

SSCC Patri-Tots



Learning Center

Parent Handbook

Revised August 2016



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WELCOME
To Our Family

SSCC Patri-Tots



Learning Center

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MISSION

The Patri-Tots Learning Centers at Southern State Community College (SSCC) exist to provide students, faculty, staff, and community members in the southern Ohio area a nurturing and safe environment. An environment that addresses basic child care needs while facilitating age appropriate programming to prepare children for optimum learning, as well as provide SSCC education students a real world learning environment in which they can observe and contribute toward their own learning.



VISION

Through an environment designed to address the safety, comfort, and academic needs of the children enrolled, while also providing a learning lab for SSCC enrolled education students, the SSCC Patri-Tots Learning Centers are striving to be a model for other child care centers connected to an institution of higher education and competitive with other child care options in our community. In this endeavor, the Centers will be operating above minimum mandates and compliance standards, and will be working within guidelines of state quality rating systems that reward superior service, quality, and programming.

PHILOSOPHY

Based on sound early childhood theory and evidence based research, the SSCC Patri-Tots Learning Centers believe ...

- ❖ that all children are individuals who learn in their own way and at their own pace
- ❖ that all children should be valued and supported in their unique interests and needs
- ❖ that play is the most important process through which young children learn
- ❖ that children learn best through educational experiences that are developmentally appropriate
- ❖ that learning experiences enhance children's development as they grow socially, physically, emotionally and cognitively
- ❖ that parents are a vital part of the learning process
- ❖ in a collaborative approach to education
- ❖ children learn from each other as well as from role models
- ❖ a qualified, dedicated staff is critical to the development and maintenance of a quality early education program

PURPOSE AND OBJECTIVES/GOALS

1. Southern State Community College has two full time child Learning Centers licensed to operate legally by the Ohio Department of Job and Family Services. Both Central and North campus learning centers are licensed for children beginning at eighteen months of age. Licenses are displayed in our hallway. Recent licensing inspection reports and any substantiated complaint investigation reports for the past two years are posted on the bulletin board/wall beside the Administrator's Office for review. The Licensing Law and Administrative Rules governing child care are available upon request for your review in our classroom. The licensing record, including licensing inspection reports, complaint investigation reports, and evaluation forms from the building and fire departments, is available for review upon written request from the Ohio Department of Job and Family Services. The center's licensing inspection reports for the past two years are also available for review on the Child Care in Ohio website: <http://jfs.ohio.gov/cdc/childcare.stm>. To report a suspected violation of licensing law or administrative rule, call the toll free number that is listed on the center's license (Revised Code Section 5101:2.12). It is unlawful for the Center to discriminate in the enrollment of children upon the basis of race, color, religion, sex, national origin or disability in violation of ADA Act of 1990, 104 Stat. 32, 42 U.S.C. 12101 et Seq.
2. On the Central Campus in Hillsboro, we can have up to 14 children under the age of 2½ and up to 39 children over the age of 2½.
3. At the North Campus in Wilmington, we can have up to 14 children under the age of 2½ and up to 30 children over the age of 2½.
4. The purpose of the SSCC Patri-Tots Learning Centers is to provide a facility for this community and our students that will enable children to participate in a developmentally appropriate program that consists of learning experiences that enhance children's development as they grow socially, physically, emotionally and cognitively.
5. The Administrators and all employees at the SSCC Patri-Tots Learning Centers are required to report their suspicions of child abuse or neglect to the local public children's services agency. (Revised Code Section 2151.421)
6. Any parent, custodian or guardian of a child enrolled in either Center shall be permitted unlimited access to the Center during all hours of operation for the purposes of contacting their children, evaluating the care provided by the Center or evaluating the premises. Upon entering the premises, the parent, custodian or guardian shall notify the Administrator (or her designee) of his/her presence.
7. Contact information for parents/guardians of children attending the Center is available upon receipt of a written request to the Administrator. The list will not include the contact information of any parent/guardian who requests the

Administrator not to include his/her contact information on such list. The list shall only be given to parents or guardians of a child who attends the Center and individuals associated with the center who request it for center related business.

8. The SSCC Patri-Tots Learning Centers admit students of any race, religion, sex, color and national/ethnic origin to all activities made available to students at school.
9. The objectives of SSCC Patri-Tots Learning Centers is to provide supervised and stimulating learning experiences for all ages of children in their care, with these specific goals in mind:
 - ✎ Develop abilities through exploration and experimentation;
 - ✎ Develop peer socialization through cooperative play with children of the same age group;
 - ✎ Develop independence and a sense of responsibility;
 - ✎ Develop intellectual capacities through a planned program appropriate to each group;
 - ✎ Provide opportunities for the development and coordination of large and small muscles;
 - ✎ Refresh educational skills through appropriate activities.



CHILD CARE FEE SCHEDULE (effective 03/01/2016)

The rate schedule is based on the child's age and the number of hours a family uses the Center. Use the following definitions for the scale:

Definitions:

Part-time: 12.00 to 24.99 hours weekly
(children are required to attend a minimum of 12.00 hours *each week* in order to maintain enrollment)

Full-time: 25.00-55.00 hours weekly

Student Rate: This rate is reserved for part-time and full-time SSCC students who are actively enrolled during the time of service. Discount applies during the academic terms only. During breaks, students will pay the regular rate (*see College Student Class Schedule section for additional requirements*).

Drop in: Emergency situations not to exceed two drops in a month. Space permitting. Must call in advance. This service is only available for *currently enrolled and regularly attending children*.

Rates:

Category	Part-time	Full-time	Student PT	Student FT
Toddlers (18 mos. to 3 yrs.)	\$ 108.00	\$ 140.00	\$ 97.20	\$ 126.00
Pre-School (3, 4, & 5 yrs.)	\$ 98.00	\$ 125.00	\$ 88.20	\$ 112.50
Emergency Drop	\$ 35.00 daily flat rate			

If the Center is closed for a holiday or due to inclement weather, parents will not be charged for that particular day. A credit will be calculated based on the number of hours that the child was scheduled to be in the Center on that particular day. (Note: This credit will not change a family's status of part-time or full-time).

Credits have been calculated by dividing the maximum number of hours for each age group by the weekly fee for that group. Essentially, this provides a basis for an hourly credit and is illustrated in the table below:

Group	PT	FT	Student PT	Student FT
Toddler	$\$108/24.99 = \4.32	$\$140/55 = \2.55	$\$97.20/24.99 = \3.89	$\$126.00/55 = \2.29
Pre-School	$\$98/24.99 = \3.92	$\$125/55 = \2.27	$\$88.20/24.99 = \3.53	$\$112.50/55 = \2.05

Please note that due to a variety of circumstances, it is not always possible to provide weekly invoices. However, all fees are still due as scheduled even if you do not receive an invoice or other reminder.

Miscellaneous:

- No refunds will be given.
- Only one type of discount can be applied per family.
- No credit will be given toward the SSCC employee discounted rate for any days closed due to inclement weather or holidays.
- Regardless of a child's part-time or full-time attendance status, parents must provide an accurate schedule of expected use. A child's space in the Center is reserved based on this schedule provided by the parent and other clients will use vacant time slots. Changing schedules can be accommodated with advance notice and on a space available basis. A new "Confirmation of Attendance" form must be completed, signed and returned to the Administrator each time a schedule changes.
- Absent days will be charged if the child misses on any day specified on the schedule and one day cannot be exchanged for another day of the week.
- Families can receive credit for only one week of vacation per school year (9/1-8/31). Such credit will not exceed the families' total charge(s) for one week of services. All vacation requests must be scheduled in advance and submitted in writing to the Site Administrator. Families that only attend during the summer months are not eligible for the vacation credit.
- Payment is required from all families on the Friday prior to the week services are rendered.
- Sibling discounts will be given for self-pay families with more than one child enrolled. A fifteen percent discount is extended to the oldest child enrolled. Special arrangements can be made for families with three or more children enrolled.
- Written notification of withdrawal must be provided to the Site Administrator at least one week before the child's last day. The family is responsible to pay for all services through the required withdrawal period whether the child attends the Center or not. If no notice is given and the family discontinues use of the Center, charges will continue to accrue until a "Withdrawal Form" is received by the Site Administrator.
- A late fee of \$1 per minute will be charged for each child that is picked up after closing time. This amount will be added to your account and is due within five (5) business days.

- Listed below are late payment policies:
 - No penalty if paid within one business day of due date.
 - 5% penalty if paid on the 2nd-4th business days after due date.
 - 10% penalty if paid five or more business days after the due date.
 - Child may be withdrawn from the Center when the account is 10 business days past due and may not return until the account is paid in full.
 - SSCC students with a past due balance will have their college accounts placed on registration and grade hold. The hold will only be released when the account has been paid in full.
 - In addition, past due accounts may be turned over to the Ohio Attorney General for collection, at which time additional fees and interest will be added. Once the account has been turned over to the OAG, all payments must be made through their office.
 - The Center will also notify the Department of Job and Family services of any family that is behind in their required payments. This may affect the family's further eligibility for child care assistance. NOTE: Job and Family Services will not pay late fees. Therefore, families receiving assistance from JFS will be required to pay all penalties out of their own pocket.
- A child is required to attend a minimum of 12.00 hours each week in order to be eligible to enroll in the program. If a child's attendance falls below this minimum, exclusive of hours missed due to days the Center is closed, then the parent will be required to pay the appropriate part-time fee for that week. If attendance consistently falls below 12.00 hours/week, then the child can be withdrawn at the discretion of the Administrator.
- The Center is not staffed to accommodate bus pick-ups or drops for children who attend other schools for part of their day. Parents are responsible for getting their child into, and picked up from, the Patri-Tot classroom.

Enrollment:

- Enrollment of a child is based on availability and is contingent upon meeting requirements outlined elsewhere in this handbook. Additionally, enrollment is discretionary based on the Site Administrator's determination, in consultation with the Vice President of Student Affairs, as to whether enrollment of a child/family would be disruptive to the Center's operation, would pose a threat of any kind or would jeopardize the safety of others at the Center.
- If space is not immediately available, families can choose to be placed on a waitlist. Open spots are filled from the waitlist based on the classroom needed and days/times child will attend. Any family that has not cleared the waitlist within thirty (30) days will be automatically removed from the waitlist without further follow-up. If the family contacts the center near the end of the thirty (30) days to advise they are still interested, they will remain on the waitlist for an additional thirty (30) days.

Registration Fee:

- A \$50 non-refundable registration fee will be collected September 1 of each year.
- New children enrolling September 1 - April 30: The full \$50 is due upon registration and every September 1 thereafter.
- New children enrolling May 1 - June 30: \$25 is due upon registration. On September 1 of the same year, a full registration fee of \$50 is due for the upcoming year and again September 1 of each subsequent year.
- New children enrolling July 1 - August 31: The \$50 is due upon registration and then on September 1 of the following year and each year thereafter.
- "Summer only" registrants will be charged a \$25 registration fee.

COLLEGE STUDENT CLASS SCHEDULES

An official printed class schedule is required to be submitted with a child's registration paperwork and again prior to the beginning of each academic term that a child attends the Center. Also, students are required to provide an official printed class schedule at any time during an academic term that the Site Administrator requests one. Usually these are requested mid-term. All mid-term schedules are to be dated within 48 hours of the requested due date. Additionally, students are required to sign the consent form included in the registration packet that authorizes the Site Administrator to verify class schedules and attendance. This requirement applies to all students, not just those attending SSCC.

POLICY REGARDING FAMILIES APPLYING FOR CHILD CARE ASSISTANCE

For families who expect to receive state assistance with child care expenses:

1. Spots are assigned when all registration paperwork has been received and the full registration fee has been paid. The state does not cover any portion of the registration fee, so the child's family is responsible for the entire amount due. The registration fee is non-refundable.
2. In order to hold the assigned spot while the application is being processed, families shall provide the Site Administrator with a copy of the signed/dated receipt they received from the county JFS office which verifies they have turned in a child care application to be processed. A spot will only be held for 30 days from the date of the JFS receipt.
3. Children will not be allowed to begin attending until the Site Administrator has received written verification of the family's approved eligibility for the Ohio Department of Job and Family Services.

4. Once approved eligibility and parent co-payment (if any) has been determined, the family shall pay the first week's co-payment on the child's first day of attendance. All future co-pays shall follow the established payment policy outlined in the Parent Handbook, including the policies on penalties, withdrawals and collection efforts. (Payments are due Friday each week for the upcoming week's services.)
5. Families should coordinate with the Site Administrator if they need to set-up a payment plan that differs from the established policy.

POLICY REGARDING FAMILIES RECEIVING CHILD CARE ASSISTANCE

For families who are attending the Center and who are receiving state assistance with child care expenses:

1. All co-payments must be made on time in accordance with established payment policies. (Payments are due Friday each week for the upcoming week's services.)
2. Upon receipt of their initial swipe cards, the family is required to activate the card(s) per state instructions. They are then required to coordinate with the Site Administrator on a time to back swipe all attendance information for days attended prior to receipt of the card. Initial "catch-up" back swipes **must** be completed within two weeks of a child's start date.
3. Families are required to assist the Site Administrator with the completion of any necessary paperwork, such as Manual Claims or Claims Adjustment forms, to help facilitate the state's payment for services rendered.
4. Families are required to swipe their child in and out every day. If they are unable to swipe due to unforeseen circumstances, they must back swipe the information the next time they are at the center. In any case, back swipes must be done within five school days of the missed swipe.
5. For families that have several people responsible for dropping and picking up the children, they must make arrangements to keep the attendance swipes maintained. This may involve having another person authorized and trained to use a swipe card.
6. If a family is more than five attendance days behind in back swipes, or has not completed required payment paperwork, they may be refused services until back swipes and/or paperwork are completed.

POLICY CONCERNING STUDY TIME

Children of families who are receiving assistance with child care expenses from ODJFS, are eligible to attend the Center as long as there is space available in the respective classroom for the days and times needed. They are allowed to attend for the total number of authorized hours as determined by ODJFS relevant to their specific circumstances. As of this writing (and subject to change without notification), ODJFS is giving a little bit of leeway to providers so that they can work with families for additional hours of care that are within the families' Category of Authorization (i.e., part-time or full-time) range of hours. These additional hours are at the discretion of the provider and are not mandated.

In an effort to assist our families, we have decided to implement a study time allowance. Families are reminded that the state does not specifically pay for study time and that this study time allowance is specific to the Patri-Tots. So that we may serve as many families as possible and still be able to meet ratios and other state guidelines, we will impose the following criteria for this special allowance:

1. Families must submit a written request for study hours to the Site Administrator at least one week prior the date they wish to start using the hours. Site Administrator review and approval is required.
2. Families will be allowed a maximum of four additional hours each week. For JFS families authorized as part-time, this means that their total attendance time cannot go over 24.5 hours for the week. Families must choose from one of the two following options for these extra hours (based on availability):
 - a. Monday & Wednesday, 12:45-2:45 p.m.
 - OR
 - b. Tuesday & Thursday, 12:45-2:45 p.m.
3. The family member must remain on campus during these hours.
4. Children must be picked up on time or a late fee of \$1/minute will be charged.
5. If these extra hours are not utilized according to the conditions of this policy, the family will immediately forfeit their eligibility for this special allowance for the remainder of the term.

DAYS AND HOURS



Both Centers are open Monday through Friday from 7 a.m. to 6 p.m. The Centers will be closed on the same holidays as the college, which includes: New Year's Day, Martin Luther King, Jr., Day, President's Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veteran's Day, Thanksgiving Day and the day after Thanksgiving. We are also closed the last two weeks in December for required trainings and to observe the Christmas and New Year's holidays. The Centers will also close for two or three professional development days each year. The Centers will provide annual and monthly calendars in order to keep families informed of upcoming closures.

In the event of bad weather during the winter, the Centers will follow these hours:

- * If the College is closed, the Centers will be closed. (Even if the radio/TV station does not specifically mention the Centers, we will be closed if the college is closed.)
- * If the College is on a 2-hour delay, the Centers will open at 9:00 a.m.

Not only does this ensure the safety of you and your children, but also the safety of the teachers of the Centers. If you have any questions, please see the Site Administrator. School closings due to weather will be announced on local radio and TV stations. As always, use your own judgment about coming in on bad days.

Families will be registered for SSCC Alerts at www.sccc.edu/students/alerts.shtml to receive closing and delay notices.

*Please note: The College receptionist desk is only open weekdays 8:00 a.m.-5:00 p.m. If you need to call the Center outside of these hours: call the regular number (800-628-7722) and when the recording begins, dial the appropriate extension number for the Center you wish to reach: Central: 2629 or 2626 OR North: 4629 or 4626.

DAILY PROGRAMS FOR BOTH CAMPUSES

- ⌚ Each class has a detailed schedule posted in the classroom.
- ⌚ The Center shall provide outdoor play each day in suitable weather for all children in attendance for four or more consecutive daylight hours. Limitations shall be placed on outdoor play due to temperature, humidity, wind chill, ozone levels, pollen count, lightening, rain or ice. Teachers plan indoor large muscle activities for the children in case of unsuitable weather conditions.
- ⌚ During morning and afternoon activity time slots, the children may be doing group creative learning with staff persons, puzzles, supervised outdoor play, art, music, blocks, inside exercise activities, dress up centers, kitchen centers, science centers, math centers and/or story time.

- ⌚ The Centers are Creative Curriculum classrooms to plan developmentally learning activities for The Creative aligned with Ohio's Development (Birth-K Entry). plans will reference domains or be objectives being



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the children.
Curriculum is
Early Learning
Standards
Class lesson
specific
coded with the
covered.

CENTRAL CAMPUS

Sample Toddler Daily Schedule

7:00-8:00	Arrival/Quiet Time
8:00-8:15	Restrooms/Diapers
8:15-8:45	Breakfast
8:45-9:00	Observations/Free Play
9:00-9:15	Clean Up Centers
9:15-9:30	Circle Time
9:30-10:15	Work Job/Craft Project
10:15-10:30	Clean Up
10:30-11:00	Restrooms/Diapers
11:00-11:10	Outdoor Play
11:10-11:15	Wash for Lunch
11:15-11:45	Lunch
11:45-12:15	Free Play
12:15-12:30	Restrooms/Diapers
12:30-12:45	Story Time
12:45-2:30	Rest/Quiet Time
2:30-2:45	Restrooms/Diapers
2:45-3:00	Snack
3:00-4:00	Outdoor Play/Gross Motor
4:00-4:15	Restrooms/Diapers
4:15-5:00	Gross Motor/Creative Arts
5:00-6:00	Free Play/Departure for Home

Sample Preschool Daily Schedule

7:00-8:00	Arrival/Quiet Time
8:00-8:15	Restrooms/Hand Washing
8:15-8:45	Breakfast
8:45-9:30	Observations/Center Time
9:30-9:40	Clean Up Centers
9:40-10:00	Circle Time
10:00-10:30	Work Job/Individual Help
10:30-10:55	Outdoor Play
10:55-11:05	Restrooms/Wash for Lunch
11:05-11:15	Music Time
11:15-11:45	Lunch
11:45-12:40	Outdoor Play
12:40-12:50	Restrooms/Hand Washing
12:50-1:00	Story Time
1:00-2:30	Rest/Quiet Time
2:30-2:45	Restrooms/Hand Washing
2:45-3:00	Snack
3:00-4:00	Creative Arts/Small Group Time
4:00-5:00	Outdoor/Gross Motor Play
5:00-6:00	Free Play/Departure for Home

Sample Pre-K Daily Schedule

7:00-8:00	Arrival/Quiet Time
8:00-8:15	Restrooms/Hand Washing
8:15-8:45	Breakfast
8:45-9:30	Observations/Center Time
9:30-9:40	Clean Up Centers
9:40-10:05	Circle Time
10:05-10:40	Work Job/Individual Help
10:40-11:05	Outdoor Play
11:05-11:15	Restrooms/Wash for Lunch
11:15-11:45	Lunch
11:45-12:45	Outdoor Play
12:45-12:55	Restrooms/Hand Washing
12:55-1:00	Story Time
1:00-2:15	Rest/Quiet Time
2:15-2:30	Restrooms/Hand Washing
2:30-2:45	Music Time
2:45-3:00	Snack
3:00-4:00	Creative Arts/Small Group Time
4:00-5:00	Outdoor/Gross Motor Play
5:00-6:00	Free Play/Departure for Home

NOTE: Schedules may vary slightly due to weather and other circumstances.

STAFF

Each member of the staff has been employed as a qualified and competent person to provide loving and understanding care for each child, in addition to meeting all the requirements of the State of Ohio. The staff is continually bettering itself through in-service training and evaluation mechanisms.

Staff members have been trained in communicable disease (including hand washing and disinfection procedures). They have been trained in first aid, CPR, and child abuse recognition and prevention by a registered nurse, a licensed physician, or the American Heart Association as required by the Ohio Child Care Licensing Laws. The staff members also have at least 15 in-service hours each year in child care/education related topics.

Occasionally, we employ federal work study students as aides. Know that these SSCC students have completed all of the same background checks and core requirements as all other center employees.

Also, we may periodically have student teachers (these are from SSCC's Early Childhood Education program), and nursing students (these are from SSCC's Nurse/Medical Arts program), working in the Patri-Tots Learning Centers. Please be aware they are never left alone with your child.

SUPERVISION OF CHILDREN

There will be at least two responsible adults available on the premises when seven or more children are present. All children will be supervised at all times.

The following are the staff to child ratios required by licensing and followed by the Centers:

Toddlers: 18 months up to 3 year olds – One teacher to seven children (1:7) with a maximum limit of two teachers to 14 children (2:14).

Preschoolers: 3 year olds – One teacher to 12 children (1:12) with a maximum limit of two teachers to 24 children (2:24)

PreS/Pre-K: 4 and 5 year olds – One teacher to 14 children (1:14) with a maximum limit of two teachers to 28 children (2:28).



Maximum group size limitations shall not be interpreted to apply during lunch times, rest time, outdoor play, or special occasions.

Details on Center processes to transition children into, within or out of the Center is included in Appendix B.

CUSTODY ARRANGEMENTS/LEGAL ORDERS

If there are special custody arrangements governing which parent/guardian is allowed to pick-up a child and when, a copy of such court-ordered custody arrangement must be on file at the Center in order for the Center to follow such order. If the correct paperwork is not on file, the Center is not responsible for releasing a child incorrectly.

Any person who has an active restraining order filed against them as it relates to any family or employee of the Center, is not permitted anywhere on the Center premises. It is the responsibility of the filing party to provide a copy of such restraining order, along with a current photo of the person (if available), to the Center.

PERSONAL BELONGINGS

Please write your child's name on each item brought in to and/or left at the Center. The Centers are not responsible for lost/misplaced items. Your child will need:

1. One small pillow and one small blanket for naptime. The child may also bring **one soft quiet** toy for nap. (We ask that the children ***do not*** bring any other toys except on scheduled "Show and Tell" days.) Please note that due to limited storage space, the Centers have naptime bags in which the children must keep all of their sleep items. Items that do not fit in the bag will be sent home.
2. Appropriate clothing for weather and seasonal activities:
 - ⚡ Weather permitting, every effort will be made to play outside at least once each day, but usually we go out 2-3 times daily.
 - ❄ Children should have adequate outerwear, including mittens, hat and boots in winter.
 - ☀ Children will need sunscreen for the summer. Also:
 - Flip-flops, sandals and Crocs are not permitted. For safety reasons, we require all children to wear fully-enclosed shoes to school every day. This will help prevent injury to the feet and toes, and will provide better footing on the indoor and outdoor play equipment.
 - Shorts must always be worn under skirts/dresses so that our "little ladies" can thoroughly enjoy their play time.
 - 💧 The children will be involved in many activities that may be a bit messy, such as painting, gardening, clay, etc. Washable, comfortable clothing is recommended daily.
3. An extra change of clothing for keeping at the Center in case of an emergency. This includes socks, underwear, shirt/top and pants/shorts. This applies to children of all ages. The child's name should be marked on the clothing and

- placed in their cubby. If your child needs to be changed and the child has no change of clothes at the Center, you will be called to pick up your child.
4. If your child requires diapers and wipes, please bring these items in and give to your child's teacher for proper storage. A \$1.00 per diaper fee will be charged to you if we need to use the Center's diapers. Remember, we will work on potty training as long as you are working at home too! NOTE: When a child reaches the age of three, he will be moved to the Preschool room as long as he is fully potty-trained. If your child is not potty-trained by age three, you will need to make other arrangements for his care. Your child's registration will be temporarily suspended, for up to 30 days, for you to complete his potty-training. Once your child is potty-trained, he may return (as long as it is within the 30 days). After 30 days, you will need to call to see if a spot is available before he can return.
 5. Please keep outfits SIMPLE and EASY, as we like to encourage the children to help themselves when going to the bathroom, etc.

PARENT RESPONSIBILITIES

1. Prior to a child's start date, a parent or guardian must make an appointment with the Administrator (or designee) to pick up the Parent Handbook and registration forms, take a tour of the Center and receive a general orientation to the program.
2. All paperwork is to be filled out COMPLETELY and turned in on/before your child's first day. You must give the Center permission to transport your child, in the event of an emergency, on the "Health and Enrollment" form, or you will not be allowed to enroll your child at the Center. All records are to be updated on a regular basis.
3. Fees must be paid on time and given to the Site Administrator or placed in the lock box. We will be keeping a record of your account and we ask you to do the same.
4. You are to call the Center if your child will not attend due to illness or other reason. If we do not hear from you for ONE WEEK, you will lose your spot.
5. If your child is absent on a day he/she is scheduled to be at the Center, you will not receive any account credit for that day.
6. The Center is not staffed to accommodate bus pick-ups or drops for children who attend other schools for part of their day. Parents are responsible for getting their child into, and pick up from, the Patri-Tot classroom.
7. Either a parent/guardian or other designee from the child's Pickup List "**MUST**" **SIGN-IN** and **SIGN-OUT** your child at the time of arrival and at the time of departure each day. This is for your child's protection and safety!! **We are required** to have the parent/guardian/designee sign a form of arrival and departure. All persons picking up a child must be at least 18 years of age.
8. You are responsible for your child until you have signed them in and delivered them to the teacher who is responsible for your child's group.
9. You are responsible for your child once you arrive at the Center and sign your child out. If you are detained and unable to supervise your child while still at the Center, please advise your child's teacher and return the child to the teacher for supervision until you are ready to leave.

10. A photo I.D. is **required** for anyone who is picking up your child and who is not readily recognized by the Patri-Tot staff on site. This applies to parents, grandparents, as well as any new individual that is picking up your child. Make sure that any person coming to get your child is aware of this policy. Please notify us in advance if a new person is coming and make sure the individual is on your child's pick-up list.
11. Please pick your child up on time as the Center closes at 6:00 p.m. If an emergency arises, **CALL** the Center and let them know you will be late. A late fee of \$1 per minute will be charged for each child that is picked up after closing time. This amount will be added to your account and is due within five (5) business days.
12. If your school/work schedule changes and will affect your child's attendance, please let the Site Administrator know and complete any required paperwork as soon as possible.
13. Please know the Center's meal times so you will know if you have to: feed your child before drop off, bring his lunch, or feed him after pick-up.
14. All children's records are stored in a locked cabinet and are kept confidential. These records are destroyed one-year after your child is withdrawn from the Center.
15. Please put your child's coat and any other personal items in his cubby. Also, check your child's mailbox for important items such as school-home correspondence, event notices, calendars, and your child's artwork.
16. A child will not move from the Toddler room when he turns three years old unless he is fully potty-trained. Parents are encouraged to begin potty-training with their child as soon as the child shows any interest. We will work on potty-training at the Center as long as the parents are *actively* working on it at home as well.
17. For children who are enrolled at a second school/facility: if they are not allowed to attend their other respective public/private school due to illness or suspension on a particular day, they are also not allowed to attend Patri-Tots Learning Center on that particular day.
18. While we encourage communication with the parents, we ask that the conversations are kept short so the teachers are not distracted from supervising the other children in the room. If you would like to have a more lengthy conversation with your child's teacher or the administrator, we encourage you to schedule an appointment.
19. The Patri-Tots Learning Center has a "No Cell Phone" policy. This applies to parents, children and teachers. We kindly ask that you do not make or take any calls while in the Center and that you complete all calls before entering. This applies to text messaging from your phones as well. If you are observed on your phone, you will be asked to leave the center until you have finished your call.



INVOLUNTARY REMOVAL OF A CHILD

The Patri-Tots Learning Center reserves the right to remove a child from the Center if, in the opinion of the Site Administrator, the child's presence may result in any of the following conditions:

1. Inability to ensure the proper safety and/or welfare of either the child or other children in the Center.
2. Inability to provide adequate care and supervision for all children in the Center.
3. Parents' or guardians' failure to provide payment for services or failure to make satisfactory payment arrangements.
4. Parents' or guardians' failure to provide information and/or documentation required by the Center and/or the State of Ohio.

At the discretion of the Site Administrator, using the criteria outlined above, a child's removal from the Center may be on a temporary or permanent basis. If the removal is to be temporary, the period of time will also be at the discretion of the Site Administrator.

In most cases, the following corrective action steps will be followed prior to removing a child from the Center:

1. Verbal notification to the parent or guardian which details the cause for concern and the impact their child's behavior has on the ability to ensure the proper safety, welfare, care, and supervision of the child and/or all children in the Center.
2. Written warning to the parent or guardian which not only contains the information in item #1, but also notifies the parent or guardian that if the behavior is not corrected, the child may be removed from the Center.
3. Written notification to the parent or guardian of the intent to remove their child from the Center. This notice will inform the parent or guardian that their child will be removed from the Center one week (7 calendar days) from the date of the notice. In the event that this notice cannot be delivered by hand, it will be mailed to the parent or guardian within one day of the date of the notice. The necessity to mail the notice does not require an extension of the one week time period which begins on the date of the written notice.

In rare instances, circumstances may warrant the immediate removal of a child from the Center. The determination of the need to immediately remove a child from the Center shall be made by the Site Administrator. In these instances, the parent or guardian shall be notified either verbally or in writing. The notification must include the circumstances that resulted in the child being removed from the Center. Any verbal notification shall be immediately followed by a written notification containing all the pertinent details. The written follow-up notice must be either delivered by hand or mailed not later than one business day following the date of the verbal notice.

Any credit balance resulting from the removal of a child from the Center shall be refunded to either the parent/guardian or the agency providing the funding as appropriate. Removing a child from the Center does not absolve the parent or guardian of their responsibility to pay any balance due for care services that have already been provided.

A child may have their eligibility to attend the Patri-Tots Learning Center reinstated if,

after meeting with the parent or guardian, a satisfactory plan of action is developed. The plan must adequately address the behavior which resulted in the initial removal of the child from the Center. After reinstatement to the Center, the child will again be subject to all criteria outlined in this policy.



PARENT PARTICIPATION

Prior to a child's start date, a parent or guardian must make an appointment with the Administrator (or designee) to pick up the Parent Handbook and registration forms, take a tour of the Center and receive a general orientation to the program. Administrator conferences will be scheduled as needed. If parents would like to discuss, or need help resolving, issues related to the Center, they are encouraged to schedule a meeting with their child's teacher and/or the Administrator. Likewise, teachers are encouraged to schedule a meeting with the parents and/or the Administrator when they have issues that need to be discussed or resolved.

Parents are expected to participate in at least one of the two parent-teacher conferences held each year, and are strongly encouraged to attend both. This not only gives them the opportunity to learn about their child's care and development, but also provides a time for the teacher and parent to exchange information that could be critical to the child's educational growth.

Additionally, parents are expected to complete and return all assessment and screening tools that they have been given by the Center in a timely manner (see Appendix A). These items are instrumental in assisting the Center develop educational programming for their child.

We encourage parents to help with, or donate to, special holiday parties, or other special programs (such as fundraisers) at the Center. Some may want to share a talent, hobby, animal or special interest with the children. Others may want to teach the children a song or read them a book.

The Administrator or child's teacher should be contacted to coordinate a day/time for you to share with the children. When we schedule field trips, we sometimes need volunteers to help chaperone the children. Please let us know if there is a trip scheduled for your child's class that you are interested in chaperoning. In order to allow all interested parents to participate, you may not be able to chaperone all of your child's trips. For the safety of everyone, and to help things go smoothly, we have established Chaperone Guidelines. A copy of these will be provided to all selected volunteers prior to any field trip.

VISITATION

The Center is open for parents' visitation at any time during operating hours. However, to avoid conflicts, parents should schedule their visits with the teacher prior to arrival and keep in mind that frequent visits might not be beneficial to the child or to the class.

NOXIOUS ODORS

For the health and safety of our employees, children and their families, the Patri-Tots Early Learning Center has adopted a policy to address noxious odors. A noxious odor is an aroma of such intensity that it becomes apparent to others. Any odor may become noxious or offensive when it is too strong and affects others. The physical side effects of noxious odors include but are not limited to: headaches, nausea, asthma attacks, and allergic reactions. In order to protect everyone, we ask that any person entering the center refrain from wearing or using strong perfumes or perfumed products (such as lotions). Smokers are asked to not smoke immediately before arriving at the center to drop-off or pick up their child. Again, this policy is in place for the protection of our employees, children and their families.

DISRUPTIVE ADULTS

If a parent or other adult displays disruptive behavior which affects the integrity of the program, such as verbal abuse/harassment of staff or children, inappropriate language or conversations, or physical abuse of their child, the Site Administrator will ask them to leave the premises. It will be up to the discretion of the Site Administrator to determine the length of this suspension, from one day to full termination of the child's enrollment. No form of sexual harassment will be tolerated at the Patri-Tots Learning Center. The Site Administrator and Patri-Tot staff are authorized to deny access to any adult if the behavior of that adult poses a risk to the children in care.

TRANSPORTATION

Each child at the Center shall have on file at the Center an emergency transportation form completed by the parent or guardian. You must give the Center permission to transport your child, on the "Health and Enrollment" form, or you will not be allowed to enroll your child at the Center. In case of a medical emergency, the Emergency Squad will be called to transport the child to the hospital.

Each child at the Center shall have on file at the Center a permission form to transport the child on outings and routine trips. For special field trips, there will be a separate form completed each time. SSCC vehicles and/or teachers' vehicles shall be used for field trips or outings. All staff members responsible for transporting children complete annual "Vehicle Transportation" training utilizing guidelines developed by the Bureau of Child Care and Development.

On field trips, the teacher, teacher's aide and/or adult parent volunteer will supervise the child. Staff to children ratios will be maintained at all times. Each child will wear a Center-owned field trip t-shirt which is printed with appropriate identification/contact information.

CHILD GUIDANCE POLICY

Positive reinforcement is the foundation for the Patri-Tots Learning Centers policy on guiding and managing children's behavior. Although not always apparent to the casual observer, we believe this technique allows for a child to exercise self-control and acknowledge his/her worth as an individual and as a member of a peer group. All techniques are developmentally appropriate, consistent and are explained to the child. This guidance policy applies to all employees of the center. Professionalism by our employees is expected at all times. Listed below are just a few tips and techniques used to guide discipline efforts:

Set Clear Limits

1. Respect the rights of others and their personal property.
2. Speak softly.
3. "Please" and "thank you" are to be used at all times.
4. Walk rather than run.

Other Techniques

1. Redirect child to an appropriate activity.
2. Show child positive alternatives.
3. Model desired behavior.
4. Reinforce appropriate behavior.
5. Encourage child to control his own behavior, cooperate with others and solve problems by talking things out.
6. Use a designated "time out" zone.
7. Use developmentally appropriate separation from the situation only as necessary.
8. Arrange for conferences with parents to evaluate persistent behavioral problems.

The following methods of discipline are *strictly prohibited* in the Patri-Tot Learning Centers:

1. Abuse, endanger or neglect children.
2. Utilize cruel, harsh, unusual or extreme techniques.
3. Utilize any form of corporal punishment.
4. Delegate children to manage or discipline other children.
5. Use physical restraints on a child.
6. Restrain a child by any means other than holding them for a short period of time, such as in a protective hug, so that the child may regain control.
7. Place children in a locked room or confine children in any enclosed area.
8. Confine children to equipment such as cribs or high chairs.
9. Humiliate, threaten, or frighten children.
10. Subject children to profane language or verbal abuse.
11. Make derogatory or sarcastic remarks about children or their families.
12. Punish children for failure to eat or sleep or for toileting accidents.

13. Withhold any food (including snack or treats), rest, or toilet use.
14. Punish an entire group of children due to the unacceptable behavior of one or a few.
15. Isolate and restrict children from all activities for an extended period of time.

MANAGEMENT OF COMMUNICABLE DISEASES



Each child must have a current physician's report on file at the Center indicating the child's good health and specifying any medical conditions that might restrict the child's activities or diet. This statement must affirm the child has had the following immunizations: DPT, Measles, Mumps, Rubella, HIB Vaccine, and Polio. A written statement from the physician must be provided if the child is excluded from any of the above immunizations for medical reasons. A written statement from the parent/guardian must be provided if the child is excluded from any of the above immunizations for religious reasons.

Parent/guardian must have his/her child examined by a licensed physician and submit the Child Medical Statement within 30 calendar days of the child's first day of attendance. If the form is not received before the deadline, the child will only be allowed to return after the form is received, if there is still space available. All children are required to be examined annually and a form submitted.

The following precautions will be taken for children suspected of having a communicable disease:

1. The Center will immediately notify the parent or guardian of the child's condition when a child has been observed with signs or symptoms of illness. The parent is to make arrangements for immediate pick-up of the child.
2. A child with any of the following signs or symptoms of illness will be immediately isolated and watched carefully until discharged to his/her parent or guardian.

If the child has any of these symptoms prior to leaving home, please do not bring the child to the Center as he/she will not be permitted to remain at the Center.

- a. Diarrhea - 3 or more abnormally loose stools within a 24-hour period.
- b. Severe coughing causing the child to become red or blue in the face or making a whooping sound.
- c. Difficult or rapid breathing.
- d. Yellowish skin or eyes.
- e. Redness of the eye or eyelid, thick or purulent (pus) discharge, matted eyelashes, burning, itching or eye pain.
- f. Temperature of at least one hundred (100) degrees Fahrenheit taken by the axillary (armpit) method when in combination with other signs or symptoms.
- g. Untreated, infected skin patches, unusual spots or rashes.

- h. Unusually dark urine and/or gray or white stool.
- i. Stiff neck with an elevated temperature.
- j. Evidence of untreated lice, scabies or other parasitic infections.
- k. Head lice - child will be excluded for 48 hours after treatment has begun. The child must be **NIT-FREE** before he can return to the Center. Your child will be checked by a PTLC staff member upon arrival at the Center on his first day back. You must remain with your child until the check is complete in case we need to send him home. Your child will be checked throughout the day to help assure that nothing was missed during the initial head check. If lice or nits are found at any time, you will be called to come get your child.
- l. Sore throat or difficulty in swallowing.
- m. Vomiting more than one time or when accompanied by any other sign or symptom of illness.

* Staff members will follow the same guidelines as stated above, to determine whether or not they should report for duty in the Center.

- 3. The Center will follow the Ohio Department of Health's "Child Day Care Communicable Diseases Chart" for appropriate management of suspected illnesses and for re-entry into the Center.
- 4. A child that is isolated, due to suspected communicable disease, will be cared for in another room or portion of a room away from other children. If needed, the child will be provided with a coat or a blanket until the parent/guardian, or person who has been designated by the parent, arrives to pick up the child. An adult will remain with the child at all times and will observe carefully for any worsening condition.

SSCC Patri-Tots Learning Centers desire to provide conditions that encourage cleanliness and good health practices among the children. A child should not be brought to the Center with any of the conditions listed under (2). Since we do not have a designated sick room, we are unable to provide services for sick children. If a child has a fever of one hundred (100) degrees Fahrenheit in conjunction with any other symptoms, please do not bring him/her back within twenty-four (24) hours of the time the temperature returns to normal (without the use of medications).

COMMUNICABLE DISEASE POSTING

CENTRAL: A chart listing the signs and symptoms of many communicable diseases is posted on the main bulletin board inside the lobby door.

EXPOSURE TO COMMUNICABLE DISEASE

If your child has been exposed to any communicable disease or infestation, you will be notified either verbally by the Site Administrator or by a notice conspicuously posted by the main door and/or other areas throughout the Center.

A child that has been exposed to a contagious disease outside the Center should not be brought to the Center during the incubation period.

Parents are required to advise the Site Administrator if their child has been diagnosed with any communicable disease, regardless of whether the child has recently attended the Center or not.

ADMINISTRATION OF MEDICINES

All non-prescription medications must have the child's name clearly and permanently marked on the container. All prescription medications must have the original prescription label attached to the container which lists the child's name and exact dosage instructions. The Patri-Tot Learning Center may administer Medication:

1. For prescription medicines if written instructions have been received by the Patri-Tot Learning Center from the parent, a licensed physician or a licensed dentist on Form JFS01217, *Parent/Guardian Request for Administration of Medication*. This form must be completely filled out and signed. This includes the use of individual inhalers, electric inhaler machines and epi-pens.
2. For non-prescription fever reducing medications that do not contain codeine, if they are in their original container with its original label attached, which specifies appropriate dosages, based on the child's age or weight. Authorization for administration of non-prescription medications is good for only three (3) consecutive days. After that, a physician must complete Form JFS01217 in order to continue administration of that medication.
3. For non-prescription topical medications (for example: diaper cream, powder, sunscreen) with written instructions provided on Form JFS01217. Authorization for administration of non-prescription topical medications is good for 12 months.
4. Each Form JFS01217 will be kept in the child's file after the administration cycle is complete.
5. For safety reasons, the Center will not administer any prescription or non-prescription medication that is in lozenge or other form that poses a potential choking hazard (i.e., cough drops).
6. The Center use a liquid lotion-style soap for hand washing purposes. If a child is allergic to the provided soap, then the parent must complete the proper allergy paperwork and provide a written statement from the child's physician describing the allergy. The parent will be required to provide an alternative soap for their

child to use. Alternative soaps will only be used for children with documented allergies to the Center-provided soap.

For children with health conditions, or who require medical procedures, parents are required to complete the JFS 01236 *Medical/Physical Care Plan*. This plan shall be revised at least annually, or more often, if necessary.

SAFETY/ACCIDENT AND EMERGENCY PROCEDURES

1. No child shall ever be left alone or unsupervised.
2. When a child arrives, **only** the parent/guardian/designee (at least 18 years of age) can sign-in the child. Since these are official state records, the PTLC teachers are NOT ALLOWED to sign children in or out. Please be sure the teacher is aware of your child's presence. Parents are responsible for their child until he has been signed in and the teacher made aware of his presence.
3. At dismissal, students will wait in the classroom to be released until the authorized person has signed out the child. Staff members will not release a child to anyone without parent consent. Parents are responsible for their child after he has been signed out.
4. There are working telephones in the Patri-Tots Learning Centers. (Emergency phone numbers are posted.)
5. The children will practice monthly fire and hazardous weather drills. A record will be kept of the dates and times of the drills. Evacuation plans are posted in each classroom that explains staff responsibilities and a diagram showing procedures in case of fire emergencies and weather alerts.
6. In the event of an accident, emergency, or illness, the teacher will take whatever steps necessary to obtain emergency medical care. These steps may include, but are not limited to, any or all of the following:
 - a. Call 911.
 - b. Simultaneously attempt to contact parent or guardian.
 - c. Attempt to contact the parent through any of the persons listed on the required emergency information form.
7. Any and all expenses incurred relative to the emergency medical care will be borne by the child's family. The Center will not be responsible for anything that may happen as a result of false or missing information given at any time before or during the child's enrollment at the Center. The Center will not assume responsibility for a child who has not been signed in when he/she arrives for his/her assigned class.
8. No spray aerosols will be used in a room where children are present.

9. No child will be released to any person who appears to be under the influence of any substance that would adversely affect their ability to properly transport, supervise and/or care for the child. Proper authorities may be notified.
10. The teacher will notify the public children services when child abuse or neglect ***is suspected***. This is required by law.
11. Child restraint systems (seat belts) are located in each staff member's car.
12. In the event of accident or serious injury resulting in emergency transportation, a written report shall be filed with the Center administration. The report shall remain on file for at least one year.
13. In the event of the following, Form JFS01299 *Incident/Injury Report* will be completed, and signed by the teacher and parent/guardian. The report will be kept in the child's file.
 - a. Illness that requires first aid treatment.
 - b. Accident that requires first aid treatment.
 - c. Injury that requires first aid treatment.
 - d. Bump or blow to the head.
 - e. Emergency transporting.
 - f. Unusual/unexpected events that jeopardize the safety of the children or staff.
14. All staff and parents shall receive a copy of this safety policy.

FIELD TRIPS

Field trips serve as an educational purpose and are planned by your child's teacher as part of their developmentally appropriate lessons. Since we are prohibited by ODJFS licensing from moving children from one room to another to meet mandated ratios, we will not be staffed on field trip days to watch children who are not allowed to attend their class' field trip. Therefore, if you choose to not send your child on a field trip, you will need to make other arrangements for their care on that day.



Car seat is a must, or child can't go on the bus!

On field trips, the teacher, teacher's aide and/or adult parent volunteer will transport the children. Each child will use his/her own child seat, as required by law, or seat belts. Field trip permission slips are required. If the parent or guardian does not sign the slip, the child will not be permitted to go on the trip. When on a field trip we will have our first aid kit, permission slips, emergency transportation forms, and a teacher trained in CPR and first aid. Each child will wear a Center-owned field trip t-shirt or other item which is printed with appropriate identification/contact information.

When we schedule field trips, we sometimes need volunteers to help chaperone the children. For the safety of everyone, and to help things go smoothly, we have

established Chaperone Guidelines. A copy of these will be provided to all volunteers prior to any field trip.

SWIMMING POLICY

During the summer, various water activities may be planned for the children. Children who have written permission can take scheduled field trips to swimming pools that meet all guidelines of the health department and are supervised by lifeguards.

Written parent/guardian permission is required for all swimming activities.

PTLC staff members shall review swimming and/or water safety rules with children each time they participate in water activities.

Wading pools and other swimming/wading sites shall be made inaccessible to the children when adult supervision is not available.

Adults shall be actively supervising children and shall be able to clearly see all parts of the swimming area including the bottom of the pools.

MEAL POLICY

CENTRAL: Breakfast will be served between 8:00-8:30 a.m. Lunch will be served between 11:15-12:00 p.m. Afternoon Snack will be served between 2:45-3:15 p.m. There will also be a late afternoon snack served at 5 p.m., if required.

Breakfast will consist of a grain, milk and juice/fruit. The afternoon snack will consist of two (2) food groups in the appropriate amount for the child's age. Your child will be served milk as the beverage for breakfast and lunch, and juice will be served at some meals -- unless the Center receives a physician's written notice that your child has a dairy or fruit allergy. If your child has any allergies to food (such as peanut or wheat) or special dietary restrictions



due to a medical condition, please let us know and make sure to fully disclose this information on the registration forms. You must provide us with a written physician statement, along with a description of the expected allergic reaction and treatment procedures to follow (i.e., use of epi-pen, etc.). Special meal requests for non-medical reasons will be considered, but may not always be able to be accommodated due to state requirements. Families should discuss these requests with the Site Administrator.

For children with health conditions or who require medical procedures, parents are required to complete Form JFS 01236 *Medical/Physical Care Plan*. This plan shall be revised at least annually, or more often, if necessary. Additionally, if medication may be required, then parents will also be required to complete Form JFS01217, *Parent/Guardian Request for Administration of Medication*.

Menus for all meals are posted in the Patri-Tots Learning Center on the Parent Posting bulletin board located in the Lobby area.

CIVIL RIGHTS

The Child and Adult Care Food Program is available to all eligible participants regardless of race, color, national origin, sex, age, or disability. Any person who believes that he or she has been discriminated against in any USDA related activity should write immediately to the Administrator, Food and Nutrition Service, 3101 Park Center Drive, Alexandria, VA 22302.

OHIO CHILD AND ADULT CARE FOOD PROGRAM (CACFP)

The Patri-Tots Learning Centers at Southern State Community College participate in the Ohio Child and Adult Care Food Program (CACFP) by serving select nutritious meals at no additional cost to participants. In order for the Patri-Tots Learning Centers to receive full CACFP benefits, parents are *required to complete* necessary forms upon child's enrollment and at other times as required. All income and racial/ethnic information will be kept confidential. Applications are needed for all children whether or not they are recipients of food stamps, Ohio Works First (OWF) or Food distribution on Indian Reservations (FDPIR) households. Children of unemployed parents or guardians are eligible, as are foster children, in certain cases.

FOR MORE INFORMATION

Call the Patri-Tots Learning Centers at Southern State Community College for more information on how your child or children may benefit from the services provided. The Central Campus Patri-Tot Learning Center may be reached by calling 1-800-628-7722, Ext. 2626 or 2629, from 7 am. to 6 pm Monday through Friday. The North Campus Patri-Tot Learning Center may be reached by calling 1-800-628-7722, Ext. 4629 or 4626, from 7 am to 6 pm Monday through Friday. The Centers are open year-round to provide dependable, consistent services to children of students and the general public. You need not be a student at Southern State Community College to take advantage of the SSCC Patri-Tots Learning Center.



Southern State Community College does not discriminate against applicants, employees, or students on the basis of race, color, religion, national origin, disability, age, gender, sexual orientation, gender identity, marital status, pregnancy, military status, and/or veteran status.

Child And Adult Care Food Program
Nondiscrimination Statement

In accordance with Federal civil rights law and US Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.) should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](#), (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

Mail: US Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;

Fax: (202) 690-7442; or

Email: program.intake@usda.gov.

“This institution is an equal opportunity provider.”

APPENDIX A

PROCEDURES FOR CHILD ASSESSMENTS, SCREENINGS, PORTFOLIOS AND REFERRALS

ASSESSMENTS:

The teacher in each classroom is required to complete a *Creative Curriculum Individual Child Profile (ICP)* on each child within thirty (30) calendar days of that child's first day in the classroom. At two other times throughout the school year, usually winter and spring, the teacher shall complete additional assessments of the child's progress, again utilizing the *ICP*. In subsequent years, the *ICP* shall be completed three times during the year: fall, winter and spring.

The teacher shall also do supplemental assessments of each child utilizing assessment tools available from other early childhood resources or assessment tools that have been self-created utilizing developmentally appropriate milestones.

On a child's first day in the classroom, the teacher shall write a note indicating the deadline for completion of the *Individual Profile*. Notes are reviewed each morning upon arrival for any action items that are required.

DEVELOPMENTAL SCREENINGS:

A Devereux Early Childhood Assessment (DECA) questionnaire shall be included in each parent packet and will be part of the forms required to be submitted by the family prior to a child starting at the center. If the DECA is not returned with the initial registration paperwork prior to the child's first day at the center, the Site Administrator shall communicate with new families on a daily basis concerning the return of that assessment until it has been returned. Additionally, the child's teacher is required to complete a DECA after thirty (30) calendar days and before sixty (60) calendar days of each child's first day in the classroom. The information gathered on the questionnaires shall be recorded on the appropriate DECA rating sheet by the teacher as soon as she has finished her portion. Thereafter, the teacher shall send home a DECA during the first week of September of each year. The teacher shall also complete a DECA on the child at this time.

During a child's first week at the center, the teacher will send home an age-appropriate Ages and Stages Questionnaire (ASQ) for the parent to complete and return within five (5) school days. Teachers shall send home additional ASQ's at least annually thereafter for completion and return. The completed questionnaire shall be scored by the teacher within one week of receipt and the information recorded on the ASQ Summary sheet.

During the child's first week in the classroom, the teacher shall write a note indicating the due date for the return of the *ASQ3* and the dated timeframe for the teacher's DECA completion. (For subsequent years, the notes shall also include due dates for the latest DECA.) Notes are reviewed by the teacher each morning upon arrival for any action items or reminders that are

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required. If a parent has not returned an ASQ3 or DECA by the due date, then the teacher will place a reminder note in the child's mailbox once each week for two weeks. In addition, the teacher will try to talk with the parent directly to request the return of the assessment. If the parent has not cooperated in returning the assessment within two weeks of the due date, the teacher shall advise the Site Administrator who shall communicate with the family on a daily basis concerning the return of that assessment until the assessment has been returned. Each time teachers send home a DECA or ASQ3 for the parents to complete and return, they shall write a note with the appropriate follow-up dates.

PORTFOLIOS:

In addition to completing developmental screenings and assessments, teachers shall also gather items to be kept in a portfolio for each child on an on-going basis. The format of the portfolio is at the teacher's discretion and can be a notebook, folder, box or similar which contains all of the child's evidence in one place. Items gathered should include evidence of the child's progress in the numerous areas of development. These items are to help document the child's progress toward, and achievements of, notable benchmarks and should include a variety of items such as: assessments, screening results, physical items completed by the child, anecdotal notes made by the teacher/aide and pictures of the child.

If/when the child changes classrooms within the center, the portfolio shall move with the child.

RESULTS / REFERRALS / INDIVIDUALIZATION:

The results from all assessments and screenings shall be maintained in the child's classroom portfolio. Results of screenings shall be shared with families within fifteen (15) school days of scoring completion. Depending on the results and details of the information to be shared, the teacher can choose to share the results by written communication, by informal short conversations with the parent or by scheduling an in-depth meeting with the family. The teacher shall utilize the note system for tracking this deadline.

When referral to an outside source is recommended, the teacher shall share this recommendation with the family during the screening follow-up communication outlined above. The family will be given additional resource information or be referred to an appropriate professional (examples: Help Me Grow, Solutions Community Counseling and Recovery, child's primary health care provider, hearing/vision specialist). The teacher shall maintain a note system for follow-up with the parents within thirty (30) calendar days after the initial referral is made to determine the current status of the referral. Parents will be encouraged to provide updated information to the teacher and/or Administrator on a continual basis concerning their child's referral and progress. Parents will be asked to share with their child's teacher any special instructions or techniques that need to be implemented or adapted in the classroom to assist the child's development. The

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PROCEDURES FOR CHILD ASSESSMENTS, SCREENINGS,
PORTFOLIOS AND REFERRALS

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teacher shall document all communications concerning results, referrals and follow-up in the child's portfolio.

The information contained in the portfolio, including assessments and scored screenings, along with observations and other evidence, shall be used to develop and implement individualized instruction for the child. In addition to sharing screening results with families as outlined above, teachers shall also review other assessment results and relevant items from the child's portfolio at Parent-Teacher conferences held twice yearly, or more frequently if needed.

APPENDIX B

PROCEDURES FOR CHILD TRANSITIONS

TRANSITION INTO THE CENTER:

When a family contacts the Center to gather general information, and then expresses additional interest in the Center, they are asked to schedule a day and time to meet with the Site Administrator for a family orientation that includes reviewing the Parent Packet, a tour of the Center and the child's classroom to meet the staff. They are encouraged to bring their child with them as this allows the chance to ask additional questions and also serves as the child's first introduction to their new classroom and teacher.

A few days before the child is scheduled to attend for the first time families are given two "free days". The first day the family and child will visit for an hour to have an orientation with the child's teacher who will discuss information and guidelines specific to that room. The teacher will also give the family a welcome packet that includes a welcome/introduction letter, a copy of the daily schedule, monthly newsletter and other information that is deemed important. The second free day will have the family bring the child for what will be their normal time spent at the Center. Families will be notified within a few hours of the progress of their child.

The parents will be reminded that they should allow plenty of time for drop off of their child, especially on the first day. They will need the extra time to help their child adapt to the new environment, to learn where the child's personal items are to be placed, to talk with the teacher about the child, and to meet with the Administrator prior to leaving to be sure all paperwork and other requirements have been met.

Sample activities—Transitioning into Center

Toddlers—Visit/explore room while parent attends orientation meeting with Site Administrator, introduced to teacher, aide and Site Administrator, tour rest of center and playground, help teacher assign child's mailbox and cubby, discuss classroom rules and introduce child to new friends through play

PreS/PreK—Visit/explore room while parent attends orientation meeting with Site Administrator, introduced to teacher, aide and Site Administrator, tour rest of Center and playground, help teacher assign child's mailbox and cubby, discuss classroom rules, introduce child to new friends through circle time and play, have already enrolled child be their "guide" to help acclimate them to classroom

Family Supports—Orientation of Center by Site administrator, introduction of teacher and aide, discuss family transitions and any concerns family may have

TRANSITION WITHIN THE CENTER – General:

Due to the intimate setting of our center, each child will have the opportunity to meet and spend some time with each of the teachers and aides at the center. There are many opportunities for co-teaching and multi-age group activities that help to facilitate the child's familiarity with all classrooms and all staff members.

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Classroom instructional methods are aligned with the Ohio Early Learning Development Standards as issued by the Ohio Department of Education. Additionally, since a child's portfolio follows them from room to room, the teachers are able to individualize that child's learning experience.

TRANSITION WITHIN THE CENTER – Toddler Room to Preschool Room:

Moving a child from the Toddler room to the Preschool room is determined by three factors: the child's age, developmental readiness and success with individual use of the toilet. Parent teacher meetings will include discussions about the child's current and future transitions. The Toddler teacher will let the parents know what transition activities are being done and/or what will be done in the future. She will explain the next steps in the process and how to work together on these at home/school. Specific parent concerns and questions will be addressed and a collaborative transition plan will be developed.

When a child reaches the age of three, he will be moved to the Preschool room. Within thirty (30) days of the child's expected transition to the Preschool classroom, the Site Administrator will send home a letter detailing the expected move and asking the parents to schedule a meeting with the Preschool teacher to discuss the impending move. The meeting will include a discussion of what is expected of both parents and children in the Preschool room and any parent questions and concerns will be addressed. A plan will be developed so that the child's transition will be as smooth as possible.

EARLY TRANSITION: If a child is at least 2 ½ years old and fully potty-trained, and demonstrates developmental skills which indicate she is ready to move into the Preschool classroom, then the Site Administrator may offer the option of an early transition to the family. They will be provided with a letter that explains she appears ready to move and further outlines the gradual transition that will take place. If the family agrees, they will sign and return the transition letter and schedule a meeting with the Preschool teacher to discuss this option and address all of the same issues as a regular transition meeting. It will be noted that if the child is having difficulties during the early phases of the move and it is not in the child's best interest the child will remain in the Toddler room until the regular transition period arrives. If the child does do well with the transition then the Preschool teacher will give the family a welcome packet which includes a welcome/introduction letter, an age appropriate ASQ-3, classroom newsletter, daily schedule and other items deemed appropriate.

Sample activities—Transitioning into the Preschool Room

Children—Transition from sippy cup to regular cup, visit Preschool room, discuss classroom schedule and rules with child, introduce child to new friends through circle time and play, have enrolled child help with acclimation to new room, help teacher assign new mailbox and cubby, give child naptime bag for their belongings, assist with using Preschool bathrooms

Family supports—Introduction to teacher and aide, transition meeting with family, orientation of room and daily schedule

TRANSITION WITHIN THE CENTER – Preschool Room to Pre-Kindergarten Room:

At the beginning of the academic year of the local public school system, all children who will be attending Kindergarten the following year will be moved into the Pre-K room. This will give them an entire year to prepare for their move to Kindergarten. Also, in order to meet the diverse needs of our children and families, a child may be moved at another time during the year based on other factors, such as: developmental readiness, parent concerns and behavioral issues. For instance, if the family or teacher has concerns about the child's readiness for the Pre-K room, they will discuss and determine if it is in the child's best interest to move up later in the year.

Parent teacher meetings will include discussions about a child's current and future transitions. The Preschool teacher will let parents know what transition activities are being done and/or what will be done in the future to help their child transition. She will explain the next steps in the process and how to work together on these at home/school. Specific parent concerns and questions will be addressed and a plan will be developed.

Within thirty (30) days of the child's expected transition to the PreK room the Site Administrator will send home a letter detailing the expected move and asking the parents to schedule a meeting with the PreK teacher to discuss the impending move. In early fall a PreK Parent Orientation session will be held to discuss what is expected of both parents and children. Parent concerns and questions will be addressed and the PreK teacher will offer to meet individually with any parents who wish to.

When the child transitions into the PreK room the parents will receive a welcome packet which will include a welcome/introduction letter, an age appropriate ASQ-3, daily schedule, classroom newsletter and any other items deemed appropriate.

Sample activities—Transitioning into the Pre-K Room

Children—Visit Pre-K room, discuss classroom rules, help teacher assign mailbox and cubby, discuss classroom schedule

Family supports—Introduction to teacher and aide, Parent orientation session, visit child's new classroom

TRANSITION FROM PRE-K ROOM TO KINDERGARTEN:

Teachers will discuss/review a child's progress and Kindergarten readiness with the family at the final parent-teacher conference prior to graduation. The meeting will include discussions about a child's current and future transitions. The PreK teacher will let the parents know what transition activities are being done and/or what will be done in the future to help their child transition. She will explain the process and how to work together on these at home/school. Specific parent concerns and questions will be addressed and transition plan will be developed.

In the final few months of the public school's academic year, the PreK class will schedule an

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PROCEDURES FOR CHILD TRANSITIONS
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on-site visit of a local Kindergarten class. The children will be introduced to at least one teacher and classroom. They will tour the building so they can get an idea of what to expect when they go to school that fall.

The Center will host a formal PreK graduation ceremony near the end of the academic year. The parents will be presented with their child's portfolio (excluding formal assessments, screenings and other evaluation notes) which will have a sampling of activities and projects as well as a record of their child's accomplishments while attending the Center.

Sample activities—

Children—Children visit Kindergarten class, meet Kindergarten teacher, PreK end of year celebration party, Graduation ceremony, read books about Kindergarten, tour elementary building, exchange contact information with friends, teacher and children discuss new school

Family Supports—give parents kindergarten registration information, graduation ceremony, exchange contact information with other parents/families

TRANSITION WHEN WITHDRAWING FROM THE CENTER:

Parents are required to complete a *Withdrawal Form* which will include, at a minimum, the child's name, last date of attendance and reason for withdrawal. Upon receipt of a withdrawal form, the Site Administrator will advise the child's teacher. The teacher will send home a letter asking the parents to schedule a meeting to discuss their child's transition out of the Center. The transition meeting will include the child's teacher and family member. The Site Administrator will attend if deemed appropriate. The meeting will include a discussion of the importance of transitions and any parent questions and concerns will be addressed.

When a child leaves the Center: the child's work samples/portfolio evidence will be sent home with the family.

Sample activities—Transitioning/Withdrawal from Center

Toddlers—Talk with friends about child leaving, read books about moving (or other reason for withdrawal), take pictures of friends at Center to keep at home

Preschool/PreK—Talk with friends about child leaving, take pictures of friends at Center to keep at home, exchange contact information with friends at Center, draw pictures of new place/home

Family Supports—transition meeting, provide family with any available resource/community information, visit classroom to help child say goodbye, send home child's portfolio evidence

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RECORDS TRANSFER POLICY:

Upon completion of a *Withdrawal Form*, if a parent wishes to have a copy of their child's records sent to another school/facility, they must complete a *Records Transfer Form* which will include the child's name, primary parent/family name, name and address of receiving school/facility including the name and title of school/facility personnel to whom records will be sent to the attention of. When completed form is received by the Site Administrator, the child's records will be sent via the postal service within 5 business days.