:14		4 - 5 years old
1:18		school age children

Because we desire to provide a higher level of quality care we will strive to maintain a 1:3 ratio in the infant room. Ratios for toddlers and preschoolers may be doubled for 1 ½ hours at naptime as long as all children are resting quietly on their cots and enough staff are in the building to meet the regular required staff/child ratio if there is an emergency.

The maximum group sizes are as follows:

12	infants
14	toddlers 18 months – 30 months
16	2 ½ - 3 years old
24	3 years old
28	4 - 5 years old
36	schoolage children

Maximum group size is defined by the number of children in one group that may be cared for at any time. Limitations do not include naptime, lunch time, outdoor play or special activities.

Daily Schedules

The childrens' 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. A typical day would include:



Toddler/Preschool Schedule

6:30 – 7:30	Arrival and breakfast
7:30 – 9:00	Arrival and free play
9:00 – 9:15	Circle time
9:15 – 9:30	Snack
9:30 – 11:30	Classroom activity; Sensory Motor, Cognitive Skills, language arts, music
11:30 – 12:00	Lunch time
12:00 – 12:30	Outside play
12:30 – 2:00	Quit time/Nap time
2:00 – 2:15	Prepare for afternoon activities
2:15 – 2:30	Snack
2:30 – 5:30	Outside/Inside activities and Gross Motor Skills
5:30 – 6:00	Cleanup time; closing activities

Administrators are available to meet with parents on Monday through Friday at 9:00 a.m. to 11:00 a.m. and 2:00 p.m. through 4:00 p.m.

Infant Schedule

6:30 – 8:30	Individual Activities – Exploration of materials
8:30 – 9:15	Snack (individual feeding schedules are followed throughout the day)
9:15 – 9:30	Clean up snack, Diaper checks (Individual nap schedules are followed throughout the day)
9:30 – 10:00	Small group time
10:30 – 10:45	Outside play/Indoor Gross Motor Activities
10:45 – 11:00	Set up for lunch, diaper checks
11:00 – 11:30	Lunch
11:30 – 11:45	Clean up from lunch, diaper checks
11:45 – 2:00	Individual Activities for those awake
2:00 – 2:30	Snack
2:30 – 2:45	Clean up, diaper checks
2:45 – 3:15	Small group time – exploration of materials
3:15 – 4:00	Outside play/Indoor Gross Motor Activities
4:00 – 4:15	Diaper checks
4:15 – 5:00	Individual activities
5:00 – 6:00	Quiet activities

Supervision Policy

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



Arrival/Departure: Parents are required to bring their children into the classroom and to sign their child in on the notebook on the foyer desk. Any special messages, medications, special pick-up notes, etc. are to be given to the teacher. Children may not be dropped off at the entrance of the building or be sent inside alone. Staff must be made aware of each child's presence before the parent departs. At the time of pick up parents are asked to make contact with their child's supervising staff member to ensure that staff are aware that the child has been picked up. Parents are responsible for the supervision of their child before and after sign-in. No child is permitted to be passed over the playground fence for pick up or drop off. No child is permitted in the building or parking lot unattended.

Supervision of Infants/Toddler/Preschoolers: At no time will a child be left unattended. Staff will supervise children at all times, including naptime. If a child becomes ill, they may be isolated in a section of the room not in use, but within the sight and hearing of a staff member.

Supervision of Schoolage Children: Schoolage children may run errands inside the building or use the restroom alone or in groups of no more than six children without supervision as long as the following conditions are met:

- Children are within hearing distance of their teacher
- The teacher checks on the children regularly until they return
- The restroom is for the exclusive use of the center

One group of no more than six schoolage children, fourth grade age or older, may engage in activities which pose no physical risk to their safety in a room without a child care staff member, as long as the teacher can see or hear the children at all times and checks on the children periodically.

Children Arriving to the Center from Other Program: At times it may be necessary for a child to arrive at the center from another program (example: a child arrives after a part time Head Start program or a schoolager arrives at the center after school).

If a child is scheduled to arrive and does not, we will first contact the parent to confirm that the child is scheduled to be at the center that day, and then contact the program that they are to have arrived from. We will then consult with the parent to determine further action. For this reason, it is very important that parents contact the center when their child is not going to be attending.

School Delays/Cancellations: Our program will operate a full day program at an additional cost for schoolagers when school is closed for vacations, delays or cancellations.



Release of a Child: Staff will release children only to persons on the release form provided by the parent. If an emergency arises the parent must provide a written, signed note giving the person permission to pick-up their child. Staff will check ID's of anyone they do not recognize. Please let people know about this ahead of time so they bring a picture ID and they are not offended. The children's safety is our priority.

Staff will not release children to anyone, including parent, who appear to be under the influence of drugs or alcohol. Emergency contacts will be called to transport the child home. Police will be notified if necessary.

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

Transitioning: You will be notified when your child is ready to move up to the next classroom. As part of the procedure, center staff will develop a transition plan. This plan will include the beginning and ending date of the transitioning period and include a transition schedule. The plan will be signed by the parent. Parents may also request to have their child transitioned. These requests will be accommodated if it is in the best interest of the child and space is available in the next room.

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

Fieldtrips/Transportation of Children: The center will not transport children in emergency situations. If a child requires transportation, the parent or the emergency squad will be contacted. The center will be providing transportation for field trips for preschool and school age children going to/from school. This transportation will be done on the vans owned by the center and a staff member with first aid/communicable disease and CPR trainings will be present in the van.

Meals and Snacks

The center provides breakfast for children arriving before 7:30 a.m., morning snack around 9:15 a.m., lunch at 11:30 a.m. and an afternoon snack around 2:30 p.m. Each of the snacks will contain at least two nutritional foods. The lunches will meet all day care licensing requirements. Please let us know ahead of time if your child is not permitted to have any type of foods due to allergies or religious beliefs.



Accidents/Emergencies

The center has devised several procedures to follow in the event that an emergency would occur while a child is in the center's care. In the event of a fire, or tornado, staff would follow the written instructions posted in each classroom, describing emergency evacuation routes, and the procedures to be followed to assure that children have arrived at the designated spot. In order to prepare children for the unlikely need to evacuate, the center does conduct monthly fire drills, and periodic tornado drills. Should we need to evacuate due to fire or weather conditions, or the loss of power, heat, or water to the center, our emergency destination is 224 or 216 East Garfield Road, depending on the situation. A sign will be posted on the front door of the center indicating that we have been evacuated and the location where you can pick up your child. If a parent cannot be reached, we will contact the emergency contacts as listed on your child's enrollment information.

There is always one staff member present that has received training in First Aid/Communicable Diseases and CPR. In case of a minor accident/injury staff will administer basic first aid and TLC. If the injury would be more series, first aid would be administered and the parents would be contacted immediately to assist in deciding an appropriate course of action. If any injury is life threatening, the EMS will be contacted, parents will be notified, and a staff member will accompany the child to the hospital with all available health records. Staff may not transport children in their vehicles. Only parents or EMS will transport. If a child would ever require Syrup of Ipecac to be administered, it would only be done with instructions from the Poison Control Center.

An accident/injury report will be completed, and given to the person picking up the child, on the day of the incident/injury. If any of the following occur: the child has an illness, accident, or injury which requires first aid; the child receives a bump or blow to the head; the center has to administer Syrup of Ipecac; the child has to be transported by emergency squad; or an unusual or unexpected event occurs which jeopardizes the safety of the child. If a child requires emergency transportation, the report shall be available within twenty-four hours after the incident occurs.



Management of Illnesses

The Aurora Childrens Day Center provides children with a clean and healthy environment. However, we realize that children become ill from time to time. If this is your child's first group care experience, it is possible that they may experience more frequent illnesses at the beginning before their immune system becomes more active. We observe all children as they enter the program to quickly assess their general health. We ask that you not bring a sick child to the center. They will be sent home! Please also plan ahead and have a back up care plan in place if you are not able to take time off work/school.

A child with any of the following symptoms will be immediately isolated and discharged to the parent or emergency contact:

- Temperature of 100 deg F – in combination with any other signs of illness
- Diarrhea (more than three abnormally loose stool within 24 hour period)
- Severe coughing (causing the child to become red in the face or make a whooping sound)
- Difficult or rapid breathing
- Yellowish skin or eyes
- Redness of the eye, obvious discharge, matted eyelashes, burning, itching
- Untreated skin patches, unusual spots or rashes
- Unusually dark urine or grey or white stools
- Stiff neck with an elevated temperature
- Evidence of untreated lice, scabies or other parasitic infestation
- Vomiting more than once or when accompanied by any other sign of illness
- Sore throat or difficulty swallowing

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

Parents will be notified by a sign on the parent bulletin board if children have been exposed to a communicable illness. Children will be readmitted to the center after at least 24 hours of being free of fever and other symptoms. If they are not symptom free a doctor's note will be required stating that the child is not contagious.



Medications: The center will administer medications to a child only after the parent completes a Request for Medication form. All proper sections must be completed and the medication handed to the teacher each day. Medications will be stored in a designated area inaccessible to children. Medications may NOT be stored in a child's cubby or bookbag. The only exception to this requirement is for schoolage children that require the immediate use of an inhaler for a medical condition. Schoolagers only will be permitted to maintain control of their inhalers. Parents must sign a release form stating that they are permitting their child to have access at all times to the inhaler. The child must keep the inhaler on his person at all times, it may not be stored in a cubby or bookbag. Anytime the child is unable to maintain control of the inhaler it must be handled directly to the staff member responsible for the child.

Prescription medications must be in their original container and administered in accordance to instructions on the label. Over the counter medications must also be administered in accordance to label instructions. If parents request any different dosages or uses, a physician must provide written instructions on the Request for Medication form. Over the counter medications will not be administered for more than three days without instructions from a physician.

Food Supplements or Modified Diets: If your child requires a food supplement or a modified diet, you must secure written information from your physician regarding this. Please speak with the administrator for more details regarding this.

Outdoor Play

Research has shown that children stay healthier when they have daily outdoor play. Based on this information and state requirements, outdoor play will be included in our program on a daily basis. We will limit the amount of time outside when the temperatures (wind chill and heat index factored in) drop below 20 degrees or rise above 90 degrees. If the situation requires it 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 send your children with the proper clothing so they may be comfortable whenever we are outside. This includes snowpants, hats, mittens, and boots in the winter time.



Parents Participation

Parents are encouraged to participate whenever possible in the activities at the center. Parents have unlimited access to all areas of the building used for child care during hours of operation. Parents may wish to attend fieldtrips, class parties, special luncheons or simply stop in to join the daily fun. Teachers are available to discuss a child's progress or needs at anytime. However, due to staff responsibilities and schedules, parents are asked to make appointments with staff when it is necessary to engage in any lengthy conversations. Teachers want to be able to focus on you and your child at these times.

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

1. Child's teacher
2. Administrator
3. Owner

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

Fieldtrips: We will be taking periodic field trips, which will be done with a trained staff member in the van. Before departing the center, a count will be taken of all of the children, and they will be marked on a separate attendance sheet, specifically created for the trip. Upon arrival at the destination, another count will be taken to assure that all of the children have safely arrived. This process will be repeated upon leaving the destination, and returning to the center. During the course of field trips, each staff member will have specific children that they are responsible for supervising. Before any child participates in field trip, the center will obtain written permission from the parent or guardian.

Swimming Information

Swimming activities will be provided only for schoolage children during the summer. We will take the children on Tuesdays and Thursdays (weather permitting) to the Twinsburg city pool. A lifeguard will be present at all times and child care staff will also be actively supervising children. Parents will be provided with permission slips ahead of time which will need to be signed. The permission slip will also include the staff/child ratio that will be followed while the children are at the pool and specify if additional adults will be in attendance.



Guidance Policy

The Aurora Childrens Day Center staff believe that helping the child to learn self-control is very important. Our hope is that each child will learn self discipline through careful guidance. Your child will be treated with love and respect, they in turn learn to respect the teaches and their friends. Our expectations will be kept within the child's capabilities and the child will be made aware of these expectations. Positive reinforcement (commenting on children doing the "right" thing) and positive redirection (removing the child and giving them an appropriate activity) will be used. A child may be asked to sit for short period of time to give the child a chance to regain control if they are having a difficult time. Time outs will be age appropriate in length and time within the classroom. Staff will not impose punishments for failure to eat, sleep or toileting accidents. This discipline policy applies to aqll staff and parents while they are at the center.

If a situation arises where a child is consistently endangering himself, peers or staff, it may become necessary to disenroll the child. Every attempt will be made to work together with the parents and the child to correct the behavior. However, the safety of children is always our primary concern. The administrator would be in communication with the parents prior to this occurring.

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



GENERAL POLICY

- On arrival, an ADULT must accompany the child to the classroom and teacher and sign in at the front desk. An ADULT must pick up the child and sign out. A child will be released only to a designated person. If there is a change, please notify the Center prior to pick up with a written note if possible, otherwise the child will not be released. If you are going to be late in the morning or at pick-up time please call.
- If your child will not be attending, please call before 9:00 a.m.
- It is **ILLEGAL** and dangerous to the children's safety to stop or park in front of the building entrance. Please park in the parking lot.
- A parent roster is available to you upon request. You have the option of omitting your name, address and phone number, if you wish.
- Please inform us as to any changes in your address, home and/or work phone numbers, emergency alternates, or physician.
- Please check bulletin boards and your child's cubby DAILY for information. Please be certain to read all notices, so that your child does not miss a special project, event or trip.
- The following are some examples of activities that provide parents to participate in the program: holiday programs, open house, fund raiser, fieldtrips, parent conferences and family picnic.
- Each school day is planned with particular attention to the needs of the individual child. Activities are designed to stimulate the children's development and growth, increase their perception, and expand their interest. The children have opportunities to develop good muscle coordination and good social skills. The children learn to share, cooperate, and respect the rights of other children and teachers.
- **NO TOYS OR JEWELRY** from home is permitted at the Center. Children and adults are very unhappy when articles disappear, break or get claimed by others. **PLEASE HELP.** Talk to your child's teacher.
- Birthdays are celebrated with a treat from home. We suggest cookies or ice cream, nothing too messy. Please check with your child's teacher.
- Parents may contribute with some treats on special holiday occasions. A sign-up sheet will be posted in the foyer a few weeks before the event: Halloween, Valentines Day.
- Pre-K and Preschool classes start at 9:00 a.m. to 11:30 a.m. It is your child's advantage to arrive on time for the education program.
- All bedding and blankets will be provided by the parents. Formula and baby food will be provided by the parent. Everything must be taken home at the end of the week and washed.
- Formula, breast milk, baby food and all pacifiers must be labeled with infants name and date prepared.



REQUIREMENTS FOR "1ST DAY" OF ENTRANCE

Infants

- Child's medical form.
- Child's registration agreement and registration form.
- Child's emergency transportation authorization
- Complete change of clothing labeled to be left at the Center in a labeled container.
- Small labeled blanket. This must be taken home the last day of each week for laundering. **No pillows will be permitted.**
- Formula or breast milk and baby food must be labeled with your child's name and date.
- Diapers and diaper wipes for 1 week.
- Any over the counter creams or powders will require the parent to complete and sign a medication form. All items must be labeled with your child's name and expiration date.

(continued)

- 2 sets of crib sheets and blankets to be taken home and laundered weekly or as needed.

Toddlers

- Child's medical form.
- Child's registration agreement and registration form.
- Child's emergency transportation authorization
- Complete change of clothing labeled to be left at the Center in a labeled container.
- Small labeled blanket or large labeled towel for nap. This must be taken home the last day of each week for laundering. **No pillows will be permitted.**
- Diapers for toddlers will be provided by the Center.
- Breakfast, snack and lunches will be provided by the Center.

Preschool

- Child's medical form.
- Child's registration agreement and registration form.
- Child's emergency transportation authorization
- Complete change of clothing labeled to be left at the Center in a labeled container. For the winter, snowpants, boots and gloves are necessary.



Tuition Policy

- Fees are based on enrollment and not attendance.
- Tuition is expected for holidays and days off.
- Full time vacation tuition is half fee up to two weeks each year. (This only applies to children who are enrolled in the full time program).
- Full time tuition is due for illness of FIVE (5) consecutive days but starting on the SIXTH (6) day half fee will be expected. A doctor's signed note is needed stating the illness and necessary confinement.
- Full day/part day Pre-K Program tuition is due for holidays, illness or days off.
- Preschool tuition is due monthly the first week of the month.
- Tuition is due on the Friday or Monday in advance of the week. All fees not received on those days will add a \$5.00 per week, late fee to the next payment.
- Re-registration will be necessary if your child is withdrawn.
- Delinquent tuition of \$100.00 will automatically disqualify your child from attending the day center. If you have financial problems please discuss the matter with Mrs. Pacuit.
- Check returns will be charged a \$28.00 fee.
- Late pick-up charge is \$6.00 for each half hour, and is to be paid to teacher on duty.