



Parent Handbook

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Introduction

Welcome to Little Miracles Early Development Center. This handbook contains information regarding our child care program. It is very important that you read this handbook entirely and keep it handy as long as your child is enrolled in the program. It will answer many of the questions you have about our policies and procedures.

Getting to Know Us

We are constantly growing and expanding. We are committed to exceeding your expectations. It is our goal to provide more than just quality childcare. In addition to providing excellent care, we will strive to offer a variety of programs to make your life easier.

License

Little Miracles Early Development Center is licensed to operate legally by the Ohio Department of Job and Family Services for Childcare Services. Our license is posted in the front entryway for all clients to observe.

Admission

A family is considered to be enrolled in the center only after the Director confirms the availability of space and the required paperwork is received. A registration fee of \$25 non-refundable per child is due upon submitting the application. Re-enrolling families must pay the \$25 non-refundable per child registration fee. Applicants with Publicly Funded Child Care (PFCC) will have registration paid by ODJFS. Applications will not be processed until money is paid. Administration must be aware of any shift changes to ensure that we have enough availability to accommodate your new schedule. Any change to your information must be communicated to the office immediately so that current information is always on file. This is for the safety of your child. A medical form signed by a physician or certified practitioner is required within thirty (30) days of admission. This medical form must be updated every twelve (12) months. [OAC Rule 5101:2-13-15](#) If you are against immunization you must have your physician write a statement that the child has not been immunized and the reason why. Please check the box on the medical statement that states that you decline for your child to be immunized against one or more diseases in [OAC Rule 5104.014](#). We will not accept children whose parents refuse to grant consent for transportation to the source of emergency treatment.

In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write:

USDA, Director, Office of Civil Rights
Room 326-W Whitten Building
1400 Independence Avenue SW
Washington, D.C. 20250-9410
(202)720-5964 (voice and TDD)

Little Miracles is an equal opportunity provider and employer.

Attendance

Little Miracles operates on an effective learning curriculum. If your child is consistently absent, they cannot take advantage of the learning opportunities provided. If you enroll your children full-time, we expect for your children to attend the center full-time every week. Please keep to your schedule and notify us immediately if you are running behind. Full-time infant and toddler students are required to be in attendance 33 hours or more per week, full time preschoolers are required to be in attendance 40 hours per week, and any part-time students should be at the center 10 hours or more per week. In the event your child(ren) are absent for more than two weeks or your child is consistently having unexcused absences, your spot may be given to someone on the waiting list. PFCC parents

are entitled to 20 vacation days per every 6 months (Jan-Jun/ Jul-Dec) that are paid by the county. If a parent exceeds 10 absent days within the 6-month period, the parent is then charged for any absent days until the next 6-month period begins. **The rates are Infant \$25, Toddler \$40, Preschool/Pre-K \$53.**

Children are only allowed to be at the center a maximum of 10 hours per day. If they end up coming over 10 hours per day due to scheduled overtime; the parent must pay an additional \$10 an hour per day. If you know your child will be absent, please contact Administration immediately. In the event your child(ren) are absent for more than two consecutive weeks or your child is consistently having unexcused absences, your spot may be given to someone on the waiting list. Administration will make every attempt to contact you before disenrolling your children.

Updating Information

Unfortunately, emergencies happen. We will need to be able to contact you at all times. It is essential to let us know when you have a change of address, work or home phone number. The State of Ohio requires us to have accurate and up-to-date information on each child. It is your responsibility to remember when your child's physical and/or Title XX expire. If you need an application, see administration immediately. Please let administration know immediately if your child needs special attention (i.e. medicine, special diet).



Little Miracles
Early Development Center

Little Miracles has been
servicing the
community since
2004

Don't Call Us A Daycare:
Today, 60 million children worldwide are denied access to basic education. Our first priority as a school is to provide educational development for the early years of your child's life. Little Miracles partners with Early Start Columbus & CDCFC Head Start program to ensure your child meets the academic standards required by The Ohio Department of Education.

What We Stand For

Mission

Our mission is to provide innovative programs that help children and parents work together to be their very best. We are committed to providing the highest quality of

childcare with a strong emphasis on early education. We strive to provide a safe and educational environment for working parents to better the community. We strive to achieve these goals by nurturing each child's unique qualities and potentials, supporting children through partnership between parents and Little Miracles.

Vision

To provide an innovative approach to learning that results in students who are well prepared, engaged, and proud of their scholastic accomplishments. We aspire to do this successfully to make a difference in the lives of children and their families in the community in which we live and work in.

Philosophy and Goals

Little Miracles was established to provide quality, loving care for children from six (6) weeks through five (5) years old. The staff recognizes the importance of balanced growth by providing opportunities for mental, physical and emotional growth through a variety of creative experiences. Children are encouraged to learn and explore at their own speed in areas that interest them.

Staff Creed

Little Miracles' experienced teachers work alongside the children facilitating, guiding, and understanding the need for patience with small children. Also, our teachers are responsible to adhere to the Little Miracles Code of Ethics and Confidentiality clause that ensures the privacy of our customers, families, and children's personal information.

Daily Class Schedule

Infant & Toddler Daily Schedule

7:30a Breakfast & Teeth Brushing
8:00a Centers (Dramatic Play, Housekeeping, etc)
8:30a Music & Movement
9:00a Snack
9:15a Circle Time
9:30a Small Groups (Art/Fine Motor or Math/Science)
10:00a Potty Time
10:15a Outside Play/ Inside Fine/ Gross Motor Play
10:45a Clean-up/Wash Hands
11:00a Lunch
11:30a Cleanup/Wash Hands/ Teeth Brushing
11:45s Language & Literacy
12:30p Nap time
4:00p Supper
***Lesson Plan repeats from 3-6p (If schedule changes, parents will be notified and a new schedule will be posted on the Parent Board.)**

Custody Agreements

If there are custody issues involved with your child, you must provide the center with court papers indicating who has permission to pick up the child. The center may deny access of a child to their parent without proper documentation.



Preschool Daily Schedule

7:30a Breakfast & Teeth Brushing
8:00a Learning Time (What we will learn today!)
8:10a Centers: Individual Language Arts
8:35a C
enters: Writing & Literacy
8:50a Yoga/Music & Movement

9:00a Snack
9:15a Circle Time

9:30a Centers: Writing & Fine Motors
10:00a Centers: Science & Math
10:30a Gross Motor Skills
11:45p Lunch
11:30a Clean Up, Brush Teeth, & Use Bathroom
11:45a Outside Play
12:30p Nap time
4:00p Supper

*Lesson Plans repeats from 3-6p (If schedule changes,

Developmental level. We meet with parents three times per year to set new goals for the semester. We also use the ASQ screening tool to determine where the student is at developmentally. If there are concerns, we will make the necessary referrals and follow up to ensure that the student has made improvement. We are required to report child level data to ODJFS pursuant to 5101:2-17-02.

Welcoming New Families /Enrollment

All families are encouraged to tour our facility so they can explore the classroom with their child, meet teachers, review the daily schedules and have an idea of what their child will be engaged in throughout their time at the center. After touring the center, families will go home with a parent handbook that outlines the rules and regulations of the center and guidelines we lay out for parents. Families will also receive an enrollment packet that parents are to fill out to inform the center of basic information and additional information pertaining to the child. The enrollment packet **consists** of the following information needed from parents: ***a list of items needed to start the child; general parent information (i.e. home address, telephone number, work information and contact etc.); information on allergies and or special health or medical conditions, diapering statement; food program voucher, parent handbook addendum and Little Miracles has adopted the ODJFS child enrollment health information form JFS 01234***

Transitioning to Another Classroom

Little Miracles EDC has adopted the **ODJFS 1373 transition form**. This document informs the parent with the following information: ***increase in child's tuition, the opportunity to***



Hours of Operations

The center will be in operation Monday through Friday 5:00AM through 6:30PM. The center will close to observe the following holidays:

- New Years Day
- Memorial Day
- Juneteenth (June 19th)
- Independence Day (July 4th)
- Labor Day
- Veterans Day
- Thanksgiving Day
- Christmas Day

Early dismissal at 3:30PM will occur on Thanksgiving Eve, Christmas Eve and New Years Eve. Full tuition is due for the weeks in which they are observed, as staff is given them as paid holidays. Holidays falling on a weekend will be observed either the day before or the day after the holiday. We reserve the right to close for Professional Development.

schedule a conference with the new teachers and 14-30 days of transition time to adjust in the room and new classmates and teachers. The parent will be notified in writing and will sign an agreement with the center stating the times and dates that the child will transition into the next classroom. Before the transition is put into place, the teachers will discuss with the new teacher some of the areas they need to focus on in preparation for the new classroom. The teachers transition over with the child so the child is comfortable with their new learning environment. The teacher will spend up to 15 minutes per day with the child until the child feels comfortable in the room. Before the child transitions, the teacher will explain to the child what is going to happen, how they will be able to see old friends again, and a chance to meet new friends and teachers. Little Miracles understands that this is a hard time for the child and family to learn that their child is going to another room. We encourage the guardians to come in to meet with the new teachers so they can address any concerns or special care their child may need to help succeed in their new classroom. During the transition time the teachers will communicate amongst one another and to the parents in regards to how the child is doing and to set goals for the child during the transition period. If the child is not prepared for the next classroom the parent will be given 30 days to work on the areas of concerns and given outside resources if it is a developmental barrier that our teachers can not provide the proper services, i.e language (speech), gross motor ability, social emotional development and etc.

Transition Requirements

Each classroom works on key development and independence that each child must obtain before transition to the next classroom. Below is the list of the following requirements:

Infant to Toddler --> No bottles and have to drink out of sippy cup, must be able to crawl on all fours

Toddler to Preschool/Head Start --> Walk and potty trained

Preschool/Head Start to Kindergarten--> Graduation Ceremony

Departure from our Program

When transitioning out of Little Miracles EDC, the center has a graduation for the children. During the ceremony the Employee Manager gives a speech, the children will sing their class song! The children will receive diplomas, superlatives and book bags full of supplies as a gift for kindergarten. Families are allowed to schedule a conference with the Preschool teachers where they will be provided with the child's portfolio of material they did

throughout the school year that observed their academic and developmental growth. The parents will also receive a biography of the child so the parent can give it to their kindergarten teacher.

The parent will also receive a packet of information that lists things your child should know or be working on for kindergarten during the summer. Upon request, the director provides a list of schools and information on what program would be best for the families. Also the director recommends all families to visit the school with their child to help with transitioning them into a new environment. During the months of April to June, the teacher will incorporate in the lesson plan information necessary for the child to succeed in Kindergarten and what to expect. The teacher will read books and develop activities pertaining to the school bus, teachers and principals, school uniforms, homework, library time, etc.

Withdrawing Your Child for our Program

Families are required to give us a two week notice **in writing** when they are withdrawing their child out of our center. If you withdraw without notice, we will bill you absent for 2 weeks and you will still be required to pay your copayment for those weeks. If you close your case, we will bill you the private pay rate for the last 2 weeks. **You will have 30 days to make the payment. Failure to pay will result in sending your account to collections.**

Giving a proper 2 weeks' notice, allows your child a proper departure from his teachers and friends. We encourage all families to take the children with them when they visit new centers so they can see how the child responds to the new environment. Little Miracles understands that it is very hard for children to adjust to new schools if they've already developed a bond with the teachers and students at their current school.

A parent can fill out the Request to Transfer Records so we can provide them with any forms or documentation they may need to help the child and the new center meet their personal and academic needs. We encourage the teachers to communicate with their students during circle time the

Classroom Arrival & Departure Policy

Arriving

1. TAP IN to the KinderConnect system
2. Bring child into the classroom.
3. Place coats, hats, etc. in cubby.
4. Wash child hands before play.
5. Sign your child in a the clipboard.
6. Make teacher aware of the child's presence.
7. Inform the teacher of any unusual bumps, bruises, or incidents concerning the child.

Departing

1. TAP OUT in the Kinderconnect system.
2. Inform teacher that child is leaving.
3. Sign out at the clipboard.
4. Check child to ensure of any unusual bumps or bruises, or incidents concerning the child.
5. Check cubby for dirty clothes and letters from administration.
6. Ensure there is an adequate amount of supplies for your child to return the following day

CUT OFF ARRIVAL TIME IS 10AM!

importance of how much they'll be missed and that going to a new school will be fun, they get to meet new friends, toys, and teachers.

Americans with Disabilities Act Compliance Policies

Children with disabilities are assessed on an individual basis to determine if the program is the right fit for their needs. As my program does not administer medication, I do not administer medication to any child. Prior to caring for a child with a disability, my staff and I who are responsible for caring for the child are properly trained regarding any necessary procedures.

GOLD Step Up To Quality Rules

Our program takes pride in that we are awarded **GOLD** in our quality rating improvement system of the state of Ohio. In order to maintain our rating, we are required to maintain certain criteria listed below. **To view program rules, visit [Appendix A to Rule 2-17-01](#)**

Assessments

The program utilizes screenings, progress monitoring tools, and formal assessments to ensure that the children's learning needs are being met. The program shares this information with families during conferences 3 times per year to parents on their child's progress. Parents are required to attend Parent- Teacher Conferences or their student cannot return. The program reports required information regarding screening tools and assessments to ODJFS, CDCFC Head Start, Columbus Early Start, and Ohio State Ready for Success.

ASQ- Screening Tool

The Ages and Stages Questionnaire (ASQ-3) is a screening tool that provides a quick check of your child's development. The information that you supply will help reveal your child's strengths, uncover any areas of concern, and determine if there are community resources or services that might be helpful for your child or your family.

BRIGANCE/PENS

The BRIGANCE Early Childhood Screens III is a short screening tool that is used to identify students for delays and giftedness. The assessment is offered for 3-5 years old to help teachers and parents track each child's academic progress to ensure readiness for

kindergarten. The tool can be administered in less than 15 minutes per child, in both English and Spanish. To score the Brigance, skills are given numerical weights and then totaled. Scores below the possible point system out of 100 indicate a need for follow-up assessment.

Program Rules

TAP system

Parents must have a complete transaction for their child every day. A complete transaction consists of Tapping in and out. The TAP station is located under the tree when you walk in the center. You can also use the mobile app by scanning the QR code on the Parent News Board. If a parent does not document their child's attendance, PFCC cannot be billed and we will have to bill you at the private rate. (Please note that your case will be placed on hold and you will not be able to attend another center until payment is made.) **Missed TAP's delay our payment and a \$25 fee per child per day associated with your account at the end of the week.**

If your case has not been processed, please speak to the administration about obtaining a temporary TAP code. No child should be accepted if you do not TAP in.

Drop off Cut Off Time

It is imperative that your child arrives on time to ensure we keep to our classroom schedule. During enrollment, you provided work or school hours. You have a 15-minute grace period to be late for drop off without any notification. Please notify us in advance if you are running behind for drop off if it will be longer than 15 minutes or you will be turned away. You can message in the app or call the center. The last time to drop your child off is 10am. You will be allowed one late arrival per week. If we notice there is a consistent pattern of late arrivals, you will be required to change your schedule. Once your child is marked absent, they will not be allowed to stay. No exceptions!!!

Inclement Weather

On rare occasions, it may be necessary to close the center due to poor weather conditions. We will make every effort to open our doors at the normal time. If circumstances should arise, you will be notified in the Brightwheel app so please be sure to download the app. On these occasions regular tuition is expected.

Work Shifts - Hours Allowed

Little Miracles encourages parents to adhere to the set schedule authorized by administration. Before you can change your schedule, you will need to check with administration for shift availability. No child should be in attendance for over 12 consecutive hours per day. **50 hours is the maximum hours a child can attend per week.** Late fees will be charged up to the first 15 minutes after 12 hours of attendance. Please see late fees for more information.

Brightwheel

We encourage every parent to download the brightwheel app to ensure that they are being updated with the latest news. The app is used primarily to update and inform parents of daily activities, policies and procedures. Parents are able to send messages so they can be answered immediately. We also ask that you let us know if your child will be absent or is ill. Occasionally, we will post pictures and videos of the students. We do our best to update them but do not expect pictures and videos every day. As a gold rated center, we are required to do informal and formal assessment on the students every day in addition to basic daily care. This is how we gain information on child development for parent teacher conferences.

Photography & Video Permission

Little Miracles is monitored 24 hours a day for safety reasons. The monitoring is for business purposes only. Parents will not be allowed to see camera time. All children, parents, and staff that enter the center are subject to being photographed and/or videotaped. Little Miracles may request for pictures to be used for our website, social media accounts or other media promotions.

Staff to Child Ratios

Age of Children	Staff/Child Ratio	Age of Children	Staff/Child Ratio	Age of Children	Staff/Child Ratio
Infants (birth and under 12 months)	1 to 5 or 2 to 12 in same room	Toddlers (18 months and under 2 ½ years)	1 to 7 or 2 to 14 in same room	Preschool – three years	1 to 12 or 2 to 24
Infants (12 months and under 18 months)	1 to 6 or 2 to 13 in same room	Toddlers (2 ½ years and under 3 years)	1 to 8 or 2 to 16 in same room	Preschool – four and five years of age	1 to 14 or 2 to 28

The maximum group size is as follows: 24 Infants, 22 Toddlers, 44 Preschoolers

Infant Care & Feeding

A record in Brightwheel is provided for all infant parents daily that includes the infant's sleeping patterns, including when and how long an infant sleeps. When, and what, and how much each infant eats. Diaper change information including times and results of diaper changes as well as information about each infant's daily activities.

Diaper Changing Policy

Our diaper changing policy is to change the children every 2 hours unless specified in the enrollment form. Children's diapers are changed regardless if they are soiled. Children are required to have adequate diapers and wipes. Our rule of thumb is 8 diapers per day and a thumb number of wipes. If your child does not have this amount, you may be asked to leave with your child and return with the proper number of supplies. You may not leave your child with a small number of supplies and inform the teachers that someone will bring more. If you wish for your child to not use a wipe, parents are required to supply 20 clean washcloths per day. Please review our diaper changing policy standards posted by every changing station. We are required to wipe only once with each wipe or cloth. If parents do not agree to the center policy, parents must submit a written request stating how often you wish for your child to be changed.

Children are expected to enter the classroom with a **DRY DIAPER, DRY PULL UP, DRY CLOTHES**. Parents are expected to check their child upon arrival to ensure that the child has not had an accident. **Teachers are not to change diapers of children who have just arrived.** Teachers will give the same respect and ARE expected to check each child to ensure that they are dry upon the departing the classroom.

Change of Clothes

Each child must have at least 2 changes of clothes in the event of an accident. It is the parents responsibility to check the cubbies for missing items. We will do our best to leave supply request notes on the cubbies for our parents however it is not required. A list will be left for all teachers to be aware of who doesn't have supplies. Again, your child will not be able to stay at the center.

Infant Bottles & Feeding

Infants are required to be fed every 4 hours. Meals are recorded in Brightwheel. Parents are required to prepare bottles (water and formula mixed). Each infant should have at least 3

bottles made for an 8-hour shift. Teachers are not responsible for making bottles. Each bottle is labeled with the child's name and date. Parents that provide breast milk must be placed inside the bottles. We will not accept bags to avoid any accidents. Parents are required to inform teachers of the date expressed. Breast milk bottles will be labeled with child name, date expressed, today's date. Please be mindful that if your child does not drink the entire bottle, it is thrown away after the meal time. Please supply enough bottles for mishaps like these. We provide onsite breastfeeding and pumping support in Mrs. Dawn's office. Please make the director aware of how we would like us to accommodate your feeding time.

All infants must be weaned off the pacifiers after 12 months. Infants are expected to drink out of a regular cup by 14 months. No sippy cups are allowed in the toddler room. If your child enters the classroom with a sippy cup or pacifier after the permitted date, they will be thrown away.

Sleeping, Napping and Resting Policies

Every child must have a blanket for any sleeping hours. Children are required to have a blanket every day. We ask that you bring the blanket on Mondays and take it home on Friday to wash it. We will supply a center blanket for up to 2 days. Afterwards, the child will not be accepted. Children are not required to sleep but must stay on their cot and remain quiet so other children can sleep. Individual nap schedules are followed throughout the day.

Infants up to 12 months old sleep in an assigned crib. Infants 12-18 months old may sleep on a cot if parents give written permission; otherwise, they sleep in an assigned crib. Our schedule includes napping/resting times that meet the developmental needs of the children. Cots never block room exits and allow for us to safely leave the room in case of an emergency. Sleeping hours are from 5am-6am.

Outdoor Play

Research has shown that children stay healthier when they have daily outdoor play. Based on this information and state requirements, outdoor play will be included in our daily program. We will limit the amount of time outside when the temperatures are very warm or cold. Children will not be taken outside when the temperature (wind chill and heat index factor) drop below 25 degrees or rise above 90 degrees. We will also adjust outdoor time due to rain, threatening weather, ozone warnings, etc. Please send your children with the proper clothing so they may be comfortable and safe whenever we are outside. No open-

toe sandals are permitted. If the children are in more than 18 inches of water, a permission slip must be signed.

Dress Code

Children are not permitted to wear open- toe sandals during the summer due to safety hazards. No shirts with negative words or innuendos are permitted in the center. Beads are not permitted in children's hair under the age of 3. Beads are considered a choking hazard. Infants with their ears pierced must have screw backs on or earrings will be removed.

Children, especially infants and toddlers, FINGERNAILS ARE TO BE CLIPPED EVERY WEEK to prevent hazards and accidents. Unfortunately, teachers are not allowed to clip children's nails as advised by ODJFS.

Lost Items

Little Miracles is not responsible or liable for lost or stolen merchandise (i.e., blankets, coats, cups, etc.). Please label all items of clothing, blankets, and pillows. We suggest leaving items of value in your personal care. Toys and sippy cups for infants, toddlers and preschoolers are not permitted in the center. Any toys brought into the center will be thrown in the trash.

Meals and Snacks

Little Miracles is equipped with a full licensed kitchen to prepare all meals and snacks. Each of the snacks will contain at least two nutritional foods. The meals will meet all daycare licensing requirements and no child will go at least 4 hours without a meal or snack. Please let us know ahead of time if your child is not permitted to have any type of foods due to allergies or religious beliefs.

Meals and snacks are scheduled at specific times for each classroom. Please speak with your child's teacher for exact times. Take notice that each classroom has schedules posted on the wall. If in the event you arrive at the center *after* the meal or snack are scheduled to be served, your child will not be able to participate in the meal or snack. It would be your responsibility to ensure that your child has eaten. No outside food or snacks are permitted inside the classrooms.

Food Supplements or Modified Diets

If your child requires a food supplement or modified diet, you must secure written information from a physician. Please speak with administrations for more details. [OAC Rule 5101:2-13-22](#)

Medications

We do not administer medication with the exception of EPI-PENS only! We are not permitted to apply Vaseline, diaper ointment or cream, fever reducer, and we will not administer breathing treatments.

Management of Illness

<i>Illness</i>	<i>Temperatures</i>	<i>Change in Appearance</i>	<i>Breathing Issues</i>
<p><i>A child with any of the following symptoms will be immediately isolated and discharged to the parent or emergency contact:</i></p> <p><i>A child is discharged if they exhibit any COVID-19 symptoms.</i></p>	<p><i>Temperature of 100 degrees F – in combination with any other signs of illness</i></p> <p><i>Stiff neck with an elevated temperature</i></p> <p><i>Temperature of 101 degrees F and above</i></p>	<p><i>Diarrhea (more than two abnormally loose stools within a 24 hour period)</i></p> <p><i>Yellowish skin or eyes</i></p> <p><i>Redness of the eye, obvious discharge, matted eyelashes, burning or itching</i></p> <p><i>Untreated lice, skin patches, unusual spots or rashes, and other parasitic infections</i></p> <p><i>Unusually dark urine or gray or white stools</i></p>	<p><i>Severe coughing (causing the child to become red in the face or to make a whooping sound)</i></p> <p><i>Difficult or rapid breathing</i></p> <p><i>Sore throat or difficulty swallowing</i></p> <p><i>Vomiting more than once or when accompanied by any other sign of illness</i></p>

Little Miracles provides children with a clean and healthy environment. However, we realize that children become ill from time to time. If this is your child's first group care experience, it is possible that they may experience more frequent illnesses at the beginning before their immune system becomes more active. We observe all children as they enter the program to quickly assess their general health. We ask that you not bring a sick child to the center. They will be sent home! Parents have 1 hour to pick up a sick child. Please also plan ahead and have a backup care plan if you are not able to take time off from work/school.

Any child demonstrating signs of illness not listed above will also be isolated and carefully observed for symptoms. The parent will be notified. If a child does not feel well enough to participate in center activities, the parent will be called to pick up the child. Any time a child is isolated, they will be kept within sight and hearing of a staff member. The cot and any

linen used will be washed and disinfected before being used again. We ask that parents supply their child with a blanket and pillow for their sleeping cot. We will send these items home weekly for cleaning.

A sign on the door will notify parents if children have been exposed to a communicable illness. Children will be readmitted to the center after at least 24 hours of being free of fever and other symptoms without medication. If they are not symptom free, a doctor's note will be required stating that the child is not contagious. We are not permitted to care for children who have COVID-19. Our program follows all required COVID-19 pandemic rules and guidelines from the Centers for Disease Control and Prevention (CDC) and the Ohio Department of Health.

Center Arrival & Departure Policy

Arrivals

The policy of the center is to allow caretakers sufficient time to drop their children off at the center and arrive at their designated place. Therefore, caretakers will be allowed to drop their children off up to 1 hour driving time before their work or school schedule. This must be approved by PFCC. Some children may arrive at the program from another program, such as school. If a child is scheduled to arrive from another program and does not, my program contacts the other program and the parent or guardian of the child.

Departures

The policy of the center is to allow caretakers sufficient time to pick up their children at the center. Therefore, children shall be picked up by a caretaker up to 1 hour of driving time only after their work or school schedule. This must be approved by PFCC.

Custodial caretaker(s) will be given a code for access to the center. The code must not be given to boyfriends, neighbors, cousins, etc. If there is a custody agreement for the child, the program must be provided with official legal documentation indicating who has permission to pick up the child. Only individuals authorized in writing by the custodial parent or guardian may pick up children. Anyone other than the parent or guardian must present a state-issued photo ID, which is checked prior to the release of the child.

Supervision Policy

A major responsibility of the staff is to ensure the health and safety of each child entrusted in our care. Our staff is alert to the safety needs of the children. They will anticipate possible hazards and will take necessary preventable measures.

Caretakers are required to clock in and out using the TAP system **AND** sign in and out on the classroom's attendance. Children may not be sent into the classroom alone. Staff must be made aware of each child's presence before the parent departs. Parents are responsible for their child before clocking/sign-in and after clocking/sign-out. This includes supervision, incidents, accidents, or injuries. **You must be 18 years old or older to check a child in and out of our program.** If you notice an incident or injury with your child after you leave the center, please contact Administration immediately. The longer you wait to report a problem, the more difficult it is for your child to remember specifics, and the more complicated it is for us to verify the accuracy and the validity of the event. **Little Miracles is not liable for any incidents, accidents or injuries that are reported after the parent and child leaves the center.**

Release of Child Policy

Release of Child Policy

The center policy is to release children only to those who are designated by parents on the enrollment application. In some instances when the staff is not familiar with designated persons, a photo ID must be presented before the release of the child. If conflicts arise with the policy and adult whom is not designated to pick up the children, proper authorities shall be contacted.

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

Child Abuse Reporting

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

Supervision of Students

At no time will a child be left unattended. Staff will supervise children at all times, including naptime. If a child becomes ill, they may be isolated in a section of the room not in use, but within sight and hearing of a staff member. [OAC Rule 5101:2-13-19](#)

Guidance Policy

Little Miracles staff believes that helping the child to learn self-control is very important.

Outdoor Play

Research has shown that children stay healthier when they have daily outdoor play. Based on this information and state requirements, outdoor play will be included in our daily program. Licensing requires all children that attend more than 4 hours to participate in outdoor activities. We will limit the amount of time outside when the temperatures are very warm or cold. Children will not be taken outside when the temperature (wind chill and heat index factor) drop below 25 degrees or rise above 90 degrees. We will also adjust outdoor time due to rain, threatening weather, ozone warnings, etc. Please send your children with the proper clothing so they may be comfortable and safe whenever we are outside. No open-toe sandals are permitted.

If the children are in more than 18 inches of water, a permission slip must be signed.

Field Trip

Little Miracles will reserve a license school bus to transport children back and forth. Parents must sign a permission slip for children to participate. We reserve the right to ask for chaperones if your child does not follow directions.

Water Activities/ Swimming

Occasionally we take field trips where there is water present. We will always make parents aware of these specific trips. Children are provided with water play opportunities at my program. These include sprinklers and small wading pools with a wall that is less than 18 inches high. Parents are asked to sign written permission slips prior to children engaging in water play. Swimming lessons can be provided through Head Start and supervised lifeguards are in attendance. Lifeguards are not counted in ratio. The required staff/child ratio is maintained by staff from the child care program who actively supervise the children and who position themselves so they can clearly see all parts of the swimming area, including the bottom of the pool. Parents must send bathing suits and towels for their children on water play days. At no time is a child left unsupervised.

Transportation

Our program takes routine trips, such as to the local park, and may take periodic field trips. Routine trips are taken by walking or in my personal vehicle, a XXX. Permission slips must be completed for each child. Travel to field trips are taken by walking or buses operated by VAT transportation or CDCFC Head Start. Before a child may participate in the field trip, a written permission form signed by the parent is required. Before we leave my program, I take a count of the children and mark them on a separate attendance sheet specifically created for the trip. Upon arrival at our destination, I take another count to ensure that all the children have arrived safely. This process is repeated upon leaving the destination and returning to my program.

Accidents/Emergencies

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

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

An incident/injury report will be completed and given to the person picking up the child on the day of the incident/injury. If any of the following occur: accident or injury which requires severe first aid, the child has to be transported via emergency squad, unusual or unexpected event occurs which jeopardizes the safety of the child, or if a child requires emergency transportation; the report shall be available within twenty-four (24) hours after the incident occurs.

Parents are responsible for their child before sign-in and after sign-out. This includes supervision, accidents, or injuries. If you notice an injury with your child after you leave the center, please contact Administration immediately. Little Miracles is not liable for any accidents or injuries that have not been reported after the parent and child leaves the center. Little Miracles is also not responsible for any injuries caused by negligent horseplaying, not following directions, etc. by your child(ren) during operation hours.

Fire Emergency Procedures

Children go immediately to the primary evacuation exit when the alarm sounds. The teacher checks the bathroom, cubbies, etc., to assure that all children are at the primary exit. The teacher takes the attendance book and exits with all children to the furthest place (or designated area). All classes are to be kept in a group. The teacher takes attendance

and reports to the director that all children are accounted for or, if applicable, who is missing. Time is never taken to gather belongings, or to put on clothes and shoes. Children are evacuated immediately as is. No effort will be made to control a fire. In the event the primary exit is blocked, the secondary exit will be used. Assigned persons assist with the evacuation of infants who are placed in the 'evacuation crib' and wheeled to the safe area. The director assures the building is completely evacuated and issues 'All Clear' when appropriate or calls the fire department when appropriate.

Weathers Emergency Procedures

When the weather alert is given, staff will initiate precautionary steps. (Attendance sheets, blankets and flashlights are placed in the designated safe area.) When the weather warning is given, all children will be immediately moved to the designated safe area and attendance will be taken to assure that all children are accounted for. Staff and children will remain in the designated safe area until authorities give the 'All Clear' signal.

Emergency Evacuation Plan

Alert staff and authorities of emergency. Have staff take attendance sheets and emergency bags. Teachers and children should proceed to the primary exit and walk calmly to designate a safe area. Children are to sit on the blankets quietly while attendance is taken and teachers are to inform the Director/Administrator that all children are accounted for or missing. Remain at a safe area until authorities signal 'All Clear' or until transportation arrives to move children to a local designated spot for parent pick up.

Evacuation Location

Fire - use primary or secondary exits to back parking lot

Tornado/Weather – bathroom, storage rooms, or kitchen

Threat to premises – SW corner of Reinbeau Drive and Beechworth

Intruder on premises – Hamilton Plaza (behind day care)

10 REASONS STUDENTS ARE DISENROLLED FROM OUR PROGRAM

- 1. Not Potty Trained by 3 Years of Age**
- 2. Biting**
- 3. Aggressive Behavior**
- 4. Cursing**
- 5. Disrupting the Classroom**
- 6. Hitting & Disrespecting the Teachers**
- 7. Excessive Absences**
- 8. Endangering Themselves**
- 9. Endangering Others**
- 10. Consistently Destroying School Property**

Expulsion or Suspension

Little Miracles' first priority is our children's safety and academic success. Our teachers are trained to engage your children in learning activities and guide them in social settings. However, it is not our responsibility to discipline your child. We expect the parents to work with the teachers if your child has any behavioral or socio-emotional issues. Upon enrolling your child, please inform us of any behavioral issues, IEPs, and social or emotional disorders. We will make every attempt to try to work with your child but in some cases, we may suggest another program best suited for your child's needs.

Behavioral Issues

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

Parents with children who are biters and have aggressive behaviors MUST notify staff. If a plan cannot be implemented to solve the problem, disenrollment may be necessary. If the child demonstrates behavior that requires frequent "extra attention" from the staff, we may choose to develop and implement a behavior management plan. This plan would be developed in consultation with the parent and would be consistent with the requirements of Rule 5101:2-12-22 OAC.

If your child is physically disruptive, or aggressive to the teacher or children, you will be required to pick them up within 2 hours or receive a \$50 abandonment fee along with 1 day suspension.

Potty Training Rules

Little Miracles considers a child potty trained when they have little to no accidents. Parents are encouraged to help staff with potty training toddlers. The Preschool and Head Start room are considered a dry area only. Toddlers MUST be potty trained to transition into Preschool room by 30 months. If this does not occur, the toddler will remain in the classroom until 3. They will then be moved on their 3rd birthday. The parents then have 30 days or the child will be disenrolled.

STEPS TO DISENROLLING A STUDENT

1. Consistent Behavioral Report

Teachers will inform caretakers of persistent behavioral issues on daily or weekly basis. Once you notice the student is getting frequent reports, it is the caretakers responsibility to correct the student's behavior before the matter gets worse.

2. Meeting with Teacher & Director

At this time, caretakers are required to meet with the Teacher and Director to develop an action plan to best resolved the matter. If the caretaker chooses not to meet, the child may be disenrolled at this point.

3. Termination

After every attempt has been made to resolve the matter, the caretaker is notified in writing that there placement will be terminated as of a specific date. We normally give 10 days for the caretaker to find another center; however, depending on the severity of the situation, days may be shortened.

Little Miracles reserves the right to make any action necessary to ensure that the children are in a safe environment.

Parent /Caretaker Information

PARENT BEHAVIOR

CELL PHONES

Upon arrival and departure of children, we ask that you give the teachers and your child undivided attention by not using cell phones. This ensures important information is communicated between caretakers and staff.

POOR BEHAVIOR

Caretakers are asked to display a respectful and courteous manner upon entering and exiting the parking lot and center. Please refrain from using profanity, threatening, bullying, intimidating, or hitting a staff member. If you have a problem with the staff member, please contact the Director to voice your concern. The Director's hours are posted in the front entrance way. We ask that caretakers do not address the teachers with any negative concerns as to avoid confrontation. If we continuously have a problem with a caretaker disrespecting staff, administration or the center, your case will be terminated and we may contact the proper authorities.

PARKING LOT RULES: We ask that you turn down or cut off any offensive music while occupying our parking lot. We ask that you pick up any items that fall out of your car or hands. Please do not discard your ash tray or tobacco from cigars in the parking lot.

Parent Participation & Conferences

Caretakers have unlimited access to all areas of the building used for childcare during hours of operation. Caretakers are encouraged to attend class parties, special luncheons, or simply stop in to join the daily fun! We encourage caretakers to give 2 hours of class participation per year.

Conferences are held 3 times per year and dates can be found in your ProCare calendar or monthly newsletter. Teachers are available to discuss a child's progress briefly at pickup. However, due to staff responsibilities and schedules, caretakers are asked to make appointments with staff when it is necessary to engage in any lengthy conversations. Teachers want to be able to focus on you and your child at these times. If parents would like contact information for other parents and guardians with children attending the center, please check the parent board located in every classroom.

Praises, Comments, or Complaints

Little Miracles respect all parent's opinions and comments. We ask that when you voice your views, you do so in a respectful manner. Parents are not to address the teachers with problems or confrontations. These issues are to be addressed with Administration only, specifically the Director. In the event Administration is not present, please fill out a Teachers Observation Form located in the front cabinet in the entrance way and slide it under the locked office door. You may use this form for praises, comments, or complaints on a staff member. Little Miracles does not tolerate constant negative remarks about our students, teachers, administration, or the center. We will assume that parents who disregard and complain about how the center is running are not happy and therefore your placement may be terminated so that you can find a center that best suits your expectations. Administration will do our very best to resolve conflict between a caretaker and teacher. The Ohio Department of Job and Family Services also may be contacted

to report suspected violations of licensing law or administrative rules. A toll-free telephone number is listed on my program's license. The licensing rules governing child care are available in the black cabinet under the tree in the front area.

Tuition, Fees, and Payment Policies

It is your responsibility to remember when your payment is due. If in the event, your child is left at the center without payment, we will attempt to contact everyone on your emergency contact list until your child is picked up. **Leaving your child without payment is considered abandonment and you will be assessed an additional \$50 fee to your co-fee before your child can return. Leaving your child without payment multiple times will result in childcare TERMINATION and proper authorities will be contacted.** All payments are applied to center fees (i.e., late or abandonment fees) first before money is applied for co-fees payments.

Private Pay (weekly basis)

The fee for families paying the full time and part time rate is due every Monday morning. A deposit of 2 full weeks is required. The deposit will be returned to you 1 week after your child's last day. Private pay parents are not permitted to skip more than 2 weeks from Jan 1-end of June & no more than 2 weeks from July 1- Dec 31st. After these two weeks have been used, you will be expected to pay the tuition or we will consider your child disenrolled and collect the last 2 weeks of your tuition. If you are on our schedule for full time hours, you are expected to pay the full time rate each week. If your child attends part time, you will not receive a credit because your child was not in attendance. Little Miracles only accepts payments made using ProCare.

PFCC

Co-fees are due on the 1st of each month. Little Miracles chooses to courteously give each parent a grace period to the 5th of each month to make the payment without any penalty. If you bring your child one day in a new month, you are agreeing that your child (ren) will be attending for the entire month and therefore the monthly co-fee will be expected. If the 5th falls on the weekend, you will be expected to pay on the Friday before. Please plan ahead like the payment is due on the 1st to avoid any confusion. No grace period is given for new enrollees; payment is expected the child's first day. There will be **NO EXCEPTIONS, or your children may not attend until the co-fees are paid. Payments made after the 5th of each month will be assessed a late fee of \$35.00 each week until payment is made in full.** Also, we no longer hold children's spots after the 12th of each month for non-payment of co-fees. This means that your child's spot may be filled by a family on the waiting list. You will be notified if your spot is taken.

Rates

Infant Full Week: \$500
Toddler Full Week: \$500
Preschool Full Week: \$515

Infant Part Week: \$450
Toddler Part Week: \$450
Preschool Part Week: \$465

*10-32.9hours are considered part time *33 hours or more is considered full time

Annual Registration Fee

A registration fee of \$25.00 is required when submitted for each child for enrollment. This fee is non-refundable. PFCC family's registration fee is paid through FCDJFS for all continuous care every February. When re-enrolling your child, you are required to pay the \$25.00 non-refundable registration fee on your own. Registration fees are due every March.

Annual Education Fee

This is charged separately upon initial enrolment and is used towards the purchase of educational supplies. Once enrolled, this charge is included in our annual registration fee. The cost is \$50 per child for a private pay parent. FCDJFS pays \$25 annually for PFCC parents, so they will only pay the remaining \$25 per child. Fee is due every March.

Summer Program Fee

A program fee is charged due every March. This includes an enrollment fee for the summer program and the education fee. The fee is \$100 per child (Twos, Head Start, & Early Start) who is enrolled in our program in the summer. Infants are not charged a summer program fee. PFCC families will pay the full fee as FCDJFS no longer pays for this fee. There are no refunds or reduction in tuition due to illness, disenrollment, bad weather, vacations, or holidays. Summer program fees can fluctuate year to year.

Late Fees

Late fees will be charged to parents who pick up their children late. The fee is \$35.00 for the first minute and \$1.00 every minute thereafter. Payments are to be paid the same day or the morning upon return to the center in cash. Children may be disenrolled from the center if parents are late a maximum of four times per month. If children are in the center over 2 hours after scheduled pick up and parents and emergency numbers supplied by parents cannot be contacted, proper authorities will be contacted.

Holidays

Full tuition is due for any period including holidays. Please refer to the House of Operations for a list of holidays. Staff receive these days as paid holidays.

Extended Illness

In the event of illness; full payment is expected, except for an extended illness. An extended illness is considered to be an illness that keeps the child out of the center for more than five (5) consecutive weekdays. Half payment is required for extended illnesses to maintain the child's space.

Vacation

The center must be notified of vacation dates at least two weeks in advance. Each child is granted ten (10) free days after ninety (90) days of attendance. These days must be used consecutively. If the child is on vacation more than ten (10) days, the normal tuition will be charged after the 2nd week. If you do not make the payment, your child can permanently lose that spot.

Withdrawals

Parents wishing to withdraw their child(ren) may do so at any time. A two week notice in writing is required. Parents who do not inform us will be billed up to two weeks after the child's last day.

Sliding Fee Scale

Tuition Fees for ECE Grant Students ONLY that do not qualify for PFCC

**Half Day Program and Full Day Program
Sliding Scale
2023-2024**

*Based on 2023 Federal Poverty Guidelines Family Unit Size of 1
See Tuition Fee Tables for Ranges and Family Unit Sizes

Half Day Program Monthly Tuition Fee \$0-\$110	Full Day Program Monthly Tuition Fee \$0-\$150
0-100% Poverty Level \$0 Tuition	0-100% Poverty Level \$0 Tuition
101%-125% Poverty Level \$27.50 Tuition	101%-125% Poverty Level \$27.50 Tuition
126%-150% Poverty Level \$55.00 Tuition	126%-150% Poverty Level \$55.00 Tuition



151%-175% Poverty Level \$83.50 Tuition	151%-175% Poverty Level \$83.50 Tuition
176%-185% Poverty Level \$93.50 Tuition	176%-185% Poverty Level \$93.50 Tuition
186%-200% Poverty Level \$104.50	186%-200% Poverty Level \$104.50
201% or above \$110.00 Tuition	201% or above \$110.00 Tuition

** During ECE Hours We Do Not Charge Our Families***

Federal Poverty Level Guideline

Half Day/ Full Day Preschool Program

\$0-\$110/\$150 Per Month

Ohio Department of Education

Office of Early learning and School Readiness

United States Department of Health and Human Services

2023 Federal Poverty Guideline

2023 Federal Poverty Guideline Size of Family Unit	100% Poverty Level	125% Poverty Level	150% Poverty Level	175% Poverty Level	185% Poverty Level	200% Poverty Level
1	\$14,580	\$18,225	\$21,870	\$25,515	\$26,973	\$29,160
2	\$19,720	\$24,650	\$29,850	\$34,510	\$36,482	\$39,440
3	\$24,860	\$31,075	\$37,290	\$43,505	\$45,991	\$49,720
4	\$30,000	\$37,500	\$45,000	\$52,500	\$55,500	\$60,000
5	\$35,140	\$43,925	\$52,710	\$61,495	\$65,009	\$70,280
6	\$40,280	\$50,350	\$60,420	\$70,490	\$74,518	\$80,560
7	\$45,420	\$56,775	\$68,130	\$79,485	\$84,027	\$90,840
8	\$50,560	\$63,200	\$75,840	\$88,480	\$93,536	\$101,120

Family units with more than 8 members	Add \$5,140 for each additional	Add \$6,425 for each additional	Add \$7,710 for each additional	Add \$8,995 for each additional	Add \$9,509 for each additional	Add \$10,280 for each additional
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