

Infant and Toddler Room Handbook

27 Ryan Road, Shelby, OH 44875

Telephone: 419-342-1101

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



Director
Stephanie Roberts
ext. 42601

Infant Room
Caitlin Roub
ext. 42604

Toddler Room
Molly Kousma
ext. 42602

High School Instructor
Lindi Meisse, ext. 42761

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Program Philosophy

Early Childhood Education

The Child Care program at Pioneer Career and Technology Center utilizes the Creative Curriculum which emphasizes the physical, emotional, social, and cognitive development of the child as he or she passes through predictable and sequential stages of development.

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 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.
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.



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 parents 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

3rd 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.

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.

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 20th 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.

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 withdraw 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 10th of the month during the month of May. After the 10th 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 checks, money orders, credit, or debit. We no longer accept cash payments. 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's name and how much you owe. You may pay by check or money order by simply bringing it into the center and placing it 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).

PLEASE KEEP YOUR RECEIPTS FOR TAX PURPOSES!
Our Tax I.D. is 34-097-1791.

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 licensed by the Ohio Department of Child and Youth. All children must have a current application (done annually) and a copy of their birth certificate. Additionally, all children 6 weeks – preschool are also required to have on file an updated physical (done annually), and a current immunization record and all paperwork completed prior to starting. **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.** 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

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 *Emergency Medical/Grant Consent *Physical Form
*Pickup Authorization/Center Roster/Photo Release
*Permit For Screening/In-House Field Trip Permit *A copy of your child's
immunization records *A copy of your child's actual birth certificate
*Documentation of Receipt of Policies *Family Needs Assessment

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, Toddlers and All Day preschool 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 10th of the month during the month of May. After the 10th of the month, doctor's notes will not be accepted for credit on your bill

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 or Director. If your child is absent 5 days consecutively and the preschool staff have contacted you at least twice either by phone or email with no response, a letter will be sent to the child's home address stating the child has been withdrawn 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.** 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 ODCY 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

SUTQ Rating System Requirements: 50% of Infant, Toddler and Preschool classrooms operate with lower ratios and group sizes.

Infants: 1 teacher for 5 infants or 2 teachers for 10 infants

Toddlers: 18 to 30 months is 1 teacher for 6 toddlers

30 to 36 months is 1 teacher to 7 toddlers

Preschool: 36 to 5 years months is 1 teacher to 11 preschoolers or 2 teachers to 22

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 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 good." 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.

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.

Notification of Behavior Concerns

Varied behavior problems require different methods of disciplinary action. Staff members will strive at all times to employ the techniques of developmental self-discipline. The safety of the children and staff in our program is very important to us. While the Director, and classroom staff make every effort to work with the children and families to promote appropriate behaviors, there are situations when additional support and/or actions may be necessary. Non-compliant behavior and unacceptable behavior is: physical harm to self or others, verbal threats, leaving and/or running from assigned groups, damage of property, and possession of a weapon.

When first dealing with behavior, a child who is disturbing others or is acting in a manner in which the teacher is unable to continue teaching at that moment, the child may be re-directed by a staff member to another activity. If it becomes necessary, a disruptive child may be separated from the group and placed in a designated “time out” place with the teacher present. A staff member will assist the child in calming down with calm down strategies and 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. These types of behavior will be redirected by staff and “better-choice” strategies will be used.

If the behavior still continues, the teacher will notify the parent by sending home a Behavior Incident Report. If the behavior still continues and the parent has received more than 3 Behavior Incident Reports, the parent will be contacted by the director to set up a conference to develop a behavior management plan. The Catalysts Life Center of Mansfield or other agencies will be utilized as a resource if necessary and services will be created for the child and family if necessary.

We believe that communication between the family and staff is important for addressing and overcoming behavioral issues. Teachers are taught and encouraged to use positive guidance techniques when speaking to the children. If a situation arises where a child is consistently endangering themselves, children or staff; or need more support than our staff are able to provide, it may become necessary for the child to be suspended or expelled. The staff will make every effort to use agencies and resources to provide the services the child needs.



Biting Policy

We recognize that biting is a natural developmental phase that many children go through as infants and toddlers. Unfortunately, in large group settings, biting can happen more frequently. Bites usually occur to the arms or face and rarely require medical attention, as most do not break skin. By the time a child is 3 years old the frequency of biting drastically declines.

When biting occurs, the offending child's family will be notified with an incident report and an incident report will be provided to the injured child. We will never share the children's names. In the event that biting becomes extremely excessive or a child continues to bite without signs of progression, the child may be suspended or dismissed until the behavior stops. Our top priority is ensuring the safety of all children and staff. With proper communication, most children and families will successfully pass through the biting phase.

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, and name of the person you are adding and relationship to the child, birthdate of the person you are adding, and also the address, and phone number of the person you are adding. You will need to sign and date the form 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 electronic 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 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. Please close the gate when entering and exiting the center for the safety of the children.**

Open Door Policy

We have an open-door policy as required by licensing regulations. However, when observing, please use the observation window outside the child's classroom. Please make an appointment to meet with your child's classroom teacher or the director if you feel that is necessary. To have discussions with the director or classroom teachers during class time is difficult, the focus needs to be maintained on the education of your child and their classmates. Teachers can be reached at 419-347-7744. The infant teacher's extension is: 42604. The toddler teacher's extension is: 42602 and Ms. Roberts can be reached at extension 42601. You may need to leave a message on the voice mail. Your call is important, but extended conversation cannot take place during class time. Parents are encouraged to observe their child in his/her setting. A twenty-four-hour notice of intent to observe is requested 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, crocs, 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.

Conferences

Teachers will 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 if necessary. 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 provide 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.

All food will be provided by Pioneer. 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 of a diagnosed medical issue indicating the special needs for a menu adjustment or for a parent sending the child’s food.

Fall Events

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 outside each classroom or either in the classroom..

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.

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, teacher 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 stools 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. ***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 in** the event that these situations may arise.

*Please report any important communicable diseases such as chicken pox, strep, lice, etc. 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 for your child's absence.

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.



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 if evidence of lice, scabies, or other parasitic infestation. Each case will be handled individually and action will be taken as necessary.

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

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. Refrigerated medication must be taken to the school nurse in the clinic. All medication must be labeled with the child’s name and will be administered by a school nurse or parent of said child. A doctor must sign the medication administration form.

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.

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.

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.

The medication must be in its original bottle and instructions clearly visible on it from the manufacturer.

According to state regulations, written instructions for diaper ointment 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.

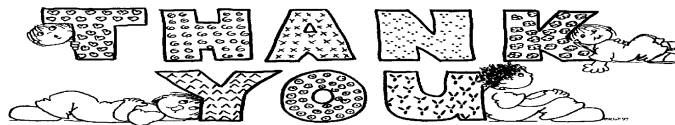
Breastfeeding

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. If you leave the lab, you must sign your child out and back in.

If You Have Questions or Concerns

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

***If you have a problem or complaint, we ask that you first speak with your child's teacher or Ms. Roberts. Please DO NOT discuss any problems with high school students.**



THANK YOU FOR CHOOSING PIONEER!

**WE LOOK FORWARD TO HAVING A
GREAT YEAR WITH YOUR CHILD!**

Infant 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. 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 the child's name, date, and time formula was 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. 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. At 12 months, if your child is eating table food, a breakfast and lunch from the cafeteria will be ordered each day for the children enrolled in all day care.

Let the infant room teacher know when you want a school lunch for your child. (Must be 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. **Flip-flops, shoes with no backs to them, crocs, open toe, and sandal shoes are not permitted. Boots are not considered safe playground shoes. Tennis shoes are the best!**

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 your 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 center's 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

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. 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. **No outside food should be brought into the center for breakfast, lunch and snack. Also please have your child finish any food before coming into the center to drop off for the day.**

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 meals. 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 8:00 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, crocs, 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.

