

**Welcome to**  
**Kids Town Child Development Center**  
**3698 Center Road**  
**Brunswick, OH 44212**  
**(330) 273-7250**  
**Kidstowncdc@hotmail.com**

Monday – Friday 6:30 am to 7:00 pm

*“Unique daily experiences for the educational, emotional,  
and physical development of young children”*

Choosing a school or child development center is a difficult task for any parent. Thank you for putting your trust in Kids Town Child Development Center. It is our goal to give each and every child the love, nurturing, and education s/he deserves.

Communication with parents is one of the most important parts of understanding the individual child. This handbook was designed to help you understand our basic policies and procedures. Please read this book carefully, and retain it for future reference. The policies in this handbook are subject to change at any time and at the sole discretion of Kids Town. Our parent handbook is intended to build stronger links between Kids Town and you.

#### **Philosophy & Goals**

Kids Town Child Development Center is committed to the total development of every child from 6 weeks up to age 6. We are dedicated to providing a healthy, safe, enriching, and nurturing environment where children can play, explore and learn about the world around them. Our day-long curriculum is a diverse approach to early childhood education. We've taken what we believe are the best parts of many educational philosophies and created a curriculum that aims to support a child at every developmental stage and level. Teachers here at Kids Town utilize Creative Curriculum and Ohio's Early Learning and Development Standards when creating their lesson plans. Creative curriculum is aligned to Ohio's Early Learning and Development Standards. Ohio's revision of standards builds upon the strong set of existing standards in Ohio's Infant and Toddler Guidelines and the Pre-Kindergarten Standards. Teachers create and implement lessons that are developmentally age-appropriate. This curriculum incorporates current early education research, and uses a teacher-directed, child-initiated blended approach.

We provide unique daily experiences by introducing a different concept in child care. Featuring a child-sized facility, Kids Town creates its own community with opportunities to explore and learn. Instead of incorporating “learning centers” within each child's classroom, Kids Town expands learning into different “buildings” within our center: Clubhouses (classrooms), Art Gallery, Diner, Theatre, Fitness Club, Library, and the Park. We also maintain lower teacher/student ratios than what the state mandates for an enhanced learning experience.

#### **Licensing**

Kids Town Child Development Center is licensed by the State of Ohio and regulated by the Ohio Department of Job and Family Services under the State Laws and Rules for Licensing Child Day Care Centers. The laws and rules governing Child Day Care Centers are available for review upon request. Our license is posted for

your inspection along with fire, health and building permits. The center is inspected (unannounced) a minimum of twice per year by the Ohio Department of Job and Family Services. We will post our inspection reports and substantiated complaints in a conspicuous place.

You will find the toll free number for the Ohio Department of Job and Family Services on our license. The number may be used to report suspected violations of the licensing law and administrative rules.

The childcare center's licensing record, including but not limited to, compliance report forms from Health, Building and Fire Departments that inspect our center are available upon request by the Ohio Department of Job and Family Services. Kids Town Child Development Center does not discriminate in the enrollment of children upon the basis of race, color, sex, or national origin.

### **Hours & Days of Operation**

The center will be in operation Monday through Friday from 6:30am to 7:00pm. The center will close to observe the following holidays:

**New Year's Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day, and Christmas Day**

\*Early dismissal will occur at 4:00pm on Christmas Eve.

### **Enrollment**

Visit our school to meet the staff and administrator of our program. Ask questions about our program and read the Parent Handbook to receive further details.

Check with the administrator about the specific availability in the clubhouse. A non-refundable \$75 registration fee will hold your child's space in the classroom for a maximum of two weeks.

A child is considered to be enrolled in the center only when:

1. Registration fee has been received
2. Deposit has been received
3. All required paperwork is received, reviewed, and approved by the administrator. Any change to this information must be communicated to the office immediately so that current information is always on file. This

is

for the safety of your child.

4. Prorated tuition is due on your child's first scheduled day of attendance

Please keep in mind that a Child Medical Statement must be signed by a physician or certified nurse practitioner. This form is required to be submitted within 30 days of your child's start date. This medical statement must be updated every 13 months. All other paperwork is updated yearly. If we are missing any paperwork, you run the risk of your child's care being temporally suspended. We regret having to take that step, however without current paperwork on file the center will be out of compliance with the Ohio Job and Family Services rules and regulations for child care centers.

\* If applicable: Health Care Plans, Special Diets, and Medications all require additional paperwork and these may need to be signed by your child's physician.

\*\* Infants: Additional forms are needed for infants, such as the sleep position waiver, basic infant information and CACFP infant meal parent preference letter.

### **Tips for an Easy Adjustment**

The first two weeks in a new setting can often produce anxiety for both you and your child. We realize there is an adjustment period and our staff is here to help make this process go as smoothly as possible.

- Take time to become acquainted with your child's teachers and the Administrator. When you feel confident and comfortable with our care, your child will sense your feelings and will, in turn, feel more comfortable.
- Talk to your child positively about school and the things that s/he will be doing here.
- If possible, bring your child here and let him/her look around a little before deciding to enroll.
- Before leaving your child, see that s/he is involved in an activity and received by his/her teacher.
- If you anticipate anxiety with the separation, please discuss this with the teacher and Administrator, and decide on a procedure to follow in advance of the first day. Often, a simple, "Good-bye, I will pick you up this evening. I know you will have a happy day" is less traumatic than a long good-bye. You may come in the office to observe your child on the camera monitor.
- While a child's anxiety often diminishes throughout the day, sometimes, a parent's own anxiety can linger. Feel free to call or stop by to peek in the classroom or camera monitors in the front office anytime to check on your child.

### **Staff/Child Ratios and Maximum Group Size**

Kids Town will follow ratios based on the Step up to Quality program.

**Kids Town provides care for children in the following age groups:**

<b>Age</b>	<b>Kids Town Ratio</b>	<b>State Ratio</b>
Infants (0-12 months)	1 teacher : 4 children, max 2:8	1:5
Infants (12-18 months)	1 teacher : 4 children, max 2:8	1:6
Toddlers (18-30 months)	1 teacher : 5 children, max 2:10	1:7
Toddlers (30-36 months)	1 teacher : 6 children, max 2:12	1:8
Preschoolers (3-4 years)	1 teacher : 8 children, max 2:16	1:12

for kindergarten)

Maximum group size is defined by the number of children in one group that may be cared for at any time. Our groups within our center are not age-specific. We have development readiness indicators that we use as a guide to transition a child from one group to another. Transition paperwork will be kept in your child’s file, and signed by the parent/guardian when the need arises.

**\*\*See Addendum for Kids Town Preschool Program\*\***

**Daily Schedules**

Kids Town has curriculum throughout each day for every child. Each clubhouse has its own schedule to provide unique experiences daily. These schedules are developed to encompass our operating hours and are setup on 15-30 minute intervals. Please keep your child’s curriculum schedule in mind when determining when you want to drop off or pick up your child so s/he can enjoy all that Kids Town has to offer. Although we have a schedule for the infant clubhouse, the teachers will follow the individual schedule of each infant for eating, sleeping and other needs. Diapers will be checked/changed as needed, or at least every 2 hours.

A typical Infant’s day would include:

6:30-8:15	Arrival/Play/Breakfast
8:15-8:30	Zoo
8:30-8:50	Fitness/Park
8:50-9:10	Diner
9:10-9:30	Zoo
9:30-10:00	Art
10:00-10:15	Library
10:15-10:30	Theatre
10:30-11:00	Zoo
11:00-11:30	Diner
11:30-2:00	Quiet Rest Time in Mountians
2:00-2:20	Fitness/Park
2:20-2:40	Theatre
2:40-3:00	Diner
3:00-3:20	Zoo
3:20-3:40	Art
3:40-4:20	Zoo
4:20-4:40	Library
4:40-7:00	Zoo

A typical Toddler’s day would include:

6:30-8:15	Diner (Breakfast)
8:15-8:30	Train
8:30-9:00	Art
9:00-9:10	Train
9:10-9:30	Diner (Snack)
9:30-9:45	Train
9:45-10:00	Library
10:00-10:15	Theatre

10:15-11:00	Train
11:00-11:30	Park/Fitness
11:30-12:00	Diner (Lunch)
12:00-2:30	Quiet Rest Time
2:30-3:00	Art
3:00-3:20	Diner (Snack)
3:20-3:40	Library
3:40-4:00	Theatre
4:00-4:20	Park/Fitness
4:20-4:40	Train
4:40-5:00	Beach
5:00-7:00	Train

A typical Preschooler's day would include:

6:30-8:15	Diner (Breakfast)
8:15-9:00	Dock
9:00-9:30	Theatre
9:30-9:50	Park/Fitness
9:50-10:10	Diner (Snack)
10:10-10:30	Airport
10:30-11:30	Dock
11:30-12:00	Library
12:00-12:30	Art
12:30-1:00	Diner (Lunch)
1:00-3:00	Quiet Rest Time
3:00-3:20	Park/Fitness
3:20-3:40	Theatre
3:40-4:00	Diner (Snack)
4:00-4:20	Library
4:20-4:40	Dock
4:40-5:00	Art
5:00-7:00	Dock

### **Administrator's Hours**

The administrator will post their hours of availability above the parent board as well as on the newsletter that is handed out at the beginning of each month. In the event that the administrator is out of the center, a designee will be assigned. The administrator has an open door policy and welcomes your questions, concerns, and suggestions with an open mind. Feel free to stop by the office or call at any time.

### **Confidentiality**

At Kids Town Child Development Center confidentiality is valued and maintained. Discussion of students, classroom situations, and/or family issues outside the childcare setting is not allowed. Please note that any evaluations, conference notes, etc. for your child are kept in your child's file or in their individual portfolio. In the cases of children with special needs, it may be necessary for our staff to coordinate with the child's special service providers. Written parental consent will be required. In addition teachers may discuss children or situations with the administrator or amongst each other for guidance and advice. Your child's privacy will be respected and maintained at all times.

## **Teachers**

We require our staff members to receive training and certifications in the following areas: First Aid, Communicable Disease, Child/Adult CPR, Recognizing & Reporting Child Abuse & Neglect. In addition, all of our staff members are trained and experienced in the areas of early childhood development and education, and receive a minimum of 6 hours of training per year.

## **Financial (Tuition/Fees & Payment Policies)**

*Tuition rates can be found at the end of handbook*

Kids Town accepts checks, money orders, and credit cards (Discover, Visa, & Mastercard). Checks & Money orders can be made out to Kids Town Child Development Center. Our Federal Tax ID number is available upon request.

- **Registration Fee:** A one time \$75 non-refundable registration fee is required for each child enrolled. This fee ensures that we will hold a space for your child and covers administrative costs involved with the initial enrollment of a child. A child is not considered enrolled until the registration fee is received.
- **Deposit:** A one week deposit is required at the time of registration. This deposit will be used for your final week of child care, provided a **2-week** pre-written notice is given. If a 2-week written notice is not given, your deposit will be forfeited.
- **Tuition payments:** Tuition is due weekly. It is due on the first day your child attends for the week. Billing occurs every Monday morning. If payment is not received by Wednesday of the week of care, a late fee will be applied. (See Late fee regarding tuition below) In the event of illness, full payment is expected unless you are using a vacation day. Please speak to the Administrator if other payment arrangements are needed. Tuition rates are subject to change with a 30 day written notice by the center. Tuition should be placed in the tuition drop box located on the front desk near the front door.
- **Late Fee regarding Tuition:** There will be a \$25 late fee for any tuition paid after Wednesday. Tuition payments must be made within three days of the due date in order to continue school.
- **Late Pick-up Fee:** Children who are not picked up by 7:00 PM will be charged \$1 per minute per child until picked up. Late pick-up fees are due in full before your child can attend the center again.
- **Returned Checks:** There will be a \$35 fee charged for any returned checks due to insufficient funds.
- **Vacation Days:** Beginning every year in September, each child enrolled full-time will receive five vacation days. Each child enrolled part-time will receive vacation days prorated on the scheduled attendance (Ex: If a child is enrolled 3 days per week, they will receive three vacation days). This vacation may be taken all at once or split up. Please give at least one full week written notice prior to the use of vacation days. A signed and dated

written note is required when applying vacation credit to your child's account. If the child is on vacation more days than what they are allotted the normal rate will be charged once all the vacation days have been applied.

***These days do not carry over from year to year and are not to be used for credit if child care is terminated prior to use.***

- **Holidays:** We do not waive tuition for days we are closed.

Kids Town will be closed for the following holidays:

**New Year's Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day, and Christmas Day**

\* Early dismissal will occur at 4:00pm on Christmas Eve.

The day after Thanksgiving, Christmas Eve, and New Year's Eve will depend on the needs of the parents enrolled in the center. We will have sign-up sheets for these days so we know what the expected attendance will be as well as to appropriately schedule staff and hours for the days before and after the holidays. The sign-up sheets for these days are located at the front desk.

- ***Inclement Weather:*** It is normal Kids Town procedure to remain open in the event of public school closings due to weather conditions. The only time Kids Town will close due to inclement weather is if the City of Brunswick issues a Level 3 emergency, where no one besides emergency vehicles should be on the roadways. Once the emergency is lifted, Kids Town will open. However, should it be necessary to close the center or delay opening it will be announced on Fox 8 News. On these occasions, regular payment is expected.
- ***Withdrawal:*** Parents wishing to withdrawal their child(ren) may do so at any time. A two week written, pre-paid notice is required. After you submit a notice it is up to you whether or not you choose to send your child to school the next two weeks. Two weeks tuition is due regardless.

\*\*See Addendum for Kids Town Preschool Program\*\*

### **Absenteeism**

Please notify the school by 8:00 am when your child will be absent. In order to provide the best care for our children, we cannot give credit for the days that your child is not present at our center, regardless of reason, unless you are using a vacation day.

### **Termination of Service by Center**

Kids Town reserves the right to re-evaluate the continued participation of any family enrolled in our program due to severe behavior problems, failure to pay, non-compliance of the rules stated in this book or listed in the clubhouses, or any abuse or mistreatment of other children and/or staff members. This action may be taken immediately or done through a series of contacts with the parents, and will be determined by the Administrator.

### **Grievance Process**

Your input is vital to the success of our school! We expect our parents to regularly tell us how we're doing. If you have any questions, comments, or concerns, please do not hesitate to talk to us. If you have a concern regarding your child, please speak with your child's teacher about it. In most cases, you both will come to a solution to the problem without much effort. If you are still not satisfied with the solution, please arrange to speak with the Administrator about the issue. We are here to work with families towards the goal of promoting happy, healthy children. If a concern regarding your child's care cannot be resolved with the Administrator, you can use the toll free number for the Ohio Department of Job and Family Services on our license. Please do not contact Ohio Department of Job & Family Services regarding tuition payments, late charges or absenteeism/vacation policies.

### **Supervision Policy**

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

- **Arrival & Departure:** We require parents/guardians to bring their child(ren) to his/her clubhouse to hang up coats and book bags. If the class is not in the room, the parent/guardian must take the child to wherever their class is in the building. Staff must be made aware of each child's presence before the parent departs. Children may not be dropped off at the entrance of the building or sent to their clubhouses alone. At the time of pick up parents are asked to make contact with their child's supervising staff member to ensure that staff is aware that the child has been picked up. Our staff tracks the arrival and departure of your child to assure accurate head counts within the group. Parents are responsible for the supervision of their child before signing them in and after signing them out. No child is permitted to be passed over the playground fence for pick up or drop off. Each time a child is dropped off or picked up they need to be signed in and out on the computer at the front desk. If a key card was not used to enter the building, then you must sign in on the visitor log located at the front desk. We are dedicated to encouraging a parent-teacher partnership through daily communication between you and your child's teachers. We ask that you inform both the front desk and your child's teacher of any changes to your child's daily routine. It is extremely important that you close the security door behind you upon entering or leaving the center. Please do not let other families enter the center. Finally note, Kids Town closes at 7:00pm. If you are not at the center by 7:05pm and staff has not received a phone call and we are unable to contact you, we will notify your child's emergency contacts. In case no one can be reached by 7:30pm and all contacts have been exhausted, Child Protective Services will be called for child abandonment. Calling CPS will be the very last resort. This must be our policy to protect both staff and children.
- **Release of a child:** Staff will release children only to persons listed on the authorized pick-up form provided by the parent. If you, or a regularly designated person, is unable to pick up your child, please make sure that the person you are sending is listed on your child's authorized pick-up list. If the person is not on the authorized pick-up list, please either add them to your child's authorized pick-up list or leave a signed and dated note at the front desk giving authorization for someone else to pick up your child.

Persons on the authorized pick-up list must be at least 18 years of age. Staff will ask any unfamiliar person to show photo ID before being let into the building, this is for your child's protection. Please let people know about this ahead of time so that they have the proper ID and are not offended. Remember, you **can not** call and authorize someone over the phone that is not on the pick-up list. Keep in mind that as the parent/guardian, you are able to add/remove people from this form as needed. For families participating in shared parenting, both parties need to come to an agreement on who is put on or taken off the list. 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.

The children's safety is our top priority!

- **Door & Building Security:** Kids Town has a security system that is developed to keep all children in our care safe. Please do **NOT** let anyone in the building when you are coming or going. If the key card is not used to enter the building then the visitor log must be signed. All doors to the outside are locked and have alarms that will go off if opened up. Cameras can be found in all rooms and hallways throughout the building with the exception of the bathrooms.
- **Custody Agreements:** Both parents have the right to pick up a child unless court documents (restraining orders, custody papers, etc) states differently. If applicable, parents must provide Kids Town with documentation of court papers to be kept in the child's file in the office. The enrolling parent, who chooses not to include the other parent on the authorized pick-up list **must provide an official court document**. Remember documentation on file must indicate who may/may not pick up or have access to your child. Kids Town staff may not deny a parent access to their child without proper documentation.
- **Children departing & arriving to the center from other programs:** At times it may be necessary for a child to leave or arrive at the center to go to another program (Example: A child goes part time to head start). The parent of the child leaving and returning to the center will complete an ODJFS Routine Trip Permission for Child Care Centers/Type A Homes form which will be kept in the child's file and valid for one year. Upon departing, a staff member will sign the child(ren) out on the computer and walk them out to the bus. Upon arrival the child(ren) will be met by a staff member at the bus and walked back into the building where the staff member will sign the child(ren) back in on the computer and take them to their clubhouse. It is very important that parents contact the center when their child is not returning if they leave their other program for any reason.
- **Supervision of Infants/Toddlers/Preschoolers:** At all times, a staff member will be responsible for your child. At no time will any child be left unsupervised, including naptime. Each of our clubhouses has a telephone that can directly dial 911 in an emergency, and the phones also serve as intercoms for in-center communication at all times. If a child becomes ill, they may be isolated in a section of the room not in use, but within the sight and hearing of a staff member.

- **Health Checks:** Health checks are conducted and recorded each day for each child in the center. Health checks consist of checking each child for any signs of illness, injuries, and signs of abuse or maltreatment.
- **Child Abuse Reporting:** Our staff is trained in the recognition and prevention of child abuse. All staff members are mandated reporters of child abuse. If staff have suspicions that a child is being abused or neglected, they MUST make a report to the local children's services agency. The safety of the children is always our first concern.

### **Transition Policy**

\*We adapt and change this plan based on the family and child's needs\*

**Entering our Program:** When a parent shows interest in our center we answer any questions they may have during the initial phone call and tell them about our website ([kidstownbrunswick.com](http://kidstownbrunswick.com)) to take a look at our center. We also will schedule a tour for them to bring their child and see the center in person. Within the enrollment packet there is a general information sheet for parents to fill out. This provides information to teachers about the child before he/she even begins. Before the child begins our program, we ask the parents to prepare their child by telling them they will be going to school at Kids Town and some things they will be doing there. We also have parents tell them an approximate time (after nap, after lunch, etc.) when they will be picked up. On the child's first day we encourage parents to help their child become familiar with their new teacher and friends and then leave for the day. This way, it begins to become a routine as to what the child can expect. There is already a letter in the child's mailbox introducing him/her to the new class and some more information about the teacher. We also encourage parents to send in a comfort item with the child such as a blanket, stuffed animal or family picture. We offer the families the option to start their child slowly (a few hours for a few days) or a full day to begin with. Whatever the parent decides is best for them and their child is what we do. We have an open door policy and parents are welcomed to come anytime throughout the day to check on their child. We also encourage parents to call and check on their child until they are fully comfortable with their child being in our care. We make sure parents know that we will call them if there are any problems or concerns we may have. After the child has been in our center for a few weeks, we have them fill out a survey to see how we are doing to provide the best experience for their child.

**Transition from Room to Room:** When children are ready to transition to the next room, an initial letter is sent to the parents notifying them of this. This letter includes basic information about the new classroom. We will then schedule a meeting with the parent to introduce the new teacher and discuss how we will complete the transition process. The child will visit the new room for a few hours (increasing each day) each day for about a week. If a child attends less than full time, this transition period may be longer than a week. We will also have other activities to get the child ready for his/her

new room. Such examples are: infants sitting at the table rather than the high chair, using a normal cup instead of a sippy cup, etc.

**Transition from PreK to Kindergarten:** The transition to kindergarten is started in the fall of the previous year. This class is geared toward kindergarten readiness and will consistently discuss what kindergarten is like. The teachers will use books and songs to help explain to the children what to expect as they get closer to starting kindergarten. Teachers will compare/contrast preschool and kindergarten as they go through the school year to connect to their prior knowledge. Throughout the year, we provide parents with important dates for kindergarten registration and testing. At the end of the school year, we hold a graduation ceremony to wish them good luck and celebrate their success in preschool. Per the parents request, we will try to set up a meeting with the child and his/her new kindergarten teacher.

**Transition out of the Program:** When a child is being withdrawn from our program we try to prepare them for what is next to come. In order to do so we ask the family to fill out a childcare exit survey. Occasionally children are moving to other areas such as to a new city or new state, so we try to learn a little bit about that area to tell the child so they can learn a little bit about where they are moving to. Other children in the class will make a good-bye card to give to the child to remember his/her friends by. With family cooperation, we try to make this transition as smooth as possible for the child.

### **Release of Records Policy**

If a parent needs their child's records to be sent to another facility, he/she must complete the Kids Town Records Release Form. Once this form is signed and turned in to the administrator, staff will get the necessary information together and send it out within 7 business days.

### **Guidance Policy**

At Kids Town, we treat each child with dignity, love, and respect. If children are treated with respect, they in turn learn to respect the teachers and their friends. We believe that helping the children to learn self-control is very important. Our hope is that each child will learn self discipline through careful guidance therefore we strive to guide rather than discipline our children. We never tolerate emotional abuse or physical punishment. We believe that an ounce of prevention is worth a pound of cure. Our expectations will be kept within the child's capabilities and the child will be made aware of these expectations. Positive reinforcement (commenting on doing the "right" thing) and positive redirection (removing the child and giving them an appropriate activity) will be used at Kids Town.

Our program works to prevent problem situations from occurring in the following ways:

- ❑ **Establish clear, consistent and simple limits, always stated in a positive way.** These limits are related to the safety and protection of self, others and the environment, i.e. "Please use your walking feet." "Chairs are for sitting."  
\* Simple explanations or reasons are given for these limits. When children understand the reasons for limits, they are more likely to comply, i.e. "Wait for your turn. Pushing on the slide is very scary for other people."

- \* When clarifying expectations (limits), the teacher can offer children a simple choice, i.e. “Do you want to wait for your turn, or do you want to play somewhere else?”
- ❑ **Focus on the behavior, rather than on the child.** When teachers focus on a child’s behavior rather than the child’s character, they preserve the child’s integrity and offer positive guidance for learning, i.e. “When you throw toys, they can break. Would you like to put it on the shelf?”
- ❑ **There are many opportunities for children to make choices.** However, when there is not a choice, make a clear statement of what is expected, i.e. “It is time to put the toys away.” Always allow time for children to respond to expectations. Give the children cues and advance information, i.e. “When we finish this book, it will be time to put on our coats.”
- ❑ **To clarify and reinforce limits, simple reminders are helpful to young children.** Because young children have short memories and become easily distracted, teachers are prepared to remind often, i.e. “Remember to use your walking feet in the hallway.”
- ❑ **Model problem-solving skills.** When children are discouraged or frustrated, it is natural for them to lose control. Teachers can offer verbal and/or physical assistance by modeling problem solving. As children become more familiar with the process of problem solving, they can be encouraged to suggest alternatives of their own.
  - i. *Acknowledge the problem*  
“I see you both want the wagon.”
  - ii. *Pose helpful questions*  
“Matthew, have you asked Katy for a turn when she is finished?”  
“Is there another truck for you to use?”
  - iii. *If necessary, model a solution, verbally or physically*  
You can say, “Katy, I would like the wagon when you are finished.”
  - iv. *Summarize. It helps the young child remember the process*  
“Remember to use your words to ask for a turn.”
- ❑ **Redirect.** When children are unable to solve a problem through other strategies, redirection can help change the circumstances causing problems, i.e. “This slide is very busy right now; let’s go over to the other slide.”

Repeated behavioral problems are discussed with parents and every attempt will be made to work together with the parents and the child to correct the behavior. This often times results in collaborating to develop and implement a behavior management plan.

If a situation arises where a child is consistently endangering themselves, peers, or staff it may be come necessary to disenroll the child. The safety of every child is always our primary concern. The administrator would be in communication with the parents prior to this occurring.

Staff will not impose punishments for failure to eat, sleep, or toileting accidents. This discipline policy applies to all staff and parents while they are at the center. All staff members have signed and acknowledged our guidance policy.

### **Nutrition (Meals & Snacks)**

Kids Town participates in the Ohio Child and Adult Care Food Program in order to provide your child with the adequate nutrition they need on a daily basis. 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](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](mailto:program.intake@usda.gov).

This institution is an equal opportunity provider.

#### CACFP Paperwork

Upon enrollment, and annually in July, an Income Eligibility form, Enrollment form, and Ethnic and Racial data form must be filled out for a child to receive meals and snacks at the center. The new forms will be distributed each year by the office for parents to update and turn in.

We consider mealtime another opportunity for learning. We strive to create a peaceful, home-like setting in which children can freely converse amongst themselves and their teachers. Kids Town provides all food and beverages for breakfast, 2 snacks, and lunch. Food should not be brought from home unless there are any food allergies or dietary needs to which has been discussed and approved by administrator. We serve a variety of healthy meals from a rotating six week menu by our center cook. Please inform us of any food allergies, dietary, or religious needs that may limit what your child can be served. For children under 12 months old, a formula preference form must be on file.

Breakfast is served daily until 8:30 a.m. Please have your child at Kids Town prior to this time if you wish for them to eat breakfast. We do not eat in our clubhouses and cannot serve breakfast after 8:30 a.m. due to the start of snack times. Each clubhouse has a time fit into their schedule for morning snack, lunch, and afternoon snack. Morning snack starts at 8:50am and ends at 10:10am. Each clubhouse has a 20 minute snack planned into their morning schedule between those hours. Lunch starts at 11:00 am with the last lunch served at 1:00 pm. Each clubhouse has a 30 minute lunch planned into their schedule. Finally, afternoon snack begins at 2:40pm and ends at 4:00pm. Like the morning snack schedule, each clubhouse has a 20 minute afternoon snack. Teachers sit with the children, work on table manners, sing a thank you song before meals, as well as encouraging them to try new foods during their time in the diner.

For infant formula, the center will provide Simply Right Complete Milk-Based Infant Formula with Iron. If you would like to use a different formula, you must provide it and have the CACFP Infant Parent Preference Letter on

file. Each bottle must be labeled with your child's name and date of preparation. If you choose to provide breast milk for your child, please make sure each bottle is labeled with your child's name, date expressed and the date of which we receive it at the center.

### **Fieldtrips/Transportation of Children**

Parents will be notified in advance of all field trips. We will need written permission for child participation on scheduled field trips. This means a signed and dated permission slip needs to be returned if the parent would like their child to participate on scheduled field trips. If water that is more than 2 feet depth is accessible to the children on the fieldtrip, parents will be notified in the trip permission slip form. If you wish for your child not to participate in any given field trips, a staff member will remain at Kids Town. Arrangements for your child to join another class during the trip are subject to clubhouse availability. Please arrange this with the front desk ahead of time. We welcome and strongly encourage parent participation on field trips.

All student/teacher ratios will be maintained during field trips. Teachers will take attendance books, Emergency Transport Authorization forms, cell phones, and first aid kits on all field trips. Before departing the center, a head count will be taken of all children and they will be marked on a separate attendance sheet, created specifically for the trip. The children will also have a card pinned on them with the centers address and phone number as a way to identify the children. Upon arrival at the destination, another count will be taken to assure that all children arrived safely. This process will be repeated upon leaving the destination and returning to the center. The children will be assigned to a group and specific teacher for the duration of the field trip. Each staff member will be responsible for supervising the children they are assigned.

For the most part, our field trips will take place within walking distance. In the event of a field trip requiring transportation, Kids Town will make arrangements with Brunswick's public transportation (BTA). Water will also be made available to the students to drink if needed. Finally, we will not be participating in swimming activities in depths of water over 2 ½ feet. Any child participating in either a field trip or routine trips will have written permission from the parent or guardian on file at the center.

### **Accidents/Emergencies/Evacuation Policy**

We engage in monthly practice drills to prepare the children and staff for emergencies. If the children are not able to safely re-enter the building, our emergency destination that the children will be taken to is the Brunswick Community Recreation Center located across the street at 3637 Center Road. A sign will be posted on the center door indicating that we have been evacuated and the location where you can pick up your child. Parents will be notified as soon as possible and asked to pick up their child at this alternative location as soon as possible. If a parent cannot be reached, we will contact the emergency contacts as listed on your child's enrollment information. The telephone number for the Brunswick Community Recreation Center is 330-273-8000.

The center has devised several procedures to follow in the event that an emergency would occur while a child is in the center's care. In the event of a fire, tornado, or earthquake, staff would follow the written instructions posted in each classroom, describing emergency evacuation routes and procedures to be followed to assure

that children have arrived at the designated spot. In order to prepare the children, Fire drills, Earthquake, & Tornado drills are conducted monthly.

In the unlikely event that there would be an environmental threat or threat of violence, the staff will secure the children in the safest location possible, contact 911 and follow the directions given by the proper authorities. We would contact the parents as soon as the situation allows. An incident report would also be provided to the parents as soon as possible.

There is always one staff member present that has received training in Child Abuse, First Aid & CPR, and Communicable Diseases. Each of our clubhouses has a telephone that can directly dial 911 in an emergency, and the phones also serve as intercoms for in-center communication at all times. If your child should have a minor accident/injury staff will administer basic first aid and TLC. Kids Town will not transport children in emergency situations. In the event of a life threatening emergency or serious illness/injury, the center will apply first aid, call 911, and contact the child's parents/guardians. If a serious medical emergency occurs that is not immediately life threatening, we will contact the parents/guardians and physician for further instructions. If a parent is unavailable to take their child to a hospital, we will arrange to have the child transported to the nearest hospital through our local EMS. A staff member would accompany the child to the hospital with all available health records. Staff may not transport children in their own vehicles. Only parents or EMS will transport.

An incident report will be completed by the staff to inform you of the circumstances of the injury. The incident report will be given to the person picking the child up on the day of the incident/injury to sign and date it. Once the report is signed and dated, copies of the report will be given to the person picking the child up, to the classroom teacher, and the original copy will go in the child's file in the office.

### **Outdoor Play**

Research has shown that children stay healthier when they partake in daily outdoor play. Based on this information, the State of Ohio requires that outdoor play be included in our program on a daily basis, weather permitting. It is our policy that children will not be taken outside when the temperature (wind chill and heat index factored in) drops below 25 degrees or rises above 90 degrees. We will shorten the amount of time outside when the temperatures are very warm or very cold. We will adjust outdoor time due to rain, threatening weather, ozone warnings, etc. On days when outdoor play is not possible due to these weather conditions, the children will have fun participating in gross motor activities (hula hoops, dancing, exercising, etc.) in our indoor fitness center. Please remember to send your child in with the proper clothing so they may be comfortable and safe whenever we are outside. If they do not have the appropriate clothing for outdoor activities a note may be sent home to remind you as your child will not be able to participate if they do not have the appropriate attire.

### **Swimming Information**

During the summer months, water activities at the center include use of hoses, sprinklers, and kiddy pools (less than 18 inches deep) on the Kids Town playground. Staff will be actively supervising children at all times. Parents will be asked to sign and date permission slips prior to children engaging in water play with standing water. If you do not fill out this form, your child will not be able to participate in these water activities. Permission slips are valid for one year. Please remember that your child will need to have a bathing suit and towel to participate!

The sunscreen that Kids Town provides is the NO-AD Sunblock Lotion, SPF 30 brand. The Request for Administration of Medication for the sunscreen can be found in the enrollment packet. If you do not wish to use the brand the center provides, you must let the center know and fill out a Request for Administration of Medication for the exact type of sunscreen that you will be providing for your child. The form is valid for one year. If your child burns easily and you would like them to wear a light weight t-shirt over their bathing suit or a hat please provide one and let the teacher know your wishes.

### **Management of Illnesses**

We will do our best here to prevent the spread of illness and provide children with a clean and healthy environment. We observe all children as they enter the program to quickly assess their general health. We ask that you do not bring a sick child into the center, they will be sent home! However, we realize that children become ill from time to time. If your child becomes ill while at Kids Town, you will be asked to make arrangements for your child to be picked up within one hour.

If this is your child's first group care experience, it is possible that they may experience more frequent illnesses at the beginning before their immune system becomes more active.

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

- Has a temperature of 100.0° F or higher in combination with any other signs of illness
- Has diarrhea (more than three abnormally loose stools within a 24 hour period)
- Severe coughing (causing the child to become red in the face or to make a whooping sound)
- Displays difficulty or rapid breathing, abnormal wheezing, or of rapid respiration
- Yellowish skin or eyes
- Redness of the eye or eyelid, thick and purulent (pus) discharge, matted eyelashes, burning, itching, or eye pain
- Untreated skin patches, unusual spots or rashes
- Unusually dark urine or grey or white stools
- Stiff neck with an elevated temperature
- Has head lice or nits (even if hair has been treated), scabies, or other parasitic infestations
- Vomiting more than once or when accompanied by any other signs of illness (cramping, nauseous, fever, etc)
- A sore throat or difficulty swallowing
- Has an earache, discharge from ear, or is pulling at ears

All communicable disease outbreaks will be posted immediately on your child's clubhouse door and a letter will be sent home. Children often contract illnesses and communicable diseases from sources other than Kids Town. If you know that an illness or communicable disease exists in which you might come in contact, avoiding that contact if possible will benefit your child as well as Kids Town (i.e. your child is visiting Grandmother and your cousin is also visiting but has pink eye).

### **Returning to Kids Town after an illness**

Kids Town requires your child to remain home at least 24 hours from the time of the occurrence of illness. Your child should be free of fever and other symptoms for at least 24 hours before returning to the center. If your child requires an antibiotic, they may return after 24 hours of initial administration of the first dose. If they are not symptom free a doctor's note will be required stating that the child is not contagious.

### **Medication Policy**

Kids Town's policy regarding the administration of medication, creams, ointments, supplements, etc. is as follows. If you want the center to administer a medication, ointment, cream, etc. you must fill out a Request for Administration of Medication form, which does require a licensed physician or licensed dentist to complete a section before medication can be administered. Once the required paperwork is completed return it to the front desk along with the medication.

It is important to note:

1. Request for Administration of Medication forms are only valid for twelve months from the date on the form or until the date that the licensed physician or licensed dentist writes as the expiration date, whichever is a shorter time frame.
2. A Request for Administration of Medication form needs to be completed for each medication, cream, ointment, lotion, etc. that the child may need.
3. Currently the only topical we do not have a licensed physician sign off on is Sunscreen.
4. No medication shall be administered to mask symptoms (Ex. Tylenol may not be given to mask a fever).
5. If a child has a health condition a Child Care Plan for Health Conditions or Medical Procedures would be filled out and kept on file. If a medication, cream, ointment, etc. is required due to this health condition then a Request for Administration of Medication form would be completed as well.

Prescription medications must be in their original container and have the original prescription label from a commercial pharmacy should contain the child's name, current date (within the last 6 months), an exact dosage to be given daily and the route of administration. We require that both boxes of the Request for Administration of Medication form to be completed and signed by the parent/guardian and a licensed physician or licensed dentist before administering the medication,

Non-prescription topical ointments, creams, Chap Stick, lotions, or over the counter medications must also be administered in accordance to the label instructions. We require that both boxes of the Request for Administration of Medication form to be completed and signed by the parent/guardian and a licensed physician or licensed dentist before administering the medication, ointment, cream, etc. Authorization for the administration of ointment, cream, or lotion may be cancelled by written request of the parent/guardian at any time.

Steps to take if your child requires medication, cream, lotion, ointments, etc. while at Kids Town:

1. Ask for the *Request for Administration of Medication* form. The parent/guardian completes Box 1 of this form.

2. Take the form to your child's physician or dentist and have them complete Box 2 of the *Request for Administration of Medication* form.
3. Return completed *Request for Administration of Medication* form along with the medication.

All medications will be stored a designated area inaccessible to the children. Medicine will be placed in a medication box located in the office unless refrigeration is required. Medications may NOT be stored in a child's cubby, book bag, or mail slot.

If you have any other questions concerning our medication policy, please feel free to talk to an administrator to help clarify any questions or concerns you may still have.

***Food Supplements or Modified Diets:***

If your child requires a food supplement or a modified diet, you must secure written information from your licensed physician regarding this. Please speak to the administrator for more details regarding this as additional paper work is required.

**Parent Participation and Feedback**

We strongly encourage you visit our center anytime. Parents have unlimited access to all areas of the building used for child care during the hours of operation. We welcome your participation and support in the clubhouses whenever possible. Stopping by for lunch or joining our field trips and parties are just some of the ways that you can be involved in your child's class. We have special family activities scheduled throughout the year.

Teachers are available to discuss a child's progress or needs at anytime. However, due to staff responsibilities and schedules, parents are encouraged to make an appointment when it is necessary to engage in any lengthy conversations. Teachers want to be able to focus on you and your child at these times.

Please feel free to bring up any questions, concerns, or suggestions with the administrator and/or the staff. Your input is very important to us. Staff fully realize that you are trusting us with your little one(s) and we want our relationship to be a good one.

**Sanitary Health Care Policies**

We realize that our children are counting on us to help them stay healthy and to keep ourselves healthy. We adhere to strict sanitation procedures in order to maintain a clean, healthy environment.

*Hand Washing:* Children are taught the important and proper methods of hand washing. Children and staff wash their hands after restroom use, after wiping noses, before each meal and snack, upon coming inside from outdoors, before cooking activities, after messy art projects, etc.

*Soiled Laundry:* In order to reduce the chances of spreading infections, we do not launder children's soiled clothing. All items will be placed, without rinsing, in a sealed, moisture-proof bag and returned to parents. In the event of an accidental wetting, the child will be dressed in his/her extra change of clothing. Please have an extra change of clothing in your child's cubby for this purpose.

## **Supplies**

Kids Town will provide school supplies for all clubhouses. Our center requires that all toddlers and preschool children have one blanket (approximately crib size), and a fitted crib sheet for the rest cots. If a crib sheet is not supplied, one will be provided at the cost of \$10.00. **No pillows** are allowed in school. Each child has their own rest cot. The children are not forced to sleep on their cots; however, they are required to stay on their cots during rest time. You are welcome to bring a favorite blanket or “lovey” from home for naps.

For infants, the center will provide crib sheets, a light receiving blanket and bibs for eating purposes. We are only allowed to place one light receiving blanket in the crib with your infant over 12 months old. No blankets are allowed to be using in the crib with infants under 12 months. We are allowed to use swaddle pods, wearable blankets and zippadee zips. We require all infants have 2-3 complete changes of clothing (appropriate for the season), bibs used for other than feeding (drool bibs), diapers and clean bottles labeled with child’s first and last name and the date. Please fill them with the amount of water needed for each bottle All bottles need to be taken home daily to be cleaned and sanitized.

For children who are in diapers and/or potty-training, please provide a constant supply of diapers/pull-ups for your child. Diapers/pull-ups will be checked/changed as needed, or at least every 2 hours. Baby wipes are included in the tuition. Parents need to supply any diaper creams and names should be clearly marked on the label after filling out an “Administering Medication” form.

In order to have healthy, happy bodies, we get fresh air every day; even if it’s for a fire drill, or stretching our legs on our playground. Therefore, it is very important your child comes to Kids Town prepared for Ohio’s unpredictable weather. Please keep the following items in your child’s cubby during the school year:

### All the time:

- A complete change of clothing (child’s name on each article)

### Fall and winter months:

- A coat with a hood, or a hat
- Gloves or mittens
- Boots
- Snow pants (optional)

### Spring and summer months:

- A coat with a hood, sweater, or sweatshirt
- Sun screen
- If participating in swimming, a bathing suit and towel

Please dress your child in comfortable clothing every day that is relatively easy for your child to manage, particularly when they are using the restroom. The children will not be allowed outside during thunderstorms, storm warnings or other dangerous weather conditions. If this is the case, we will participate in indoor large muscle activities in our Fitness Club.

All required items from home should be labeled with your child's first and last name. Kids Town is not responsible for items not labeled.

***What NOT to bring to Kids Town:***

Kids Town cannot assume responsibility for the loss or damage to any personal possessions children bring to the center. We kindly request that all toys, dolls, purses, balloons, games, money, valuables, sweets, food, and such be left at home. We engage in peaceful play (without toy weapons) and encourage sharing. However, there are special Share Days in each clubhouse when children can bring certain items to share with their club mates. Please keep in mind that the Share Days maybe tied in with the clubhouse curriculum/theme for that week so feel free to ask your child's teacher if you are unsure. Please refer to the clubhouse's Parent Board for more information.

**Assessment Process**

*Purpose:* Child screening and assessment is a fundamental and necessary component of all high-quality early childhood programs. Each classroom completes screenings within 60 days of enrollment and continual assessments that encompass all areas of development; sensory, language, cognitive, gross-motor, fine-motor, and social-emotional. Quality assessment determines not only what is happening within the child, but also what type of teaching style and care that child requires.

*Procedure:* All assessments will be completed by a qualified teacher. Any assistance in this procedure will be completed by staff personnel under the direct supervision of a qualified teacher. The assessment we use is call Teaching Strategies Gold. The Teaching Strategies Gold will be completed throughout the day and year using naturalistic observation of the children's interactions and behavior. All assessments are completed within the Kids Town Child Development Center complex. The Kids Town staff and administration annually evaluate the current assessment tool to determine their compatibility and effectiveness in regards to determining the center's needs.

*Results:* The information gained during the assessment process will be used to develop curriculum and parent education. Administration and staff will use the information gathered during the assessment process, identifying children's interests and needs (in the form of goals/objectives embedded in lessons), within their curriculum planning to best meet the needs of all children enrolled.

*Confidentiality:* All information obtained regarding any center family/child(ren) is considered confidential. Information obtained and collected by our program will be shared with other staff on a "need to know" basis. Volunteers or practicum students are not to be included in discussions of children and families, except for information which is relevant in order for them to complete their objectives. All information compiled during screenings and assessments will be used to promote the healthy developmental growth of the child. An administrator or teacher along with the participation of the legal parents/guardians will review the completed information and together make goals for the child or a referral in cases of developmental delay.

*Training:* Each administrator and qualified teacher has training in assessment delivery and interpretation.

*Links to Assessment:*

Teaching Strategies GOLD <http://teachingstrategies.com>

### **Screening & Referral Process**

*Purpose:* Child screening is a fundamental and necessary component of all high-quality early childhood programs. Each classroom completes screenings within 60 days of enrollment. The screening looks at the developmental areas of sensory, language, cognitive, gross-motor, fine-motor, and social-emotional. For a child to develop and learn in a healthy way, it is important not only to meet the basic needs for protection, food and health care, but also to meet the basic needs for interaction and stimulation, affection, security, and learning through exploration, guidance, and discovery.

*Procedure:* All screenings will be completed by an administrator or a qualified teacher. Any assistance in this procedure will be completed by staff personnel under the direct supervision of an administrator or a qualified teacher. The following are the screening tools that the center currently uses. The ASQ-SE (Ages & Stages Questionnaire: Social/Emotional), the ASQ-3 (Ages & Stages Questionnaire Developmental). These screenings are completed within 60 days of a child's enrollment at Kids Town Child Development Center. All screenings are completed within the Kids Town Child Development Center complex. The Kids Town staff and administration annually evaluate the current screening and assessment tools to determine their compatibility and effectiveness in regards to determining the center's needs.

*Results:* The information gained during all screenings will be used to develop curriculum, parent education, and evidence for referral. In the event of a potential developmental delay the administrator will use the information gathered as evidence for referral for future diagnostic screenings. Depending on the type of atypical development, various agencies including but not limited to a local physician or specialist, the Brunswick City School District, Catholic Charities, Child Guidance & Family Solutions, Help Me Grow, and Medina County Jobs and Family Services, may be involved in diagnostic screenings.

*Confidentiality:* All information obtained regarding any center family/child(ren) is considered confidential. Information obtained and collected by our program will be shared with other staff on a "need to know" basis. Volunteers or practicum students are not to be included in discussions of children and families, except for information which is relevant in order for them to complete their objectives. All information compiled during screenings and assessments will be used to promote the healthy developmental growth of the child. An administrator or teacher along with the participation of the legal parents/guardians will review the completed information and together make goals for the child or a referral in cases of developmental delay.

*Training:* Each administrator and qualified teacher has training in screening delivery and interpretation.

*Links to Assessment:*

ASQ- <http://agesandstages.com>

**Waiver of Liability**

If a family chooses to use a Kids Town employee for personal child care outside our operating hours and facilities, Kids Town assumes no liability and/or responsibility. If you choose to have an employee take your child home from the center after the employee's regular work schedule, the employee must be listed in the child's file as an authorized individual.

**We're Glad You Are Here!**