



Wee Care Day Care
Early Learning Center

2022

Updated April 2022

Wee Care Day Care Early Learning Center FAMILY HANDBOOK



WELCOME

Dear Family,

Thank you for choosing Wee Care Day Care Early Learning Center. We look forward to getting to know your family and providing your child with a caring and nurturing learning environment.

At Wee Care Day Care Early Learning Center we believe that each child is unique so we focus on each individual child and their development. Each child's interests and developmental levels are considered when our teachers plan daily learning experiences. We also know that children learn through play and strive to make each learning experience is fun, exciting, and interesting for the children in the class. Our classrooms are organized in a way to promote play and learning through play.

We recognize that the family is the most important thing in a child's life. We love to collaborate with families about their children and want to make sure families are involved in their child's education. In order to ensure families are involved we meet with families throughout the year and we host fun events for families. Prior to the child's first day every family must attend an orientation to become familiar with our program and policies. During the first few weeks we will meet with your family to discuss your child, their development, and plan goals for each of your children, after this initial meeting we have Family Conferences every fall and spring to discuss your child's development and update their goals. Some of the fun family events we have hosted in the past include a Summer Art Show, Theatrical Plays performed by our School-age Class, A Valentine's Day Dance, and an Annual Family Picnic.

We are excited to welcome you into our Wee Care Day Care Early Learning Center Family. If you have any questions at any time please do not hesitate to ask!

Sincerely,

Rene and Betsy , Administrators

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ABOUT US

Wee Care Day Care Early Learning Center was purchased by Lonnie and Rene Newell in March of 2005. As parents and grandparents they were searching for a way to better meet the needs of their growing families and other families in the community.

Wee Care Day Care has been awarded by the State of Ohio a Step up to Quality 3 Star Rating. Step Up to Quality is a rating and improvement system overseen by the Ohio Department of Education and the Ohio Department of Job and Family Services. This system recognizes and promotes learning and development programs that exceed licensed health and safety regulations. Wee Care Day Care Early Learning Center has also been recognized as an Ohio Healthy Program which strives to make healthy meals and physical activity a main focus throughout our classrooms.

Our Infant, Toddler and Preschool Classrooms use the Creative Curriculum and Teaching Strategies Gold to plan learning activities and record observations to use in planning developmentally appropriate activities for every child. Our curriculum uses fun hands on activities and learning centers to promote learning through play. Our preschool class goes on field trips throughout the year to learn through real life experiences.

The Wee Care Owls is a program designed specifically for working families of children in kindergarten through sixth grade. Transportation is provided from all the Sandusky City Elementary Schools. We offer an After School Program, and a School's Out! Program for summer vacation and all other scheduled days off during the school year. We promise to provide the children with homework assistance, fun activities, and character building opportunities.

Wee Care Day Care Early Learning Center works collaboratively with families to set educational and developmental goals for each child in our care. We also meet with families for conferences in the fall and spring to communicate with families on their child's progress. Fun events are planned throughout the year for families to enjoy together.

Wee Care Day Care Early Learning Center is a licensed child care center by the Ohio Department of Job and Family Services (ODFJS) as required by the Ohio Revised Code (ORC) for centers that care for more than thirteen children. We are contracted with several counties to accept payment assistance. We are also contracted with the Child and Adult Care Food Program (CACFP) through the United States Department of Agriculture (USDA) to provide monitored, well-balanced, nutritious snacks and meals to our children.

Our staff are hired in compliance with the state requirements and qualifications as a base minimum. All of our staff have High School Diplomas and have passed the required background checks. All of our teachers participate in orientation and ongoing training in the areas of child growth and development, healthy and safe environments, developmentally appropriate practices, guidance, family relationships, cultural and individual diversity, and professionalism. Teachers receive a minimum of 20 hours of training every 2 years.

Definition of Family

In this handbook we refer to family as a parent, legal guardian, sponsor or anyone else who provides for the well-being, best-interest and responsibility of the child in our care.

Philosophy

Wee Care Day Care Early Learning Center focuses on each individual child and their unique development. We use a child-centered curriculum, The Creative Curriculum, and formal assessment system, Teaching Strategies Gold, which are both aligned to the Ohio Early Learning Development Standards. We also use a child screening tool, Ages and Stages Questionnaires, to help identify any areas of concern. Our teachers use frequent observations to look at the language, cognitive, physical, social, and emotional needs of the individual child. Children grow and develop at different rates, our curriculum is designed to offer children the opportunity to explore areas at their own speed.

Emphasis on the child's positive self-image and interactions with other children and adults will be the focus of many classroom activities. We recognize that there are many different learning styles and that many children learn through play. Our learning environments use hands on learning activities and games while providing the opportunity for children to explore on their own or with others. Each classroom is organized with many different learning centers which will provide opportunities for dramatic play, art, music, science, math, manipulative/fine motor skills, gross motor play, and reading. Our teachers will make available a wide variety of activities in each learning center along with small group and large group activities throughout the day.

Wee Care Day Care Early Learning Center makes health and nutrition a priority when planning menus and developing learning activities. Every meal served within our center is designed to be healthy and has been approved by both the Child and Adult Care Food Program and Ohio Healthy Programs. Children receive an hour a day of physical activity a day, preferably outside play weather permitting. Our teachers include health related topics such as oral health, nutrition and physical activity into their lesson plan topics.

The staff of Wee Care supports the importance of family involvement in a child's development and educational needs and therefore has an "open door" policy for parent participation in the classroom and encourages families to be actively involved in their child's education through goal setting and frequent communication along with family centered events planned throughout the year.

Mission

The mission of Wee Care Day Care Early Learning Center is to positively promote the overall well-being of the children in our care by providing quality child care and meaningful learning opportunities in a safe, encouraging and educational environment.

CACFP Nondiscrimination Statement

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA. Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits.

Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English. To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at:

http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

(1) mail: U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue, SW Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: program.intake@usda.gov. This institution is an equal opportunity provider

Days and Hours of Operation

Child care services are provided from 730 AM to 6 PM Monday through Friday.

Scheduled Closings

We are closed for certain holidays: New Years Day, Easter, Fourth of July, Thanksgiving Day, and Christmas Day. Depending on the need or lack of need for day care services, Wee Care Day Care may also close on Memorial Day, Labor Day, Christmas Eve, and or New Year's Eve. We will also be closed for 2 professional development days each year and for our family conferences. A yearly calendar is available and notice will be posted atleast 2 weeks in advance for all days we plan to be closed.

Unexpected Closings

Closing due to weather. School delays or closings. Any other factors

Should severe weather or other conditions (i.e., snow, storms, floods, tornadoes, hurricanes, earthquakes, blizzards, loss of power, loss of water) prevent us from opening on time or at all, notification to the families will be announced on

FM Radio

WCPZ – Mix 102.7

WMJK – 100.9 The Coast

WOHF - Oldies 92.1 The Wolf

WFRO – Eagles 99.1

AM Radio

WLEC – 1450 Sports Radio

WTTF - 1600

****Parents of SCHOOL AGE CHILDREN**** in case of a snow day, please call ahead to be sure we have adequate staffing to meet the needs of your family. **Please do not just assume we have extra staff.** School-age children are not permitted to attend Wee Care Day Care Early Learning Center if they are out of school due to illness, behavioral suspensions, or anytime school is in session.

All families are strongly encouraged to find a “plan B” as a back-up plan for day care services in case of a child’s illness or emergency.

If it becomes necessary to close early, we will contact you or your emergency contacts as soon as possible. Your child’s early pick-up is your responsibility to arrange.

In the event of a closing for any reason besides weather, families will be notified as soon as the decision is made to close.

Basic Daily Schedule

7:30 open

8am-9am Breakfast and morning activities

9am-11am Classroom activities and 30 minutes of outdoor or gross motor play

11am-12pm Lunch

12pm-2pm Quiet rest time (outdoor gross motor time for school-age children)

2pm snack

230pm-4pm Classroom activities and 30 minutes of outdoor or gross motor play

4pm-5pm Dinner

5pm-6pm Classroom activities

Staff/child ratios and group size

Children are supervised at all times. All caregivers receive scheduled breaks which helps to reduce fatigue and ensure alertness. School-age children may be permitted to leave their class to go to the restroom with permission from their teacher, or run an errand in the facility.

We maintain the following standards for child to staff ratios:

Age	Child to Staff	Maximum Group Size
≤ 12 months	5 to 1 or 12 to 2	12
12-18 months	6 to 1	
18-35 months	7 to 1	14
3 year-olds	12 to 1	24
4 year-olds	14 to 1	28
School-age	18 to 1	36

Opportunities for Family Activities

Each family is a child's first teacher. We value families as partners in the growth and development of children in our program. We encourage parents and other family members to be involved in the program, visit children's classrooms, participate in events, and provide feedback on the program. We offer a variety of ways in which families can participate in helping us establish and reach our program goals.

We offer a variety of ways for families to participate in the growth and improvement of our program. We encourage families to take an active role.

Family Events: We have several events throughout the year that bring our entire community together. Watch for the announcements! Some examples of events we have had include

- Open House
- Summer Art Show
- School-age plays
- Holiday Gatherings
- Valentine's Day Dance
- Spring Prom Dance
- Annual Family Picnic

Classroom Activities: Enjoy and help your child's class with these special activities.

- Chaperone field trips
- Volunteer in the classroom
- Donate requested items
- Family Teacher conferences

Upcoming family activities will be posted in the Check-in area

Communication & Family Partnership

Daily Communications. Daily notes from center staff will keep you informed about your child's activities and experiences at the center. Notes will be placed into your child's cubby at the end of the day or given to the family member at pickup depending on the preference of the teacher.

Bulletin Boards. Located throughout the center, bulletin boards provide center news, upcoming events, faculty changes, holiday closing dates, announcements, and community resources.

Newsletters. Seasonal newsletters provide center news, events, announcements, etc. These newsletters are available at the sign-in/sign-out desk for your taking. Some classrooms also send home monthly newsletters about their specific classroom.

Email. We encourage you to provide an email address that you use regularly so that we may send you announcements, event invitations, newsletters and general updates.

Family Visits. Family participation is encouraged. Visit our classrooms, volunteer, come along on a field trip, or eat a meal with your child. Signing in is required for the safety and protection of our children. Each visitor must wear a visitor's badge while on premises and sign-out upon leaving.

Conferences. Family & teacher conferences occur twice a year. During these conferences, we will discuss your child's strengths, likes and dislikes, and styles of learning. We will work together to set goals for your child's growth and development. Family conferences are mandatory for all families enrolled. You may request additional conferences regarding your child's progress at any time. We encourage you to communicate any concerns.

Opportunities for parents to meet with teachers

Goal meetings occur within 60 days of enrollment – parents meet with families to set 2 educational or developmental goals for the enrolled children. Goals are reviewed at least annually at family conferences. We also meet to discuss the results of the Ages and Stages Developmental screening tool at this time

Transition Meetings When it is time for a child to transition to a different classroom the family will meet with the child's new teacher to develop a transition plan

Conferences Family & teacher conferences occur twice a year. During these conferences, we will discuss your child's strengths, likes and dislikes, and styles of learning. We will work together to set goals for your child's growth and development. Family conferences are mandatory for all families enrolled. You may request additional conferences regarding your child's progress at any time. We encourage you to communicate any concerns.

If a family ever has a concern or just wants to discuss their child's progress they are encouraged to contact the office to set up a meeting at any time.

Tuition, Payment schedule, and Fees

All payment and fee processing will be completed by Rene or Lonnie. They will be in charge of collecting tuition and other fees and contacting families regarding payment issues. If you have a question or concern regarding a payment or fee, please contact Lonnie.

Tuition Rates

INFANTS (6 weeks to 18 months)	TODDLERS (18 to 35 months)	PRESCHOOL (36 months to 5 years-not eligible for kindergarten)	SCHOOL AGE (5 years old and enrolled to Kindergarten to age 12)	SCHOOL AGE SUMMER
\$230 25+ hours	\$210 full-time 25+ hours	\$185 full-time 25+ hours	\$130 full-time 25+ hours	\$175 25+ hours
\$145 part-time >25 hours	\$130 part-time >25 hours	\$105 part-time >25 hours	\$80 part-time >25 hours	\$110 >25 hours

Families contract for a specific weekly schedule as indicated on the *contract for services* Form. Payment for this contracted schedule is required every week year-round whether or not your child attends; this enables us to pay teachers a stable salary every week all year. No credits are given for sick or vacation days, holidays, staff training closure or closure due to inclement weather.

Private-Pay Pre-School Program

The Wee Care Early Learning Pre-School is available to any child who is at least 3 years old. This program is a private-pay program. ODJFS Day Care payment assistance does not cover this program unless the primary caregiver is at work or school during these hours. Please see the attached yearly calendar regarding when this program is in session. We will follow a similar schedule to Sandusky City Schools.

Your child does not have to be potty-trained to be enrolled in the pre-school program. Payments are due prior to each 4-week cycle. Failure to pay in advance could jeopardize your child's spot on the roster.

Pre-School 1 3s and 4s	Pre-K 2 4s and 5s	Pre-k 2 4s and 5s
T/Th 8a-11:30pm \$110/every month	MWF 8a-11:30a \$150/every month	M/T/W/TH/F \$200/every month
Lunch and snack included	Lunch and snack included	Lunch and snack included

ODJFS Day Care Assistance Participants

Children must be checked in/out on the provided tablet at the time of drop off/pick up everyday. This is how we receive payment from ODJFS. If a check in/out is missed it must be corrected immediately. After 3 weeks we will not be able to submit that day for payment and the family will be responsible for paying the tuition for the week. Please stop in the office if you would like to add someone to the tablet to check your children in/out. We will only need their name and phone number.

Ohio Department of Job and Family Services Family Fees: Family Fees are established by ODJFS. Wee Care receives verification of your family's assistance approval and the family fee responsibility from your county. It is your responsibility to pay these fees weekly. Failure to do so will result in the termination of services at Wee Care and appropriate notification will be sent to ODJFS.

Payment

Payment is always due in advance with no deduction for any absences, holidays, or closures due to inclement weather, power outages, or other situations beyond our control. Payment is due Weekly by 6pm on Monday, as outlined in the *Enrollment Agreement* or Monthly for the Preschool Program Only.

Late Payment Charges

Late payments can pose serious problems for our programs and as a result, the business does not have the latitude to allow families to accrue a balance equal to more than one week of tuition.

Late payments will result in the imposition of late payment fees. Failure to pay child care payments will result in child care services being terminated.

If payment is not received on the day that it is due, a late fee of \$25 will be added to your next tuition payment for each week that it is late . Repeated late payments may result in your families child care services being terminated.

Any payments made will be applied to the oldest charges and late fees may still apply if the account is not paid in full by the next tuition due date. If payment is more than 30 business days past due, we may attempt to recover payment in small claims court. You will be responsible for all expenses associated with these actions including all court and attorney fees.

Returned Checks/Rejected Transaction Charges

All returned checks or credit card transactions will be responsible for all bank fees from our financial institution and will be charged a \$50 fee. Two or more returned checks or rejected transactions will result in your account being placed on “cash only” status.

Other Fees

- From time-to-time there will be additional fees associated with special activities or field trips. These fees are due prior to the event, activity or trip.
- According to Ohio Law, ORC 3109.09, Wee Care Day Care is legally able to seek compensation from the custodial parent of a minor for any property that is damaged or lost through theft, up to \$10,000. This can pertain to the physical property of the center, the vehicles, playground equipment, or any item within these structures. The final decision will come from the owner whether compensation will be requested. Depending on the situation, the parent may be asked to pay a dollar amount or if suitable, the parent may be able to purchase a replacement item on their own.
- Late pickup charge- Families will be charged a \$1 per minute fee per child for any child picked up after our closing time. Please be on time when picking up your children.

Credits & No Credits

- Families contract for a specific weekly schedule as completed on the *Enrollment Agreement* Form. Payment for this contracted schedule is required every week year-round whether or not your child attends; this enables us to pay teachers a stable salary every week all year. No discounts on tuition are given for sick or vacation days, holidays, staff training closure or closure due to inclement weather.
- for Serious Illness/Injury – In the unfortunate event of extenuating circumstances such as your child is hospitalized, absent due to a serious contagious disease or serious illness or injury for an entire week, tuition may be reduced at the discretion of the owners. A written doctor’s note is required for consideration

Enrollment

All admission and enrollment forms must be completed and the first tuition payment paid prior to your child's first day of attendance. Based on the availability and openings, our facility admits children from 6 weeks to 12 years of age. Once enrolled families must maintain at least part time hours weekly. Due to the high demand for enrollment we are unable to hold spots for families who do not attend regularly.

Our process for introducing children to our program is to first meet with families for Orientation to introduce families to our program, policies, and teachers. Within the first 60 days families will meet with the child's teacher to create 2 educational or developmental goals for the child. Families will also complete a family information form at enrollment to help our teachers become familiar with the child and their family along with completing the Ages and Stages Questionnaire child developmental screening tool within 60 days for all Infant, Toddler and Preschool children.

Children are admitted without regard to race culture, sex, religion, national origin, or disability. We do not discriminate on the basis of special needs as long as a safe, supportive environment can be provided.

Enrollment is complete after the following steps are completed:

- 1.) Interview and center tour with director or other designated administrative staff
- 2.) Completed enrollment packet is turned in and reviewed by an administrative staff member. Enrollment packets must be completed fully including the Child Health Enrollment Form, Step up to Quality Family Information, Medical Statement and Shot Records (not required for school-age children), CACFP forms, contract for services and any infant feeding, routine trip, transportation forms required depending on the age of the child.
- 3.) Space is available for age-appropriate classroom, if there are no spots available your family will be placed on the waiting list and contacted as soon as space becomes available.
- 4.) On-site orientation is mandatory for the parent/legal guardian
- 5.) Complete the ASQ-3 Screening tool and return it within 60 days of enrollment. Results will be shared with the family at the goal meeting.
- 6.) Schedule a goal meeting within 60 days to discuss developmental/educational goals for your child.

All forms and required meetings must be completed within the time frame given in order to remain enrolled at Wee Care Day Care Early Learning Center. All forms including medical statements/shot records must be updated atleast annually and will be distributed at least 2 weeks in advance.

Ages and Stages Questionnaires, Goals and Family Conferences are done in the fall and spring and must be completed by the given due date in order to remain enrolled.

Everything we ask families to do is used to help us provide the best care for your children along with being required by state licensing rules or to keep our star rating.

Physicals/Medical Statement Form

Routine physicals are required prior to the child's first day of enrollment and completed annually from the examination date (not required for school-age children. Families are responsible for assuring that their child's physicals are kept up-to-date and that a copy of the results of the child's health assessment is given to the program. Children with expired physicals will not be able to attend the program.

In addition to this medical statement it is recommended that all children receive comprehensive health screenings including vision, dental, height, weight, hearing, and blood lead and hemoglobin levels. A list of community resources is available in the office for any parent upon request and it is also posted on our community resources board in the hallway. Please refer to the pages at the back of the handbook for important facts about these screenings.

Immunizations and Care of children without Immunizations

Shot records are required at enrollment and to be updated annually. Please turn in updated shot records whenever your child receives new immunizations.

Under immunized children are excluded during outbreaks of vaccine preventable illness as directed by the state health department. Children who are not immunized are still required to have the medical statement completed by their physician at enrollment and updated annually.

Attendance Policy

Child Care Schedule

You are contracting for a childcare spot in our center. Staffing patterns are determined by the families schedule. We understand that work and school schedules may vary; however, we are required to have enough staff onsite to meet the needs of our children. We require all enrolled children to be in attendance for at least 10 hours per week.

- Family schedules are due weekly by 6pm on Thursday of each week for the following week. Every family must turn in a schedule weekly even if your schedule is usually the same. If we do not have your schedule turned in on time, your child may not be able to stay, if we can not meet our required staff/child ratios.
- Please call before you come in if you need to bring your child at a time that is different from your schedule. Changes to a schedule for a different day must be done in writing. If you arrive more than 15 minutes early than your scheduled time you may be required to wait until the next teacher arrives to drop off your child.
- If you are more than 30 minutes late without contacting us, we are going to assume that you do not need us for that day and may send a teacher home that we do not need. Therefore you may not be able to leave your child with us that day if we do not have enough staff to cover our ratios.
- If your child will not be in attendance for a whole week please turn in a schedule to communicate that absence with us. If your child is not going to be in attendance on a day that was scheduled please call us as soon as you know they will not be coming. Children who miss a full week without communication from the family will be withdrawn to make space available for children on the waiting list.

Schedules must include the parents name or child's name along with the dates that the schedule is for. Schedules should be submitted in the schedule box on the front desk or emailed to weecare@weecareelc.com. If you choose to email your schedule please include the child's name and the dates of the schedule in the subject line. If you do not receive a reply email within 24 hours please follow up and make sure we received the schedule. Schedules can not be received over the phone.

We understand that shifts are changed and employees are asked to come in early or stay later. Please communicate these changes with us, Do not just come in and expect us to be able to accommodate the changes without prior notice.

Absent day policy

If your child is going to be absent or arrive more than 30 minutes later than their scheduled time, please call us at (419) 621-7853. We will be concerned about your child if we do not hear from you.

If your child is not in attendance for a whole week without notice from the family they will be withdrawn in order to make space available for children on the waiting list. Due to the high demand for day care services we cannot hold a space for a child who does not have regular attendance. The child may be re-enrolled if there is space available. We require all enrolled children to be in attendance for at least 10 hours per week.

Withdrawal

A written notice, 2 weeks in advance, is requested by the center when a child is being withdrawn.

Procedures for arrival and departure

We open at 7:30 AM. Please do not drop-off your child prior to the opening. Families are expected to accompany their children to their classroom and supervise them until they are in the care of their teacher. Children can not be left unsupervised in the building during pick up or drop off times. Families must have a schedule turned in in advance in order to drop off their children. We close at 6 PM. Please allow enough time to arrive, sign your child out, and leave by closing time.

If a child has not been picked up after closing and we have not heard from you, attempts will be made to contact you, and the contacts listed as Emergency and Release Contacts. Provisions will be made for someone to stay with your child as long as possible, but if after 1 hour we have not been able to reach you or a person listed as an Emergency and Release Contact, we will call the local child protective services agency.

Right to Refuse Child Release

We may refuse to release children if we have reasonable cause to suspect that any person picking up a child is under the influence of drugs or alcohol, or is physically or emotionally impaired in any way that may endanger the child. To protect your child, we may request that another adult listed as an Emergency and Release Contact pick-up the child or we may call the police to prevent potential harm to your child.

Authorized & Unauthorized Pick-up

Your child will only be released to you or those persons you have listed as Emergency and Release Contacts. If you want a person who is not identified as an Emergency and Release Contact to pick-up your child, you must notify us in advance, in writing. Your child will not be released without prior written authorization. The person picking up your child will be required to show a picture ID as verification. Please notify your pick-up person of our policy.

Custody Agreements

In order to safeguard your child we will need copies of any court ordered custody agreements. Without a custody agreement, we are not able to prevent the release of your child to a parent. Without a court document, both parents/guardians have equal rights to custody. We are legally bound to respect the wishes of the parent/guardian with legal custody based on a certified copy of the most recent court order, active restraining order, or court-ordered visitation schedule. We will not accept the responsibility of deciding which parent/guardian has legal custody where there is no court documentation.

School-age transportation -Schedules and follow-up communication

If a school age child will not be attending after school care, please notify us at least 2 hours prior to pick up time, it is very important we have an accurate list of who we are picking up. If a child is on our pick-up list but is not present to ride our bus we will inquire with the school prior to leaving and also call the parent to inquire about their whereabouts. Please communicate with us your child's schedule as we need to stay on schedule picking up from all of the schools. Continued failure to communicate with us could result in termination of services.

Supervision

Children will always be supervised while in attendance. Supervision is defined as having knowledge of the child's needs and accountability for their care at all times. All children will be within sight and hearing of a child care staff member at all times including during nap time.

School-age children will be permitted to leave the class in order to use the restroom or run errands in the building. The teacher will have knowledge of the child's destination and will check on the child if they have not returned after 5 minutes for kindergarten-3rd graders and every 10 minutes for children who are in 4th grade or higher. School-age children will always be in groups of less than 6 when leaving the eyesight of the teacher.

Child guidance

General Procedure Wee Care Day Care Early Learning Center is committed to each student's success in learning within a caring, responsive, and safe environment that is free of discrimination, violence, and bullying. Our center works to ensure that all students have the opportunity and support to develop to their fullest potential and share a personal and meaningful bond with people in the school community. This policy complies with state and federal civil rights laws. The goal of this policy is to limit the use of suspension, expulsion and other exclusionary measures.

Thoughtful direction and planning ahead are used to prevent problems and encourage appropriate behavior. Communicating consistent, clear rules and involving children in problem solving help children develop their ability to become self-disciplined. We encourage children to be fair, to be respectful of other people, of property, and to learn to understand the results of their actions.

Challenging Behavior

Children are guided to treat each other and adults with self control and kindness. Each student at Wee Care Day Care Early Learning Center has a right to:

- Learn in a safe and friendly place
- Be treated with respect
- Receive the help and support of caring adults

When a child becomes verbally or physically aggressive, we intervene immediately to protect all of the children. Our usual approach to helping children with challenging behaviors is to show them how to solve problems using appropriate interactions. When discipline is necessary, it is clear, consistent and understandable to the child. We maintain a zero tolerance to bullying. If you have any concerns about this at any time, please report it to the Director of the Center.

Physical Restraint Physical restraint is not used or permitted for discipline. There are rare instances when we need to ensure a child's safety or that of others and we may restrain a child by gently holding her or him only for as long as is necessary for control of the situation.

Notification of Behavioral Issues to Families If a child's behavior/circumstance is of concern, communication will begin with the parents as the first step to understanding the child's individual needs and challenges. We will work together to evaluate these needs in the context of our program.

On rare occasions, a child's behavior may warrant the need to find a more suitable setting for care. Examples of such instances include:

- A child appears to be a danger to others.
- Continued care could be harmful to, or not in the best interest of the child as determined by a medical, psychological, or social service personnel.
- Undue burden on our resources and finances for the child's accommodations for success and participation.

Behavior Management Procedure

As trained professionals in the field of early childhood development, the staff of Wee Care Day Care understand the normal developmental stages of children. As children grow from infancy to school- age they are yearning for independence and self-sufficiency. Some children flow through these stages with little or no behavioral issues. Other children may have difficulties positively expressing their feelings and act out in ways that may be overwhelming to a parent or teacher. The following is the procedure the staff has been trained to follow in the event of misbehavior.

1.) Redirect

-If a child is mad because he wants to play with a truck another child, the staff will encourage the child to find another truck to play by showing him the other trucks, taking him to the other trucks, or finding a different type of toy all together to play

2.) Place the child in time-out

-If the child persists in playing with that same truck, they can be placed in a time-out for a period of time not to exceed the age of the child.

-If the child is 2 years old, the child will be in time-out for no more than 2 minutes

-During the time-out the teacher will talk directly with the child and explain to the child why they are being placed in the time-out.

3.) Loss of privileges in the classroom

-Primarily used with the older preschool children and school-age children, a child who persists with the negative behavior may lose the opportunity to play with the trucks for the rest of the day.

-Outside time, meals, and naps/rest time are ENTITLEMENTS and will NEVER be taken away from a child.

4.) Call the parent to pick up the child

-When a child's behavior has become excessive to where the first 3 steps have not been successful or if the behaviors include biting , hitting, scratching, throwing things, or making an unsafe environment , a call will be made to the parent to pick up the child for the rest of the day.

-This is a perfect time for the parent to share any ideas or suggestions on how to certain behaviors if they have had success at home.

5.) Parent/Teacher Conference

-If the behaviors continue without improvement over time or if the behavior is severe we will ask for a conference to discuss possible solutions or strategies.

-This would be a meeting for the parent to attend with the teacher.

- At this meeting we would assess the behavior and possible causes or functions of the behavior

- Collaborate with families and any other professionals to develop an individual plan including positive behavior support strategies.

Suspension and expulsion.

A families services may be suspended or terminated for a variety of reasons including not following our policies and procedures for payments, family schedules/ communicating absences, and required forms. Please read these sections of the handbook to ensure your family is following all of our policies/procedures. A child may be suspended or expelled for behavior if the behavior is causing an unsafe environment after we have followed the steps outlined in the behavior management procedure, an individual plan has been created and we have tried every other possible intervention. When an expulsion occurs we will offer to assist families in accessing services and an alternate placement by providing information and other options in our area.

Children with Disabilities

At Wee Care Day Care Early Learning Center equal educational opportunities are available for all children, without regard to race, color, creed, national origin, gender, age, ethnicity, religion, disability, or parent/provider political beliefs, marital status, sexual orientation or special needs, or any other consideration made unlawful by federal, state or local laws.

Educational programs are designed to meet the varying needs of all students. Wee Care Day Care Early Learning Center believes that children of all ability levels are entitled to the same opportunities for participation, acceptance and belonging in child care. We will make every reasonable accommodation to encourage full and active participation of all children in our program based on his/her individual capabilities and needs.

If your child has an identified special need, please bring any documents, IEPs and any information that will help our teachers be informed about your individual child and provide the best care possible.

special care procedures or medication

If your child requires special care procedures or medication to be administered you will be required to complete a "Child Medical/Physical Care Plan for Child Care" or a "Request for the Administration of Medication for Child Care" depending on the situation. Please discuss this with an administrator at Orientation if it is something your child will require.

To ensure compliance with the Americans with Disabilities Act (ADA) Wee Care Day Care Early Learning Center trains our staff and administrators using resources from ADA.gov. Staff and Administrators will be trained to refer to the office of Civil Rights or the Bureau of Civil Rights for any ADA questions. Administrators will consult with the business owners before a decision is made regarding not enrolling, not administering medication or not performing a care procedure needed for a child with a disability to ensure that all decisions are made in accordance with the ADA.

Outdoor Play

Outdoor play is required when there is suitable weather. All toddler, preschool and school-age children will be offered at least 30 minutes of outdoor play daily. Outdoor play will not occur if the outside temperature is greater than 90°F or less than 25°F degrees including the humidity and wind chill. Outdoor play will not occur when it is raining, lightning, or ice is present.. If outdoor play does not occur Gross Motor activities will occur inside.

Please send appropriate clothing for the current weather conditions Please dress your child in practical clothing that allows for freedom of movement and is appropriate for the weather. Your child will be involved in a variety of activities including: painting, outdoor play, sand, weather, and other sensory activities. Our playground is used as an extension of the center, and daily programs are conducted outside whenever weather permits.

Sandals and flip-flops are not appropriate for center play and make it difficult for your child to participate in some activities. Please do not send your child in shoes without backs.

Food and Dietary Policy

Meal Time

At meal time the dining table is set with disposable plates and flatware, and the food is served following the required portion sizes. Everyone sits at the same table. Children are encouraged to use good table manners which are modeled by the teachers who sit and promote conversation between the children at mealtime. Weekly menus are posted on the bulletin board. A meal will provide 1/3 of the recommended daily dietary allowances as specified by the United States Department of Agriculture USDA. Lunch and Dinner will include 1 serving of all of the following: fluid milk, meat or meat alternative, fruit, vegetable and breads/grains. Breakfast will include a serving from 3 of 4 basic food groups and snack will include a serving from 2 of 4 basic food groups.

Meals and snacks are included in your daycare costs and will be served to your child when they are present at Wee Care during the designated meal time and or snack time.

	Toddler,Preschool,School Age Classrooms
Breakfast	8am-9am
Lunch	11-12pm
Afternoon Snack	2pm-2:30pm
Dinner	4pm-5pm

If your child is going to be late or absent, it is crucial that Wee Care is notified as soon as possible for accurate meal counts and to ensure that a meal or snack is saved for your child if needed.

Infant Feedings

Infant feedings follow these procedures:

- Infants will be held for bottle-feeding until able to hold his or her own bottle. Bottles will never be propped.
- Infants are fed “on cue” by a consistent caregiver/teacher.
- Breastfeeding is supported by providing a place for nursing mothers to feed their babies, breastfeeding mothers may use our staff break room to feed their child in privacy. Expressed breast milk may be brought from home if frozen or kept cold during transit. All breast milk and formula shall be returned to the child’s home or discarded at the end of each day. Previously frozen, thawed breast milk must be used within 24 hours. **Bottles must be clearly labeled with the child’s name and the date the milk was expressed.** Frozen breast milk must be dated and may be kept in the freezer for up to 30 days.
- Breast milk and formula brought from home must be dated and labeled with the child’s name.
- Labels on all milk/formula containers should be resistant to loss of the name and date/time when washing and handling.
- Solid foods will only be introduced after a consultation with the child’s family.

Children 24 Months and Older

- No child shall go more than 4 hours without a meal or snack being provided.
- Children are encouraged to self-feed to the extent that they have the skills.

Children are encouraged, but not forced to eat a variety of foods.

- Round, firm foods that pose a choking hazard for children less than 4 years of age are not permitted. These foods include: hot dogs, whole grapes, peanuts, popcorn, thickly spread peanut butter and hard candy

Ohio Healthy Program Policy

All food served or brought into Wee Care Day Care Early Learning Center will follow the menu requirements set by Ohio Healthy Programs and Child and Adult Care Food Program listed below. This includes all food brought in by parents and staff members.

Staff members will model healthy habits by sitting with children during mealtimes, having conversations about healthy habits, modeling good manners and healthy habits by eating the same food as the children or food that aligns with Ohio Healthy Program requirements. All food consumed in the presence of children will align with with the requirements listed below in order to set a good example of healthy eating for all the children who attend Wee Care Day Care Early Learning Center.

Ohio Healthy Program and CACFP Menu Requirements:

- Offer a different vegetable every day of the week
- offer a different fruit every day of the week
- Serve one whole grain food every day of the week
- serve only cereals with 6g of sugar or less per dry ounce
- offer beverages with no added sugar/sweeteners, Offer water throughout the day
- limit 100% juice to no more than 4-6 fl oz. Per day
- Serve only unflavored milk, or unflavored almond milk(brought in by parents with the required paperwork)
- Limit fried foods to no more than once per week, this includes food fried during manufacturing such as chicken nuggets, french fries, chips, etc.
- Do not serve any highly processed meat, regardless of animal type such as hot dogs, sausage, salami, etc.
- Do not serve dessert based snacks such as cookies, cupcakes, candy etc.

Some examples of food no longer allowed include: chips, fried fast food , candy, chips, cookies, cake, soda pop, sweetened beverages, hot dogs, etc.

Please do not send these types of food in with your child. We provide healthy and nutritious meals and snacks for your child throughout the day. Menu's are posed on the information board in the hallway. Please see Mrs. Rene, Mrs Betsy or your child's teacher with any specific questions.

Medical Food and Modified diet

If your child requires a medical food, or if they have a modified diet where they can not have an entire food group we will need written instructions provided by your child's physician. If your child is allergic to milk you will need to provide a milk substitute for your child along with completing the required forms. If a modified diet is required for cultural or religious reasons written instructions must be provided by the family and the child's diet must contain fluid milk, meat, fruit, vegetable and bread/grains.

Management of Illness Policy

We understand that it is difficult for a family member to leave or miss work, but to protect other children; you may not bring a sick child to the center. The center has the right to refuse a child who appears ill. You will be called and asked to retrieve your child if your child exhibits any of the following symptoms. This is not an all-inclusive list.

We will try to keep your child comfortable but he/she will be excluded from all activities and kept separated from the other children until you arrive, your child will be supervised by a staff member at all times.

- Illness that prevents your child from participating in activities.
- Illness that results in greater need for care than we can provide.
- Illness that poses a risk of spread of harmful diseases to others.
- Fever (100°F or higher under the arm) accompanied by another symptom.
- Diarrhea – stools with blood or mucus, and/or uncontrolled, unformed stools that cannot be contained in a diaper/underwear or toilet.
- Vomiting – green or bloody, and/or more than 2 times during the previous 24 hours.
- Mouth sores caused by drooling.
- Rash with fever, unless a physician has determined it is not a communicable disease.
- Pink or red conjunctiva with white or yellow eye discharge, until on antibiotics for 24 hours.
- Head lice, until treatment and all nits are removed.
- Symptoms of any communicable disease

Children who have been ill may return when:

- They are free of fever, vomiting and diarrhea for 24 hours.
- They have been treated with an antibiotic for 24 hours.
- They are able to participate comfortably in all usual activities.
- They are free of open, oozing skin conditions and drooling (not related to teething) unless:
 - The child's physician signs a note stating that the child's condition is not contagious, and;
 - The involved areas can be covered by a bandage without seepage or drainage through the bandage.
- If a child had a reportable communicable disease, a physician's note stating that the child is no longer contagious and may return to our care is required.

Allergy Prevention Families are expected to notify us regarding children's food and environmental allergies. Families of children with diagnosed allergies are required to

provide us a letter detailing the child's symptoms, reactions, treatments and care. A list of the children's allergies will be posted in the classrooms and kitchen. We are trained to familiarize ourselves and consult the list to avoid the potential of exposing children to substances to which they have known allergies.

Emergency, Serious Illness or Injury

Safety is a major concern in child care and so daily safety inspections are completed inside and outside the center area in order to prevent injuries. First aid will be administered by a trained caregiver in the event that your child sustains a minor injury (e.g., scraped knee).

You will receive an incident report outlining the incident and course of action taken. If the injury produces any type of swelling or needs medical attention, you will be contacted immediately.

Each floor is equipped with a first aid kit meeting the state regulations. In the event of a serious medical emergency, the child will be taken to the hospital immediately by ambulance, while we will try to contact you or an emergency contact

General Emergency Plan: Full Emergency/Disaster Plan is available in the Office

- In the event of an emergency evacuation or fire, the children in the east side classrooms will exit their emergency exit doors and walk to towards the corner of Barker St. and Putnam St. The children in the west classrooms will exit their emergency exit doors walk to the southeast corner of Barker St. and Mills St.
- In the event of a tornado, your child will be moved to the basement cafeteria.
- In the event of an extended period of time of loss of power, heat, or water we will contact parents to pick up children. We will also place an announcement on WCPZ 102.7 FM
- Our center is fully equipped with smoke detectors and fire alarm system.
- Our fire evacuation plan is reviewed and fire drill are completed with the children and staff on a monthly basis

Emergency Transportation

In the event your child needs to be transported due to a medical emergency, if no other authorized person can be contacted and the need for transportation is essential, an ambulance will be called for transportation. A child care staff member will accompany and remain with the child until a family member or emergency contact arrives.

Wee Care Day Care does provide services to parents who refuse to grant consent for transportation to the source of emergency treatment but parents must provide instructions for what we are to do in case of an emergency.

Transportation Policy

Weather permitting; we conduct 30 minutes of supervised outdoor play and/or walking trips around the neighborhood 2 times a day for all children. Children are accounted for

at all times. A permission statement for participation in walking trips is included in the enrollment package.

From time to time, there will be supervised field trips for our preschool and school-age classrooms, and we encourage you to join your child on the trip. *Permission Slips* for each trip must be signed by the child's family and any cost must be paid by the due date in order to participate in the field trip.

For field trips, please dress your child appropriately for the season. Walking shoes are a must. Sandals and flip-flops are not appropriate.

Administration of medication and topical products policy

Medications

All medications should be handed to a staff member with specific written instructions for administration. The "Request for administration of medication for child care" form must be completed. Medications should never be left in the child's cubby or with the child to administer on their own. Our staff will ensure that the medication is recorded along with the directions and proceed to dispense the medication as directed.

School-age children are permitted to carry their own emergency medications and ointments. These medications must have a Request for administration of medication for child care form completed.

- **Prescription medications** must have the original label on the medication which must match the "Request for administration of medication for child care" form. The medication must include your child's name, dosage, current date, frequency, and the name and phone number of the physician. All medications must be in the original container (you may request pharmacies to fill your prescription in two labeled bottles). Please specify the dosage and time(s) to be administered for each medication on the Administration of RX form.
- **Non-prescription medications** require Request for administration of medication for child care form be completed by the parent/guardian. The written permission must include your child's name, dosage, current date, frequency, and all medications must be in the original container and have the child's age and dosage printed, if the dosage is not listed for your child's age then written instructions from the child's physician must be in section 2 of the form. Non-prescription medication must be administered following the package instructions.
- **Non-prescription topical ointments** (ex. diaper cream, sunscreen and insect repellent) require written permission from the child's parent in order to administer. Frequency and dosage must match the printed directions on the original packaging..
- **Medical Food and Modified diet** If your child requires a medical food, or if they have a modified diet where they can not have an entire food group we will need written instructions provided by your child's physician. If your child is allergic to milk you will need to provide a milk substitute for your child along with completing the required forms. If a modified diet is required for cultural or religious reasons written instructions must be provided by the family and the child's diet must contain fluid milk, meat, fruit, vegetable and bread/grains.

Water activities/swimming

Wee Care Day Care does not engage in water activities or swimming with children.

Infant Care

- Infants will be held for bottle-feeding until able to hold his or her own bottle. Bottles will never be propped.
- Infants are fed “on cue” by a consistent caregiver/teacher.
- Breastfeeding is supported by providing a place for nursing mothers to feed their babies. Nursing mothers may feed their babies in the staff break room to ensure privacy, since there is a door that can be closed and there is not a camera in the room. Expressed breast milk may be brought from home if frozen or kept cold during transit. All breast milk and formula shall be returned to the child’s home or discarded at the end of each day. Previously frozen, thawed breast milk must be used within 24 hours. Bottles must be clearly labeled with the child’s name and the date the milk was expressed. Frozen breast milk must be dated and may be kept in the freezer for up to 30 days.
- Breast milk and formula brought from home must be dated and labeled with the child’s name.
- Labels on all milk/formula containers should be resistant to loss of the name and date/time when washing and handling.

Diapers are checked every 2 hours and changed as needed in between diaper checks.

Our infant room daily activities are described on our Infant schedule available in the classroom. Lesson plans are posted outside of the classroom door and individual lesson plans are completed to plan activities based on each child's developmental level along with the child's goals. All infants will receive tummy time outside of their crib daily.

Sleeping, Napping and Resting

Infants sleep according to their own schedule and are put to sleep on their backs. Caregivers/teachers directly observe infants by sight and sound at all times and check on sleeping infants throughout the time they are asleep.

After lunch, all children in the toddler room and preschool rooms, participate in a quiet rest time. Children are not required to sleep and may be given quiet activities. If you would like to bring a small blanket or pillow, they must fit inside your child's cubby and must be taken home each week to be washed.

School age children, although not required, shall be provided an opportunity for a
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regular rest period if the child desires. For children who do not want to rest, a space and time for quiet play will be made available.

Problem or issue resolution for parents or employees

In the event a parent or employee has a problem or issue that needs resolved they should contact our office to make an appointment with the administrator to discuss solutions.

Curriculum, Formal screenings and Assessments

Wee Care Day Care Early Learning Center uses the Creative Curriculum for Infants, Toddlers and Preschool Classrooms and Cincy After School for our School-age classrooms. As part of this curriculum, we gather information about each child's developmental abilities and evaluate progress so we can modify and adjust what we are doing in our classroom so as to deliver the best individualized instruction for each child. Your child's teacher will gather information individually with each child and also while they are with a group of children or during play. This evaluation is communicated to families periodically during the school year using various formal and informal tools, forms, and also during conferences in the spring and fall. Families can always request a conference at any time with your child's teacher if they would like more information.

Developmental Screening

Wee Care Day Care Early Learning Center uses the Ages and Stages Questionnaires, Third Edition. To coincide with curriculum-based assessment, we monitor each child's achievement of developmental milestones, share observations with parents/guardians, and provide resource information as needed for further screenings, evaluations, and early intervention and treatment. The developmental screening process is a collaborative one, involving parents/guardians and done in conjunction with the child's primary care provider and health, education, and early intervention consultants. The Ages and Stages Questionnaires recognize that families are the child's first teachers and are designed to be completed by families and then scored/interpreted by our trained teaching staff. Developmental screenings are required to be completed within 60 days of enrollment.

Learning Environment

We provide a rich learning environment with curricula that are developmentally appropriate to the specific ages in each classroom. We have a flexible day routine that allows children to advance at their own pace. We strongly believe that learning happens through play. Learning and exploring are hands-on and are facilitated through interest areas. Our program is designed to enhance children's development in the following areas: creativity, self-expression, decision-making, problem-solving, responsibility, independence, and reasoning. We encourage openness to that which is different from us, and the ability to work and play with others.

Electronic Media

Our normal daily routine does not include electronic media (television/TV, video, DVD) viewing and computer use but from time-to-time, we may use a television show without advertisements as a teaching aid and discussion simulator. All Electronic Media will be screened prior to use and will consist of non-violent and high-quality educational material. Our focus is to provide your child a positive experience with increased

understanding of the world. Electronic Media will be offered only as a free choice, used to meet a developmental goal, and limited to no more than 30 minutes per week per child.

Transfer of Records

When transitioning to a new classroom, your child's records will be transferred internally. If your child is transitioning to a new school or individual the Child Record Transfer Request Form must be completed by a parent/guardian. Following the written request records will be released within 10 business days.

Transitions

Your child's transition in child care should be a positive and exciting learning adventure. We will work with you and your child to ensure the smoothest possible transition occurs as new routines and new people are introduced.

Transition from home to center

Prior to your child's first day, you will have an opportunity to tour the center, meet with your child's peers and teachers, and communicate any anticipated concerns. At this time please share the best communication methods that the teacher may use to reach you. Some ideas to help the first day go smoothly: Talk positively and be excited about your child's new school adventure. Let children help pack their bookbag to help them feel part of the process and help give them a sense of control. Reassure children you will be back to pick them up when you are done with your responsibilities.

Transition between classrooms

Children are transitioned to the next classroom based on age, developmental readiness, state licensing requirements, and space availability. During the transition, current and future teachers will meet with you to propose a plan to introduce your child into the new classroom. The plan will include time for your child to visit in the new classroom for small amounts of time.

Transition to elementary school

Transition activities such as riding a bus and creating a mural of special friends and special times at our center will be part of your child's education at our center. We will provide you with information on local schools, what to expect, and ideas on how to talk to your child about going to elementary school.

Transition for before/after school care

Children who are of school age may continue with after school care at our center. The center will provide staff and transportation to ensure that your child is picked up after school and brought to our center following the schedule your family will submit to us. The School-age Transportation Form must be completed and on file with the center in order to be eligible for this service.

Toilet Training

The most important factor in making the toilet learning experience successful and as low-stress as possible is a family/teacher partnership that supports the child. Research indicates that children cannot successfully learn how to use the toilet until they are physically, psychologically, and emotionally ready. Many pediatricians say that most children under 24 months of age are not physically capable of regulating bladder and bowel muscles. Most positive toilet training occurs only after children show signs of

physical control or awareness of their bodily functions and when they demonstrate an interest or curiosity in the process.

We are committed to working with you to make sure that toilet learning is carried out in a manner that is consistent with your child's physical and emotional abilities and your family's concerns. Please communicate with your child's teacher when you are beginning this process so we can be consistent with what you are doing at home.

Please send extra clothes with your child, it may take us longer to get to the restroom with our class which can cause more frequent accidents than they are having at home

Personal Belongings:What to Bring

- **Infants:** enough clean bottles for a day's use, at least 6 diapers per day, wipes, and at least 2 changes of clothes per day. (Infants older than 12 months may use a small blanket at nap time)
- **Toddlers:** at least 6 diapers and wipes, two changes of clothes per day, a small blanket for nap time, shoes and weather-appropriate outdoor clothing.
- **Preschoolers:** at least one change of clothes, a small blanket for naptime, shoes and weather-appropriate outdoor clothing..
- **Kindergartners:** at least one change of clothes,shoes and weather-appropriate outdoor clothing.
- **After School Care Children:** books for homework,shoes and weather-appropriate outdoor clothing..

Please label all items brought from home with your child's name (i.e., clothes, bottles, diapers, pacifiers, blanket, etc.) to prevent items from becoming misplaced or lost. We are not responsible for lost or damaged items.

Soiled clothing will be sent home on an as-needed basis for laundering and return to the center. Blankets must be taken home and washed every Friday.

Infants and toddlers are required to provide their own wipes and at least one diaper for every 2 hours they will be in attendance at Wee Care. If your child does not have enough to get through the shift, you will be contacted to bring these necessities. For toddlers and preschoolers that choose to wear pull-ups during potty training, the same 2 hour rule applies. If your child does not have enough to get through the shift, you will be contacted to bring these necessities.

Cubbies and Coat Hooks

Upon enrollment each child will be assigned a "cubby." Cubbies are labeled with your child's name . Please check your child's cubby on a daily basis for items that need to be taken home.

Lost & Found

You can look for lost items and bring found items to the Lost-and-found Box located at the front desk . Please note that we are not responsible for lost personal property.

Toys from Home

We request that you do not allow your child to bring toys from home into the center unless they are part of a show-and-tell activity. Toys if a destructive or violent nature will not be permitted.

Respectful Behavior

All children and families will be treated with respect and dignity. In return, we expect the same from all of our families. We will not tolerate hostile or aggressive behavior. If this occurs, we reserve the right to ask you to control your behavior or to remove your children from our care.

Smoking

The poisons in secondhand smoke are especially harmful to infants and young children's developing bodies, therefore the indoor and outdoor center environment and vehicles used by the center are non-smoking areas at all times. The use of tobacco in any form is prohibited on the center's premises.

Prohibited Substances

The use of alcohol or illegal drugs is prohibited on the center's premises. Possession of illegal substances or unauthorized potentially toxic substances is prohibited.

Any adult who appears to be inebriated, intoxicated, or otherwise under the influence of mind-altering or polluting substances is required to leave the premises immediately.

Dangerous Weapons

A dangerous weapon is a gun, knife, razor, or any other object, which by the manner it is used or intended to be used, is capable of inflicting bodily harm. Families, children, staff or guests (other than law enforcement officers) possessing a dangerous weapon will not be permitted onto the premises.

In cases that clearly involve a gun, or any other weapon on our premises, the police will be called and the individual(s) involved will be immediately removed from the premises. This policy applies to visible or concealed weapons.

Recommended Health Screenings

Blood Lead and Hemoglobin Screenings

Why does my child need a blood test? A blood test is when a sample of blood is taken from the body to be tested in a lab. Doctors order blood tests to check things such as the levels of glucose, hemoglobin, or white blood cells. This can help them detect problems like a disease or medical condition. Sometimes, blood tests can help them see how well an organ (such as the liver or kidneys) is working.

Are there any risks in doing a blood test? A CBC is a safe procedure with minimal risks. Some kids might feel faint or lightheaded from the test. A few kids and teens have a strong fear of needles. If your child is anxious, talk with the doctor before the test about ways to make the procedure easier. A small bruise or mild soreness around the blood test site is common and can last for a few days. Get medical care for your child if the discomfort gets worse or lasts longer. If you have questions about the CBC, speak with your doctor or the health professional doing the blood draw.

What are the possible health complications of hemoglobin C disease in my child? *Anemia *Infections *Enlarged spleen *Gallstones *Vision problems

What are the signs of lead poisoning in my child?

*Difficulty concentrating *Headaches *Loss of appetite*Weight loss *Sluggishness or fatigue
*Abdominal pain*Vomiting or nausea *Pale skin *Muscle and joint weakness or pain *Seizures*Irritability or behavioral problems

Vision Screenings

Why should I have my child's vision screened? Because young children and their parents may not be aware of reduced visual functioning, routine vision screening and/or eye examinations are vitally important to detect problems before the child's development is compromised. Any possible problem identified by vision screening must be followed up with a comprehensive eye examination. Vision screening and eye examinations are complementary and essential elements of a strong health approach to vision and eye health.

What are some signs of a vision problem in my child?

*Eyes turning inward or outward**Squinting**Headaches*Worsening academic performance*Blurred or double vision*Losing place while reading *Avoiding close work*Holding reading material closer than normal*Rubbing eyes*Eyes tiring while reading or doing other schoolwork*Turning or tilting head to use one eye only Making frequent reversals when reading or writing*Using finger to maintain place while reading

Hearing Screenings

Why should I have my child's hearing screened?In the first few years of life, hearing is a critical part of kids' social, emotional, and cognitive development. Even a mild or partial hearing loss can affect a child's ability to develop speech and language properly. The good news is that hearing problems can be overcome if they are caught early. It's important to get your child's hearing screened and checked regularly.

When should I have my child's hearing screened? Young newborns should have a hearing screening before being discharged from the hospital. If your baby didn't have this screening, it's important that it occur within the first three weeks of your child's life. Children who seem to have normal hearing should continue to have their hearing evaluated at regular doctor appointments. Hearing tests are usually done at ages 4, 5, 6, 8, and 10, and if there's a concern. If your child seems to have trouble hearing, if speech development seems abnormal, or if your child's speech is difficult to understand, talk with your doctor.

What are some signs of hearing loss in my child?

*Not reacting in any way to unexpected loud noises *Not being awakened by loud noises *Not turning his/her head in the direction of your voice *Not being able to follow or understand directions*Poor language development *Speaking loudly or not using age-appropriate language skills.*Limited, poor, or no speech*Frequently inattentive *Difficulty learning *Fails to respond to conversation-level speech or answers inappropriately to speech

Dental Screening

Why should I have my child's dental health screened? Tooth appearance and development can vary among children. However, significant differences in the look or emergence of teeth may be signs of oral health problems. Dental caries, or tooth decay, is the most widespread, yet the most preventable chronic infection of childhood. Former Surgeon General, Donna Shalala described dental caries as the "silent epidemic" that has the potential to affect children. A child's oral health is an integral part of their oral health and screenings should begin in infancy. Children with oral health problems tend to have lower weight, more school absences, poor school performance, and lower quality of life. Early detection and treatment is key to overcoming oral health problems.

When should I have my child's oral health screened? Appropriate oral health screening, evaluation, treatment, and preventative measures should begin in infancy from the time the first tooth erupts and continue through adolescence. Health care providers are in an excellent position to detect potential oral health conditions early and ensure timely care by a dental provider.

What are some signs that my child may have an oral health concern?

*Loss of teeth *Pain *Damage to permanent teeth *Crooked teeth* Cavities
Facial swelling Sores on the gum*Gingivitis

Height Weight and BMI Screenings

Why should I be concerned with my child's height, weight and BMI?

For children and teens, BMI is not a diagnostic tool and is used to screen for potential weight and health-related issues. For example, a child may have a high BMI for their age and sex, but to determine if excess fat is a problem, a health care provider would need to perform further assessments. These assessments might include skin fold thickness measurements, evaluations of diet, physical activity, family history, and other appropriate health screenings. The American Academy of Pediatrics recommends the use of BMI to screen for overweight and obesity in children beginning at 2 years old. For children under the age of 2 years old, consult the WHO standards.

How can I tell if my child is overweight or obese?

CDC and the American Academy of Pediatrics (AAP) recommend the use of BMI to screen for overweight and obesity in children and teens age 2 through 19 years. For children under the age of 2 years old, consult the WHO standards. Although BMI is used to screen for overweight and obesity in children and teens, BMI is not a diagnostic tool. To determine whether the child has excess fat, further assessment by a trained health professional would be needed.

What are the health consequences of obesity during childhood?

*High blood pressure and cholesterol*Increased risk of diabetes *Breathing problems
*Joint problems*Fatty liver disease
*Psychological stress such as depression, behavioral problems and issues in school
*Low self-esteem *Impaired social, physical and emotional functioning.