

MIRACLES Child Care

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Parent Handbook

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OUR PURPOSE

The purpose of Miracles Child Care, Inc. is to serve as a ministry for its children, families, and the community in a quality, loving, Christ-centered environment.

In order to accomplish this purpose, the child care center will provide a spirit-filled education for the qualified children of Northwest Ohio, without discrimination as to race, sex, national origin, or physical ability.

It is essential for the care and education of the children that the child care center function as an extension of the Christian home, thereby enabling families, administrators, teachers, and students to cooperate together in the education process. The fruit of this cooperative effort will be the growth of the children into godly representatives of the Lord Jesus Christ in any walk of life that they may choose.

With the implementation of the Ohio Early Learning Development Standards and K-12 Standards, as well as The Creative Curriculum, we desire to prepare all children for their future. Daily activities may include Bible stories, songs, and projects. Every Wednesday will be scheduled chapel.

PHILOSOPHY OF EDUCATION

Miracles Child Care is committed to excellence in the child care program. The Word of God is to have first place in all matters pertaining to the child care center. Jesus Christ is to be exalted in all things and the written Word is to be made alive in hearts dedicated to Christ, conforming them to His character.

Miracles Child Care is a ministry that aids parents in their scriptural responsibility to train up their children. The authority is clearly given to parents for the education and training of their children in Proverbs 22:6 and Deuteronomy 6:6-9.

“Train a child in the way he should go, and when he is old he will not turn from it.” Proverbs 22:6 NIV

“These commandments that I give you today are to be upon your hearts. Impress them on your children. Talk about them when you sit at home and when you walk along the road, when you lie down and when you get up. Tie them as symbols on your hands and bind them on your foreheads. Write them on the doorframes of your houses and on your gates.” Deuteronomy 6:6-9 NIV

Often parents delegate this part of the responsibility to caregivers. The caregiver, therefore, stands in the place of the parent. Consequently, the parents must carefully choose the kind of child care for their children whose philosophy is compatible with their own moral, spiritual, and educational convictions.

At Miracles Child Care, every subject area, teaching method, attitude and action of students, teachers, and caregivers will be a means of training character. Character training will take place throughout the day, regardless of what else is being taught. Teachers will maintain an orderly, structured classroom and expect the students to work hard to learn content and in the process, teach them to develop the following character traits:

1. Love Wisdom
2. Develop habits of independence, cooperation, respect, and self-control
3. Respond to appropriate limits
4. Verbalize feelings
5. Learn to love learning
6. Do their best

DAYS AND HOURS OF OPERATION

The center is in operation Monday through Friday from 6:30 A.M. to 5:30 P.M. with the exception of the following: Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving and the day after, and some days during Christmas and New Year's Break. The center may be closed additional days based on the calendar. Parents will be notified as soon as possible of any additional holiday closings. Security cameras are in use during hours of operation.

See Appendix A for Basic Daily Schedules.

STAFF/CHILD RATIOS AND MAXIMUM GROUP SIZE

Miracles Child Care is licensed by the Department of Children and Youth to serve 110 children with 34 children under 2 ½ years of age. The license is posted in the foyer and laws and rules governing childcare are available for review on the lunchroom wall.

The center will not exceed the following staff/child ratios and maximum group sizes required by DCY:

<u>Staff/Child Ratio</u>		<u>Max Group sizes</u>	
Infants (6 wks.-12mo.)	1:5 or 2:12	Infants	12
Infants (12-18mo.)	1:6 or 2:12	Toddlers	14
Toddlers (18-30 mo.)	1:7	3yr. olds	24
Toddlers (30-36mo.)	1:8	4-5yr. olds	28
Preschool-3 Years	1:12	School age	36
Preschool- 4 Years	1:14		
Kindergarten-4 th Grade	1:18		
11-12 Years	1:20		

Maximum group size is defined by the number of children in one group that may be cared for at any time. Limitations do not include naptime, lunch time or special activities. Miracles Child Care follows maximum group size on our playgrounds. Miracles Child Care follows lower staff/child ratios to maintain our Step Up To Quality award. Those ratios are posted in all classrooms and throughout the center.

PARENT INVOLVEMENT POLICY

Miracles has an open-door policy where parents/guardians can have unlimited access to the center during its hours of operation. Parents are welcome and encouraged to

participate in field trips, class parties, special activities, or stop in and join the daily fun. We may offer a family involvement activity and a family education event at least once per year.

The center welcomes communication with parents/guardians whenever there are questions, concerns, or suggestions. The administrators' hours of availability will be posted on the parent board in the foyer. If you wish to receive contact information for other parents or guardians of children attending the center, the administrator will verify if consent has been given to release this information.

PARENT TEACHER CONFERENCES

Parent conferences are held annually for all classes. Parents and teachers will meet to complete developmental and educational goals within 60 days of enrollment and annually thereafter. Staff members are available on a daily basis to discuss progress, concerns, and activities concerning your child. However, due to staff responsibilities and schedules, parents are asked to make appointments with staff when it is necessary to engage in any lengthy conversations. Teachers must be able to focus on the supervision of the children while in the classroom. Any parent, guardian, or employee who has a complaint concerning a child should first talk with the classroom teacher. If the problem is not resolved or persists, the parent should inform the administrator. If the parent feels the administrator has not handled the complaint satisfactorily, Miracles Child Care School Board may assist.

PAYMENT SCHEDULE

See Appendix B for payment schedule, overtime charges and other fees.

BREAST FEEDING

Miracles Child Care is committed to supporting breastfeeding mothers. Our designated place for breastfeeding/pumping is in the staff lounge off off the lunchroom, the office near the kitchen, or where the mother feels comfortable. These rooms are equipped with a comfortable chair by an outlet. There is running water available in the kitchen.

ENROLLMENT & ADMISSIONS

Before a child will be enrolled at Miracles Child Care, each child must have a completed child file that meets DCY requirements prior to the first day your child is in attendance. And enrolment fees are paid. This file requires the following forms:

- Child Enrollment and Health Information for Child Care. Miracles Child Care requires parent consent for transportation to the source of emergency treatment. We will not provide child care services to children without consent to transport on this form.
- Child Medical Statement for Child Care, including current immunization records. If a parent chooses to deny immunizations, they must document that on the child's medical statement. All children without immunizations will be cared for

based on the health department communicable disease chart and the center's management of illness policy.

- Persons Authorized to Pick Up My Child
- Permission to Photograph
- CACFP forms
- Family Needs Assessment
- Infant forms if applicable
- Miracles Child Care Agreement

Medical statements are required annually until a child starts Kindergarten. Please let us know if there is a change in your contact information so that your child's forms may be updated. Emergency numbers for reaching the parents or guardians and at least one other authorized person must also be on file. This person must be within one hour of the center and be able to take responsibility for the child when the parent cannot be reached. The center reserves the right to terminate or refuse childcare services.

ATTENDANCE & ARRIVAL/DEPARTURE

The parent must document arrival and departure of their child on the sign-in and out sheet each day. At drop off, children's belongings should be put in their cubbies (out of the reach of infants and toddlers). Parents should take their child to the restroom and wash hands. Verbal and visual contact with the teacher must be made at arrival and departure. Children will not be permitted to be dropped off at the main entrance of the building or be sent inside alone. Staff will keep a daily attendance record that contains the child's schedule, arrival and departure times to the group in hours and minutes. For the safety of our children, please turn off your vehicles at pick up and drop off times, and do not leave your children in your vehicles unsupervised. Please do not bring diaper or book bags for children over 18 months old.

Miracles Child Care is a full-time facility and full-time tuition will apply to all children. PFCC families must be approved for and attend full-time hours. Our Preschool rooms accommodate children until they are age eligible for kindergarten. Any student enrolled in part-time programs elsewhere must have transportation arrangements provided by the parents/guardians and will be billed at full-time rates. Children will be allowed one arrival and one departure per day unless times are approved on their Child Care Agreement.

A Child Care Agreement will be signed between the parents and Miracles Child Care administrator for hours of care not to exceed 9 hours per day. Varied schedules must be in writing and turned in 1 week in advance. A schedule of times and dates your child will attend Miracles will be required for all families. All children should arrive by 9:00 A.M. unless their care agreement has been approved for a later time. **Any variations from your agreed upon schedules must be communicated according to the agreement.** The center reserves the right to terminate or refuse childcare services.

In order to remain on our school age rosters, children signed up for calamity days must be in attendance 1 time a year. **School agers will be allowed 9 hours from their first check in until their last check out. The days Bryan City School has scheduled closings, parents will be required to communicate their child care needs at least one week in advance.** Invoicing will be based on advanced notice. School age care will not be provided if attendance was not communicated in advance.

ABSENT DAY POLICY

To report your child absent, parents should call the center within one hour of their scheduled arrival time. The center will call parents for any child who is not in attendance as scheduled and has not been reported absent. Miracles will contact the parents and then the program for children scheduled to arrive from another program or activity who do not arrive at Miracles Child Care as scheduled.

RELEASE OF CHILDREN

Children will not be released to anyone who is not listed on the Child Enrollment and Health Information Form or on the Persons Authorized to Pick up My Child form. Identification may be required for verification at any time by any staff member. A person must be 16 years of age or older in order to pick up children in our care.

CHILD CUSTODY AGREEMENTS

Occasionally, there are families enrolled at Miracles Child Care Center who are engaged in child custody disputes. We are required by law to provide equal rights to both biological parents and/or legal guardians unless we have court documentation stating rights.

Miracles Child Care staff will **follow the official custody arrangements (which must be provided by the parents) strictly as they are written in the court documents. If there are no court documents regarding custody or restraint of access to a child we cannot, according to the law, restrict access to either properly identified parent/legal guardian.**

- We will follow custody agreements for releasing a child.
- At no time will staff or children be threatened, intimidated, or harmed. Law enforcement will be contacted immediately.

SUPERVISION/SCHOOL AGE SUPERVISION

All children will be supervised – within sight and hearing of parent and/or child care staff member at all times with the exception of school children who will be supervised according to the following plan:

School age children may run errands inside the building, use the restroom or engage in a short-term activity which poses not physical risk to their safety alone or in groups of no more than six children without adult supervision as long as the following are met:

- Children are within hearing distance of a child care staff member without the use of electronic equipment.
- The child care staff member checks on the children who are in kindergarten through third grade at least every five minutes until they return to the group.
- The child care staff member checks on the children in fourth grade or higher at least every ten minutes until they return to the group.
- The center has exclusive use of the child care space being used by the children.

CHILD GUIDANCE

As a Christian child care center, we will do our best to demonstrate the love and concern of Christ in guiding children. Miracles staff members believe that helping the child learn self-control is very important. Our hope is that each child will learn self-discipline through careful guidance. Your child will be treated with love and respect. If children are treated with respect, they in turn learn to respect the teachers and their classmates. We use DCY discipline techniques which include:

- Setting clear limits.
- Redirecting to an appropriate activity.
- Showing positive alternatives.
- Modeling the desired behavior.
- Reinforcing appropriate behavior.
- Encouraging children to control their own behavior, cooperate with others and solve problems by talking.
- Separation from the situation, if used, shall last no more than one minute per each year of the child's age and shall not be used with infants. Upon the child's return to the activity, the provider shall review the reason for the separation and discuss the expected behavior with the child.
- Holding a child for a short period of time, such as in a protective hug, so that the child may regain self-control.

These techniques will be followed by all adults while the child is on the premises.

SUSPENSION & EXPULSION

If a situation arises where a child is consistently endangering him or herself (or threatening), peers, or staff, it may become necessary to suspend or terminate child care services. Attempts will be made to work together with the parents and the child to correct the behavior. However, the safety of the children is our primary concern. The administrator would be in communication with the parents prior to this occurring. If a child demonstrates behavior that requires frequent "extra attention" from the staff, we may choose to develop and implement a behavior management plan. Once the behavior management plan is developed, a trial period will be implemented and will determine whether or not expulsion will follow. This plan would be developed in consultation with the parents and would be consistent with the requirements of DCY.

Miracles Child Care currently works with early childhood mental health and consultations services to observe, screen and assess the children and staff in our

classrooms. The goal of working with the consultation service is to provide improved interactions between our teachers and students.

The center reserves the right to terminate or refuse childcare services.

ADMINISTERING MEDICATION/ADA AND TOPICAL PRODUCTS

We reserve the right to refuse to administer any medication. We will ensure compliance with the ADA, including administration of medications to children with disabilities and administering care procedures to children with disabilities.

Prescription Medication and medical food will be administered only when ALL of the following are met:

- If the prescription label is attached to the original container.
- To the child with the name on the label.
- If parents fill out completely all forms required by DCY
- If the medication is used as an ongoing treatment for a life sustaining or serious illness/condition. (Asthma/breathing treatments, severe allergic reaction/epi pen, modified diet...)
- The medication has not expired.
- The medication is part of the child's behavior plan/care plan set up by Miracles Child Care and the parents
- The medication is a topical product with all required forms completed.

No over the counter medications, temporary prescription medications, or supplements will be administered unless they are deemed life sustaining or for maintaining compliance with the ADA.

If you need to give your child medication, parents may come into the center and administer medication to their own child. Parents must inform staff that they are giving medication and appropriate documentation will be completed. All prescription medication forms and medication will be stored and administered in the secretary's office.

A school child will be permitted to carry their own emergency medication according to DCY requirements. Parents must communicate when a child has medication in their possession and it must be kept out of the reach of children.

OUTDOOR PLAY/PHYSICAL ACTIVITY

The center shall provide outdoor play each day in suitable weather for infants 12 months and older, toddlers, preschool and school age children in attendance 4 or more consecutive daylight hours. Children may not be passed over the playground fence. Children must go outside according to this rule unless they have written doctor's instructions stating otherwise.

Outdoor play will be limited due to these conditions:

- Temperature is above 90 degrees and the humidity is high, or a combination of the two
- Wind chill is below 25 degrees
- High ozone level
- High pollen count
- Rain, lightening, sleet, and ice

FOOD AND DIETARY/MEALS AND SNACKS

Miracles Child Care provides breakfast, lunch and an afternoon snack. Children must be in attendance at the beginning of the meal service to be served. All meals will meet required portions set by DCY and CACFP requirements. Breakfast will include fluid milk, a grain, and a fruit or vegetable or a portion of both. Lunches will have fluid milk, and components from all food groups. Snacks will provide food from at least two food groups.

All meals will include 1/3 of the child's recommended daily dietary allowance as specified by the USDA.

Packed lunches will not be permitted with the exception of an allergy or special modified diet. Families shall obtain a physician's written instructions if administering a medical food to any child or if an entire food group is eliminated. When special diets are required for cultural or religious reasons, the center shall obtain written, dated, and signed instructions from the child's parents unless the special diet is part of a center program. It will then be the parent's responsibility to provide food for their child and all food must meet the nutritional and daily requirements and all state rules. We will ensure that supplemental food is on site and that no child goes four hours without at least a snack or meal except when sleeping.

A weekly menu is posted in the lunch room by the kitchen on the wall. Changes in the menu will be made on this menu.

Miracles Child Care will maintain a daily written record for each infant that is provided upon pickup time on a daily basis. The record includes the following information: food intake, sleeping patterns, diaper changes with results, and information about daily activities. Each infant shall be removed from his or her crib for all feedings. Infants shall be spoon fed sitting up in a high chair. Bottles will be fed while the child is held. At no time shall a bottle be propped for an infant.

Infants shall be served food that is prepared in a manner appropriate to the developmental needs of each child. The center shall introduce new foods only after consultation with the parent. The center shall comply with written feeding instructions from the infant's parent, physician, physician's assistant, or certified nurse practitioner which shall include the following: type of food and/or formula/breast milk, amount of food and/or formula/breast milk, feeding times and frequency of feedings. Parents will be required to update the written feeding instructions as the child develops. Infants under four months of age will be fed formula or breast milk unless there is written documentation on file from a physician, physician's assistant or CNP. All bottles or

prepared food will be labeled with the child's name and date of preparation. All formula shall be refrigerated immediately after preparation or upon arrival if the formula is prepared by the parent. Breast milk must be in a bottle labeled with the child's name, the date it was pumped, and the date the bottle was prepared.

MANAGEMENT OF ILLNESS

Upon arrival to the center if your child shows signs of any of the following, he/she will not be admitted that day. If a child becomes ill with any of these symptoms during the day, the parent will be notified immediately. The child will be isolated away from other children in an area of the classroom or in the secretary's office and will remain there under adult supervision until the parent or authorized person arrives to take the child home.

First Aid kits are located on the parent shelf, in the school age room, and on the shelf in the secretary's office.

A child is considered to be sick when demonstrating any of the following symptoms:

- **Temperature of at least one hundred- and one-degrees fahrenheit (one hundred degrees fahrenheit if take axillary) when in combination with any other sign or symptom of illness.**
- **Diarrhea (three or more abnormally, unexpectedly or unexplained loose stools within a twenty-four our period.**
- **Severe coughing, causing the child to become red or blue in the face or to make a whooping sound.**
- **Yellowish skin or eyes.**
- **Redness of the eye or eyelid, thick and purulent (pus) eye discharge, matted eyelashes, burning, itching or eye pain.**
- **Untreated infected skin patches, unusual spots or rashes.**
- **Unusually dark urine and/or gray or white stool.**
- **Stiff neck with elevated temperature.**
- **Evidence of untreated lice, scabies, or other parasitic infestations.**
- **Sore throat or difficulty in swallowing.**
- **Vomiting more than one time or when accompanied by any other sign or symptom of illness.**

When caring for sick children, the center shall:

- **Isolate the sick child away from other children, but within sight and hearing of a staff member at all times.**
- **Provide the sick child with a cot or mat or the sick infant with a crib, and make comfortable.**
- **Notify the child's parent(s) immediately if the child's condition worsens.**
- **Laundry bedding and wash toys used by the sick child before use by another child pursuant to DCY.**
- **Sanitize the thermometer after each use.**

The child will be readmitted when the above symptoms have subsided or after the illness is no longer contagious **and after at least 24 hours of being free of fever and other symptoms, 24 hours of being symptom free of diarrhea. A waiver will be signed upon pick-up of an ill child that states the child must stay out of the child care center at least 12/24 hours or have a doctor's note stating the child is not contagious to return.**

The Ohio Department of Health and Communicable Disease Chart is posted in the hallway near the director's office. If a staff member becomes ill, a substitute will replace the staff member in the classroom. In the event a child contracts a communicable disease and exposes the other children, a notice of such exposure will be posted near the parent desk.

PROCEDURES FOR EMERGENCIES AND SERIOUS ILLNESS OR INJURY

In case of a general emergency, the following steps will be taken by the center:

1. Threats due to environmental situations (included but not limited to hazardous materials and spills, gas leaks, or bomb threats) ~ Assess situation, contact authorities, and follow classroom plans.
2. Loss of heat, power, or water ~ Send children home after one hour.
3. Natural disasters such as fire, tornado floods, etc. ~ Follow posted diagram in each room for evacuation or shelter.

The building will be evacuated in case of a major environmental situation.

In the event of a Serious Incident, Injury, or Illness, the following steps will be taken by the center:

1. Assess the incident, injury or illness.
2. If necessary, arrange for professional or emergency assistance. The child's file with records must accompany the child. The administrator or child care staff member must remain with the child until the parent/guardian assumes responsibility for the care of the child. The child will be transported by EMS if necessary.
3. Contact the parent/guardian
4. Fill out Incident/Injury form and notify DCY, Toledo District office.

The center will fill out an incident report when:

1. An illness, accident, or injury which requires first aid treatment.
2. A bump or blow to the head ~ Miracles will contact a parent anytime there is a bump to the head.
3. Emergency transporting
4. An unusual or unexpected event which jeopardizes the safety of children or staff.

The child's parent, guardian, or authorized person shall be notified immediately in the event of a serious accident or illness requiring emergency care. A qualified staff member shall administer first aid.

TRANSPORTATION

Miracles Child Care will provide transportation in cooperation with Bryan City Schools for children who attend full-day kindergarten through 12 years of age to and from school including delayed days. Miracles Child Care may approve transportation for Bryan City Preschool and Cubergarten based on the child's needs on their Individualized Education Plan and our ability to staff for transportation. Parents are required to communicate with Miracles Child Care regarding transportation needs as soon as it is known before starting at another program. For families who receive publicly funded child care, the difference between part-time and full-time rates will be charged as out-of-pocket to the family.

Miracle Child Care requires parent consent for transportation to the source of emergency treatment.

FIELD TRIPS/SUMMER PROGRAM

Only school age children may take walking field trips and driving trips by an outsourced certified school bus driver when approved by administration. **Written permission from a parent or guardian is required for all field trips including swimming field trips.**

Supervision during field trips will comply with the child/teacher ratio. A person trained in first aid and CPR shall be on each trip. Each child's name will be recorded on the attendance record and taken with the group on the field trip. The children will be divided into groups and a staff person, parent, or adult chaperone will be responsible for his/her own group while at the destination. The staff will have a record of each child as well as a list of children and adult chaperones. Name to face counts of the children will be taken often.

Our summer school age program will be for age eligible children. A summer packet will be sent out to all school age families after registration. ALL permission forms (routine and special field trip) for each activity MUST be returned for all school age children in our summer program. A Summer Fun Fee will be paid by the parents at the beginning of the summer. This will cover all costs for field trips.

WATER ACTIVITIES/SWIMMING

Sprinkler, wading pools, and other water activities are on site for children ages 18 months through school age. School agers will take field trips to the local pool (see above FIELD TRIPS/SUMMER PROGRAM).

Written parent/guardian permission will be required for participation in all swimming/water activities according to DCY rules. Swimming pools, wading pools and other swimming/wading sites shall be made inaccessible to the children when not in use. The wading pools will be less than eighteen inches in wall height regardless of the

amount of water put into it. Wading pools shall be emptied daily and sanitized daily or more often if needed. The center shall supervise children at all times while a wading pool is in use and shall be able to clearly see all parts of the wading area.

Swimming and water safety rules will be reviewed with children each time they participate in water activities. For school children, parents are given a list of these rules in the summer packet.

Additional adult(s) may accompany staff and children during swimming activities away from the center. Staff and additional adults will actively supervise children and will be able to observe the entire pool including the bottom.

INFANT CARE

Miracles Child Care will maintain a daily written record for each infant that is provided upon pickup time on a daily basis. The record includes the following information: food intake, sleeping patterns, diaper changes with results, and information about daily activities. Each infant shall be removed from his or her crib for all feedings. Infants shall be spoon fed sitting up in a high chair. Bottles will be fed while the child is held. At no time shall a bottle be propped for an infant.

Infants shall be served food that is prepared in a manner appropriate to the developmental needs of each child. The center shall introduce new foods only after consultation with the parent. The center shall comply with written feeding instructions from the infant's parent, physician, physician's assistant, or certified nurse practitioner which shall include the following: type of food and/or formula/breast milk, amount of food and/or formula/breast milk, feeding times and frequency of feedings. Parents will be required to update the written feeding instructions as the child develops. Infants under four months of age will be fed formula or breast milk unless there is written documentation on file by a medical professional. All bottles or prepared food will be labeled with the child's name and date of preparation. All formula shall be refrigerated immediately after preparation or upon arrival if the formula is prepared by the parent. Breast milk must be in a bottle labeled with the child's name, the date it was pumped, and the date the bottle was prepared.

Diapers shall be changed immediately when soiled or every two hours. Clothing shall be changed immediately when wet or soiled. When changing diapers, the center will comply with the following: all soiled areas of the child's body will be cleaned with a disposable wipe. A disposable separation material will be placed between the child and the changing table surface. No child will be left unattended at the changing table.

Parents will supply diapers and extra clothing and will be notified when supplies are needed. If soiled items are sent home, the center shall store the items for no longer than one day in a plastic bag at the child's cubby. Diapers shall have side open and closure tabs. Any 360 diapers/pull-ups are not permitted.

Parents will supply a sheet for their child's crib. No other items will be allowed in the crib. Crib sheets will be changed every Friday (or when soiled) and sent home for cleaning. Infants are permitted to use sleep sacks.

Infants who are one year or older will be required to spend time outside when the temperature is between 25 and 90 degrees.

SLEEPING, NAPPING AND RESTING

Nap and rest time shall be in accordance with the developmental needs of the child. Rest or nap areas shall be lighted to allow for visual supervision of all children at all times. Any child who does not fall asleep during a designated nap time shall have the opportunity to engage in quiet activities.

CLOSINGS DUE TO EMERGENCIES AND NATURAL DISASTERS

Miracles Child Care may close or delay under a Level 2 and will close under a Level 3 weather emergency.

In the event of flash floods, major snowfall, blizzards, ice storms or earthquakes, that occur prior to 6:00 A.M., Miracles Child Care will evaluate the risk of opening. If the weather emergency results in Miracles Child Care closing, the following stations will be contacted (if possible): 89.5 WBCL, Channel 11 and Channel 13. Our Facebook page will also include closings. If the weather emergency occurs after 6:00 A.M. and Miracles Child Care is unable to stay open, parents of all children in attendance will be contacted to pick up their child within an hour and a half.

Miracles does not follow Bryan City Schools for delays or closings.

SAFETY POLICIES AND PREVENTION

The staff are informed of safety rules, special hazards and commonly occurring accidents. They receive detailed instructions on evacuation procedures, use of fire extinguishers, and how to report an accident.

There is at least one staff member on premises at all times with current up-to-date training in First Aid, Adult, Child, and Infant CPR, Common Childhood Illnesses, and Child Abuse & Neglect. All employees are state mandated reporters concerning child abuse and neglect.

The children are under direct adult supervision at all times. At no time will a child be left unattended. Staff will supervise children at all times including naptime. Children will be within sight and hearing of staff at all times.

The staff has immediate access to a working telephone at all times.

No smoking is permitted on the premises indoor or outdoors. The center shall not expose children to cigarette, cigar, pipe ashes, smoke or waste. The above requirements also include smokeless tobacco, electric cigarettes, vaporizers, chewing tobacco and their byproducts.

Items brought into the child care center from home shall be placed in the child's cubby and must be able to fit in a gallon size zip top bag. Our infant and toddler rooms are required to have no choking hazards.

ASSESSMENT PROCESS

Miracles Child Care uses The Teaching Strategies Gold Assessment online for children ages birth-3 years. The Early Learning Assessment will be completed for 3-5 year olds. An informal checklist is used for school agers. Information regarding each child's learning process is documented by lead and assistant teachers through notes, photos, observations, and work samples. This documentation is compiled in child portfolios. Using this compiled information, each child is then assessed using the Teaching Strategies Gold Assessments online or the school age checklist. Data is collected for each classroom at the end of assessment periods. This information is used to complete parent teacher conference forms and develop individual education goals. The program does not report child level data unless a referral is necessary.

Occasionally Miracles Child Care has professionals from outside agencies come in to the classrooms to do observations, screenings, and assessments for the classroom.

DISENROLLMENT

Miracles Child Care reserves the right to terminate serves based on, but not limited to: failure to pay fees, failure of parents to submit required paperwork and forms, failure to make full-time hours for PFCC approved families, parents using inappropriate/disrespectful language or actions with staff or administration, negative posting on social media, or failure of parents to observe policies of the center and DCY. Miracles Child Care reserves the right to dis-enroll a child at the center's discretion.

CONFLICT RESOLUTION

If a conflict occurs, parents and staff are expected to be respectful in speech and actions (including social media). Inappropriate language will be grounds for dismissal.

If a parent or employee needs assistance in resolving problems regarding the child care center, the following steps should be taken:

1. The person with the conflict will attempt to respectfully speak to the persons involved.
2. If further communication is needed, the parties involved should set up a meeting to speak to administration.
3. If a resolution is still not reached, the Miracles Child Care school board may be contacted to assist.

ASQ SCREENING & REFERRAL PROCESS

Miracles Child Care requires each child infant-5 years old to have a completed Ages and Stages Questionnaire within 60 days of enrollment. This is a developmental screening which is completed by the child's parent(s)/guardian(s). The screening will be given to parents upon enrollment in the family's mailbox. A 1 week timeframe will be assigned to

the families to return the Ages and Stages Questionnaire. If the questionnaire is not returned, the child's teacher will complete it. Once they are returned, administration or the office manager will score them. In order to track and ensure each child has a completed screening, we have a tracking form on our computer that will show when each child has a completed screening within 60 days of enrollment and when it will expire (annually). The score sheets will be distributed to parents (in your mailbox) and the teachers. The teachers will then use the results to provide individual lesson plans to each child. Based on the results of the screening in combination with classroom observations, documentation, and parent feedback, referrals may need to be made to the child's physician or the Help Me Grow program within 90 days of your child's enrollment. These dates will be tracked on the same computer form as the screenings to ensure that all referrals are made within 90 days.

Miracles will work closely with any agency that is providing care to your child to ensure the best care and education for your family. If a referral is needed, the following steps may be taken:

1. Providing information and developmentally appropriate activities to parents.
2. Refer and provide contact information for appropriate agency or health professional.
3. Collaborate with parents and providers and implement individualized lesson plans for children.
4. Follow up with parents and providers on a regular basis and annually at parent teacher conferences. Written documentation of referrals and all supporting documents will be kept in strict confidentiality. The program does not report child level data without parent consent.

OUR CURRICULUM

Because a child learns each minute of the day, the entire environment of the center will offer each child, at their own level of development, a wide variety of experiences that will encourage them to explore and learn. All areas of learning are implemented daily through planned lessons that align with the Ohio Early Learning Development Standards and K-12 Standards. In alignment with these standards, and our philosophy of education, the curriculum that Miracles Child Care uses is The Creative Curriculum. This curriculum includes a separate curriculum for infants and toddlers, for preschool age children, as well as a school age curriculum called Building the Primary Classroom. The Creative Curriculum supports and provides flexibility to ensure the Christian lessons are incorporated as well as all the areas of learning your children need to develop academically at their own pace. In choosing these curricula, we based the needs and education of the children first, although, parent involvement, interactions, and our Christian structure all played a role in the process.

TEMPORARY WITHDRAWAL POLICY

Requests for a temporary withdrawal may be made in writing to administration with no less than a one-month notice. Every reasonable attempt will be made to accommodate the

parent request; however, if there is a waiting list for enrollment, parents will be given the option of paying to hold their child's spot or re-enrolling at a later date.

SOCIAL MEDIA AND COMMUNICATION

Miracles Child Care social media groups will be used for the purpose of sharing photos and information regarding the daily activities of the center and classrooms only. Any questions regarding policy or specific incidents should be directed to staff or administration during regular business hours. Additionally, contacting staff during non-business hours by means of social media or cell phones is discouraged and may result in disciplinary action. If a child is ill and will not be in attendance, parents must contact Miracles Child Care directly by phone or email during business hours.

Any negative posts on social media regarding Miracles Child Care will be grounds for dismissal. Disrespectful/slanderous activities will not be tolerated.

CELEBRATION POLICY

We are excited to celebrate birthdays and holidays with you and your children! We look forward to celebrating in a way that supports nutritious options. Holiday and birthday celebrations will take place in the lunchroom. We require treats that are low in sugar and high in nutrient. If you wish to share a gift with your child's class, we ask that it be a non-food item. To make sure your child's birthday is extra special for them, the teachers will offer a variety of activities in the classrooms. If food items are brought in, they must be store bought, individually wrapped and will be sent home with children.

TRANSITION POLICY

It is of high importance to us to ensure that each child has smooth transitions while attending Miracles Child Care. Prior to a child starting Miracles Child Care, a parent interview will take place and a tour may be scheduled. We encourage families to bring a list of questions they may have. When a child starts at Miracles, we encourage parents to come visit the class and meet our staff. We also encourage parents to bring in any items that may help children on their first day (photos, favorite toy...). When a child is ready to move up to another classroom within our program, a Transition Letter will be completed and reviewed with families. Transitions will be based on classroom availability, the child's developmental needs, and child assessments and screenings.

The Transition Letter has a space for the times and dates your child will transition. All children visit the next classroom for 1 to 2 weeks depending on the transition schedule listed. If your child will be going to another educational program, a Records Release Consent Form can be requested.

EXTRA CLOTHING AND BEDDING

Parents are required to bring extra seasonally appropriate clothing for their child(ren). If the parent has not supplied extra clothing that a child needs, the parents will be called to

bring extra clothing to the center. If the clothing is not supplied, the child will be sent home. Please mark each item with your child's name to help prevent loss.

All children from the ages of 6 weeks to 18 months sleep in individual cribs. All children from the ages of 18 months to 6 years sleep on cots, and older school age children may sleep on mats. We ask that each child have appropriate bedding. Bedding must be taken home on Friday (or the last day of the week your child attends) to be cleaned and returned on Monday (or the first day of the week your child attends.)

Miracles Child Care is not responsible for lost or stolen items.

TOILET TRAINING

For children 18 months and older, when parents are potty training their child at home, the teachers will begin potty training them at child care. If we notice that your child is showing signs of potty-training readiness, we may discuss the option with the parents. We ask that parents stay in communication with staff to make your child's potty training a success. All children must be potty trained in order to move up to the 3-year-old preschool class. Pull-ups or 360 diapers without side closure will not be permitted for use at the center.

SCREEN TIME

Screens will not be used with children under two years old or at meal times. Children over two years old will be limited to one planned screen time per month, or not exceeding 15 minutes per week. All screen time will be included in lesson plans and must be approved by the administration. All movies will be rated G. Written permission will be required for movies rated PG.

PUBLICLY FUNDED CHILD CARE (PFCC)

Miracles Child Care is contracted with NOCAC for families that qualify for public assistance for their child care fees. The family co-pay is due weekly by Monday. We are permitted to bill for 10 absentee days every 6 calendar months. Once your 10 absentee days are used, the parent will be financially responsible for the absent days incurred. Parents who have used all of their absent days will be charged the difference between NOCAC full-time and part-time rates for any week their child has not attended 25 hours or more per week. A fee will be charged for any log in/out times that were not done in a timely manner. If log in/out times are not completed daily, children may be refused child care and a fee will be assessed.

Miracles Child Care is a fully licensed preschool and a full-time center. Families must be approved for and attend full-time hours through NOCAC. Arrangements may be made for families who are approved for part-time hours to pay the difference between full-time and part-time fees. We are unable to provide staffing for transportation/bussing for Head Start.

CONFIDENTIALITY POLICY

Miracles Child Care will keep all information that you provide to us about your children and family in strict confidentiality. Our staff is committed to keeping your information safe and must refrain from any form of communication regarding children other than your own. Please understand that we cannot elaborate on many situations regarding staff and families who come to our center. We require that you respect the confidentiality policy. All door codes and all other information in your child's file is strictly confidential and will only be available to staff, school board and DCY upon inspection. In order for Miracles Child Care to protect the confidentiality of all of our students, security camera footage is intended for administration, staff, school board and DCY viewing only.

BUILDING FOR THE FUTURE

Good nutrition today means a stronger tomorrow!

Building for the Future with CACFP

This day care
receives support
from the Child and
Adult Care Food
Program to serve
healthy meals to your children.



**Meals served here must meet USDA's
nutrition standards.**

Questions? Concerns?

Miracles Child Care, 1209 E. High St., Bryan, OH 43506 419-636-8770

Learn more about CACFP at USDA's website:

<https://www.fns.usda.gov/>

This institution is an equal opportunity provider, employer and lender.

United States Department of Agriculture
Food and Nutrition Service FNS-317
November 2019

NONDISCRIMINATION

CACFP Non Discrimination Statement In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin,

sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA. Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877- 8339. Additionally, program information may be made available in languages other than English. To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: How to File a Complaint, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: 1. mail: U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue, SW Washington, D.C. 20250-9410; 2. fax: (202) 690-7442; or 3. email: program.intake@usda.gov. This institution is an equal opportunity provider.

OHIO WIC (WOMEN, INFANT, CHILDREN) PROGRAM ELIGIBILITY

Who is eligible?

Pregnant and breastfeeding women; women who recently had a baby; infants birth through 12 months; children age 1 to 5 years; who are:

Present at the clinic appointment, and provide proof of identity;

Residents of the State of Ohio;

Determined by health professionals to be at medical/nutritional risk; and

Meets income guidelines - 185 percent of Federal Poverty Income Guidelines.

In order to be eligible for WIC, the gross countable income of the economic unit, of which the applicant/participant is a member, must be less than or equal to the Ohio WIC program income guidelines for economic unit size provided in the following chart. WIC income guidelines are updated each year.

Economic Unit	Annually	Monthly	Twice Monthly	Biweekly	Weekly
1	\$27,861	\$2,322	\$1,161	\$1,072	\$536
2	37,814	3,152	1,576	1,455	728
3	47,767	3,981	1,991	1,838	919
4	57,720	4,810	2,405	2,220	1,110
5	67,673	5,640	2,820	2,603	1,302

6	77,626	6,469	3,235	2,986	1,493
7	87,579	7,299	3,650	3,369	1,685
8	97,532	8,128	4,064	3,752	1,876

Revised 7/24

WIC clinics are located in all 88 Ohio counties. Applicants can call the Help Me Grow Helpline at 1-800-755-GROW (1-800-755-4769) for specific clinic locations or call your county WIC clinic (see WIC Clinic Directory for your county WIC clinic phone number).

You can also apply by printing out a WIC Program Application (Solicitud del Programa de WIC) and mailing it to the WIC clinic in your area. Please note that you must schedule an appointment at the clinic, too.

CENTER PARENT INFORMATION

The center is licensed to operate legally by the Department of Youth and Children (DCY). This license is posted in a noticeable place for review.

A toll-free telephone number is listed on the center's license and may be used to report a suspected violation of the licensing law or administrative rules. The licensing rules governing child care are available for review at the center.

The administrator and each employee of the center is required, under Section 2151.421 of the Ohio Revised Code, to report their suspicions of child abuse or child neglect to the local public children's services agency.

Any parent of a child enrolled in the center shall be permitted unlimited access to the center during all hours of operation for the purpose of contacting their children, evaluating the care provided by the center or evaluating the premises. Upon entering the premises, the parent, or guardian shall notify the Administrator of his/her presence.

The administrator's hours of availability to meet with parents and child/staff ratios are posted in a noticeable place in the center for review.

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 ODJFS. Inspections are also online at <http://childcaresearch.ohio.gov/>. Parents may search for a specific program and sign up to be notified when the program's latest inspection is posted online.

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 the Americans with Disabilities Act of 1990, 104 Stat. 32, 42 U.S.C. 12101 et seq. To file a discrimination complaint, write or call Health and Human Services (HHS) or ODJFS. HHS and ODJFS are equal opportunity providers and employers.

Write or Call:
HHS

Region V, Office of Civil Rights
233 N. Michigan Ave, Ste. 240
Chicago, IL 60601
(312) 886-2359 (voice)
(312) 353-5693 (TDD)
(312) 886-1807 (fax)

Write or Call:
ODJFS
Bureau of Civil Rights
30 E. Broad St., 37th Floor
Columbus, OH 43215-3414
(614) 644-2703 (voice)
1-866-277-6353 (toll free)
(614) 752-6381
(fax) 1-866-221-6700 (TTY) or
(614) 995-9961

For more information about child care licensing requirements as well as how to apply for child care assistance, Medicaid health screenings and early intervention services for your child, please visit <http://jfs.ohio.gov/cdc/families.stm>.

APPENDIX A DAILY SCHEDULES

SAMPLE OF INFANT DAILY SCHEDULE

6:30-8:00	Arrival/Exploration of materials/Diaper Changes
8:00-9:00	Breakfast per infant schedules
9:00-10:00	Diaper Changes/Morning Nap per infant schedules
10:00-10:45	Gross motor/Outdoor Choice Time
10:45-11:00	Diaper Changes/Wash hands for Lunch
11:00-12:00	Lunch per infant schedules
12:00-2:30	Afternoon Naps per infant schedules/Diaper changes
2:30-3:00	Snack per infant schedules
3:00-4:30	Exploration of materials/small groups/ Diaper changes
4:30-5:30	Afternoon Snack/Bottle per infant schedules/afternoon nap per infant's schedules/departure

SAMPLE OF TODDLER 1 DAILY SCHEDULE

6:30-7:30	Arrival/Quiet Activities/Free Choice Centers
7:30-7:45	Clean-up/Diaper Change/Wash hands for Breakfast
7:45-8:00	Prayer & Breakfast
8:00-9:15	Free Choice Learning Centers/Small Groups
9:15-9:30	Diaper Changes (Gym Time 9:15-9:45)
9:30-9:40	Large Group/Circle Time
9:40-10:00	Clean Up Time
10:00-10:30	Outdoor Time/Gross Motor
10:30-11:00	Diaper Changes/Wash up for Lunch

11:00-11:30	Prayer & Lunch
11:30-11:45	Prepare for Rest Time
11:45-1:50	Rest Time
1:50-2:15	Wake Up Time/Diapers/Wash Hands
2:15-2:45	Prayer & Snack
2:45-3:00	Large Group/Circle Time
3:00-3:45	Choice Learning Centers/Small Groups
3:45-4:00	Clean Up Time
4:00-4:15	Diaper Changes/Wash Hands
4:15-5:00	Gross Motor/Outside
5:00-5:30	Combine Groups/Choice Activities/Departure

SAMPLE OF TODDLER 2 DAILY SCHEDULE

6:30-7:30	Arrival/Quiet Activities/Free Choice
7:30-7:45	Clean Up/Wash hands for Breakfast
7:45-8:00	Prayer & Breakfast
8:00-8:20	Large Group/Circle Time
8:20-9:15	Choice Learning Centers/Small Groups
9:15-9:30	Restroom
9:30-10:00	Gross Motor/Outside
10:00-10:30	Choice Learning Centers/Small Groups (Gym Time 10:15-10:45)
10:30-10:45	Clean Up
10:45-11:00	Restroom/Wash Hands
11:00-11:30	Lunch
11:30-1:50	Rest Time
1:50-2:15	Wake Up Time/Restroom/Wash Hands
2:15-2:45	Prayer & Snack
2:45-3:00	Large Group/Circle Time
3:00-3:45	Choice Learning Centers/Small Groups
3:45-4:00	Clean Up Time
4:00-4:15	Restroom/Wash Hands
4:15-5:00	Gross Motor/Outside
5:00-5:30	Combine Groups/Choice Activities/Departure

SAMPLE OF PRESCHOOL 3 DAILY SCHEDULE

6:30-7:45	Arrival/Quiet Activities/Choice Learning Centers
7:45-8:00	Restroom Break/Wash Hands
8:00-8:25	Prayer & Breakfast
8:25-9:00	Gross Motor/Outdoor Choice Time
9:00-9:15	Restroom/Wash Hands
9:15-9:30	Circle Time
9:30-10:30	Free Choice Learning Centers
10:30-10:45	Clean Up
10:45-11:15	Small Group (Gym Time 10:45-11:15)
11:15-11:30	Prepare for Lunch
11:30-12:00	Lunch

12:00-12:15	Restroom/Prepare for Rest Time
12:15-12:30	Story
12:30-2:30	Rest Time
2:30-2:45	Wake Up/Restroom Break
2:45-3:15	Prayer and Snack
3:15-3:30	Large Group/Music and Movement
3:30-4:00	Choice Learning Centers
4:00-4:15	Restroom/Wash Hands
4:15-4:45	Gross Motor/Outside
4:45-5:00	Restroom/Wash Hands
5:00-5:30	Combine Groups/Choice Activities/Departure

SAMPLE OF PRESCHOOL 4 DAILY SCHEDULE

6:30-7:45	Arrival/Quiet Activities/Choice Learning Centers
7:45-8:00	Restroom Break/Wash Hands
8:00-8:25	Prayer and Breakfast
8:25-8:45	Large Group/Circle Time (Gym Time 8:30-9:00)
8:45-9:45	Free Choice Learning Centers
9:45-10:00	Clean Up Time (Gym Time 9:45-10:15)
10:00-11:00	Gross Motor/Outdoor Choice Time
11:00-11:15	Small Group
11:15-11:30	Wash Hands/Prepare for Lunch
11:30-12:00	Prayer and Lunch
12:00-12:15	Restroom/Prepare for Lunch Time
12:15-12:30	Story
12:30-2:15	Rest Time
2:15-2:30	Wake Up/Restroom Break
2:30-3:00	Prayer and Snack
3:00-3:20	Large Group/Music and Movement
3:20-4:00	Choice Learning Centers
4:00-4:15	Restroom Break
4:15-4:45	Gross Motor/Outside
4:45-5:30	Combine Groups/Choice Activities/Departure

SAMPLE OF FULL DAY SCHOOL AGE SCHEDULE

6:30-8:00	Arrival and Choice Learning Centers
8:00-8:25	Gross Motor/Outdoor Choice Time
8:25-8:30	Restroom/Wash Hands
8:30-9:00	Prayer and Breakfast
9:00-9:15	Morning Meeting/Circle Time
9:15-9:45	Choice Learning Centers
9:45-10:45	Small Groups
10:45-11:15	Game Time
11:15-11:45	Large Group Activities
11:45-12:00	Prepare for Lunch/Restroom
12:00-12:30	Lunch

12:30-1:30	Gross Motor/Outdoor
*As scheduled on permission slips Field Trip/Special Activity	
1:30-2:00	Reading/Quiet Time
2:00-2:30	Quiet Choice Activity
2:30-2:45	Afternoon Meeting
2:45-3:00	Special Activity/Choice Centers
3:00-3:10	Restroom/Wash Hands
3:10-3:30	Afternoon Snack
3:30-4:00	Large Group/Circle Time
4:00-5:30	Combine Groups/Choice Activities/Departure

SAMPLE OF BEFORE/AFTER SCHOOL SCHEDULE

Morning	
6:30-7:00	Arrival/Quiet Activities
7:00-7:05	Restroom/Wash Hands
7:05-7:20	Prayer/Breakfast
7:20-7:30	Bus Pick-up
Afternoon	
3:00-3:05	Bus Drop Off
3:05-3:10	Sign In/Name to Face Attendance
3:10-3:15	Restroom/Wash Hands
3:15-3:30	Prayer/Snack
3:30-4:00	Homework Time/Small Groups
4:00-5:00	Gross Motor/Outside
5:00-5:30	Combine Groups/Choice Activities/Departure

APPENDIX B TUITION AND FEES

Miracles Child Care Tuition and Fees Prices effective January 1, 2025

Weekly Rates

Tax ID Available Upon Request

INFANT	TODDLER	PRESCHOOL	SCHOOL AGE		
				Before &/Or After School	Calamity Only*
\$240	\$220	\$200			
Income based child care assistance: NOCAC ssp.benefits.ohio.gov			Weekly	140	\$40/day
			2 Hr. Delay	\$14	\$16
			No School	\$37	\$40
			Summer Fun	\$190	

* Calamity day care is only available when school is not in session and we have been informed in advance of your child's schedule.

Initial Registration:	\$30 per family
Materials Fee:	\$35 per child Due August 15th annually (full year students)
Summer Fun Fee:	TBD per child (Summer Fun Students)
Late Payment Fee:	\$5 per week Payment is due on Monday of the current week.
Early/Late Charge:	\$1 per minute per child before 6:30 AM or after 5:30 PM
PFCC Times Missing	\$10 per week, if times are not entered completely

The fees for over 9 hours per day, with a maximum child care limit of 9.5 hours/day are as follows:

9 hours - 9:15 hours	\$10 per child for 1-15 minutes over 9 hours.
9:16 - 9:30 hours	additional \$10 per child for 16-30 minutes over 9 hours.
Over 9:30 hours	additional \$1 per child per minute after 9.5 hours.

School age children's times are calculated based on earliest check in and latest check out at Miracles Child Care.

Fees apply to all families including PFCC.

Holiday Policy

On planned holidays when we are closed, tuition will be prorated and you will not have to pay for the days that Miracles Child Care is closed. If Miracles Child Care closes for any other reason, tuition will be prorated as well.

Other Charges

Diaper or Pull-up	\$3 each
Wipes	\$1 each
Unreturned item of clothing	\$5 per piece

* Repeated violation of policies will result in evaluation of continued care. When payments are two weeks behind, children will not be accepted into care until account is current and the child's place on the roster will be forfeited after one week without full payment.