

# Infant and Toddler Room Handbook

27 Ryan Road, Shelby, OH 44875

Telephone: 419-342-1101

Website - <https://www.pctc.k12.oh.us/>



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## **Program Philosophy**

### **Early Childhood Education**

The Child Care program at Pioneer Career and Technology Center is planned with a curriculum emphasizing the physical, emotional, social, and cognitive development of the child as he or she passes through predictable and sequential stages of development. The name of our curriculum is “Creative Curriculum.”

Child-directed, teacher-supported exploration and learning experiences are designed so that each child can construct knowledge at his or her own developmental level and pace. His or her needs, interests, and abilities are met through active and quiet play.

The program promotes kindness, curiosity, cooperation, resourcefulness, affection, and joy to the children of various ages, races, creeds, and socio-economic backgrounds.

The program emphasizes the importance of safety for all children. Children need to feel safe and secure in their environment.

Integrated programming allows all children, typically developing and children with disabilities, to gain a broader perspective of the real world. Children engage in a variety of opportunities and experiences as they interact with peers in the environment.

Parents are considered an integral part of the learning experience. They are encouraged to be active participants in their child’s educational program.

An appraisal of each child’s progress will be implemented so that individual needs can be addressed and an intervention can be provided when necessary.

## **Goals and Purposes**

1. To provide stimulating play and learning activities for each child according to his/her age and stage of development physically, emotionally, intellectually, and socially.
2. To provide a quiet time and a nap time for each child according to the needs of the child.
3. To provide a safe, secure, and nurturing environment for each child.
4. To provide for healthy feeding of each child while in the child care center.
5. To provide for the sanitation and cleanliness of each child while in the center—bathing, washing, changing of diaper/clothes, etc.
6. To provide a written account for each child of his/her time spent in the center.



## **Vision Statement**

The Pioneer Preschool and Childcare staff strives to inspire curiosity, independence and a life-long love of learning to help children become members of our community and the world. We will provide a nurturing and play-based environment that fosters all aspects of children's growth and development including problem-solving skills, empathy and respect, independence, language, social development, self-esteem and confidence.

## **Mission Statement**

Our mission at Pioneer Preschool and Childcare is to empower children by offering them opportunities to make good decisions and solve problems in a developmentally appropriate environment which fosters individual needs. By offering an integrated curriculum, it is our goal that each child will develop a positive outlook towards school, a better appreciation of the world around them and acquire a life-long love for learning.



## **Discrimination Clause**

It is unlawful for Pioneer to discriminate in the enrollment of children upon the basis of race, color, religion, sex, or national origin.

## **Pioneer Childcare Fee Policy**

Infant - \$300 a month per child

Toddler - \$300 a month per child

Student Rate- Infant \$100 Toddler \$100

Infant /Toddler Room are open 7:30-3:30pm

All day tuition includes breakfast, lunch and a snack

**\*Note:** A non-refundable registration fee of \$10.00 per child will be required of all Preschool, Infant and Toddler parent at time of registration. If registration fee is not collected at registration, it will be added to the parent's first month's bill.

The registration fee will be waived for families that are at 100% grant assistance (preschool only) and for Pioneer students.

***\* All Infants must be at least 6 weeks to start***

***\*Toddlers must be 18 months***

#### DISCOUNTS AVAILABLE:

2nd sibling- 10% Discount on the total bill per family

3<sup>rd</sup> sibling or more- 15% Discount max on the total bill per family

(Cannot be combined with any other discounts)

These discounts apply to the Infant, Toddler and Preschool Classes.

#### **Payment Policy**

All families will be billed once a month. Families will receive a bill on the first day we are in session for the month. The bill is to be paid in full by the tenth of every month. This policy is to include Co-Payment families (Job and Family Services) and Self Pay or Full Pay parents. **If your payment is not received prior to the 20<sup>th</sup> of the month, there will be a late fee of \$30 applied to your next month's bill and your bill will be submitted to the board office for collections.**

Note: If you have multiple children in our center, those families will be billed under one account. Therefore your invoice will show the balance of all children. We will not split up payments and specify which child your payment will go on, as the whole bill must be paid by the tenth of every month. **If your payment is not received prior to the 20<sup>th</sup> of the month, there will be a late fee of \$30 applied to your next month's bill and your bill will be submitted to the board office for collections.**

**Job and Family Services Payments:** If you are receiving Job and Family Services and your child reaches the maximum number of allotted absences and goes over the allotted 10 days in a specific billing period, the parent will be billed the rate per day until the next cycle of allotted absences begins.

#### **Last Month Billing for the School Year**

With the month of May being our last official billing month of the school year, I want to remind all parents that you will be billed for the entire month. You are more than welcome to have your child here until the last day we are open for the school year. In the event that you choose to withdrawal prior to the last day of the last month, please be advised that you will still be billed for the entire month. All bills are due prior to your child's last day. For example, if you choose to have your child's last day be May 12 for example then your entire bill will be due on or before your child's last day. In the event that your financial obligations are not met prior to your child's last day, your remaining balance will be turned over to the board office for collections. For billing reasons, we will only accept doctor's notes until the 10<sup>th</sup> of the month during the month of May. After the 10<sup>th</sup> of the month, doctor's notes will not be accepted for credit on your bill.

### **Payment Schedule**

All payments are due the tenth of every month. We accept check, money order, credit, or debit. You may also call into the distribution center at Pioneer to make a credit or debit payment at 419 347-7744 ext 42931. Please tell them your child is a preschooler and how much you owe. If you pay your payment by check or money order and bring it into the center, your payment should be placed in a sealed envelope with your child's name and should be placed in the yellow payment box by the preschool entrance. **Please do not leave payments in your child's diaper bag, folder or hand your child's payment to a high school student or their teacher.** All checks and money orders should be made payable to "Pioneer." You may pay in advance if you wish. If your check is returned for nonsufficient funds, your account will be debited electronically for both face amount and returned check fee (\$30).

### **Enrollment, Placement and Attendance Policy**

#### **Registration**

Parents may register their child by calling or e-mailing the center Director. There are different options regarding tuition, therefore the director will speak with you regarding your options and which option best fits your family. Pioneer Childcare also partners with Ohio Jobs and Family Services to provide families with possible financial assistance which is also based upon income. All spots are based upon a first come first serve basis. In order to hold a spot or enroll a child, the child must meet all the eligibility requirements in order to be given a spot in the program.

#### **Enrollment**

Pioneer Preschool and Childcare is a licensed Ohio Department of Education center. All children must have a current application (done annually) and copy of their birth certificate. Additionally, all children 6 weeks – preschool are also required to have on file an updated physical (done annually), and immunization record. **If a child starts the year with an existing physical, an updated one must be received within 13 months from the date on the current physical in order for the child to be in attendance at school.** Every child must have a current immunization record on file. Below is a list of required paperwork that must be submitted to the center prior to your child's first day of enrollment.

#### **Admission Documents**

A Non-refundable registration fee of \$10.00 is required when you sign your child up for childcare. All paper work listed below must be filled out and provided on or before your child's first day and be kept up-to-date for your child to remain enrolled in our center. A mandatory parent meeting is required before your child's first day.

- \*Application      \*Eligibility Screening Tool      \*Emergency Medical/Grant Consent
- \*Pickup Authorization/Center Roster/Photo Release
- \*Child's Individual Goal Sheet      \*Permit For Screening/In-House Field Trip Permit
- \*A copy of your child's immunization records      \*Physical Form
- \*A copy of your child's actual birth certificate      \*Documentation of Receipt of Policies

**If there is any change in your address, phone number or any other information, please provide us with your new information.**

### **Absences and Scheduled Days**

You must pay for all scheduled days. If your child is absent for any reason, you will be charged for those days. There will be **No credits for holidays, weather related delays, snow days, days your child is absent, or days the center is closed** due to the fact that rates have been calculated into the monthly rate. The only exception is if you provide a doctor's excuse for the days your child is absent (Infants and Toddlers only). **Doctor's excuses must be received within 7 calendar days of the date of your child's absence in order to receive credit for the absence.** After 7 calendar days of the absence, doctor's notes will not be accepted as credit for that specific absence. If you provide a doctor's note for a day it will reflect on your next month's bill. Adjustments for doctor's bills will not be done in the current month. Credit for doctor's notes will only be given if the child is absent for the whole day. No credits will be given for portions of the day. For billing reasons, we will only accept doctors noted until the 10<sup>th</sup> of the month during the month of May. After the 10<sup>th</sup> of the month, doctor's notes will not be accepted for credit on your bill.

**PLEASE KEEP YOUR RECEIPTS FOR TAX PURPOSES!**

**Our Tax I.D. is 34-097-1791**

### **Attendance Policy**

Attendance is a critical factor in the success of your child's early childhood experience. The program reserves the right to terminate early childhood services based on the unsatisfactory attendance record of any student. A child will lose his/her spot if he/she is absent 5 consecutive days without notifying the Lead Teacher. If your child is absent 5 days consecutively and the preschool staff have contacted you at least twice with no response, a letter will be sent to the child's home address stating the child has been withdrawal from the program. If a child has chronic absences and the director has contacted the parents to discuss attendance and a child continues to have chronic absences, the director will inform parents in writing that the child has been withdrawn from the program. The only exception is if prior arrangements are made with the Director and payment has been made. If your child will be absent, **please call the attendance call off line at 419-342-1101 and press the number for your child's classroom teacher** to let us know your child will be absent for the day and a reason is always appreciated. We will not keep a child on our roster that does not attend the center weekly.

### **Withdrawal Procedure**

Parents wishing to withdraw their child(ren) may do so at any time. A one week notice, in writing is appreciated and a withdrawal form is required. All payment obligations must be paid in full prior to your child's last day. In the event that your financial obligations are not met, your remaining balance will be turned over to the board office for collections.

### **Late Pick-Up Procedure**

There will be a late pick up fee of \$10.00 per every half hour. This fee applies to any

fraction of the half hour. The child care center is open from 7:30 a.m. until 3:30 p.m., Monday through Friday. Please be prompt when picking up your child. Any child picked up after 3:30pm will be charged.

### **Children's Records**

**\*\*All records must be kept up-to-date according to ODE standards.**

The children's records shall be confidential to anyone outside the Early Childhood area.

1. The immunization records of the center shall be subject to review by a health department representative for disease outbreak purposes. The immunization record for each child shall be maintained in a format that requires recording the specific day, month, and year of each dose of each vaccine that has been received.
2. Information shall be reviewed and updated by the parent or guardian as needed.

### **Staff/ Child Ratio Requirements**

The Early Childhood program shall provide staff members or Early Childhood students to give care and supervision to the children. There shall be at least one staff member or student caring for:

- \*every 5 infants from birth to less than 12 months
- \*every 6 infants from 12 months to less than 18 months
- \*every 7 toddlers from 18 months to less than 30 months
- \*every 8 toddlers from 30 months to less than 3 years
- \*every 12 children from 3 years and up

### **Custody Agreements**

If there is custody issues involved with your child, you must provide the center with court papers indicating who has permission to pick up the child. The center may not deny a parent access to their child without proper documentation.

### **Positive Behavioral Interventions & Supports (PBIS).**

We encourage positive behavior and work on "Catching kids doing well." PBIS is a broad range of systemic and individualized strategies for achieving important social and learning outcomes in school communities while preventing problem behavior. The key attributes of PBIS include preventive activities, data-based decision making, and a problem solving orientation. Pioneer Preschool and Childcare recognizes the necessity of creating an atmosphere that is conducive to the individual child's development and achievement. The program encourages the respect for the dignity of each individual. The tone of discipline shall be positive and founded upon the purposeful development of self-discipline. Positive redirection will be used daily to handle difficult situations.

Varied behavior problems require differing methods of disciplinary action. Staff members will strive at all times to employ the techniques of developmental self-discipline. A child who is disturbing others may be re-directed by a staff member to involvement in another activity. If it becomes necessary, a disruptive child may be separated from the group. A staff member will discuss with the child acceptable group behavior and the reason for the child's temporary exclusion from the group. The child

will be welcomed back into the group when he/she feels ready to maintain acceptable group behavior.

The center will not employ corporal punishment, physical restraints, or unattended isolation from the classroom as disciplinary techniques. No disciplinary action by design will mentally harass, humiliate, frighten, or shame a child. At no time will a child be disciplined for failure to eat or toileting accidents.

Non-compliant behavior will be dealt with and redirecting or the “better-choice” strategies will be used. Parents will be contacted for a meeting and a plan of action will be devised. The Catalysts Life Center of Mansfield or another agency will be utilized as a resource if necessary and services will be created for the child and family if necessary. Teachers are taught and encouraged to use positive guidance techniques when speaking to the children.

### **Pick-Up and Drop-Off Procedures**

#### **Release of Child from the Center**

In order for a child to be released from Pioneer Childcare to any person including parents, persons must be on the Pick-up Authorization form. Please ask a staff member if you need to add someone to your pick up form. You will need to list: child’s name, date, name, address, and phone number of person taking the child, relationship of this person to the child (friend or relative) and signature authorizing the center to release your child to this person.

**\*Anyone other than the parent must be 18yrs of age to pick up**

**\*Phone calls or written notes for transportation changes will not be accepted**

If you do not provide this information, we will not release your child until we receive some type of permission from you. You will be required to bring your child into his/her classroom each day for drop off and pick up.

#### **PIN Numbers**

Each person you list on your child’s pick-up form will have a PIN number that he/she will use to electronically sign your child in and out for the day. The staff may not give out your PIN number to another person on the list. PIN numbers can be found on the Procare app and should be given to the pickup persons by the parent. The person picking up must know their PIN number when coming to pick-up. Please be sure to also carry your ID with you at all times. Please do not share your PIN number as each person must use their own PIN number.

The electronically sign in/sign out procedure is a legal document and needs to contain complete names and times. **It is not permitted for you to sign your child in and out at the same time you sign your child in.**

Staff will check ID’s of anyone they do not recognize. Please let people know about this ahead of time so they bring a picture ID and they are not offended. Staff will not release



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

### **Parking**

The ECE parking lot is used for dropping off and picking up children only. There are designated parking areas along the grass and playground gate marked for parents picking up/dropping off their children. Please be sure to use these spaces, as preschool drop off/pick up times can be very hectic in the parking lot. Please close the gate when entering and exiting the center for the safety of the children. **Please go slow when entering and exiting the drop off/pick-up area. Also you must have a valid handicap sticker visible in your car in order to park in the marked handicap places.**

### **Open Door Policy**

The custodial parent, custodian, or guardian of a child enrolled in the Pioneer infant/toddler room shall be permitted unlimited access to the center during the hours of operation for the purposes of contacting the child, evaluating the care provided by the center, evaluating the premises or other purposes approved by the Director. It is difficult for the classroom teacher to have extended discussions with you during instruction time, as the focus needs to be maintained on the education of your child and their classmates. A meeting time may need to be made for extended conversations. Upon entering the premises, the parent or guardian shall notify one of the adult staff of his/her presence. A twenty-four hour notice of intent to observe is requested because of the small size, but not required.

### **Outdoor Policy**

The Early Childhood program shall include in its daily schedule, an outdoor play period for children. Children will be taken outside as long as the temperature and/or wind chill is above 25 degrees F and at or below 90 degrees and at the discretion of the staff. Please dress your child appropriately for the weather. Children will remain inside during inclement weather. Children will be asked to wear coats/jackets according to the discretion of the staff. Infants will be taken out at the discretion of the staff.

### **Snow Day Policy**

The Infant and Toddler room will be open unless you hear that Pioneer is closed as announced on the radio. Please listen to WMFD for weather information. If Pioneer is on a 2 hour delay: Infants/Toddlers are not to arrive prior to 9:30am.

### **Dress Code Policy**

Shoes should fit securely on your child's feet. **Flip-flops, shoes with no backs to them, open toe, and sandal shoes are not permitted. Boots are not considered safe playground shoes. Tennis shoes are the best!** This is for your child's safety on the playground and in the classroom. For the safety of your child, please refrain from allowing your child to wear hoop earrings at school. Please dress your child comfortably as they will be playing in paint, water, and outside activities. We ask that girls wear shorts under any skirt or dress.

### **Pre-Conference and Conferences**

All Infant and Toddler children will receive one pre-conference per year by the classroom teacher if the parent requests one. Teachers will also provide the opportunity for two parent/teacher conferences with the classroom teacher. The parent teacher conferences are optional.

### **Transportation and Field Trips**

Infants and Toddlers will not take field trips off the Pioneer facility grounds however they do take field trips throughout and around the facility. Parents have signed an in house field trip permission slip for these purposes. This could include but not limited to walks around and outside the building, trips to other labs. Our routine trips are as follows:

- A. Staff members are present at all times to meet the adult/child ratio.
- B. A staff member trained in First Aid will be available on each trip.
- C. An approved First Aid Kit will be available on each trip.
- D. Emergency medical forms for each child will be taken.
- E. A class roster will be taken and attendance checked.

### **Referrals**

Pioneer Preschool and Childcare provides on-going screenings and assessments for every child in the infant, toddler, and preschool program. Based on the results of the screenings and/or assessments, your child may be referred to Help Me Grow (2 years and under), or the school district (PreK) in which you currently reside for further screenings and/or assessments. Infant, Toddler and Preschool families will receive an IDEA booklet that will provide you with additional information regarding these services.

### **Snacks**

The center shall serve children in attendance snacks which provides nutritional value. A “nutritious snack” means a snack which contains at least two foods from one of the four basic food groups. Parents do not need to bring in snacks. Pioneer will provide all snacks.

### **Breakfast and Lunch**

The center will serve a grade “A” lunch which consists of at least one half of the child's recommended daily dietary allowances from the Pioneer cafeteria each day for the children enrolled in all day care only. Each classroom will have their time slot for mealtimes. It is the responsibility of the parents to have their child here prior to the end of each mealtime. Current menus of the entire month will be sent home. The food prepared shall be in the quantities reflecting the developmental stage of the child and the recommendation of Pioneer’s nutritionist and the USDA nutritional standards. Food preparation records are maintained by the center. One supplement is served each day-this consists of juice or milk, fruit or vegetable, cheese or bread product. In case of special diets where an entire food group needs to be eliminated for a child, parents need to

provide a doctor's statement, and /or a written waiver indicating the special needs for a menu adjustment.

### **Halloween**

Please dress your child in an appropriate Halloween costume. **No masks or face paint.**  
We will “trick or treat” throughout the school building. Trick or treating will not take place during the week of high school OGT testing.

### **Cell Phone Use Policy**

Cell phone use is not permitted in the Pioneer Early Childhood Education Center (including the playground). Parents, please complete your calls before entering the center or wait until you have exited the center. To protect the privacy of all our children, this policy also includes taking pictures. Pictures can only be taken of your own child and no other child should be in the background of your picture. Please note that Pioneer cannot be responsible for pictures families take at special events such as parent events, Christmas program, Thanksgiving events, graduation and other special events. Pioneer is not responsible for the pictures that families post on social media.

### **Emergency Procedures**

#### **Tornado Drill Procedures**

Pioneer is required to have tornado drills during tornado season. During such drills, infants and toddlers will be directed to a designated area. They will remain there quietly until the “all clear” signal is given.

#### **Fire Drill Procedures**

Pioneer is required to have regular fire drills. Infants and toddlers will be escorted by Pioneer staff and students to the grass line across the parking lot directly in back of the playground area. They will return upon the “all clear” signal. Fire drill procedures and exit routes are posted on the wall in the preschool room.

#### **Safety Care Plan**

In the event of a needed evacuation from the ECE lab where it is not necessary for the whole school to evacuate the building, we have a safety plan in place. This plan allows us to evacuate the lab to another lab in the building or to the playground until our lab can be assessed and determined safe for the children to re-enter the lab. All staff and students are trained on all emergency procedures.

#### **What If I am picking up/dropping off during a drill?**

In the event that you come to pick-up your child or drop-off your child and the center is dark, please remain in your car until further instructions as a safety drill may be taking place. In the event that you’re picking up or dropping off during a fire drill, you’ll need to

participate and follow the procedures as all others are for the drill.



### **Safety of Children**

1. Early Childhood staff members shall be responsible for the safety of the children.
2. Pioneer's safety policy includes the following regulations:
  - A. No child shall be left alone or unsupervised.
  - B. There will be immediate access at all times to a working telephone.
  - C. A fire emergency and weather alert plan is made known to the teachers. The plan shall include a diagram showing evacuation routes which are posted on the wall in each room.
  - D. A tornado drill, during tornado season, shall be held in accordance with the Pioneer schedule.
  - E. A child care staff member shall immediately notify the administrator of the center who in turn would notify the local public children's services agency when the child care staff member suspects that a child has been abused or neglected.
  - F. When an accident or injury occurs the center shall complete an incident report and send it to the parent the same day as the accident or injury.
  - G. The use of aerosols shall be prohibited when children are in attendance at the center.

**Children must stay with ECE staff members for all drills**

### **First Aid, Communicable Disease, Child Abuse**

All of the Preschool and Childcare staff has been trained in American Red Cross First Aid and CPR; in prevention, recognition, and management of communicable diseases; and in recognition of child abuse, which are approved by the State Department of Health and the State Department of Education. All staff members are required to update these as certifications expire as.

A child with any of the following signs or symptoms of illness shall be immediately isolated from other children and parents called to pick-up. Decisions regarding whether the child should be discharged immediately or at some other time during the day shall be determined by the director and the parent or guardian. The child, while isolated at the program, shall be carefully watched for symptoms of this rule as well as the following:

Please do not send your child to school if he/she displays any of the following symptoms:

1. Diarrhea (3 or more abnormally loose stool within a twenty-four hour period.)
2. Severe coughing, causing the child to become red or blue in the face or to make a whooping sound.
3. Difficult or rapid breathing.
4. Yellowish skin or eyes.
5. Redness of the eye or eyelid, thick and purulent (pus) eye discharge, matted eyelashes, burning, itching or eye pain;
6. Temperature of one hundred degrees Fahrenheit taken by auxiliary (arm pit) method when in combination with any other sign of illness.

7. Untreated infected skin patch(es).
8. Unusually dark urine and/or grey or white stool.
9. Stiff neck with an elevated temperature; or
10. Evidence of untreated lice, scabies, or other parasitic infestation
11. Sore throat or difficulty swallowing
12. Vomiting more than one time or when accompanied by any other sign or symptom of illness.



### **Policy of Management of Communicable Disease**

**A child shall not return to the center until being symptom-free for a 24-hour period.**

A child will be readmitted to the Center after the 24 hour period if he/she obtains written permission from a physician or if the Child Care staff observes no signs of a communicable disease. Your child is expected to participate in all school activities including all outside trips and activities. Parents will be informed of possible exposure to communicable diseases through an individual memo sent home with each child. The school nurse will also be available for the preschool children.

. It is important to always have a back-up babysitter in **\*If a child is sent home for any reason from school at any time during the school day, the child must be out of school the next day for the complete school day** place in the event that these situations may arise.

\*Please report any important communicable diseases such as chicken pox, strep, lice, etc. It is not necessary to report colds. If your child will be absent, please call the preschool parent coordinator or lead teacher to let us know your child will be absent for the day and a reason is always appreciated.

### **Medical and Dental Emergency Plan**

- A. First Aid kits are located in the Preschool, Infant and Toddler rooms. The kits are clearly marked with a red cross.
- B. Emergency telephone numbers for the fire department, hospital, poison control center, Children Protection Agency, sheriff department, and emergency squad are located next to each telephone.
- C. Each child's medical record is located in the office. Each teacher will be informed of children who possess special health needs.
- D. The name and phone number of the child's dentist is kept in his/her folder in the office.

- E. Medical and Dental Emergency plans are posted in the Child Care hallway and beside the preschool entrance door.

### **Families Receiving Medicaid**

Pioneer Preschool and Childcare is a licensed ODE childcare and Preschool program. We are required to provide all families with Medicaid information regarding early and periodic screening, diagnostic, and treatment. Attached to your enrollment application will contain a handout with this information.



### **Policy Regarding Isolation**

A child with any of the following signs or symptoms of illness shall be immediately isolated from other children. Decisions regarding parent pick-up shall be determined by the preschool and childcare staff. The child, while isolated at the center, shall be carefully watched for symptoms.

1. Unusual spots or rashes
2. Sore throat or difficulty in swallowing
3. Elevated temperature
4. Vomiting
5. Evidence of lice, scabies, or other parasitic infestation

The Pioneer Early Childhood Center follows the Ohio Department of Health “Child Day Care Communicable Disease Chart” for appropriate management of suspected illnesses. The chart is posted on the wall.

A child isolated due to suspected communicable disease shall be:

1. Cared for in a room or portion of a room not being used for other types of child care.
2. Within sight and hearing of an adult at all times. No child shall ever be left alone or unsupervised.
3. Made comfortable and provided with a crib/cot. All linens and blankets used by the ill child shall be laundered before being used by another child. After use, the crib/cot shall be disinfected with an appropriate germicidal agent, or if soiled with blood, feces vomit, or other body fluids, the crib/cot shall be cleaned with soap and water and then disinfected with appropriate germicidal agent.
4. Observed carefully for worsening condition.

5. Discharged to parent, guardian, or person designated by the parent or guardian as soon as practicable.

### **Lice and Bed Bug Policy**

In the event that a situation takes place involving lice or bed bugs, a child with any of these signs or symptoms shall be immediately isolated and discharged to his parent or guardian: Evidence of lice, scabies, or other parasitic infestation. Each case will be handled individually and action will be taken as necessary.

### **Administration of Medications or Special Diets**

Parents must provide the necessary paperwork for any chronic, physical problems, health concerns, change in diet or modified diet. The center must have a signed medical statement from the child's physician stating the condition and form of treatment while here at school. The center will provide parents a copy of the Medication Administration form and an Emergency Care Plan for this reason.

Medication will be administered by the school nurse or the child's parents. You must fill out the Medication Administration form and an Emergency Care Plan. All medication must be taken to the school nurse in the clinic. All medication must be labeled with the child's name. A doctor must sign the medication administration form if it is a prescription.

A. If your child has an emergency medication that must be kept at school such as an inhaler, breathing machine or Epi-Pen, you must fill out the "medication administration form" and an "Emergency Care Plan in order for your child to be given any kind of medicine while at school. A doctor must sign this form if it is a prescription.

B. Any medication needing to be refrigerated must be taken to the clinic. All medication must be labeled with the child's name and will be administered by school nurse or parent of said child. (Daycare children only)

C. Parents need to let the Center know of any food allergies or modified diet for any reason. Any child with food allergies requiring a special diet must bring in a note from a physician stating which foods are required/to be avoided and an "Emergency Care Plan" form and "Emergency Medical Form will need to be filled out.

D. **DO NOT** leave any medication in your bag! NO medication in formula, bottles, or sippy cups! Diaper ointment may be kept in your child's diaper bin. You will need to tell us when to apply it. We will not use baby powder in our center because of licensing laws.

E. If you wish to have an over-the-counter cream or ointment for diaper rash applied to your child during a diaper change, you must fill out the diaper ointment form:

1. Your child's full name and birth date.
2. The initial date of instructions.
3. The parent's full signature.



According to state regulations, written instructions shall be valid for no longer than 3 months. We will need a new set of written instructions for each time this is necessary. Parents may cancel the authorization for the administration of the ointment, cream or lotion by written request at any time.

### **Belongings**

Lunch bags, school bags, purses, diaper bags, personal bags, or car seats are not permitted in the Infant and Toddler room upon pick-up or drop off times and/or throughout the day. A counter outside of the Toddler room is provided for you to place your things. If you prefer, you may want to make other arrangements to leave your personal items outside the center as Pioneer Preschool and Child Care is not responsible for lost or stolen items. Coats should be placed in the cubbies either before taking your child into the room or brought back to the cubby before you leave the center. Do not leave any pins, scissors, medication, ointment, or other dangerous objects in your bag.

### **Daily Sheets**

Daily Sheets will be provided to you, which provide you with information on your child's day. Please do your part in listing any important information for the teacher when dropping off that you feel would be helpful for the teacher to know for the day.

### **Car Seats, Carriers, Strollers**

The center is unable to provide space for you to keep your car seat and/or carriers or strollers in the center during the day. We are unable to accommodate this. Please be sure you have made arrangements for this.

### **Communicating with You!**

You will receive daily informal conferences and communication with the lead teacher of your child's classroom every day. The lead teacher will provide you with a monthly newsletter as well as the director will provide you with updated information as needed regarding dates, scheduled closings, and other information. Please remember to give this important information to sitters or other family members who may need it. You will have a specific mailbox in your child's classroom where your daily information can be found. We do ask that you check your child's mailbox daily.

\*Please send personal correspondence in a sealed envelope or call in to the center. The student teachers are not to send notes regarding your child unless signed by us. Please let us know if this happens

### **Breastfeeding**

For our breastfeeding mothers, we have a few different options in the Early Childhood Education Center available during the center hours (7:30 a.m. to 3:30 p.m.). We have a breast feeding room off of the preschool entrance as well as a room in the store room at the back of the Media Center/Library has been established. If you leave the lab, you must sign your child out and back in.

### **Plan to inform parents of ombudsman**

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Parents are asked to contact the preschool director, Ms. Roberts, or lead teacher at 419-347-7744, if there are any questions or concerns regarding their child's participation in the infant/toddler program. In addition, Pioneer provides a Program Supervisor, who serves as an Ombudsman and may be contacted at 419-347-7744, ext. 42204.

The State Department of Education Early Childhood/Preschool Assistant Director may be reached at 614-466-0224. **\*If you have a problem or complaint, please see the Lead teacher or Ms. Roberts. Please DO NOT discuss any problems with students.**

### **Covid-19 Accommodations If Needed**

The following provides accommodations for Pioneer Preschool and Childcare to reopen while also implementing measures to reduce the risk of exposure and prevent the spread of COVID-19 in our community. We will follow Pioneer Career and Technology's Restart/Reopening Plan in addition to all ODE Preschool and Childcare guidelines.

**Ratios:** Childcare/Preschool will operate under reduced staff to child ratios and maximum group size according to ODE and Governor Orders.

Infants: At least 1 teacher to 4 children

Toddlers: At least 1 teacher to 6 children

Preschool: At least 1 teacher to 9 children

### **Pick-up/Drop off:**

\*Parents/Caregivers when safe to do so should wear a mask for pick-up and drop-off.

\*Parents will pick-up/drop off one at a time in the preschool foyer and scan a barcode using their own device to sign their child into school.

\*Parents will wait on a chalk made smile face outside of the foyer until they are able to pick-up/drop off in the foyer one at a time.

\*Children will submit to a "temperature check" upon arrival each day.

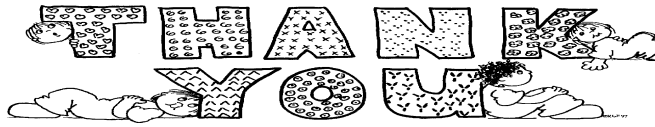
\*Children will wash their hands upon arrival and prior to leaving the center.

If any individual has a fever of 100 degrees or higher or parent states they have any listed symptoms, they may not enter the facility.

\*A single employee will escort children to and from their classroom.

\*Maintain maximum physical distance from one another whenever possible.

We will follow Pioneer Career and Technology's Health Care Plan of Reopening. Covid-19 rules and/or accommodations could change depending on health department recommendations. More detailed reopening information will be given at the virtual parents meeting.



**THANK YOU FOR CHOOSING PIONEER!**

**WE LOOK FORWARD TO HAVING A**

**~~GREAT YEAR WITH YOUR CHILD~~**  
changes of clothing to be left at

school. Please be sure your child's name is on each item of clothing. Use a permanent marker. If your child's clothing is not marked, it can easily be lost. Send appropriate clothing for the temperature of the room as we do have air conditioning. Remember that your child is growing. Be sure clothing left at school fits him/her.

**Infants:** Everything must be marked—clothing, bottles, bottle caps, pacifiers, jackets, blankets, ect.

**Formula and Food:** Have formula already mixed. Put child's name, date, and time formula made on all bottles and caps. Formula, juice, or food may not be kept and reheated. Formula, juice, or food will have to be disposed of if your child does not take it all at his/her feeding. This is in accordance with the state licensing laws. All food & formula must be taken home each day. It is your responsibility to put your child's food & formula in his/her refrigerator tray in the morning. Food and formula cannot be left in the tray overnight. Send plastic bottles only. Infants will be given bottles by an adult. Mark your child's chart with the last feeding time. You will receive a copy of the chart at the end of each day.

2. You must furnish any food your child needs for the day. Put your child's initials on each jar. If your child is eating table food, a lunch from the cafeteria will be ordered. Let the infant room teacher know when you want a school lunch for your child. (Must be at least 12 months old.) The Center will serve a grade "A" lunch from the Pioneer cafeteria each day for the children enrolled in all day care only who is at least 12 months old.

**Diapers and Wipes:** You must furnish disposable diapers/ pull ups. Please bring a **large** bag each time. Put your child's name on the bag. You will be notified when your supply is getting low. You will also need to bring a **large** box of wipes for your child to use.

**Ready for the Day:** Infants must be fed, clothed, and dry upon arrival. Have him/her dressed and ready for the day. **NO** pajamas on mobile children (walking, crawling children). Mobile children need to have shoes that fit securely on the feet and no open toe shoes please.

**Nap and Items from home:** Do not send toys, stuffed animals, spoons, bowls, sippy cups, or bibs. We furnish these. Pioneer will also supply a cot sheet and blanket for nap.

**Diaper Bags:** Please put your child's name on the outside of the diaper bag. Keep the bag in the assigned cubby. Cubbies are to be used for your child's items only, not your personal belongings. Do not leave any pins, scissors, medication, ointment, or other dangerous objects in your bag.

You will receive a copy of the daily schedule from your child's classroom teacher.

### **Infants, SIDS and Safe to Sleep Policy**

Our first goal at Pioneer Childcare is the safety of your child. Pioneer Childcare respects and follows all rules OAC (Ohio Administrative Code), licensing and recommendations regarding Safe to sleep practices and SIDS (Sudden Infant Death Syndrome) information. Our center operates as a "Safe to Sleep" center. Safe to sleep guidelines and rules provide many ways to reduce a child's risk of SIDS (Sudden Infant Death Syndrome). We are required to have a written policy describing the practices we use in our center to promote safe sleep for infants and also explains the practices aimed to reduce the risk of SUIDs, including sudden infant death syndrome (SIDS), suffocation and other deaths that may occur.

Please see our centers Safe Sleep guidelines and rules below:

- All staff, parents/guardians, volunteers and others approved to enter rooms where infants are cared for should receive a copy of the centers Safe Sleep Policy.
- Infants under twelve months old shall be placed on their backs to sleep unless the parent provides written authorization on the JFS 01235 "Sleep Position Waiver Statement for Child Care" (rev. 12/2016) signed by the child's physician. The JFS 01235 shall be maintained on file for review. Infants who are able to roll from back to front and front to back shall be placed initially on their back for sleeping but allowed to remain in a position they prefer. OAC 5101:2-12-20
- Infants should not nap or sleep in a car safety seat, bean bag chair, bouncy seat, infant seat, swing, jumping chair, play pen or play yard, highchair, chair, futon, sofa/couch, or any other type of furniture/equipment that is not a safety-approved crib (that is in compliance with the CPSC and ASTM safety standards) (3); OAC 5101:2-12-20
- Infants should be placed for sleep in safe sleep environments; which include a firm crib mattress covered by a tight-fitting sheet in a safety-approved crib (the crib should meet the standards and guidelines reviewed/approved by the U.S. Consumer Product Safety Commission [CPSC] (3) and ASTM International [ASTM]). No monitors or positioning devices should be used unless required by the child's primary care provider, and no other items should be in a crib occupied by an infant except for a pacifier:
- Soft or loose bedding should be kept away from sleeping infants and out of safe sleep environments. These include, but are not limited to: bumper pads, pillows, quilts, comforters, sleep positioning devices, sheepskins, blankets, flat sheets, cloth diapers, bibs, etc. Also, blankets/items should not be hung on the sides of cribs. Loose or ill-fitting sheets have caused infants to be strangled or suffocated (2). Nothing shall be

placed or hung over the side that obstructs the provider's view of the infant. OAC 5101:2-12-20

- Bumper pads shall not be used. OAC 5101:2-12-20
- Infants shall not be placed in cribs with bibs or any other items which could pose a strangulation or suffocation risk. OAC 5101:2-12-20
- No blankets shall be in the crib for infants under twelve months old. A one-piece sleeper or wearable blanket is permitted. Only children who are not yet able to roll-over are permitted to be swaddled using a wearable swaddling blanket. OAC 5101:2-12-20
- Swaddling infants when they are in a crib is not necessary or recommended, but rather one-piece sleepers should be used (see Standard 3.1.4.2 for more detailed information on swaddling) (2);
- Toys, including mobiles and other types of play equipment that are designed to be attached to any part of the crib should be kept away from sleeping infants and out of safe sleep environments;
- Infants should be directly observed by sight and sound at all times, including when they are going to sleep, are sleeping, or are in the process of waking up; OAC 5101:2-12-20
- The lighting in the room must allow the caregiver/teacher to see each infant's face, to view the color of the infant's skin, and to check on the infant's breathing and placement of the pacifier (if used). OAC 5101:2-12-20
- **When shall children stop using cribs?**
- (1) When the child is able to climb out of the crib.
- (2) When the child reaches the height of thirty-five inches.
- (3) An infant twelve months or older may use a cot or mat with written permission from the parent. OAC 5101:2-12-20

A wearable blanket can be used since a loose blanket is not permitted in the crib. It's a good idea to provide 2 wearable blankets (1 for a spare) for your child to sleep in. These can be a swaddling blanket, a sleep sack or a blanket sleeper. These items can be purchased at area stores such as Wal-Mart, Target, Burlington, and Meijer. Please look over the attached handout and brochure and feel free to go to the websites listed below that more thoroughly explains SIDS, SUID and how to lower the risk for both. If you have any questions, please contact Caitlin Roub, Infant Lead Teacher at 419-347-7744 ext 42604 or Stephanie Roberts, ECE Director and Preschool Teacher at 419-347-7744 ext. 42601. We also have samples of wearable blankets that you can see. Thank you for working with us to help reduce your child's risk of SIDS.

<http://www.nichd.nih.gov/SIDS>

<http://pediatrics.aappublications.org/content/138/5/e20162938>

<http://www.firstcandle.org>

Sincerely,  
Stephanie Roberts  
ECE Director/Preschool Instructor

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### **Toddler Information**

**Clothes:** You will need to have three changes of clothing to be left at school. Please be sure your child's name is on each item of clothing. Use a permanent marker. If your child's clothing is not marked, it can easily be lost. When the furnace is on, the rooms can get very warm. We also have air conditioning so please dress your child appropriately. Send appropriate clothing. Remember that your child is growing. Be sure clothing left at school fits him/her.

Toddlers: Everything must be marked - clothing, jackets, blankets,

***Bottles, pacifiers and are not permitted in the toddler room.  
Sippy cups from home are not permitted to be brought into the room.  
The center will furnish cups needed for the school day.***

**Diapers:** You must furnish disposable diapers/ pull ups. Please bring a large bag each time.

Put your child's name on the bag. You will be notified when your supply is getting low. You will also need to bring a large box of wipes for your child to use.

**Nap and Items from home:** Do not send toys, animals, bottles, money, suckers, gum, or toy guns to school with your child. Pioneer will also supply a cot sheet and blanket for nap.

**Announcements:** You will have a specific mailbox in your child's classroom where your daily information can be found. We do ask that you check your child's mailbox daily.

Papers and important information will be in your child's mailbox. Check and remove items daily. Cubbies are for your child's items only, not your personal belongings. Do not leave dangerous items in your child's cubby.

**Snacks:** The Center shall serve each child in attendance a snack which contains at least two foods from one of the four basic food groups. Parents will not need to bring snacks. Pioneer will furnish them.

**Breakfast and Lunch:** The Center will serve a grade "A" lunch from the Pioneer cafeteria each day for the children enrolled in all day care only. Any child arriving after this time must be fed before he/she arrives at school. All children will sit at the table during lunch. NO child will be forced to eat. Breakfast/lunch menu will be posted in the toddler room or on your child's daily paper.

1. Before your child is enrolled in the toddler room, he/she must be walking, off a daytime bottle, eating table food, and able to drink from a sippy cup. No bottles or pacifiers will be permitted in the toddler room. No bottles, food, or sippy cups may be stored in the ECE refrigerator.

2. Your child will receive breakfast at approximately 8:30 a.m. Any outside food is not to be brought into the center. Any child arriving after this time must be fed before he/she arrives at school

### **Birthdays**

If you want to bring in something for your child's birthday, please call or talk to the teacher ahead of time to make arrangements with your child's teacher. Please, **no candy, gum, or suckers!** We encourage you to provide healthy snacks! You must adhere to the class allergies and please do not provide items that a class student may have an allergy to. You will need to send enough treats for all children in the room and you may include high school students if you wish. Please see your child's teacher for the appropriate number of snacks. **All snacks/food brought into the center for a birthday or holiday celebration must be store bought and pre-packaged. No home-made goodies will be accepted.**

**Personal invitations** to any party should be mailed. Please do not send invitations to school for your child to pass out unless you are inviting all of the children in the class. Mailing invitations eliminates hurt feelings for those that are not invited. Also please refrain from making play date plans/arrangements in the center at pick up/drop off time. Please make these arrangements outside the school day. This eliminates hurt feelings.

**Ready for the Day:** Toddlers must be fed, clothed, and dry upon arrival. Have him/her dressed and ready for the day. NO Pajamas. Shoes should fit securely on your child's feet. Flip-flops, shoes with no backs to them, open toe, and sandal shoes are not permitted. Tennis shoes are the best! This is for your child's safety on the playground and in the classroom.

You will receive a copy of the daily schedule from your child's classroom teacher.

