



MISS PATS CENTER I
12596 Chillicothe Road
Chesterland, OH 44026
440-729-7567

MISS PATS CENTER II
8553 Herrick Drive
Chesterland, OH 44026
440-729-8255

MISS PATS CENTER III
8521 Herrick Drive
Chesterland, OH 44026
440-729-6540

PARENT HANDBOOK

May 2008

Miss Pat's Day Care Center, Inc. Parent Handbook

MISS PAT'S DAY CARE CENTER I

Specializing in Infant & Toddler Programs

12596 Chillicothe Road

Chesterland, Ohio 44026

(440) 729-7567

Fax: (440) 729-8267

Directors: Michelle Cole & Audrey Kramer

MISS PAT'S DAY CARE CENTER II

Specializing in Pre-School thru Kindergarten Programs

8553 Herrick Drive

Chesterland, Ohio 44026

(440) 729-8255

Fax: (440) 729-8250

Directors: Pat Jasko, Michelle Cole

MISS PAT'S DAY CARE CENTER III

Footsteps Towards Discovery School Age Program (1-6 grade)

Building Better Rainbows Certified Nursery School Program

8521 Herrick Drive

Chesterland, Ohio 44026

(440) 729-6541

Directors: Pat Jasko, Steven Jasko

Welcome to Miss Pats Day Care Centers. 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 question you have about Miss Pat's Day Care Centers.

“A Special Message to our Parents”

As you enter into our family here at Miss Pat's Day Care Center and *Building Better Rainbows* Nursery School, we wish to extend a special welcome to our unique program. We feel it is of the utmost importance to share with you the value we place on taking pride in meeting your individual needs and relating to you and your children on a personal basis. We base our teaching on a positive philosophy of teaching children ownership of responsibilities, creating a good self image, setting appropriate guidelines, and presenting age appropriate curricula. We take pride in setting a good example of character and helping children to develop quality in their character to respect each other's feelings, as well as create empathy for their peers. We know the importance of family and work hard in developing our relationship with the total family.

You and your family become very special to us and will always remain in our hearts. You are our family, you make our center what it is, and without you we could not exist. We place a high value on our relationship with you.

Thank you for your consideration of joining our family here at Miss Pat's Day Care Center and *Building Better Rainbows* Nursery School.

Sincerely yours,

Patricia Ruth Jasko
Owner - Administrator
And Staff

Philosophy

Our childcare philosophy is based on meeting each child's developmental needs, as well as providing a safe, healthy, and caring atmosphere. Our philosophy is to provide programs that enhance and enrich each child's physical, emotional, social, and cognitive developmental growth and that will help each child to reach his or her fullest potential.

The unique design of our centers' individual learning stations and our unique hands-on developmentally appropriate curriculum provides a relaxed, yet exciting, fun and innovative opportunity for each child to discover his/her own choice of learning styles and academic levels through the assistance and interaction of our staff. Daily schedules will provide periods of active and inactive tasks to further develop and challenge your child's thinking skills, problem solving, imaginative play, creativity body awareness, socialization, and social/cultural experiences. Our caring staff serve as positive role models and provide care that is supportive, nurturing, warm, and responsive to each child's individual needs. This will also build a sense of trust through interaction of teacher/child relationships and help create a high self-esteem.

Our parents are viewed upon with respect and considered a valuable resource to provide a sense of family unity, and through participation will become an integral part in the development of our center. We consider communication the most important basis for building a good foundation in the success of our entire program.

Goals And Objectives

Self Control

- * Help children to learn and maintain self control through positive reinforcement.
- * Teach with patience, understanding, empathy and sympathy.
- * Set good guidelines and review them daily.
- * Give the young child rewards for acceptable behavior.
- * Reinforce an appropriate behavior with praise and positive direction.
- * Help the child to understand consequences for inappropriate behavior.

Self Expression

- * Allow the child freedom of expression through dramatization.
- * Create a good self image through praise and positive experience.
- * Build confidence through creativity, dramatization and having a lot of fun while performing.
- * Offer experiences in arts, crafts projects, and drama.
- * Offer the freedom of choice and always honor the child's choice of creative expression.
- * Encourage a healthy imagination.

Self Direction

- * Teach performance through interaction with both staff and child participation.
- * Teach the young child to follow simple directions with enthusiasm and motivation.
- * Teach within the capabilities of each individual child and know his/her limitations.
- * Teach the young child to complete 1 to 3 tasks according to his/her developmental age.
- * Give the young child goals to reach and reward the achievement of these goals through praise and positive reinforcement.

Cooperation

- * Teach the young child the meaning of cooperation through motivation, patience, kindness and frequent praise.
- * Express to the young child how great they are for trying and accepting a new experience in learning and socializing.
- * Teach the young child responsibility for his/her actions, and the consequences for his/her decisions.
- * Teach the young child how to solve problems through experiences.
- * Reinforce appropriate behavior by reminding young children how to perform, and redirect their behaviors into positive situations.
- * Let the young child create with freedom of expression through choice of creativity.
- * Teach cooperation through music and body management.

Vocabulary

- * Increase the child's vocabulary through word games, word skills, phonics, reading stories, and rhymes.
- * Introduce dramatization, science investigation, sequences, math investigation, concept of upper and lower case letters, concept of numbers from one to ten, and how to distinguish the difference between shapes and sizes.

We hope to better prepare the young child to enter a private or public elementary school program with confidence, a good self-image, awareness of the world around him/her, and a head start in socialization and education.

License

Child Care Services

Day Care Services for ages 6 Weeks through 13 Years:

Infant Care Toddler Care Pre-School School Age
Certified Nursery School Program (Daily 8:30 - 11:30)

Licensing Statement

Miss Pat's Day Care Centers are licensed by the State of Ohio Department of Human Services to operate legally.

Center I

INFANTS 28 TODDLERS 44 PRE-SCHOOL 16 SCHOOL AGE 0

Center II

INFANTS 0 TODDLERS 0 PRE-SCHOOL 80 SCHOOL AGE 51

Center III

INFANTS 0 TODDLERS 0 PRE-SCHOOL 28 SCHOOL AGE 83

- * Licenses are posted in administration offices.
- * The laws and rules governing childcare are available upon request or can be located on line at <http://emanuals.odjfs.state.oh.us/emanuals/family/CCM>, select section CCM6
- * Our centers' licensing records are available upon request from the State of Ohio Department of Human Services. The toll free telephone number is 1-800-282-1190 and may be used to report a suspected violation by the center.

Non-Discrimination Policy

- * It is unlawful for our center to discriminate in the enrollment of children on the basis of sex, age, race, color, religion, creed, disability, or national origin.

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 change to this information must be communicated to the office immediately so that current information is always on file. This is for the safety of your child. A medical form signed by a physician or certified nurse practitioner is required to be submitted within 30 days of admission. This medical must be updated every 12 months.

Admission Policies And Procedures

Enrollment: Open Registration Year Round

Registration Forms Needed: When enrolling your child, you will be required to fill out the following forms:

1. Child Enrollment & Health Information Form
2. Personal History
3. Payment Policy Agreement
4. Child Medical Statement **(AN ANNUAL PHYSICAL EXAM FORM SIGNED AND DATED BY A LISENCEED PHYSICIAN'S OR RN)**
5. Parent Sign-off Sheet on State Licensing Policies & Procedures and Parent Handbook

Since infants have different eating and sleeping habits we require the following forms for each infant in addition to our regular enrollment forms:

1. Nursery Requirements, Rules and Instruction Form
2. Infant Daily routine and Personality Report
3. Infant Diet Form

Pre-Admission Visitation Policy

1. A pre-admission interview with the director or co-director is necessary for enrollment. All parents are given a tour and description of our center program during the pre-admission interview. We encourage our parents to visit our program as much as possible. We require parents/guardians and their children to visit at least once during classroom operation before the child attends the program. The purpose of this is to:
 - * Acclimate each child to the center and give the child time to interact with his/her own peer level.
 - * To observe each child's ability to adjust to the center, group activities, and most of all observe the separation factor from parents.
 - * Advise parents/guardians to visit additional times if the child is experiencing separation anxieties. Additional visits allow the child more time to adjust to the new surroundings, and help to build a basic trusting relationship between children, parents, and teaching staff.
 - * Allow parents to observe teaching techniques and observe the atmosphere.
 - * Review all written information and necessary forms for enrollment and answer any questions pertaining to child care services and policies.
2. Parents or guardians of a child enrolled in the center are welcome to visit the center at any time. Please notify a staff member upon your arrival at the center. All visitors are to report to the administrative office. Parents are also permitted access to all parts of the center during the pre admission interview.

Hours and Days of Operation

Miss Pat's Day Care Centers are open year round, Monday through Friday, from 6:00 AM – 6:30 PM, with extended care (Evening Care) hours from 6:30pm-12:00am and Saturdays from 7:00am-6:00pm, with the exception of the following Holidays, for which the Centers will be closed.

Thanksgiving
Memorial Day

Christmas Day
Independence Day

New Years Day
Labor Day

(Or the day before or the day after if a Holiday falls on a weekend)

Early dismissal will occur on Good Friday, Christmas Eve & New Years Eve. Full tuition is due for the weeks in which these fall, as staff are given them as paid holidays.

Staff/Child Ratios and Maximum Group Size

Miss Pat's Day Care Centers will not exceed the following state required ratios:

Eight Age Group Divisions

Child/Teacher Ratio

Center I

Infants	8 weeks - 12 months	1:5 or 2:12
Infants	12 months -18 months	1:6 or 2:12
Toddlers	18 months - 2 years	1:7 or 2:14
Toddlers	2 years - 2.5 years	1:7 or 2:14
Toddlers	2.5 years -3 years	1:8 or 2:16

Center II

Pre-School	3 years - 4 years	1:12 or 2:24
Pre-School	4 years - 5 years	1:14 or 2:28
Kindergarten/ School Age	5 years and over	1:18 or 2:36

Center III

Pre-School	3 years - 4 years	1:12 or 2:24
Pre-School	4 years – 5 years	1:14 or 2:28
School Age	5 years and over	1:18 or 2:36

Because we desire to provide a higher level of quality care we will strive to maintain a 1:4 ratio in the infant room and a 1:5 ratio in the young toddler room & a 1:6 ratio in the older toddler 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 18months-30 months	16 2 ½ -3 yr olds
24 3 year olds	28 4-5 year olds	36 School-age children

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

INFANTS & TODDLERS 6 WEEKS - 24 MONTHS



NURTURE



GROW WITH US



DISCOVER



PLAY



Program Description & Daily Schedules

Infants & Toddlers

A Day in the Life at Miss Pat's Infant & Toddler Care Program

Welcome to our world of infants & toddlers!

Miss Pat's Infant & Toddler Care Staff are dedicated to the needs of the children: physical needs, developmental needs, psychological needs and emotional needs. In order to do so, the staff follows a structured daily routine. Here is an example of a day in the life in Miss Pat's Infant & Toddler Care Program.

The AM staff arrives at the center at approximately 6:00 am. The first order of business is always hand washing. Then the staff begins to prepare breakfast, check and clean all classrooms, and greet the families as they arrive.

Daily cleaning procedure also includes scrubbing down all high chairs, cribs and equipment. Crib sheets are changed daily and the cribs are disinfected at the end of each day. Laundry facilities located within the center allow all clothes, bibs and wash cloths to be laundered at least three times per day.

One of the most important aspects of the day in the life of Miss Pat's Infant & Toddler Care Program is the greeting period. This is the time when the children need to feel comfortable as their parents take leave, and also a time when positive feelings need to be reinforced. Greetings with smiles and positive language help to ease this sensitive period of the day. This time is also critical, because it is the period of "information documentation". Staff is responsible for keeping a running chart for each child, in which crucial information (about the night or early morning before) is recorded.

Example of infant/toddler check list:

1. Child's name
2. Time of arrival
3. Feeding schedule, i.e. last time child ate, changes in schedule
4. Diaper changing schedule, i.e. last time child was changed
5. Allergies
6. Medication
7. Special information
8. Who will be picking up child
9. Time of child's departure

What your child will need:

Due to state regulations and requirements, Miss Pat's requests that the parents supply the following:

1. **DIAPER BAG:** Labeled with child's first and last name, should include two to three changes of clothing (labeled); diapers: one box of disposable diapers, with child's name marked on package. **NOTE:** state regulations include specific instructions regarding the use of cloth diapers. If cloth diapers are preferred, then parents must supply diaper pail and 10-12 diapers DAILY. Diaper pail and diapers need to be taken home, cleaned, and disinfected daily.

***Please check diaper bags daily for soiled clothing, messages, unused portions of food, or any other items. Diaper bags should be cleansed and disinfected weekly.
2. **BOTTLES:** Please bring in the number of bottles that your child will require for the day, filled with proper amount of formula/milk. If your child is on 2% milk, please send in the number of empty

bottles that s/he will require for that day. Using adhesive tape, and LABEL ALL BOTTLES WITH FIRST AND LAST NAME AND TYPE OF FORMULA OR MILK ON EACH BOTTLE.

3. **INFANT DIET:** All infant diets must be written out and signed by the parents. Any changes in your child's diet must be submitted in writing.

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. The following are sample schedules. Each individual class will have a specific schedule of activities posted in their classroom.

Infant Care

Following morning salutations, a schedule involving developmental stimulation, indoor/outdoor muscle development activities, and appropriate entertainment elements begin. The nursery staff follows a structured routine, in terms of attending to the children's physical needs, such as: feedings, diaper changes, naps and continuous hand and face washing. A clean and safe classroom is maintained at all times. However, the remainder of the daily schedule is less structured, and depends on each child's state of development. The staff is trained to work with the children in the following areas:

1. Eye and hand coordination.

Flash cards, posters, three-dimensional objects, and other developmental equipment are continuously introduced to each child, in order to create infant awareness.

Continuous annunciation and verbalization is essential for increasing attention span, and also for stimulating interest.

2. Identification

Various objects are continuously handled by the children, during which the staff repeatedly identifies the objects.

- i.e. "Look at the ball."
- "See the butterfly"
- "The rattle is round" "Listen to the noise it makes"

Colors, sounds and expression – especially with an element of surprise in the voice – play a large part in keeping children entertained, as well as with teaching them about the world around them.

3. Music

Music is an extraordinary mechanism for entertaining the children. Singing and dramatic play stimulate the infants in vocabulary and create an element of independence. Hand puppets, musical books, music of all genres is introduced, in order to expose children to different sounds

4. Large Muscle Development

Rocking boats, stairs, snap walls, construction tents and marching to musical instruments are all ways that the children can develop large muscles.

In caring for the young child, parenting skills are most valuable. Even at the early infant stage, each child needs to be shown empathy (trying to understand and feel what the child is feeling, and respect those feelings), sympathy, understanding, and TLC (tender loving care). It is also important for the children's caregivers to begin setting limitations, guiding the children through the limitations, and comforting the young child when he or she is unhappy or crying. This is all part of understanding the joys and frustrations of growth and development.

Miss Pat's infant care staff is dedicated to the needs of each individual child. Above all the staff is here for the needs of each family. Communication is a crucial part of the staff/parent relationship: All parents should feel comfortable scheduling conferences, or asking questions at any time. Miss Pat's Day Care Center is here for you.

A typical day for the older infants would include

**Individual nap schedules are followed throughout the day.

6:30-8:30 Individual Activities-Exploration of materials, Diaper checks
8:30-9:00 Playroom
9:00-9:30 Flash cards, story time, music & dance
9:30-10:00 indoor play, table activities, diaper checks
10:00-10:30 Outside Play/Indoor Gross Motor Activities
10:30-10:50 wash hands, prepare for lunch
10:50-11:30 Lunch
11:30-12:00 Clean up from lunch, diaper checks
12:00-2:00 Nap or 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

A typical toddlers day would include

***Please note:** diapering & restroom usage is on an as needed basis in addition to the scheduled times

6: 15-8: 15 Arrival, toileting/diaper changing, hand washing, breakfast; Parent-Teacher-Child greetings; free choice of set-up activities; (staff and parents work together to help child make a comfortable transition from home to Miss Pat's. Important messages for the days are recorded in staff notebook). Free exploration of room activities.

8:15-8:30 Clean up; staff and children cooperatively return materials to the shelves.

8:30-9:00 Opening. Individualizing, Roll Call, Learning Names

9:00-9:30 Circle time: Discussion on day, month, year, weather, colors, numbers, letters, shapes etc.

9:30-10:00 Divide into two family groups (age-mixed groups of 7-8 toddlers each) for structured small group activity of the morning. Activities may include art, table games, expressive activities such as dance time, science activities, movement or large muscle activities, following directions, coordination; language arts; (toddlers are free not to participate and may watch if they choose), and self-selected activities.

10:00-10:20 Toileting/diaper changing/hand washing and dress for outdoor play.

10:30-10:50 Outdoor play on the play deck/Indoor recreational area.

10:50-11:00 Group Music/Story, Puppetry, and Drama. Time Lunch preparation/ hand washing.

11:00-11:30 Lunch (nourishment, socialization, and independence in eating) (discussion of morning activities, the food they are eating, etc.)

11:30-2:00 Quiet activities; preparation and set up for naptime. Story time. Nap time.

2:00-2:30 quiet table activities set out, books, etc. toileting; dressing, snack.

2:30-3:00 Outdoor/Indoor Large Muscle Activities

3:00-3:30 Story time, music & dance

3:30-4:30 Hand washing/Dinner, Quiet Activities Toileting/Diaper change, Hand washing

4:30-5:00 Music, Body Management skills, dancing, Musical Instruments

5:00-6:30 Supervised and programmed activities according to individual classroom schedules providing activity -vs.- in activity, Greeting Parents, Dismissal

PRESCHOOLERS & KINDERGARTNERS 3,4 & 5 YEARS OLDS

CONNECT WITH FRIENDS



LEARN



ARTS & CRAFTS

OUTSIDE ACTIVITIES



Program Description for Preschoolers/Kindergarteners

Miss Pat's Center II specializes in quality educational day care programs for Pre-School and Kindergarten age children. Each classroom follows an age-appropriate curriculum that includes hands-on learning, outdoor recreation, special events, and a summer activities program. Services include three meals daily served family style. Transportation for Kindergarteners to and from various local schools is also available.

Age Appropriate Curricula

Throughout the day, Pre-School and Kindergarten Age children will have the opportunity to participate in a variety of activities that will allow them to develop social, gross motor, and fine motor skills. Curricula have been created according to Miss Pat's philosophy. Special programs include:

- *Computer Activities
- *Field Trips
- *Community Visitors
- *Music
- *Outdoor Recreation
- * Pee Wee Workout
- *Tap/Ballet Dance Classes & Much More!

Special Events

The following are some examples of activities that provide parents with participation opportunities:

- **VIK "Very Important Kid" Program:** During the school year, each Pre-School age child is designated their own special week, "All About Me." During this week, the child has the opportunity to celebrate his/her family and favorite things through a special poster that he/she creates at home with parents and presents to the class.
- **HOLIDAY PARTIES:** Each classroom celebrates calendar holidays, such as Birthdays, Thanksgiving, Hanukkah, Christmas, Valentine's Day, St. Patrick's Day, Easter, and Independence Day, with class parties and special activities.
- **CLASS PICNICS AT THE PARK:** During the spring and summer months, weather permitting, our day care staff often plans special outdoor picnics. **NOTE:** Teachers must have on file a "Park Permission Form" for each child to participate in park outings.

Computer Classes

During the school year, Pre-School age children have the opportunity to participate in one-on-one weekly computer classes, "Computer Tots," offered by an outside instructor. **NOTE:** All fees for "Computer Tots" classes ARE NOT contracted/billed through Miss Pat's, but through the instructor. Parents do receive information about this special program in the fall, at the beginning of the school year.

Services and Daily Schedules for Kindergarten Age Children

Transportation/busing is available for children attending local Kindergarten programs. Miss Pat's also provides transportation to some schools outside the local school district. Check with the office for more information on schedules and transportation fees.

AM/ALL DAY Kindergarten Students

AM/ALL DAY Kindergarten students who require transportation to AM Kindergarten classes **MUST BE DROPPED OFF AT CENTER III IN THE MORNING.** Buses drop off AM Kindergarten students at CENTER II between 11AM and Noon. All Day students are dropped off between 3:15 and 3:45PM.

PM Kindergarten Students

PM Kindergarten students eat lunch at Miss Pat's, and are then transported to school either by local bus, or Miss Pat's.

A typical Preschoolers day would include

6:00 – 8:15	Arrival, toileting, hand washing, breakfast; Parent-Teacher-Child greetings; free choice of set-up activities; (staff and parents work together to help child make a comfortable transition from home to Miss. Pat's. Important messages for the day are recorded in state notebook) Free exploration of room activities.
8:15 – 8:30	Opening, Roll call/attendance. Children's Planning Times. All classes including Nursery School and Pre-School classes will participate.
8:30 – 9:00	Focus Time (language Activities, Math/Science Enrichment, Small Group Learning, Music Activities, Skill Development)
9:00 – 10:40	Self-Selected Activity Time from the following Learning Centers: Block-Building, Discovery Center, Science/Math, Dramatic Play, Language and Readiness Materials, Art Center, Library Corner, Cognitive Activities (table toys), Home-Living Center, Cooking, Woodworking, Sand/Water Table, Listening Center, Children's Community Village. Outdoor play (or indoor gross motor activity program).
10:55-11:00	Preparation for Lunch (Washing, etc.) (Story and Quiet Activities).
11:00-11:30	Lunch Served Family Style.
11:30-12:15	Clean Up from Lunch, Preparation for Naps (Toileting, washing, story, etc.)
12:15-2:00	Rest time, recess, resting on cots, (Activities provided for non-sleepers).
2:00-2:15	Nutritional Snack Served.
2:15-4:00	Repeat of Morning Self-Selected Activity Time. (above 9:00-10:40). Focus Time (Language Activities, Math/Science Enrichment, Art, etc.) Outdoor Play (and/or indoor choice of self-selected activities,
4:00 – 6:15	Focus Time, Quiet Play, Story time, Preparation to go home.

Daily Schedules are posted in the children's classroom in the Center. This schedule designates the activities planned for each day's session.

Daily Schedule—Kindergarten Age

6:00-8:00	Breakfast
8:00-9:00	Gathering/Designated Play Time
9:00-11:00	Circle Time, daily curriculum, self-selected work/play stations
11:00-12:00	Lunch -AM Kindergarten students arrive/PM Kindergarten students depart ATTENDANCE TAKEN
12:00-12:30	Quiet/Relax Time Lunch clean up
12:30-2:00	Outdoor Recreation: Playground games, organized sports and activities Indoor Recess: Reading, Crafts, Hands-on Table Activities
2:00-2:30	Snack
2:30-4:00	Games, Play Stations - PM Kindergarten Students return from school ATTENDANCE TAKEN/Prepare for Dinner
4:00-4:30	Dinner
4:30-6:00	Varied Activities: outdoor recreation, self-selected play
6:00-6:30	Departure according to schedule

FOOTSTEPS TOWARDS DISCOVERY SCHOOL AGE PROGRAM



HOMEWORK HELP

BEFORE & AFTER SCHOOL



FIELD TRIPS



SUMMER CAMP PROGRAM

CONNECT WITH FRIENDS



Footsteps Towards Discovery School Age Program

Before & After School Programs Full Time Summer Day Camp Program

Program Description

The **Footsteps Towards Discovery School Age Programs** have been designed to be an affordable, well planned program that will nurture the physical, personal, social, educational and cognitive development of children during non-school hours. This program will provide developmentally appropriate curricular activities to meet the child care needs of multi-aged students (ages 6-12) for before and after school. The program will be held at the Footsteps Towards Discovery building. The program is designed to have enjoyable and safe experiences. Our balanced programs offer a variety of activities for the children that include crafts, sports, nature programs, recycling programs, field trips and offer opportunities to develop their thinking skills by working on their own, to comprehend a true understanding of the world around them. Our goal is to respect each child as an individual and meet his/her individual needs. We provide a relaxed comfortable setting along with meeting the challenge of the complexity of emotional and social development. Our professional staff assists the school-age child to push him/herself past the boundaries of what has become familiar, by providing experiences so s/he may see him/herself as a competent individual. Our goal is to provide this program with consistency and give our children the opportunity to work on citizenship.

Program Elements/Goals

Our program has been designed to include these key elements:

- * Physical Educational Activities
- * Socialization
- * Personal Time
- * Room for Spontaneity
- * Structured and unstructured activities
- * Learning activities according to children's interest
- * Social and Emotionally Safe Environment
- * Talent, performance and social skills developed and rewarded

We provide opportunities for growth and development in:

- * Creative expression
- * Positive self-concept
- * Cognitive Development
- * Conflict and problem-solving
- * Decision-making
- * Life planning skills
- * Leadership and responsibility
- * Confidence building
- * Citizenship

Our methodologies to obtain our goals are:

- * Group Discussion
- * Assisting with homework
- * Appreciation and exposure to fine arts
- * Children's input and evaluation of program
- * Field trips
- * Classroom projects
- * Community visitors
- * Community Projects
- * Special Entertainment Programs
- * Special Guest Speakers
- * Parent's Evaluation & Input of Program
- * Educators Evaluation & Input of Program

Full time school age programs are available whenever school is not in session. (I.e. Snow days, NEOEA Day, Parent / teacher conferences, spring & winter break etc)

Information regarding cancellation or delay openings of the elementary schools can be heard on channel 5 news

Summer Camp Program: Full time camp program starts the day after the last day school is in session.

Personal Belongings

Children's outer garments and backpacks should be clearly marked with the child's full name. We will encourage children to be responsible for any personal items brought to the Center. Staff will monitor belongings but neither staff nor the center will be held responsible for the lost or damaged items.

Regular Opportunities To Participate...

Sharing talents and knowledge with a group of children, assisting in the planning and hosting picnics or programs, holiday parties, talent shows, ice cream socials, morning doughnut breakfast and other fun activities.

Rest Period

The Center will provide a space for any child wishing to rest. Children may rest during quiet time in the lounge area or the office. The Center will provide beanbag chairs. Parents may supply a washable mat or beach towel.

Clubs, Programs, & Activities

Our after school Discovery Club has a variety of clubs the children can join.

Construction Crew:	Block Building, Legos
Manipulative Miracles:	Various fine motor manipulative skill games equipment
Creative Critters:	Arts & Crafts
Sports-a-matic:	Organized sports: soccer, basketball, battle ball, other games
Smart eaters:	Nutrition/ Meal Planning/Healthy Eating
Genius Magic:	Homework/Projects/Academic Challenges

The Center has been designed with the interests of School Age children in mind. Areas of interest include:

- Multiple Computer Stations, equipped with a variety of interactive software programs
- Arts & Crafts Room: drawing, painting, collage making, beads and string for necklace making
- Audio-Video Room: Nintendo 64®, Sony Play Station®, **Monitored** Movie Watching
- Game Room: Foosball Tables, Ping Pong, Checkers/Chess Tournaments, Card Games
- Sports Gymnasium: Indoor Basketball, Battle Ball, Jump Ropes, Indoor Soccer
 - '50's Style Café: Dining Kitchen for Snacking and Socializing
 - Study Carrels: Reading, and/or Homework Activities

Activities are self-selected throughout the day, regulated by staff with daily "Sign-In" time sheets. Group tournaments are also popular interactive events between staff and children.

Summer Day Camp Program

1-6 Graders follow a weekly day camp schedule during the summer months. This schedule consists of day camp group activities, such as indoor projects, outdoor sports day at area parks, and dance contests, AND the popular extra-curricular Camp Field Trip program. **Extra-curricular Summer Camp Field Trip Program is a special program that is offered over and above daily summer School Age care, and includes:**

- Seasonal Passes to area amusement and water parks, used weekly
- Field Trip Package

Summer Field Trip Information Packets and Schedules are available each spring, parents may choose from several packages.

Daily Schedule

School Age - - In School

6:00-8:30 Check in before school -Attendance- Breakfast – Quiet activities until bus arrives.
2:30-4:00 Check in after school - Attendance – Snack – Disburse into designated groups.
4:00-6:30 Alternate activities – Computers, Homework Stations, Playground activities, Gym activities, Art/Craft activities, Playstation, Nintendo, Board Games.

Daily Schedule

School Age - - Out of School

6:00-8:30 Check in – Breakfast – Quiet indoor activities 8:30-9:00 amAttendance – Separate into designated groups (Summer: Groups will split & some will go on field trips)
9:00-11:00 Alternate activities – Computers, Homework Stations, Playground activities, Gym activities, Art/Craft activities, Playstation, Nintendo, Board Games
11:00-11:30 Lunch – Children will eat packed lunches
11:30-4:00 Alternate activities – Computers, Homework Stations, Playground activities, Gym activities, Art/Craft activities, Playstation, Nintendo, Board Games, Swimming.
4:00-4:30 Snack – Dinner
4:30-6:30 Alternate activities – Computers, Homework Stations, Playground activities, Gym activities, Art/Craft activities, Playstation, Nintendo, Board Games

NURSERY SCHOOL CLASSES “BUILDING BETTER RAINBOWS”



HOMEWORK HELP

CLASSROOM ACTIVITIES



COMMUNITY TRIPS



“Building Better Rainbows”

Nursery School Classes (8:30 AM- 11:30 AM)

Tuesday & Thursday: 3-4 Year Old

Monday/Wednesday/Friday: 4-5 Year Old

Program Description

Miss Pat’s operates, in addition to day care services for children ages 3-5, a certified Nursery School program from September through May.

Nursery School Program “Teaching Team” consists of:

- 2 Teachers Certified in Early Childhood/Elementary Education, K-8
- Tap/Ballet Instructors
- Pee Wee Workout/Jazzercise Instructor

Registration

Open Registration year round. Our Nursery School Program is licensed for 28 Pre-School age children. **NOTE:** These positions fill quickly. A waiting list is kept once spots have been filled, and families are notified with RSVP letters announcing acceptance into the program, at the end of August each year.

Pre-Admission Visitation/Observation

Observation of morning Nursery School classes is recommended, and is offered during the months of October through April.

Tuition/Payment Policies

- Nursery School Tuition includes Educational Program, Field Trips, Pee Wee Workout, Tap & Ballet, and snack. Tuition is computed according to the Nursery School Calendar and payment is due regardless of any absence, vacation, or closings. A 10% discount for Nursery School tuition will be given for 2 or more children attending the Nursery School Program.
- Miss Pat’s offers 2 payment options: **rates are pro-rated, and are due regardless of absence, vacation, or holidays:**
 1. *Monthly in Advance:* Yearly tuition can be broken down into monthly payments. Tuition payable the 1st of each month
 2. *Yearly in Advance:* 5% discount if paid in full

PLEASE NOTE: Tuition for the *Building Better Rainbows* Nursery School program is over and above all childcare fees.

Daily Schedule- Nursery School

8:30 - 9:00	Arrival, Parent-Teacher greeting, put away belongings, choice of set up task activities.
9:00 - 9:30	Circle time, A structured group activity time used to enrich fine motor skills. (i.e.) Sequencing, colors, shapes, calendar, weather and the day or weeks events.
9:30 - 10:00	Working with gross motor skills, (i.e.) climbing, outside, balls, music, dance, Pee Wee Workout, exercise
10:00 - 10:30	Work Stations: Divide into two - four groups to focus cognitive skills with expressive activities such as art, computer awareness, science, language arts and self-fulfillment exercises.
10:30 - 11:00	Snack time: Children are encouraged at this time to try new experiences in food. Trying our unique variety of snacks, each child may be given a chance to take a "Hello bite" then is offered an alternative snack if they disapprove.
11:00 - 11:20	Introduction to the theme appropriate Science Projects, Alpha Pals, Phonics, Story Time, Foreign Language, Read-with-me-Books or Alphabet page.
11:20 - 11:30	Child Pick-Up.

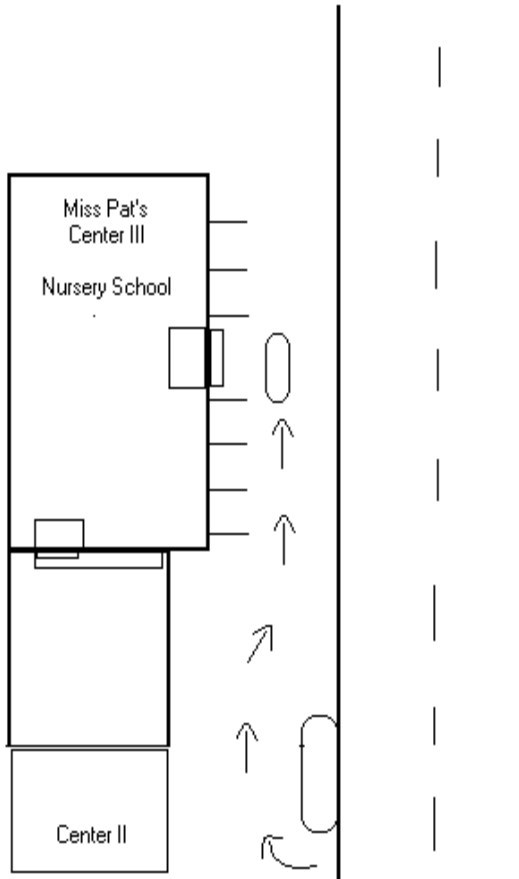
*** Our daily schedule may change from week to week, due to new developments! A schedule is posted in our Parent - Teacher Planner. We appreciate any input or suggestions to our staff.

Special Events

Parents will receive a calendar of events, and are encouraged to participate in the following activities throughout the school year:

- **VIK "Very Important Kid" Program:** During the school year, each Pre-School age child is designated their own special week, "All About Me." During this week, the child has the opportunity to celebrate his/her family and favorite things through a special poster that he/she creates at home with parents and presents to the class.
- **HOLIDAY PARTIES:** Celebration of calendar holidays, such as Birthdays, Thanksgiving, Hanukah, Christmas, Valentine's Day, St. Patrick's Day, Easter, with class parties and special activities.
- **THANKSGIVING FEAST:** All parents/special guests are invited to join students and teachers for a special meal to give thanks.
- **PARTY WITH SANTA CLAUS:** This big event includes gifts for all children.
- **ANNUAL NURSERY SCHOOL PICNIC**
- **GRADUATION CEREMONY:** A special program that includes a theatrical production.

Drop off & Pick up Procedure



Drop off:

You may pull into the parking spaces to bring your child into the Center.

Pick -Up:

Please follow the traffic pattern to the left of this page. Pull your car up to the Main door.

Please remain in your car. Your child's teacher will assist them to your car. Thank you!

Please Remember: though it is an adjustment for both parent and child to start each day, a quick hug and kiss good-bye will get your child adjusted into their routine more quickly.

Tuition/Fees and Payment Policies

Center Closing Procedure

Centers will post all closing dates. Centers are closed on all legal Holidays. Other closings will be announced.

Inclement Weather: 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 channel 5 news for closing information. On these occasions, regular payment is expected.

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

Security: Personal Identification Code

Each family at Miss Pat's receives a personal, family identification code. This code allows parents to enter the building, as doors are always kept locked. This security system ensures that all visitors to the center are announced. Standard procedure for granting permission to a relative or a friend to pick up your child includes written permission, signed and dated. (In case of emergencies, a phone call to the Director may be substituted). All visitors or persons picking up children must carry with them proof of identification, i.e. Drivers License.

Arrival/Departure and Center Procedures:

The center is staffed from 6:00 a.m. to 12:00 a.m. Arrangements for staff to be present are always secured for any emergencies. A staffing chart is available upon request. Staff members are required to remain on the premises until all children have been discharged. No child shall ever be left alone or unsupervised at any time while in attendance at the center.

Parents are required to bring their children into the classroom. Any special messages, medications, special pickup 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.

Our center's policies governing the arrival and departure of children thus insuring that a child care staff member is aware of each child's presence at the center are as follows:

- The child's name is immediately listed in attendance by a staff member upon entering the group.
- Parents are required to use a time card to register the time in and out of their child's attendance at the center.
- A staff member is responsible for the total safety and welfare of a child assigned to his/her classroom or group until the child is dismissed or the child is reassigned to another teacher's care. The teacher in charge of the classroom or group is required to review with an incoming teacher the following:
 - *A list of the children presently in attendance, any necessary comments or information that needs to be related regarding any child's safety and/or welfare.
 - *All children who have been discharged any time during that day, with who they were released to and what time they were released.
- Attendance is taken several times daily.
- Daily logging sheets & attendance sheets are kept in each classroom to document comments regarding the children's activities, special arrangements for release, or any information regarding a child's daily care at the center.
- Parents are responsible for placing their child under the supervision of a staff member, informing the staff member of any specific information regarding the child's safety and welfare and special arrangements for release to other persons.
- Upon departure, the parent verifies that the staff member in charge of the child is aware of the departure, the parent/guardian uses the time card procedure, and the staff member marks the child's name off the attendance sheet.

Supervision of Infants/Toddlers/Preschoolers:

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

Supervision of School-age Children:

School-age children may run errands inside the building or use the restroom alone or in groups of no more than six children without adult supervision as long as the following conditions are met:

- children are within hearing distance of a their teacher,
- -the teacher checks on the children regularly until they return and
- -the restroom is for the exclusive use of the center.
- One group of no more than six school 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 Programs:

At times it may be necessary for a child to arrive at the center from another program (Example: Child arrives after a part time program or a school-age child 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 for school-age children when school is closed for vacations, delays or cancellations. On these days the "Nursery School" Program will not be in operation.

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 parents, who appear to be under the influence of drugs or alcohol. Emergency contacts will be called to transport the child home. Police will be notified if necessary.

Custody Agreements:

If there 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.

Other Safety procedures & Policies:

There are telephones located through out the building & in the administrator's office, which the staff has access to for child care related conversations or emergencies.

Our center has a fire drill at varying times each month. We have a fire alarm system used specifically for this procedure. A record is kept in adherence of the fire drill ordinance. Weather alert drills are performed at various times throughout the year.

Our center has a fire emergency and weather alert plan posted in each classroom. It explains the action to be taken and staff responsibilities in case of fire emergency or weather alerts and diagrams the evacuation routes to be used.

When an accident or injury occurs or when any other incident necessitates the center completes an incident report, gives the parent a copy of the report on the day of the injury and keeps a copy on file at the center.

Use of spray aerosols shall be prohibited when children are in attendance at the child care center.

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 local school district will provide transportation to/from school for the children attending any of the West Geauga schools. The center will provide transportation on routine trips for school age children going to/from school that are outside the local school district. Please check with the office for the participating schools. This transportation will be done on the vehicles/buses owned by the center and a staff member with first aid/communicable disease and CPR trainings will be present in the van. Staff that transport using the center owned buses shall maintain a current CDL license.

Fieldtrips: We will be taking periodic field trips for children ages 4 and older, which will also be done with a trained staff member in the center vehicle/bus. 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. A field trip packet will be available with the field trip schedule and the summer swimming activities. Before any child participates in either a routine or field trip, the center will obtain written permission from the parent or guardian.

A first aid box is available in each vehicle used by the center and meets the requirements set by the Department of Human Services.

Each child on the field trip or special outing shall have identification such as a t-shirt or special tag attached to the child containing the center's name and address and a telephone number to contact in the event the child become lost.

Emergency Transportation Authorization forms and health records are taken on all outings and routine trips.

Written permission is needed from the parent for each child transported to and from the center for routine trips, field trips or special outings. The permission slip must include the child's name, destination, date of the trip, and the parent's signature and date signed.

In the event that a child needs emergency transportation, a child restraint system is available. An arrangement has been made with the Emergency Squad, through the Chester Police Department at 729-1234 to provide emergency transportation to Hillcrest Hospital where special arrangements have been made to accept such an emergency.

All vehicles owned, operated, or leased by our center meet the motor vehicle lighting requirements and the child restraint system requirements. Parents who are transporting children to field trips or special outings must meet and maintain the child restraint system requirements.

Summer Activities Program (June –August)

Field Trips: A special planned field trip is provided for our children each week throughout the summer program.

Swimming: Please check with the office for annual swimming arrangements..

The summer field trip schedule is distributed to parents in the spring. Fees are determined and distributed each year.

All fees for the summer field trip program and the swimming program are over and above all childcare fees.

Activities include:	Swimming	Cookouts
	Hiking	Sports and Games
	Crafts	and much more!!!

We alternate our summer field trips every year. Some trips we take may include:

NASA	Geauga Lake	Sea World
Cleveland Metro Parks	Daniel's Park	Terminal Tower
Natural History Museum	Cleveland Zoo	Auto Museum
U.S.S. Cod Submarine	Children's Museum	Fairport Harbor Museum
Century Village of Burton	Lolly The Trolleymany, many, more!!!....

Swimming Information

Swimming activities will be provided as a routine field trip for children ages 4 and older during the summer (weather permitting). A field trip packet will be available with the field trip schedule and the summer swimming activities. 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 swimming location and specify if additional adults will be in attendance.

Younger children will be provided with water play opportunities, using sprinklers at the center. Parents will also be asked to sign written permission slips prior to children engaging in water play with standing water. Please remember to send bathing suits and towels for your children. The center will provide sunscreen. Sunscreen must also have a medication form completed for it. If your child burns easily, please include a lightweight T-shirt that they may wear over their swimsuit.

Guidance Policy

We, at Miss Pat's, 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. If children are treated with respect, they in turn learn to respect the teachers and their friends. Our expectations will be kept within the child's capabilities and the child will be made aware of these expectations.

This discipline policy applies to all 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 for the child to be disenrolled. 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.

The type of guidance/discipline we use for the young child is:

- Positive reinforcement (commenting on children doing the "right" thing)
- Positive redirection (removing the child and giving them an appropriate activity).
- Isolation – temporary removal from situation A child may be asked to sit for a short period of time to give the child a chance to regain control if they are having a difficult time.
- Using a soft but firm voice
- A "critical thinking" time is used and will be age appropriate in length and done within the classroom:
 - * Let the child know that what he/she did was offensive or inappropriate.
 - * Let the child know what he/she could or should have done.
 - * Have the child acknowledge that he/she understands what he/she did and what he/she should do the next time.
 - * Find solutions to problems and resolve them immediately.
 - * The child returns to the classroom on his/her own as soon as he/she is ready to return and he/she understands his/her responsibility for appropriate behavior.
- We meet the children's individual needs with understanding, compassion, and empathy even if the child performs inappropriate behaviors. This will help him/her perform in a more appropriate manner without feeling guilty.
- The safety and well being of the children is the teacher's responsibility. To achieve this, the teacher sets good, predictable classroom guidelines. The teachers set the consequences for inappropriate behaviors, which do not meet the boundaries of these guidelines and follow through with positive discipline.

- Frequent praise and continuous encouragement of good conduct is used to help our children become successful and create a good self-image.
- Firm and fair limits are set within the boundaries of the class.
- A review of the rules, safety policies and discipline policies are required on a daily basis in each classroom.
- Discipline shall not be imposed on a child for failure to eat, failure to sleep, or toileting accidents.
- Discipline techniques shall not unnecessarily humiliate, shame or frighten a child.
- Problems with discipline that are not effective with the child in question are handled in the following way:
 - * Immediate conference with the child's parent to discuss the handling of the situation.
 - * Come to an agreement with the parent about a solution to the problem, involving a consistent disciplinary action to be taken.
 - * If the child does not respond to any method being taken, temporary or permanent termination of services may be necessary
- Spanking or aggressive handling is not permitted.

Meals and Snacks:

Miss Pat's provides lunch between 11:00 & 11:30 am. (Children arriving after morning kindergarten will receive lunch immediately upon arrival), an afternoon snack around 2:00-2:30 pm., and dinner around 4:00. Children attending the extended care program will be served a meal at 7:00 pm.

Nutrition Program – Center I & II

Each of the snacks will contain at least two nutritional foods. The lunches & dinners 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. Nutritional home cooked hot lunches & dinners containing the four basic food groups are served family style. Menus are posted with the proper portions and contents listed. The Food License is posted in the kitchen. EPA Water Testing is completed quarterly. Health and Building inspections are done on a regular basis. Our cooks prepare all foods in a quality, nutritional manner.

Center III – School age

Miss Pat's will provide the school age children with a meal after school & during days off school (unless children are scheduled on a field trip) around 3:30 – 4:00.

***Parents are required to provide a lunch for their child. This meal must consist of nutritional food from the following food groups: minimum portion sizes protein (1 ½ oz), grain (½ slice bread or 1/4 c pasta, etc), and two foods from the fruit/vegetable group (½ c.). Fluid milk is also required which the center will provide. All food items must be stored in a lunch box/bag clearly marked with your child's name. The lunches will be stored in the classroom, please be sure to include ice packs in your child's lunch if foods need to be kept cold. If a lunch does not meet the nutritional requirements then the center is mandated to provide the additional food(s). These will be provided at a charge of \$1.00 per item.

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. Parents will also be contacted as soon as possible to come to pick up your child. If a parent cannot be reached, we will contact the emergency contacts as listed on your child's enrollment information. In the unlikely event there would be an environmental threat or a threat of violence, the staff will; secure the children in the safest location possible, contact and follow the directions given by the proper authorities and contact the parents as soon as the situation allows. An incident report would also be provided to the parents.

There is always one staff member present that has received training in FirstAid/Communicable Diseases and CPR. In the case of a minor accident/injury staff will administer basic first aid and TLC. If the injury/illness would be more serious, first aid would be administered and the parents would be contacted immediately to assist in deciding an appropriate course of action. If any injury/illness is life threatening, the EMS will be contacted, parents will be notified, and a staff member will accompany the child to the hospital with all available health records. Staff may not transport children in their vehicles. Only parents or EMS will transport.

An incident/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 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. The center shall also contact licensing personnel from the appropriate ODJFS office within 24 hours when there is a "general emergency" or "serious incident, injury or illness". The report will be provided to licensing staff within 3 days of the incident.

Weather Alert Policies

1. Keep a calm atmosphere using a soft calm tone when speaking to children. Give clear direction, with moderate tone. Singing songs and telling happy stories are some suggestive topics to do.
2. Get a flashlight from the medicine cabinet.
3. Take precautionary steps, such as covering windows with blankets or closing curtains to keep possible broken glass or flying objects from hitting the children.
4. Keep children in the center of the room and away from windows during storms.
5. In case a tornado warning is issued, have the children take cover under tables, pile pillows and blankets or whatever cloth materials you have access to around the children, covering them to protect them from flying or falling objects.
6. **REMAIN CALM!!**

Emergency and Accident Policy

In the case of an emergency and/or accident, the center will follow the posted medical and dental emergency plan and complete an incident report form. The center will administer first aid, summon emergency transportation, and contact parents.

Management of Illnesses:

Miss Pat's 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 from work/school.

Staff Qualifications Regarding Communicable Disease

- Our entire staff has either completed a Communicable Disease Workshop presented by the Geauga County Health Department, or has completed this course through Early Childhood Education classes. Our staff has received certification covering the following: Modes of Disease, Transmission, Hygienic Measures, Diapering, Health Policies, Sick Child Care, Temperature Taking, Administration of Medication, Common Childhood Diseases and Immunizations, Documentation and Accident Reporting, and The Importance of Hand washing Procedures.
- The Administrator reviews with all staff members the signs and symptoms of illness and proper hand washing and disinfecting procedures. This review is given to each new employee and discussed periodically at staff meetings. No staff member shall attend the center if they exhibit signs of communicable disease. The administrator reserves the right to request a physician's note for a staff member to return to work.
- It is the responsibility of each staff member to observe all children upon entering their group. The administrative or teaching staff will notify the parent or guardian of a child's condition when a child has been observed with the signs and symptoms listed on the chart below.

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

- Temperature of 100 degrees F - in combination with any other signs of illness.
- Diarrhea (more than three abnormally loose stool within a 24 hour period)
- Severe coughing (causing the child to become red in the face or to 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 illness 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 pick-up the child. A child who has been suspected of having a communicable disease shall be provided with a cot and a blanket and isolated. The child will be within sight and hearing of an adult. No child shall ever be left alone or unsupervised. The cot and any linens used will be washed and disinfected before being used again. Parents will be notified by a sign by the time clock if children have been exposed to a communicable illness.

The child will be readmitted to the center when apparent symptoms of any illness are no longer present. This includes the following:

- The child's temperature has remained normal for at least a 24-hour period.

- The recuperation period directed by the physician or recommended by the Health Department has been satisfied. If they are not symptom free a doctor's note will be required stating that the child is not contagious.

Physician's note required for any Class "A" Communicable Disease reportable to the local Health Department.

The Communicable Disease Chart is posted in the administrative office.

Observe

* Minor cold symptoms only

* Not feeling well enough to participate

Mildly ill child may be observed within the group and observed for worsening conditions

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 cubbie or book bag.

**The only exception to this requirement is for school-age children that require the immediate use of an inhaler for a medical condition. School-age children 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 book bag. Anytime the child is unable to maintain control of the inhaler it must be handed 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. An administration of medication must be properly filled put & signed by the parent.

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.

Over the counter medication:

***Miss Pat's staff members are only permitted to administer medication if a medication form is filled out properly & procedures are followed:

***All medication must be in its original container. Container must state proper dose for child's age &/or weight. If this information is not on the container of medication or medication is not in proper container, staff members may refuse administration of medication. *If the label reads "consult physician", a physicians signature is required for administration of this medication

*****Please Note, THE AUTHORIZATION FOR THE ADMINISTRATION OF MEDICATION FORM** must accompany all medications, whether over the counter or prescribed. Please read the form thoroughly and fill out completely according to the specific medication. Parents need to give instructions, date and sign the form. **AT NO TIME WILL ANY MEDICATION BE ADMINISTERED WITHOUT THIS AUTHORIZATION FORM.**

Please read the center's policy on the administration of medication of carefully.

The center is required to secure the instructions of a licensed physician or dentist and the Administration of Medication Form. Medication or food supplements may not be administered for any period of time beyond the date indicated by the physician, or six months, whichever comes first. Written instructions shall be resubmitted by the physician or dentist and refilled with the center for each medication which continues to be administered longer than six consecutive months or beyond the date indicated by the physician or dentist.

Non prescription fever reducing medications that do not contain aspirin, non prescription cough or cold medications that do not contain codeine may be administered by the center without written instruction from a licensed physician if administered in accordance with the following,

There shall be written instruction from the parent or guardian on the Administration of Medication Form provided by the Director. The form shall include the name of the medication, name of the child. Birth date of the child, date, and the parent's or guardian's instructions and signature.

The medication must be in its original container with its original label attached.

The label shall specify appropriate dosages based on the child's age or weight.

The written instructions of the parent or guardian, dosages administered by the center shall not exceed the manufacturer's recommended dosages.

The medication shall be administered by the center for no longer than three days at any one time.

Non prescription topical ointments, creams, or lotions may be administered by the center without written instructions from a licensed physician if administered in accordance with the following:

There shall be written instructions from the parent or guardian on the form provided by the Director. The form shall include the name of the ointment, cream or lotion, name of the child, birth date of the child, date, and the parent's guardian's instructions and signature.

Written instructions shall be valid for no longer than three months,

Authorization for administration of the ointment, cream or lotion may be cancelled by written request of the parent at any time.

A prescription label must contain for each medication or food supplement at a minimum, the child's name, a current date (within the last 6 months), exact dosage to be given daily, and the route of administration.

The Prescription label shall be attached to the original container for each medication or food supplement.

Prescription labels which do not contain a specified number of dosages to be given per day, but instead contain the instructions "to be given as needed" shall be accompanied by written instructions from the parent or guardian if it is to be administered by the center.

All medications food supplements are kept in a safe location where children cannot reach them. All medications requiring refrigeration shall be refrigerated immediately, in MARKED CONTAINERS.

The child care staff member is responsible for administering medication or food supplements and shall verify administering the above by completing the form provided by the Director each time a medication or food supplement or is administered.

Written instruction of the physician or dentist, written instructions of the parent or guardian, and the form completed by the childcare staff member is kept on file at the center for a period of one year and shall be available for review by the director, upon request.

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 are very warm or very cold. Children will not be taken outside when the temperature (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 and safe whenever we are outside. This includes snowpants, hats, mittens and boots in the winter time.

Parent 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. Director
3. Owner/Administrator

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.

Parent Roster Information

The center will prepare a parent roster for each child's class. You have the option of omitting your name and phone number from this list. The roster is available to you upon request.

Parent Participation Policy

Each parent can feel free to contact the administrator or a child care staff member when assistance is needed with problems or concerns related to our program.

Parents should check the calendar of events placed in your time cards for information about the program. You are welcome to take the opportunity to discuss your child's needs and progress with their teacher.

Annual Evaluation Conference

Progress reports are distributed three times each year, October, February, and May. Information is given to all parents about their child's development. Infancy through kindergarten conference dates are set annually for each class. Check with your child's teacher for the date of your child's annual evaluation conference.

Class Promotions:

Infants, Toddlers, Pre-Schoolers, Kindergartners Generally, the first or second week of September the entire class is promoted to the next age group. Occasionally advancement may be recommended in the middle of the year based on a child's abilities and maturity.

Open House

Open house dates are announced annually, usually the last week of October. All family members are encouraged to attend and enjoy a special time with your children to investigate their skills and accomplishments in the classroom.

Evening and Overnight Care

Our evening child care program has some additional policies. These apply only to the children who attend after 6:45 pm. For security reasons, access to the center is limited to only parents/guardians and staff after 7pm. No other persons will be permitted in the building. Please do not let anyone in who is not an authorized person. To assure that children are appropriately and safely cared for:

- all staff will remain awake and children will always be supervised, even when sleeping-there shall be adequate lighting so that staff can see children at all times -parking areas and walkways will be lighted for safety and security.
- If you see anything that you have concerns about, please share this with the administrator so that it may be addressed appropriately.
- Attendance will be taken promptly at 6:45. If your child(ren) is in attendance from this time forward you will received additional charges for extended care hours.
- Unscheduled children attending extended care will receive and additional \$20 fee.

Evening Schedule

Our evening schedule will be adjusted as needed for individual children's needs. We will devise a schedule for each child in consultation with the parent so that bedtime routines are followed on a regular basis.

- 6:45pm - Attendance for extended care. If your child is here at this time you will
- 7:00pm - Supper is served to children
- 7:30pm - During daylight hours, outdoor play, if it is dark indoor large muscle activities will be offered
- 8:00pm - Homework/Quiet Play /Videos
- 8.30pm - Children required to rest will begin bedtime preparations (washing, changing clothes, brushing teeth, etc.)
- 8:30pm - Children required by parents to lay down, will be provided a cot and blanket
Children who are not require to rest will be provided with quiet activities away from the sleeping children. Both groups will always be supervised.

Additional Policies:

Staff Qualifications

Administrator Qualifications

- * Associate degree in Early Childhood Education
- * Teaching Experience within all age groups, including Infant, Pre-School, and School Age
- * Experience in teaching, business management and administration since 1970
- * Attendance at workshops which apply toward continuing education
- * CPR Instructor
- * Certification in First Aid
- * Child Abuse Awareness Trainer and Instructor

Teacher Qualifications

- * Associate degree in Early Childhood Education or working toward degree
- * One to two years experience as a pre-school teacher for the age group assigned
- * Gentle, kind, courteous, warm in personality, excellent character references
- * Certified in CPR and First Aid
- * Completion of in-service training program requiring 45 hours of continuing-education in the following fields:
 - * Child Abuse Awareness
 - * First Aid, Communicable Disease, CPR
 - * Developmental Education for the Young Child
- * Each staff member must have on file for review the following:
 - * Application
 - * Child Day Care Convictions Statement
 - * Medical Statement
 - * Resume
 - * Copy of transcript and workshops attended
 - * In service training courses attended
 - * Three Child Day Care Employee Reference Forms
 - * Employment Eligibility Verification

Student Teachers

- * A student teacher must be attending a State approved vocational program, must have completed one year and be in his/her second year of attendance. A minimum of 540 clock hours or laboratory and related instructions is required for employment.

Volunteers

- * Accepted and interviewed upon recommendation as needed. Must meet some staff qualifications.

Our staff is cordial, kind, and courteous. Teachers, cooks, bus drivers and volunteers are totally dedicated to the education and well being of the young child.

GENERAL INFORMATION AND PROGRAM PROCEDURES

Summary of Essentials and Understandings Between Center and Home

Our first concern is the health and well being of your children. Therefore we ask that:

1. We are notified of an exposure to a contagious disease, as we will notify you if one occurs at the center.
2. Children with apparent symptoms of illness are not brought to the center.
3. Children are never taken from our care without the knowledge of the supervising teacher or released to unidentified persons.
4. Be sure to have all persons picking up your child identify themselves with a driver's license and written permission, and that you have made previous arrangements with the office for the release of your child. Please make arrangements for this to be verified. For emergency situations when a note is not able to be sent please call the office. The staff will not release a child to anyone they do not know or have not seen pick up the child before, including a parent, without proper identification.
5. All clothing, boots, coats, etc. **MUST BE LABELED** with your child's name and telephone number clearly printed on the article. This will help return mix-ups from people accidentally taking the wrong article.
6. **Infant thru Pre-School:** Please send a blanket, or something your child feels very comfortable and secure with for our rest period. We believe a child's happiness and security outweigh everything else. It is okay to have something to snuggle during classroom for his/her adjustment. Please mark the article with the child's name if possible. You may send pacifiers or bottles if your child is attached to these articles. We will wean them gradually.
7. **Our children have a designated SHOW-N-TELL day. Please check with your child's teacher for the day of the week.** Except for naptime security items or adjustment items, please leave all other toys or items at home. Personal items sometimes become broken or misplaced.
8. There is **NO SMOKING IN THE CENTER** where children are at play.
9. Special treats may be sent in for birthday parties, special days, or holidays. Be sure to notify your child's teacher. **PLEASE keep all GUM, CANDY, COUGH DROPS, etc. at home.**
10. All customers have **TIME CARDS**, which are used for our bookkeeping system and are essential for our records. They are for your benefit as well as ours. These cards **must** be used on a **regular** basis. **NO EXCEPTIONS, PLEASE!** If your time card is missing, be sure to notify some one from the office and a new one will be made for you immediately.
11. **PLEASE DO NOT LET THE CHILDREN HANDLE ANY TIME CARDS** Thank you.
12. When picking up your children, please refrain from taking the teachers away from the other children in the classroom. If you have a problem ask the director. If you wish to speak to one of the teachers for a length of time, please call and make arrangements for a conference or make a request to have a teacher call you during the day or evening. Conferences are welcome at any time.
13. Parents are responsible for their children until they are placed in a group and after they are dismissed from the group. It is very disruptive if your child runs in and out of a group during group activities and very dangerous when a child runs in and out of the building.
14. All parents **MUST hold their children's hands to and from their vehicles in our parking lot. PARENTS. PLEASE WATCH FOR LITTLE CHILDREN IN OUR PARKING LOTS.** Please drive with the utmost of care and very, very, slowly.
15. Children should be brought into the center for classes and day care no later than 10:00 a.m. Any later than 10.00 a.m. causes a negative adjustment to the program and the child misses so much of their classroom activities. Lunchtime and naptime are scheduled from 11:00 am to 2:00 p.m. Please try to bring children in before 11:00 am. or after 2:00 p.m., with the exception of kindergarten children or emergencies.

Some Final Thoughts

This center has been built and equipped especially to meet the needs of the young child.

We hope to satisfy you in every way possible for we care about children and love them as you do.

Your children are provided with many benefits other than just physical care. Many of your children who leave us to enter public or private schools have been tested at far above the normal level.

It is our estimate at the time of this printing that since 1970 the center has worked with over 8,500 children. Some of the nicest families around the world have used our facility while living in this area. We hope you will join them.

Patricia Ruth Jasko
Owner/Director