

EMPOWERING PARENTS.  
EQUIPPING CHILDREN.



P A R E N T   H A N D B O O K

WE PARTNER WITH PARENTS

*We know that most  
parents would prefer  
that their children  
be at home during  
their formative years,  
so our purpose is to provide  
the next best thing—*

A HOME  
AWAY FROM HOME!



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# WELCOME TO CALEIGH'S PLACE

## CHILD CARE LEARNING CENTER

Caleigh's Place is a ministry of Christ's Church of Bellbrook. We are a non-denominational preschool and childcare center teaching Biblical truths. This childcare center is licensed by the Ohio Department of Jobs and Family Services to operate legally and is staffed by qualified professionals.

This handbook contains information regarding the childcare and preschool program. It is important that you read it and keep it handy if your child is enrolled in the program. It will answer many of the questions you have about Caleigh's Place.

Your family shall participate in the following upon interest in our facility:

- A tour of the building where you will get a chance to meet with all the teachers as well as some of the students.
- You will receive an enrollment packet as well as a hard copy or e-copy of the parent handbook to read about our center policies and procedures.
- Your child will have a cubby labeled with his/her name upon first day.
- Your child will be introduced to their classmates and get a chance to share about themselves. We invite you to join in the fun if you can!

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.



Our vision is to provide quality Christian childcare along with exceptional educational experiences for children ages 6 weeks through 12 years, and to meet the childcare needs of our community. Our goal is to not only meet the needs of the whole child – mentally, physically, spiritually, and socially, but to offer support to the parents as they raise their precious children.

 **MISSION**

Our mission is to help children reach their learning potential, while becoming well-balanced individuals who can cope with the emotional, social and practical pressures of modern living by learning self-discipline, social graces, common etiquette and practical Biblical values and principles.

It is our goal to stimulate the child's sense of wonder and a love of learning and discovery. We provide a range of academic subjects including an accelerated reading program, writing, advanced language, math, history, geography, science, music and drama.

**Objectives of the Program**

- To present a foundation of core Christian values.
- To provide a safe, caring atmosphere where children can express ideas, ask questions and share their thoughts and concerns.
- To recognize the stages of learning readiness in each individual child.
- To promote the development of language skills and effective communication.
- To cultivate positive attitudes toward learning, discipline, manners, health, and personal hygiene.
- To foster growth, development, and appropriate measures of motor skills and coordination.
- To encourage positive development of social skills through play and recreational activities.
- To encourage the development of respectful relationships with peers and adults.

 **DESCRIPTION OF THE PROGRAM****Learning Skills**

At Caleigh's Place, we provide constructive experiences for the children through activities that promote pre-academic skills and large and small motor development. We teach practical life exercises which include teaching the child how to lace a shoe, tie a knot or bow or work with buttons, zippers and snaps when dressing themselves. They learn how to set or clear a table, use utensils and clean up spills or messes. They're taught how to care for a pet – filling a water or food bowl and proper handling of animals. The teachers encourage social interaction and co-operation between children and teach them how to be courteous, loving, caring, sharing and hospitable – giving them opportunities to establish relationships with adults and children outside the family. These educational experiences provide a well-rounded development of the spiritual, mental, and physical abilities of each child.

On an academic level, teachers work with a wide range of instructive materials to help children learn in creative ways. Our accelerated reading program teaches the children to read and write with clear



understanding – learning sentence construction, correct pronunciation and spelling. We teach them basic math concepts as early as three years of age using fun, creative objects and games.

Outdoor play is an integral part of the development of your children. If dressed appropriately, children can play outdoors in most types of weather. If inclement weather – extreme heat or cold – prevents them from playing outside, gross motor activities will be offered indoors.

We believe that as children learn and grow at their own pace in a loving, joyful, intellectually and creatively stimulating environment, they will develop the valuable personal characteristics of self-confidence, self-discipline, concentration, perseverance, independence, initiative, curiosity, and a joy of learning and discovery.



## STAFFING POLICIES

### All staff members:

- Have gone through comprehensive background checks as required by the state of Ohio.
- Received training in First Aid, CPR, Communicable Disease recognition, and recognition of Child Abuse.
- Are involved in continuing education and in-service training.
- Follow stringent hand washing and disinfection procedures.

### Our staff ratios are as follows:

6 weeks - 18 months.....	1:5 max group 12
19 - 30 months .....	1:7 max group 11
2-1/2 – 3-year-olds .....	1:8 max group 11
3 and 4-year-olds.....	1:12 max group 24
4 and 5-year-old .....	1:14 max group
28 School age .....	1 : 18 max group 36

If an employee is ill, a substitute will be present to ensure that the child/staff ratios are maintained.



## HOURS OF OPERATION

The Center will be open each weekday from 6:30am to 5:30pm. Full-time children can be dropped off and picked up at these times. **We will not accept children after 10:00am unless arrangements have been made with the Director.**

Parents will be charged a late fee of \$1.00 per minute/per child after 5:30pm. After 5 minutes the late fee will increase to \$5 per minute/per child Please be sure to communicate with the Center if you believe you will be late.

## Half-Day Preschool Class Time 9:00am – 12:00pm

### Eligibility for Half-Day Preschool

For a child to be eligible to be enrolled in half day/part time pre-school he/she must:

- Be no younger than age 3.
- Be fully toilet trained and able to take care of all bathroom needs independently. Children who need to wear Pull-Ups are not considered fully toilet trained.

### Preschool Class Drop Off and Pick Up

Morning preschool classes begin at 9:00am. Children are escorted into the classroom at that time. Please be prompt at 12:00pm dismissal.

**Your child may be disenrolled from Caleigh's Place if there are excessive late pickups. This is at the discretion of administration.**

### Holidays

Caleigh's Place will be open 5 days per week except for the following days:

- Good Friday
- Memorial Day
- Independence Day
- Labor Day
- 2 days prior to Open House (mid-August)
- Thanksgiving & Day after Thanksgiving
- Christmas Eve
- Christmas Day
- New Year's Day

The childcare center will close during snow emergencies and extreme weather or hazardous road conditions. Closings will be broadcast on text-em-all, Class Dojo, and Facebook. It is important for us to have a current phone number to reach you.





### After School Care

- School-age children up to age 12.
- Visit the center with a parent/guardian for a tour and interview with the Administrative Staff.

### Closings or Delays

In the event of a school closing or delay, school children will be permitted to attend Caleigh's Place. There will be an additional fee assessed for these days. Please review the tuition agreement for costs and changes.



## TUITION AGREEMENT

Childcare hours are based on the registered hours indicated on your registration form. Parents are responsible to pay for their registered hours whether their child attends the center that day or not. If the parent takes the child home early, the fee remains the same. We do not refund fees for scheduled center closings, weather closings or holiday closings as these days are taken into consideration when evaluating and setting fees each year.

Our fee is based on enrollment, **not attendance**. Your payment reserves your child's space in our program. If your child is absent due to illness or another occurrence, the fee remains the same. If an extended illness should occur, contact the director concerning payment.

There is a registration fee of \$75 per family plus a \$30 supply fee per child each September. Due to limited space in our classrooms, there is an applicable hold fee for families who want to reserve their spot but will be postponing their start date.

### Registered Hours

On your registration form, you can indicate which program you are registering your child for and the anticipated days and hours for which you are enrolling your child. Please note that you cannot bring your child to the center on days for which they are not registered. If you need to change your child's schedule, please stop by the office to check availability and update your child's registration form and tuition agreement.

### Weekly Payments

All families are required to sign up for Tuition Express using the appropriate form located in the enrollment packets. You will need to use either checking/savings or credit card information. Additional fees (3%) may apply to those families who use a credit card. No additional fees are charged when using a checking/savings account.

All fees are due on Monday for the upcoming week. A late fee of \$20.00 will be added to any account that is not paid by Monday morning. This fee, plus your tuition payment, must be paid for your child to return on Tuesday morning. Prepayments are accepted. You may pay for several weeks at a time; however, fees must be paid prior to the week of usage to avoid late fees.

### Vacation and “Free” Days

Families earn 1 week of vacation as free days throughout the year. The free days are equivalent to a 1-week period which is based upon the number of days your child is enrolled per week. (If your child is enrolled for 5 days a week, you receive 5 free days. If your child is enrolled for 3 days a week, you receive 3 free days)

Parents need to use these days or lose them, as they cannot be rolled over. These days are only eligible for use after 1-year of continuous enrollment and must be used during the January-December calendar year.

Train up a child in the way he should go; when he is old, he will not depart from it.

—Proverbs 22:6

### Returned or Declined Payments

If your payment is declined or returned, you will be notified immediately via email or phone call. If an account is 1 week past due, your child could be disenrolled from the center until the account is made current. A fee of \$35 may be applied to each returned check. Administrator will review all cases of subsequent delinquent or returned payments (aka ISF) which may result in dismissal.

### Family Discounts

Families with multiple children enrolled in the center receive 10% off the second and third child enrollment fees. Parents will pay the initial child enrollment tuition fee in full, and discounts will be applied to additional child's/children's tuition fees. We will use the youngest child's tuition as the first child.

### Late Pick-Up Fees

A late fee of \$1 per minute will be charged for every minute your child remains in our care after 5:30pm, **the rate increases to \$5 per minute after 5:35pm**. Please call the center if you are going to be late. This does not waive the late fee but allows us to reassure your child that you are on your way to collect them.

### Voluntary Removal

Parents are to submit a written notice at least two weeks prior to removing their child from our program. If a two-week written notice is not given, parents will be required to pay the full fee for the remaining two weeks.

### Title XX Payments

The Center does not accept Title XX payments currently.



## FEES AND FINANCIAL POLICIES

Please call the office for updated fees and registration.

- The registration and supply fee are non-refundable.
- Registration fee is \$75 per family with a \$30 per child supply fee each year (Charged every September 1<sup>st</sup>).



## CANCELLATION OF CHILDCARE

We require a two-week notice in writing to the Administrator/Director if you plan to withdraw your child from the program. We reserve the right to discontinue childcare services under the following conditions.

- Failure of the parents to abide by the rules and regulations stated in this handbook.
- Behavior of the child that causes continual disruptions to the group or any behavior that puts the child, other students, or staff at risk of injury.
- If there is not a positive working relationship between the parents and administration that ensures the best interests of the child enrolled in our program.
- If the mental, physical, or emotional needs of the child prohibit appropriate participation in the activities of the Center.

### **Voluntary Removal**

Parents are to submit a written notice at least two weeks prior to removing their child from our program. If a two-week written notice is not given, parents will be required to pay the full fee for the remaining two weeks.



## SECURITY MEASURES

We have established several guidelines and security measures to ensure the safekeeping of every child in our care, as well as to ensure successful transitions to and from the Center each day.

- Video surveillance and recording is in operation at Caleigh's Place.
- This is a locked facility that requires electronic access. Parents/guardians are required to sign their child in. Please allow time in your morning and afternoon schedule for these important steps.
- The parent/guardian is required to check in with the program administration or appropriate faculty member at drop-off and pickup, then escort children to or from their classrooms. Their teacher or staff assistant will record the child's arrival/departure time on the appropriate attendance sheet. Parent/guardian is not permitted to drop children off at the door to, or entry of the facility. No child is permitted to be lifted over the playground fence for pick up or drop off.
- If you are going to be dropping off or picking up earlier or later than your scheduled time, please call the school and let us know before 10:00am daily.
- Children will only be released to a custodial parent or other authorized individual unless prior written notification has been given to the Administrator or Admin-Assistant. Authorized individuals must check in at the front desk with photo identification.

Under the laws of the state of Ohio, both parents may have the right to pick up their child, unless a court document restricts that right. The enrolling parent who chooses not to include the child's other parent on the authorized pick-up list must file an official court document (e.g., current restraining order, sole custody decree, divorce decree stating sole custody). Absent that document, the center may release the child to either parent, if that parent documents his paternity/her maternity of the child.





## MEALS AT CALEIGH'S PLACE

### Food Policies

We serve breakfast, morning snack, lunch and an afternoon snack each day – all meet the USDA nutritional requirements. Half-day preschool students receive a nutritious snack of two components i.e., two foods from different food groups each day. We plan bright, colorful foods with various textures to make meals attractive and easy to manage. Mealtimes are relaxed and conversational with attention to table manners.

Children are encouraged to help set the table, serve food, clear plates, and assist with cleanup. Tables are washed and sanitized by the teachers before and after each meal and snack. The children are taught to clean up any spills and crumbs – fostering cleanliness and responsibility. Menus are in the administration office and posted on family communication boards in each classroom. If your child has any unique dietary needs, please inform the Director for assistance. A form must be completed for a modified diet.

### Birthdays – Outside Snacks/Treats \*We are a nut-free facility

Special treats may be brought in to celebrate a birthday. Please arrange with the teacher ahead of time if you would like to share a special party bag with treats for all the children at snack time. All treats are to be peanut/nut-free.

### Infant and Toddler Nutrition

We supply 1% milk to children ages 2 and older. We serve whole milk to children 12 months-2 years. Baby food is served until a child is 1 year old.

If your child requires a formula or breast milk, the following ODJFS guidelines are required:

- All prepared formula and food must be labeled with the child's name and date of preparation. The date of preparation should not exceed 24 hours before it arrives at the center.
- All bottled breast milk must be labeled with the child's name and the date it was brought to the center.
- Parents must keep a supply of formula that is clearly labeled with the child's name at the center. If your child is breast-fed, please bring in breast milk that can be stored in our refrigerator. All bottles are sent home with the child each day.
- Parents, please notify your child's teacher of baby food that has already been tried at home. We will not give them any food that you have not already tried, to avoid any allergies or sensitivities.
- Nothing shall be added to formula i.e., cereal or medicine. If your child requires a special preparation of formula a doctor's note must be provided and a modified diet form completed. All bottles will be prepared to serving directions i.e., 1 scoop per 2 oz. of water.
- Caleigh's Place welcomes breast feeding mothers. We have glider chairs in the infant room and for a more private setting, mothers may use the teacher's breakroom or office.



## GUIDANCE POLICY

Our approach to discipline is one that teaches self-control and self-discipline. Limits are set on behavior that might harm a child, damage property, or infringe on the rights of others.

A vital part of maturing involves learning to make the right behavioral choices, relate well with others, and take responsibility for one's actions. We encourage children to achieve these goals by reinforcing positive behavior, encouraging self-discipline, and allowing children to experience the natural and logical consequences of their actions or decisions when safe and appropriate. For unacceptable behaviors, we use redirection and positive guidance. We clearly explain to the children what they are permitted or not permitted to do in the center and help them define acceptable behaviors.

We employ the following types of discipline by all of Caleigh's Place staff:

- Discussion of unacceptable behavior.
- Redirection.
- Attempt to protect a child from harming him/herself or others.
- Time away from the group, but always within sight of caregivers (one minute per year age of child).

We absolutely do not condone verbal abuse or physical punishment of any kind. Children will not be punished for failure to eat or sleep or for toilet accidents and food will never be used for punishment or reward.

Caleigh's Place adheres to a strict behavior policy. If your child is a danger to themselves or others, you will receive a phone call. Dependent on the type of behavior, this phone call may either be a warning call about your child's behavior or a phone call asking someone to pick up your child. If your child is sent home for negative behavior, he/she may not be permitted to return to the center for 24 hours. The time away from the center gives you, the parent, a chance to speak to your child about his/her negative behavior with the hopes of developing some positive strategies to correct their negative behavior.

It is very important that the parents or guardians and all the employees of Caleigh's Place work closely together. Each will need to help the other understand the child and reinforce or negate certain behaviors which would be consistent with the requirements of Rule 5101:2-1-19, Appendix A of the Ohio Administrative Code. (See online @ [JFS.ohio.gov](http://JFS.ohio.gov) or ask to review it in the office. Parents and all employees need to work together to make this early educational experience a happy and profitable one. Specifications of Rule 22 apply to all employees of the center.

Raising children  
should mean helping  
them to become what  
they already are in  
God's eyes.

—*Eberhard Arnold*





## NON-VIOLENCE POLICY

Any action that includes violence and negative or aggressive behavior toward another individual is not permitted. If guidance techniques have been utilized and the child continues to speak or act inappropriately toward others, a parent conference is scheduled with the center director and teacher to help resolve the issue. Acts of violence, negative and/or aggressive behavior could result in suspension and/or dismissal from the center.

### **Biting**

Biting is a common occurrence for young children – it is generally not a learned behavior. Children often bite to communicate or express feelings. If the staff observes this behavior, they will find ways to redirect the biting response.

If a child bites another child, the teacher is required to document the bite. An incident report will be written for both the biter and the child who was bitten. Both reports need to be signed by the teacher, director, and parent. If the child continues to bite, parents may be asked to provide additional strategies to prevent and/or stop the biting. A team effort is needed to curb incidents of biting, and we will develop a behavior plan to help eradicate this issue.

### **Negative or Aggressive Behavior**

If a child acts violently toward another individual, an Incident Report will be filed. This report is to be reviewed and signed by the parent or guardian. A copy is made for the parent and the original is filed in the office.

A child who intentionally uses physical means to harm another individual may be suspended and/or dismissed from our center's program. A child who steals from the center or another individual may also be suspended and/or dismissed.

### **Guidelines for suspension:**

- If a child intentionally uses physical means to harm another individual, immediate and appropriate discipline techniques will be taken i.e., moved to a safe location with a staff member or taken to the office to sit with administration.
- An Incident/Injury Report will be filed, the center director notified, and the parents contacted to discuss the situation.
- If a second incidence of inappropriate behavior occurs, the above actions will be repeated. The child may be suspended from the center's program for up to five days. Parents will still be responsible to pay for the scheduled hours of service.
- If a third incident of inappropriate behavior occurs and the above actions have taken place, the parent and child will be required to complete a behavior plan and action steps provided to the administration to remain enrolled in the center.

NOTE: We reserve the right to remove a child from our center at any time if he or she is perceived to be a threat to others or exhibits unmanageable behavior.

- If a child has been suspended from school for inappropriate behavior they are not permitted at the center until released back to school.

## VIDEOS AND PHOTOGRAPHS

Children may be photographed or videotaped during various center related activities for newsletter or promotional material. To respect the privacy of students, parents, teaching staff and administration, we strongly discourage parents from posting center related pictures or videos on any social networking sites. Please be advised that the program is not and cannot be held responsible for photographs posted on any social networking site by a parent/guardian or any other person.



## DRESS

Please dress your child in comfortable play clothing, keeping in mind seasonal changes. We encourage outdoor play each day if weather permits. We ask that you dress your child in clothing that enables him or her to dress independently after toileting, nap, outdoor play, etc. Pull-on pants, shoes with Velcro fasteners, or clothing with large snaps or buttons are appropriate. Please bring a spare change of clothing for your child's cubby. Tennis shoes or closed sandals are required for all outdoor play or field trips. Your child may not be permitted to participate in activities if they do not have safe, flexible, rubber-soled shoes – no flip-flops or slip-ons. This is to ensure their safety.

## CHILDREN'S BELONGINGS

Please print names on all coats, sweaters, hats, mittens, boots, books, etc., worn or brought by your child. We try very hard to keep track of all the children's belongings, but it is very difficult to do when they are unmarked. The children quite often forget which coat, sweater, or book they brought to the center that day. Security blankets or other such items may be brought for naptime.

We would like to encourage you to leave your child's personal toys at home. If any are brought to the center, please know that we are not responsible for any **lost, misplaced, stolen or damaged toys**. We request that children not bring any electronic toys or games. We also request that children not bring any makeup or play makeup items for health reasons.

Our center is built around family partnerships. Parents are welcome to visit the center anytime during hours of operation. Though parents are welcome anytime, it is helpful if visits are prearranged. All guests must check in at the office.

When entering the center, please dispose of all tobacco products. By law, smoking is prohibited in all childcare facilities.

## MEDICAL INFORMATION

A medical statement, i.e., physical and shot records, must be furnished with admission. **This must be renewed each year.** Forms will be provided at the time of application. Children's enrollment and health information is needed for admission. Your child may be asked to disenroll if their medical or enrollment information is not current. These forms are required within 30 days of enrollment. If we do not have form on file, the child will not be permitted to return until completed.

## ACCIDENTS/EMERGENCIES

The center has devised several procedures to follow in the event of an emergency while a child is in the center's care. In the event of a fire or tornado, staff will follow the written instructions posted in each classroom describing emergency evacuation routes and the procedures to be followed to insure that children have arrived at the designated spot.

To prepare children for the unlikely need to evacuate, the center conducts monthly fire drills and lockdown drills as well as 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 plan is to close the center. Parents will be contacted immediately to pick up their child. If a parent cannot be reached, we will contact the emergency contacts listed on the 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 will also be provided to the parents.

In the event of a minor accident/injury staff will administer basic first aid and TLC. If the injury is serious, first aid will be administered, and the parents contacted immediately to assist in deciding an appropriate course of action. If an injury is life threatening, EMS will be contacted, parents will be notified, and a staff member will accompany the child to the hospital with emergency medical form (JFS 01234).

If a parent does not give permission for emergency transport on the form (JFS 01234), staff will be unable to provide services for the child.

An incident/injury report will be completed and given to the person picking up the child on the day of the occurrence 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 must be transported by emergency squad
- An unusual or unexpected event occurs which jeopardizes the safety of the child
- A child requires emergency transportation

The report will be available within twenty-four hours after the incident.



We care about the health and well-being of every child in our care. Caleigh's Place requires all staff members to be trained to administer first aid (including an EpiPen) and CPR, recognize communicable diseases and identify suspected child abuse. These classes are taught by American Red Cross instructors, registered nurses, and other qualified personnel.

When your child has a fever, a contagious disease, or is on medication for a contagious illness he or she should be kept at home or other arrangements made.

When there are questions about illness, please use the below guidelines.

When your child becomes ill during the day, he or she will be isolated with supervision, and parents will be called to take the child home or arrange for someone else to do so. If your child is sent home, someone must be at the center to pick your child up within one hour.

In case of a communicable disease, a child will be readmitted with a signed doctor's statement.

**The child must be symptom-free for 24 hours.**

See the communicable disease chart on the office door for additional information.

DO NOT bring your child to the center if:

- He or she has a temperature of at least 100 degrees Fahrenheit when in combination with any other sign or symptom of illness;
- He or she is vomiting. **The child should be given 24 hours to rest after the last vomiting incident. If vomiting occurs here, depending on the severity, your child will be sent home.**
- He or she has diarrhea. Three or more loose stool may mean he/she is potentially contagious. **The child should rest for 24 hours after the last incident. If diarrhea occurs here, your child will be sent home.**

- The membranes of the eyes are reddened, and/or the eyes have drainage/discharge. Check with your physician before bringing the child to the center. **Children who have conjunctivitis (pinkeye) must be removed from the center and must be on proper eye medication for 24 hours before returning.**
- He or she experiences severe coughing, causing the child to become red or blue in the face, or to make a whooping sound. **If this occurs at the center, your child will be sent home.** If there is enough coughing to create frequent interruption to your child, yet not severe, the parent may be called and asked to bring cough medicine to administer to the child.
- He or she has difficult or rapid breathing. If this develops, your child will be sent home and further evaluation recommended.
- He or she develops yellowing skin or eyes. Should this occur, your child must be evaluated by a physician prior to returning to the center.
- He or she is sent home ill. He or she must be kept home the next day to rest. This prevents the spread of illness.
- He or she shows evidence of lice, scabies, or other parasitic infestation.  
*For Lice* – Your child will need to be removed from the center, and properly treated prior to returning. **If there is any evidence of nits within seven days, a second treatment must be administered.** Please remember that we need to work together to communicate about treatment. The child will require a head check by trained staff to return to class. We are a nit-free facility.  
*For Bed Bugs* – When a bed bug is found, it can be difficult to determine the source. A bed bug found on a student or student’s belongings may have come from another student, rather than from the student’s home. Similar to head lice, it is very important to address the issue with care and sensitivity. There is no association between cleanliness or socioeconomic status and bed bug infestations. Anyone can experience an infestation. We will work hard to get to the bottom of the source and want to partner with families to find a solution to the problem.
- He or she has a positive strep culture (throat) or staph culture (e.g., impetigo). **He or she must be on proper medication for 48 hours before returning to the center.**
- There is an unexplainable body rash. Check with your physician before bringing your child to the center. Children found to have chicken pox will be sent home and may return when all pox is dried and have a scab cover.
- He or she has untreated infected skin patches.
- He or she has unusually dark urine or gray or white stool.
- He or she is not well enough to go outdoors, or he or she is not well enough to be at the center.

Children who are not vaccinated or fully vaccinated may be subjected to an absence period if an outbreak occurs of a preventable, immunizable illness. It is our job to protect the health and overall well-being of your child in the event of illnesses such as chicken pox, mumps, measles, rotavirus. We will correspond with Greene County Public Health on incubation/contagious time frames and respond accordingly. We ask that the parents seek backup care during this period.

If we call to have your child picked up because of illness or accident at the center, the pickup time must not exceed one hour.

A child, who is mildly ill (defined as a common cold) may come to the center. He or she will be observed. If a child is not able to participate in activities, he or she should remain at home.

These guidelines also apply to staff members and caregivers. If your child's caregiver is ill and not able to attend, we will have qualified substitutes to care for your child during the caregiver's absence.

Our sick policy is subject to administration discretion.

If your school age child is too sick for school, they are too sick for child care!

### **Administration of Medications**

Should your child require medications, cough drops, sunscreen, lip balm or a special diet while at the center, there is a special form to be completed and signed each time medication needs to be administered to your child. Nonprescription medication can be given for a maximum of 3 consecutive days with a parent's signature. All medications not requiring a medical care plan will be sent home after 3 days.

Any medication that does not have a prescription label (i.e., only over-the-counter medicines) must be clearly marked by the parents with the child's name, the dosage, the time, and why it is being given. Aspirin or codeine will not be administered under any circumstances. Please choose a non-aspirin product.

Parents must fill out the proper form for administration of medication if they need their child to receive medication while at the center. The following rules must be followed:

### **Prescription Drugs**

- The medication must be brought in its original container, and the container must have a label with the child's name on it.
- All medication for all age groups will be kept in the office, except diaper cream, sunblock and Orajel, which will remain in child's classroom.
- Tell the staff that you want your child to receive the medication.

### **Over-the-Counter Drugs**

- No OTC drug will be administered. We will only administer lotions, cream ointments & Orajel.



### Creams, Ointments or Topical Lotions

- Place your child's name on the product package.
- Bring the product in its original bottle or package.
- Must be age appropriate.
- Tell the staff that you want your child to receive the medication.
- Fill out Administration of Medication Form.
- Medication can be administered for a maximum of 14 days for a skin irritation.
- Medication can be administered for a maximum of 3 months if not a skin irritation.
- Medication will only be administered per package instructions. If it requires a different procedure a doctor's note is required.

### SUPERVISION POLICY

A major responsibility of the staff is to ensure the health and safety of each child entrusted in our care. Staff persons actively observe and guide the children in their care – this includes awareness of and responsibility for the activity of each child and being physically present or near enough to intervene if needed. Our staff are alert to the safety needs of their children, anticipate possible hazards and take necessary, appropriate, precautionary and preventive measures.

At no time will a child be left unattended, including naptime. If a child becomes ill, he/she may be isolated in a separate location of the room within the sight and hearing of a staff member.

We teach more by  
what we are than  
by what we say.

—unknown

### RELEASE OF A CHILD

Staff will only release children to the persons listed on the release form provided by the parent. Staff will check IDs of anyone they do not recognize. Please make sure the person picking up your child has a photo ID even if their name is on the release form. Your 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.

When children are transported away from the center for field trips, we require a signed permission form from the parent or guardian. Staff members accompanying children outside the center will be trained in first aid and have a first aid kit available. Emergency transportation authorization and health records for each child will be taken on all trips away from the center. Each child will have identification indicating the center's name, address, and phone number. Before departing the center, a count will be taken of all the children and recorded on an attendance sheet. Upon arrival at the destination, another count will be taken to assure that all the children arrived. The same

process will be repeated upon leaving the destination and returning to the center. During the field trips, each staff member will be fully responsible for the children assigned to them. Parents are permitted to accompany their children on field trips. Please notify the Administrator if you wish to do so.

## 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 daily. 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) drops below 32 degrees or rises above 90 degrees. On days that outdoor play is not safe, we will provide indoor gross motor activities. Please have your children dressed appropriately for weather conditions: snow pants, hats, mittens and boots in the wintertime, and light, comfortable clothing in the summer. Please note that tennis shoes or soft rubber soled shoes are required for your child to participate in outdoor play and some large motor indoor play activities.

## NAP AND COT TIME

All full-day children have the opportunity to nap in the afternoon. Children have their own labeled cot which they use each day. Soothing music or sounds of nature are played at the beginning of nap time to help the children relax. Children are not required to sleep, but they must rest quietly. Parents may provide a blanket or small stuffed animal or pillow for their child to use during nap time. These items are sent home at the end of each week for laundering. After 30 minutes of rest, non-sleeping children are permitted to do quiet, teacher approved activities on their cot until nap time is over.

Each infant has his/her own crib with a sheet and a sleeper sack provided by the center as required by State law. Sheets are changed and washed weekly or as needed. Parents of children 2-1/2 years and up are encouraged to bring in a special blanket or small pillow or stuffed animal for nap time. These items are sent home each Friday for laundering. Please be sure that all belongings are labeled with your child's name. Cots and bedding are cleaned on a weekly basis or as needed.

## TOILET TRAINING

Our toddler rooms include a toilet training area for children who are learning to use the restroom independently. Children who are in toilet training are assisted by their teachers during this process. Toilet training begins when your child exhibits signs of readiness. During this time several changes of clothes may be necessary. All soiled clothing will be sent home in a zip lock bag.

- If a child has a bowel movement accident in their clothes, the teacher reserves the right to clean the heavily soiled underpants or to send the child's clothes home as is. Administration does not force teachers to clean these items.

Signs of readiness may include:

- Your child comments about or shows interest in toilet activities.
- Your child can stay dry for two or three hours at a time.
- Your child can dress and undress to use the toilet.
- Your child can understand and follow directions.

When parents and teachers begin to observe these behaviors, a team plan should be put into place so that the child has similar toilet training experiences whether at home or at the center. Consistency is important in helping your child “master” this developmental stage. Caleigh’s Place must have full cooperation from parents to assist with potty training. We will not potty train your child for you, it is a team effort!

## WATER PLAY INFORMATION

Water activities *may* be provided for the preschool children as a special planned activity. Childcare staff will be actively supervising children during water play and a permission slip will be provided.

All children will be provided with water play opportunities at Caleigh’s Place. These include sprinklers and sensory tables. Parents will need to provide swimsuits, towels, and sunscreen for your children. You may also want to provide water shoes. Sunscreen must also have a medication form completed for it to be applied. If your child burns easily, please include a lightweight T-shirt that he/she may wear over a swimsuit.

## FAMILY PARTICIPATION

Research proves that children are more likely to have a successful school experience if their parents are actively involved in their education. Caleigh’s Place will offer on-going opportunities for parent involvement through parent conferences, open visitation, special programs, parent newsletters and volunteer activities.

Parent and staff conferences are greatly encouraged. You may call at any time to request a conference with the staff. Should you have concerns or questions regarding your child’s program, please contact your child’s teacher and/or the director.

We also welcome parent’s participation in

activities and childcare programs. This includes accompanying your child on a field trip, attend a picnic or class party, or participate in any program sponsored by the center.

We may not be able  
to prepare the future for  
our children, but we can  
at least prepare our  
children for the future.

—*Franklin D. Roosevelt*

Parents interested in volunteering at Caleigh's Place regularly should contact the office. The State of Ohio requires all volunteers to be fingerprinted and have a medical statement on file. Based on your interests, abilities, and availability, we collaborate with your child's teacher to provide suggestions on how you can be involved with your child's experience in our program. Special events are a great opportunity to get involved, and we will always welcome your participation in our program. If you are unable to help throughout the daytime hours, there are opportunities to support us from home – please check with your child's teacher to learn more about assistance needed with teacher-made games and other behind-the-scenes roles.

We keep parents informed regularly by providing the following:

- 6 Weeks - 2 ½ years: Daily Sheets giving progress reports and class Dojo communication.
- Age 2 ½ - 5 years: Dojo communication and papers sent home.
- School Age during summers: Dojo Communication.

## PROBLEM SOLVING PROCEDURE

When individuals must cooperate daily, there will inevitably be differences of opinion. When these individuals are part of a childcare family, the differences can grow into problems that must be resolved. A Christian childcare is no exception to the rule because the relationships and cooperation between the children, parents and teachers are close-knit. There is a way, however, to handle these problems that is workable, successful, and Biblical. The lesson of Matthew 18:15-17 is often referred to as the Matthew 18 principle. The principle includes the ideas that all parties should have a sincere desire to achieve a solution; that the fewest possible participants should be involved in a discussion; and that all participants should go through proper channels and accept the result.

The following guidelines will assure an orderly process for problem solving at Caleigh's Place:

- Go first to the person with whom you have a problem and sincerely and privately seek a solution.
- If a solution is not achieved in step one, go to the Director. He/she will arrange a meeting of the parties involved.
- If you and the Director are unable to achieve a solution, you may appeal to the Board of Caleigh's Place. All sides of the issue will be presented but the issue will be decided by vote of the Board.
- The Board may, in certain cases, review the Director's decision and advise the Director accordingly.
- After this process has been followed, all parties agree to accept the final decision reached in this process.

This problem-solving procedure has been reviewed and approved by the Director/Administrator and the Board of Caleigh's Place.

## MISCELLANEOUS INFORMATION

We answer the telephone at Caleigh's Place From 6:30am to 5:30pm Monday through Friday. However, there are times when we are all outside or on a field trip and it may be difficult to reach us. Please leave a message or try again later. Individuals are scheduled in the office throughout most of the hours of operation, however, sometimes emergencies or staff shortages may arise which will require all personnel to be in the classrooms. If this is the case and you need assistance, please stop by the church office and someone will assist you.



### **Teacher Cell Phone Policy**

Teachers are not permitted to communicate with parents via cell phone during center hours. If you need to communicate an emergency or important message, call the center's office. Cell phones may only be used by staff during outdoor activities or gross motor play time in the gym and can only be used to communicate an emergency or when needing office assistance.

### **Transitioning Out of Our Program**

When a child is moved to the next age group there will be a "transitioning time" which allows for that child to adjust to the change. A written or verbal agreement for transitioning a child will be given to the parent at that time.

Our goal at Caleigh's Place is to promote your child's growth throughout their early educational journey. Whether your child is leaving the program due to aging out or for any other reason, we will prepare them for this change. Your child will be given the option to participate in many activities including the following:

- Collecting items from their cubby or classroom which will be sent home.
- Saying goodbye to their teachers and friends.
- Taking home their projects/artwork/nametags, etc.
- Talking with their teachers about what the future may hold - such as school or a new center, etc.

### **Formal Assessment and Curriculum**

Currently, we do not use any formal assessments to track children's academic or developmental progress. We believe in communicating with parents about concerns or achievements through emails, meetings etc. When it comes to your child's daily curriculum, we use a child's interest driven model. We take the child's hobbies, ideas, wonderment, and questions to build lesson plans that are individual to your child's uniqueness and interest. This has proven to keep the children excited and engaged while being productive students through embracing curiosity and wonderment. Lesson plans will be posted in classrooms as well as emailed to parents. All lesson plans incorporate a love for Christ and align with a Christian morals and value system.

### Child Arrive from Other Programs

In the event your child is scheduled to be at Caleigh's Place from an offsite program i.e., school, extra-curricular, tutoring etc. and does not arrive, we will contact parent and offsite program to begin process of locating the child. We will work with the parent to formulate a plan to locate child.



## SAMPLE SCHEDULES FOR EACH AGE GROUP

### INFANTS AND TODDLERS

Your child will be introduced to a daily schedule which includes activities such as circle time, music, art, and exploration of the domains of the classroom. Infants and toddlers will learn how to interact and play with others. The schedule will include periods outdoors when possible and introduction of developmentally appropriate toys, equipment, creative materials, and individualized stimulation activities.

#### Sample of Infant and Toddler Schedule

6:30am .....	Arrive/Child Selected Activities in Learning Centers
6:30 – 7:30am .....	Breakfast
7:30 – 8:00am .....	Teacher guided exploration & play
8:00 – 8:30am .....	Circle Time/Bible Stories
8:30 – 8:55am .....	Sensory & fine motor skills
9:00 – 9:30am .....	Chapel time (songs, Bible stories, prayer)
10:15 – 11:15am .....	Gross motor skills (outdoors if weather permitting)
11:15am – 12:15pm .....	Lunch
12:15 – 1:15pm .....	Quiet Activities
1:15 – 2:15pm .....	Nap Time
2:15 – 3:15pm .....	Child Selected Activities in Learning Centers
3:15 – 3:45pm .....	Snack
3:45 – 5:15pm .....	Small Group Activities
5:15 – 5:30pm .....	Gross Motor Activities

\*Diapers are changed every 2 hours or as needed.

Our toddler program is designed to provide a consistent schedule for children 19-36 months. A schedule is posted inside the classroom with a sample included on this page. In addition, parents receive the lesson plan with weekly activities.

Nothing builds  
self-esteem and  
self-confidence like  
accomplishment.

—Thomas Carlyle



## Preschool Schedule

6:30am.....	Arrival/Child Selected Activities
6:30 – 7:30am .....	Breakfast
7:30 – 9:00am .....	Arrival/Child Selected Activities
9:00 – 9:30am.....	Chapel time (songs, Bible stories, prayer)
9:30 – 10:00am .....	Circle Time (Language arts)
10:00 – 11:15am .....	Teacher-Directed Activities (Science, Math, Art)
11:15 – 11:30am.....	Closing Circle
11:30 – 11:45am.....	Music and Dance
11:45am – 12:00pm.....	1/2 Day Parent
Pickup 12:00 – 12:30pm.....	Lunch
12:30 – 2:30pm .....	Nap Time
2:30 – 3:15pm.....	Child Selected Activities
3:15 – 3:45pm.....	Afternoon Snack
3:45 – 4:45pm .....	Outdoor Time
4:30 – 4:45pm.....	Circle Time
4:45 – 6:00pm .....	Child Selected Activities

## SCHOOL AGE

Our School Age program is a student directed time which gives our students the freedom to choose their own activities. During quiet study time, students may choose to complete their homework or work on a quiet learning activity on their own. Tutoring is available during this time. Through choice activity time students may choose their own activity. Volunteering opportunities are provided, and older students are encouraged to assist the younger ones in tasks, projects, or games, teaching them leadership and how to get along with and be empathetic towards other students and their needs.

### School Age Schedule

#### *During School Hours:*

6:00am .....	Arrivals
7:30 – 8:00am.....	Breakfast
8:15am.....	Bus departures
3:45 – 4:00pm.....	Bus arrives
3:45 – 4:00pm .....	Snack
4:00 – 4:45pm .....	Teacher lead Quiet activities/Homework
4:45 – 5:30pm .....	Student choice activities, games
5:30.....	Quiet activities/Departure

#### *No School/Summer Schedule:*

6:30am .....	Center opens
6:30 – 7:30am .....	Quiet activities
7:30 – 8:00am .....	Breakfast
8:00 – 9:00am .....	Transition time/clean up
9:00 – 9:30am.....	Chapel time (songs, Bible stories, prayer)
9:10 – 10:15am.....	Outdoor time (weather permitting)
10:15 – 11:15am.....	Group activity
11:15 – 11:30am.....	Prepare lunch
11:30 – 12:00pm .....	Lunch
12:00 – 1:30pm .....	Quiet activities
1:30 – 1:40pm.....	Transition/clean up
1:40 – 2:30pm .....	Group activity
2:30 – 3:00pm.....	Snack
3:00 – 3:45pm.....	Quiet activities
3:45 – 5:00pm .....	Outdoor time (weather permitting)



## OHIO ADMINISTRATIVE CODE REQUIREMENTS

The facility is licensed to operate legally by the Ohio Department of Job and Family Services. This license is posted in the Preschool/Childcare office for review.

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

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

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

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

The licensing inspection reports and complaint investigation reports for the current licensing period are posted in the Preschool/Childcare office for review.

The licensing record including compliance report forms, complaint investigation reports, and evaluation forms from the building and fire departments are available for review upon request from the Ohio Department of Job and Family Services.

The department's website is [jfs.ohio.gov](http://jfs.ohio.gov). It is unlawful for the facility to discriminate in the enrollment of children upon the basis of race, color, religion, sex, national origin or disability in violation of the Americans with Disabilities Act of 1990, 104 Stat. 32, 42 U.S.C. 12101 et seq.

This information must be given in writing to all parents, guardians and employees as required in rule 5101:2-12-03 of the Ohio Administrative Code.

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CHRIST'S CHURCH  
CHILDCARE LEARNING CENTER  
HANDBOOK AGREEMENT

I have received and read all the information in the Handbook of Caleigh's Place. I am aware that this handbook is a contract between Caleigh's Place and the Parents/Guardians of the child or children thus enrolled. In signing, I agree to adhere to all the guidelines and policies contained therein.

Signed \_\_\_\_\_ Date \_\_\_\_\_

*(Parent/Guardian)*

Check this box if you elect to receive the Handbook electronically.

Name:

Date:

Email:

