



# Parent Handbook

Young Explorers Aurora  
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# Welcome to Young Explorers!

This is a parent handbook containing information regarding the programs we offer. It is very important that you read this handbook and keep it handy as long as your child is enrolled.

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# General Information

## Our Philosophy

### *How Do We Teach?*

The world renowned Montessori teaching method focuses on the way the brain works to store information. Dr. Maria Montessori found that the more sensory information that was stored with the concept being taught, **the better the child retained and applied the concept**. Literally, the synapses in the brain become thicker and stronger! This means less worksheets and more hands-on activities, utilizing Montessori materials.

It also means unusually high achievement by our students - academically, socially, and emotionally.

The Montessori method emphasizes the classroom community and the child's part in it. Respect for other children, their lessons, and the classroom itself are the foundation for fulfilling relationships and self-discipline, two areas critical to success in life.

### *What Do We Teach?*

We are one of first preschools to follow the Ohio Department of Education Academic Content Standards for preschool, which establishes the concepts that should be taught in the five main subject areas: reading, writing, mathematics, social studies, and science.

*The combination of the Montessori method and the Ohio Department of Education Academic Content Standards provides an exceptional foundation for your child's success.*

## License

Young Explorers is a state licensed facility. This means that our staff, facility, and operations must meet rigorous criteria established by state agencies. At the end of the handbook, you will find an attachment about licensing and other valuable information. Please take the time to read through this information provided by The Ohio Department of Job and Family Services, the agency that administrates our license.

## Admissions

A child is considered to be enrolled in the school only after the registration fee has been received, the director confirms the availability of space and the required paperwork is received. This includes the signature page of this handbook, basic enrollment and health information. A medical form signed by a physician is required to be submitted within 30 days of admission.

This medical form must be updated every 13 months. We reserve the right to enroll and disenroll any family/child at our discretion.

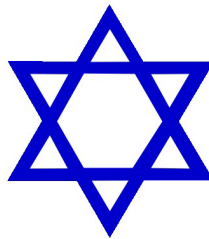
## Hours & Days of Operation

Young Explorers' programs are in operation Monday through Friday between 6:30am to 6:30pm. The school will be closed to observe the following holidays: New Years Day, Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving & Day After Thanksgiving, and the week between Christmas Eve and New Year's Day.

Programs that run for the school year will be closed because of the local school district "snow days". Programs that run year round will generally not be closed. However, if the weather is severe enough that it will be potentially hazardous, the director will, at her discretion, close the school. Our closing will be posted on all the major TV networks.

## Notes on Religious Traditions

So that parents can know what to expect from us, Young Explorers supports the cherished traditions of the American Judeo-Christian culture in its classrooms and teachings, and no other religions. This includes activities such as a Christmas concert, Hanukkah crafts, Easter parties, St. Valentine's Day parties, St. Patrick's Day shenanigans, Thanksgiving crafts, and other fun family traditions.



# Preschool Program

## Classroom Goals

At the end of this program, your preschooler will be able to:

### Language Arts

- Recognize and print first and last name
- Identify upper and lower case letters
- Write letters of the alphabet
- Match all letters to corresponding sounds
- Identify rhyming words
- Identify basic sight words
- Speak in complete sentences
- Speak simple words in a foreign language
- Memorize finger plays, songs, and short stories
- Recall sequence and details of a story
- Freely choose books to read
- Use pictures to learn the meaning of words when reading
- Begin to understand that letters are used to make words
- Clap the number of syllables in a word
- Write simple stories using pictures, letter-like marks, or letters
- Begin to write words using invented spelling



### Mathematics

- Count to 50
- Recognize numbers 0-20
- Count objects with one-to-one correspondence
- Recognize and match colors and shapes
- Verbalize time using a clock and calendar
- Continue a simple pattern
- Develop classification, sorting, and graphing skills
- Beginning sequencing
- Identify coins and their values
- Measure length and capacity
- Compare objects using words such as bigger, smaller, heavier, lighter, taller, shorter, more, or less
- Use language to describe the position of objects such as up, down, over, under, top, bottom, inside, outside, in front of, behind, between
- Assemble complex puzzles

### Science

- Use all five senses to make observations
- Recognize the differences between living and non-living
- Observe changes in the environment
- Understand that objects are made of parts
- Compare and contrast objects
- Participate in experiments
- Form theories to explain observations and occurrences
- Ask questions of inquiry
- Recognize familiar tools and technology
- Understand cause and effect

## Social Studies

- Recognize the U.S. flag and other national symbols
- Sing classic American songs
- Understand the need for rules and why it is important to follow them
- Use a map and globe to locate countries, states, and cities
- Aware of national holidays and cultural traditions
- Describe the community and the location of important landmarks
- Identify community helpers and the goods and services they provide
- Discuss events in their personal past
- Identify ways we belong to groups

## Socialization

- Use words to facilitate problem solving
- Share and take turns with peers
- Develop empathy for peers
- Develop communication skills to express wants and needs
- Become a member of the classroom community
- Tells others of personal experiences and ideas
- Play cooperatively with others
- Participate in group games and activities

## Developmental Expression

- Develop imaginary play with blocks, toys, and dramatic play items
- Sing familiar theme-related songs
- Use specific movements and motions during songs and finger plays
- Create new song, dances, and movements to music
- Use art as self-expression
- Draw a human figure with arms, legs, head, and body
- Develop fine and gross motor skills
- Develop hand-eye coordination

## School Readiness and Life Skills

- Follow two and three step directions
- Demonstrate independence and self-management
- Understand teacher-student dynamic

# Toddler Program

## Exploring a Happy World!

At the end of this program, your toddler will be able to:



### Language Arts

- Recognize first name
- Identify upper case letters
- Sing ABC song
- Speak words clearly using 2 and 3 word phrases
- Improve speech and vocabulary
- Attempt to speak in complete sentences
- Memorize finger plays, songs, and short stories
- Recall sequence and details of a story
- Freely choose books to read
- Use pictures in a story to build vocabulary

*Look what  
I can do!*

### Mathematics

- Count to 20
- Recognize numbers 0-10
- Count objects with one-to-one correspondence
- Recognize and match colors and shapes
- Continue a simple pattern
- Develop sorting skills
- Beginning sequencing
- Assemble complex puzzles

### Science

- Use five senses to make observations
- Recognize the differences between living and non-living
- Observe changes in the environment
- Understand that objects are made of parts
- Name and point to parts of their body
- Compare and contrast objects
- Ask questions of inquiry
- Understand cause and effect
- Recognize animals and imitate animal sounds

### Social Studies

- Recognize the U.S. flag and other national symbols
- Sing classic American songs
- Understand the need for rules and why it is important to follow them
- Aware of national holidays and cultural traditions

### Socialization

- Share and take turns with peers

- Develop empathy for peers
- Develop communication skills to express wants and needs
- Become a member of the classroom community
- Plays cooperatively with others
- Participate in group games and activities

## Developmental Expression

- Develop imaginary play with blocks, toys, and dramatic play items
- Sing familiar theme-related songs
- Use specific movements and motions during songs and finger plays
- Enjoy singing songs, marching, and dancing
- Create new song, dances, and movements to music
- Use art as self-expressions
- Use markers, crayons, and paint to create art
- Manipulate play-dough and other tactile materials

## School Readiness and Life Skills

- Begin and accomplish potty training and self-help skills
- Follow one and two step directions
- Know age and birthday
- Develop body awareness
- Develop fine and gross motor skills
- Develop hand-eye coordination



# Infant Program

## Tender Loving Care

At the end of this program, your infant will be able to:



### Language Arts

- Respond to his/her name
- Listen to stories
- Enjoy listening to songs and finger plays
- Begin to verbalize wants and needs
- Listen and respond to auditory and tactile stimulation

### Mathematics

- Being to count with teacher assistance
- Recognize shapes and colors

### Science

- Use five senses to make observations
- Observe changes in the environment
- Understand that objects are made of parts
- Respond and point to parts of their body when asked
- Recognize animals and imitate animal sounds

### Social Studies

- Become a member of the classroom community
- Recognize that groups must set and follow rules

### Socialization

- Share and take turns with peers
- Plays cooperatively with others
- Respond to other infants
- Participate in group games and activities

### School Readiness and Life Skills

- Follow one and two step directions
- Begin feeding oneself
- Move by crawling or walking
- Develop body awareness
- Develop fine and gross motor skills
- Develop hand-eye coordination

### Developmental Expression

- Develop imaginary play with blocks, toys, and dramatic play items
- Use specific movements and motions during songs and finger plays
- Enjoy singing songs, marching, and dancing
- Use art as self-expression
- Use markers, crayons, and paint to create art
- Manipulate play-dough and other tactile material

# Daily Schedules

The children's daily schedule is flexible enough to provide adaptability when necessary but structured enough to provide predictability for the children. We want them to view their school as a safe and comforting place, where they know what to expect and when to expect it. The schedules below will show you a typical day here at Young Explorers.

## **Infant and Toddler Schedules:**

Open to 9:30	Arrival, Parent/Teacher Communication, Breakfast, Supervised Free Choice Play, Center time, or gym (for toddlers)
9:30-10:00	Snack and Diaper Changing
10:00-11:00	Small Group Curricular Activities (Teacher Facilitated): Story-time, Creative Arts, Sensory Activities, Play-dough, Puzzles, Music and Movement w/ Music Teacher, Finger-plays, Poetry, Singing, Dancing
11:00-11:20	Outdoor Play in Sun Porch or gym/Gross Motor Activities
11:20-11:30	Clean-up Toys, Wash hands
11:30-12:00	Lunchtime
12:00-12:30	Clean-up from Lunch, Diaper Changing, Quiet Activities in Cribs/Cots
12:30-2:30	Naptime
2:30-3:30	Individual Activities as Children Wake Up: Snack, Diaper Changing, Reading Stories, Puzzles, Educational video, etc.
3:30-4:30	Individual and Group Activities: Learning Centers Open
5:00-5:30	Structured Activity with teacher
5:30-Dismissal	Diaper Changing, Clean-up, Packing-up Children's Belongings, Self-Selected Activities and Free-play

In compliance with state regulations, it is our policy to change diapers at least every two hours.

## **Toddler Two Classroom Schedule:**

Open to 9:30	Arrival, Parent/Teacher Communication, Breakfast, Supervised Free Choice Play, or gym
9:30-10:00	Music and Movement w/ Music Teacher, Finger-plays, Poetry, Singing, Dancing or Outdoor Play/Gross Motor Activities
10:00-10:20	Snack and Diaper Changing
10:20-11:00	Small Group Curricular Activities (Teacher Facilitated): Story-time, Creative Arts, Sensory Activities, Play-dough, Puzzles, Music and Movement, Finger-plays, Poetry, Singing, Dancing
11:00-11:20	Circle Time (review of letters, shapes, colors, numbers, counting, and sign language)
11:20-11:30	Clean-up Toys, Wash hands
11:30-12:00	Lunchtime
12:00-12:45	Clean-up from Lunch, Diaper Changing, Quiet Activities on Cots
12:45-2:45	Naptime
2:45-3:45	Individual Activities as Children Wake Up: Snack, Diaper Changing, Reading Stories, Puzzles, etc.
3:45-4:30	Outdoor Play (Weather Permitting)/ Gross Motor Activities
5:00-5:30	Structured Activity with teacher
5:30-Dismissal	Individual and Group Activities: Learning Centers Open, Diaper Changing, Clean-up, Packing-up Children's Belongings, Self-Selected Activities and Free-play

## **Preschool Daily Schedule (year round program):**



Open to 9:30	Arrival, Parent/Teacher Communication, Breakfast, Supervised Free Choice Play
9:30-10:00	Circle Time (Calendar, Weather and Skill Review)
10:00-11:00	Small Group Curricular Activities (Teacher Facilitated): Story-time, Creative Arts, Sensory/Science Activities, Play-dough, Puzzles, Music and Movement w/Music Teacher, Finger-plays, Poetry, Singing, Dancing
11:00-11:30	Outdoor Play/Gross Motor Activities
11:30-11:40	Clean-up Toys, Wash hands
11:40-12:00	Lunchtime
12:00-12:45	Clean-up from Lunch, Quiet Activities on Cots
12:45-2:15	Quiet Cot Activities
2:15-3:00	Individual Activities as Children Wake Up: Reading Stories, Puzzles, Table Toys, Etc.
3:00-3:15	Snack and Potty Break
3:15-4:00	Outdoor Play/ Gross Motor Activities
4:00-4:30	Structured Activity with teacher
5:30-Dismissal	Individual and Group Activities (Self and Teacher Facilitated): Learning Centers Open: Housekeeping, Books, Art, Science, Music, Blocks, etc., Clean-up, Packing-up Children's Belongings, free-choice centers, and gym

## **After School Club Schedule:**

3:15 – 3:40	Arrival from school and washing hands
3:45 – 4:00	Snack time
4:00 – 4:30	Club Chat (to share their day) or 20 questions “child of the day”
4:30 – 4:45	Restroom break and washing hands
4:45 – 5:10	Homework and SSR time (silent sustained reading)
5:10 – 5:30	Playground or music room
5:30 – 6:00	Gym games

# Supervision and Safety Policies

1. **The safety of the children** is the first and foremost priority of each staff member. Any and all supervision and safety concerns shall be voiced to the administrator or on-duty manager immediately.
2. **Permission not to transport:** Our policy is to call 911 if we, as the staff and administrators, feel that your child is in need of emergency medical care. We do not give the option not to transport your child. The state enrollment form box for this option is not applicable for use at our school.
3. **Supervision of Non-schoolaged Children:** No child shall ever be left alone. Staff will supervise children at all times, including naptime. If a child becomes ill, they may be isolated in a section of the room not in use, but within the sight and hearing of a staff member.
4. **Supervision of School aged Children:** School age children may run errands inside the building or use the restroom alone or in groups of no more than six children without adult supervision as long as the following conditions are met: 1. children are within hearing distance of their teacher, 2. the teacher checks on the children regularly until they return and 3. the restroom is for the exclusive of the school. One group of no more than six school age children, fourth grade age or older, may engage in activities which pose no physical risk to their safety in a room without a child care staff member, as long as the teacher can see or hear the children at all times and checks on the children periodically. (For example, this rule applies when the children are in the music room watching a video, and the teacher is in the hallway with children using the restroom.)
5. **Arrival/Departure:** Upon arriving at the school, the child shall be escorted to the teacher or greeter on duty for the child's class. Any special messages, medication info, special pick-ups, etc. are to be given to the teacher. Children may not be dropped off at the entrance of the building or be sent inside alone. Staff must be aware of each child's presence before the parent departs. At the time of pick up, parents are asked to make contact with their child's supervising staff member or teacher to ensure that they are aware that the child has been picked up. If you have a school age child that attends Young Explorers in the after school program, and the child does not get off the bus as expected, the following procedure will take place: 1. we will call the school that the child would be coming from to verify that the child was in attendance that day, 2. if the child was in attendance, we will contact the bus garage to see if the child got on the wrong bus or failed to exit at our stop, and 3. if the child was in attendance, we will call the parents.
6. **School Delays/Cancellations:** For Village children (half day students), if the city public school is cancelled for any reason, including snow days and scheduled work days, there will be no class. For school aged children when the public school is cancelled, our program will operate for the full day.
7. **Phone Accessibility:** The administrator's office will be unlocked and the phone accessible to all employees during all operating hours.
8. **Fire/Tornado Drills:** The School will perform fire/tornado drills, by class, at two times during the month. The administrator will conduct the drill and maintain a record of it.
9. **Medication/ First Aid Administration:** Whenever medication or first aid is administered by the administrator or designated staff member, an incident report or medication form will be completed by the staff person involved and signed by the administrator. All medications must be checked in and kept in the office.
10. **Emergency/Fire Plans:** The fire emergency and weather alert plans are posted in each classroom. It shows evacuation routes and will be reviewed with each staff member upon hiring.

11. **Field Trip Safety:** In the event that the School conducts a field trip, a safety plan for transportation and the trip will be developed by the administrator and reviewed with the staff members who are participating. At least one staff member trained in first aid will be available on each field trip or special outing.
12. **Swimming/Water play Activities:** Children will be provided with water play opportunities at the school. These can include sprinklers and splash pads. Please remember to send in bathing suits, towels, and sunscreen for your child. School age children only will have the opportunity to visit a nearby swimming facility. Parents will be asked to sign written permission prior to children engaging in water play involving a pool. At least one extra staff member will attend the pool trip with students.
13. **Child Abuse Reporting:** Child abuse is a very serious matter. If a staff member suspects that a child has been abused or neglected, she is required to immediately notify the administrator who will assist the staff member with contacting the local public children's services agency.
14. **Parent Permission for pick up:** If there are custody issues involved with your child, you must provide the school with court papers indicating who has permission to pick up the child. The school may not deny a parent access to their child without proper documentation.
15. **Release of a Child:** Staff members will release children only to persons that the parent have listed on the daily attendance sheet or written note to the teacher or, in the case of an emergency, by verbal permission via phone that day. Staff members will check the photo ID of anyone they do not recognize. Please inform your substitute ahead of time so that they can bring their photo ID with them. The child's safety is our priority! Staff members will not release children to anyone, including parents, who appear to be under the influence of drugs or alcohol. If the person attempting to pick up a child appears to be under the influence, then emergency contacts will be called to transport the child home and police will be notified if necessary.
16. **Transitioning:** You will be notified when your child is ready to move up to the next classroom. As part of the procedure, staff members will develop a transition plan. This plan will include the beginning and ending date and a schedule. The plan must also be approved by the parent. Parents may also request to have their child transitioned. These requests will be accommodated if it is in the best interest of the child and space is available in the next classroom.
17. **Emergencies and Accidents: Emergencies:** The school has devised several procedures to follow in the event that an emergency would occur while a child is in the school's care. In the event of a fire or tornado, staff would follow the written instructions posted in each classroom describing emergency evacuation routes, and the procedures to be followed to assure that children have arrived at the designated safety spot. **Accidents:** There is always more than one staff member present that has received training in First Aid and CPR. In the case of a minor accident/injury, staff will administer basic first aid and lots of TLC. If the injury is more serious, the parents will be contacted immediately to assist in deciding an appropriate course of action. If the injury is life threatening, the EMS will be contacted, parents will be notified and a staff member will accompany the child to the hospital with all available health records.
18. **Incident Reports:** When an accident or injury occurs or emergency transportation of a child as prescribed in Rule 5101:2-17-36, the school shall complete an incident report. The report shall be given to the parent or guardian on the day of the incident with a copy to be retained on file at the school for at least one year.
19. **Outdoor Play:** Weather permitting, outdoor play will be included in your child's program on a daily basis. We will limit the amount of time outside when the temperatures are between 85 and 90 degrees and when between 20 and 25 degrees. On days that outdoor play is not

provided, we will include a time for indoor gross motor activities. Children will always be properly supervised during their outdoor play.

20. **Transportation of Children:** The School will not transport children in emergency situations. If a child requires transportation, the parent or the emergency squad will be contacted. The local school district will be providing transportation for school-age children going to/from school. In the event that a school-age child misses the bus, we will contact the bus garage to arrange for another bus to come pick up the child. If the bus garage cannot comply, our last resort is to call the parent to transport the child to school themselves.
21. **Field Trips:** We will be taking periodic field trips for school age children either by walking or on the Young Explorers Bus. A minimum of one other staff member will be on the bus along with a driver. All employees who attend the field trips must have all the required training classes needed to accompany the children on the bus. A bus inspection is preformed before each trip. Before departing the center, a count will be taken of all the children, and they will be marked on a separate attendance sheet, specifically created for the trip. Upon arrival to the destination, another count will be taken to assure that all of the children have safely arrived. This process will be repeated upon leaving the destination and returning back to the center. During the course of field trips, each staff member will have specific children they are responsible for supervising. Before any child participates on a field trip, the center will obtain written permission from the parent or guardian.
22. **Parties & Pictures:** We will celebrate Halloween, Christmas, Hanukah, Thanksgiving, & other holidays at the school and you are welcome to come. We also take candid pictures of our students that we may use in craft projects, newsletters, collateral materials, brochures and decorating the school. If you prefer you child's picture not to be taken or used for any of the above purposes, please fill out the checkbox on the parent signature page of this handbook.

## Staff/Child Ratios

Because we desire to provide a higher level of quality care, we follow state required ratios, which, subject to change by the state, currently are:

1:5 or 2:12	Infants (0-12 months)
1:6	Toddlers (12-20 months)
1:7	Toddlers (20-30 months)
1:8	Toddlers (30-36 months)
1:12	Three Year Olds
1:14	Four Year Olds
1:18	School age Children

For full day programs: Ratios for the toddlers and preschoolers may be doubled for one and a half hours at naptime as long as all children are resting quietly on their cots and enough staff are in the building to meet the regular required staff/child ratio if there is an emergency.

The maximum group sizes are as follows: (12) infants, (12) toddlers 12-20 months, (14) toddlers 20-30 months, (16) 2.5-3 year olds, (24) 3 year olds, (28) 4-5 year olds, (36) school age children.

# Discipline Policy

Young Explorers' staff uses positive methods of discipline, such as Gentle Instruction and redirection, which encourage self-control and emotional awareness. Our hope is that each child will learn self discipline through careful guidance.

Our staff strive to create a loving environment that fosters respect. We teach self-control in a patient and forgiving manner. When unacceptable behavior occurs, the staff will talk to the child about it, explaining what they did wrong, why it was wrong, and what action he/she needs to take to correct it. This may involve apologizing or talking at the Peace Table. Your child will always be treated with love and respect through this process. Staff members will not impose punishments for failure to eat, sleep, or toileting accidents. This discipline policy applies to all staff and parents while they are at the school. The staff will not punish a group of children for the acts of individuals.

**Biting:** Biting is a form of communication for the non-verbal child. If your child bites, we will work with you to develop a plan to correct the problem. However, if the biting is aggressive, breaks skin, does not lessen within a reasonable period of time, or diverts an inordinate amount of staff time away from the other children and program implementation, the school may have to temporarily expel your child until the biting diminishes.

If a behavior arises where a child is consistently endangering himself, peers or staff, it may become necessary to expel the child at the discretion of the management. Prior to this, the management may elect to develop an action plan with the parents that coordinates the steps taken at home and the actions of staff at the school to change the behavior. A behavior log will be used to document information at the time of each incident, including where, when, and the demeanor of the child at the time. Every attempt will be made to work together with the parents and the child to correct the behavior. However, the safety of all children is always our primary concern. The director would be in communication with the parents prior to this occurring.

**Destruction of School Property:** At the moment of first incident, we will work with the parents to devise a reinforcement path to rectify the behavior. This will serve as the first and only warning. Second incident will result in expulsion from the school. The enrolling parent may be required to pay for repair or replacement of property.

## Meals and Snacks

The wonderful world of food is very important to us. In addition to an emphasis on nutrition and tasty food, new foods will also be offered to our children so that they can discover new favorites and add variety to their diets.

Allergy information will be posted in each eating area and classrooms to help prevent accidental ingestion of harmful foods.

The School will provide a morning snack around 9:30-10:00, lunch at 11:30, an afternoon snack around 2:30-3:00, and milk throughout the day.

**Lunch** includes one-third of the child's USDA daily requirements. This means, at a minimum, one protein food from the meat/meat equivalent group, one food from the bread/bread alternatives group, two foods from the fruit/vegetable group, and milk.

**Morning/Afternoon snacks** are required to be nutritious and contain at least two nutritional foods from two of the food groups:

- Meat/meat equivalent
- Bread/bread equivalent
- Milk
- Fruit/vegetable

**Infants**- Parents will supply either breast milk or the formula of their choice, as well as other foods that have been previously tried at home. All infants are on individual meal plan and do not receive lunch from the school kitchen. Please keep an extra supply of infant food in your basket for baby's growing appetite.

## Management of Illness

We want our children to be as healthy and happy as possible. Each day the children are observed for signs of communicable diseases by a staff person specifically training to know what to look for as symptoms. If your child shows symptoms of a communicable disease, we will follow this policy:

1. Notify the parent/guardian of child's condition. You must pickup your child within 2 hours of phone call placed by the school. At \$25 late fee will apply for pickups beyond two hours. Further failure to comply may result is dismissal from the school.
2. Isolate the child in a section of the classroom not being used if any of the following is observed:
  - a. Diarrhea (more than two abnormally loose stools)
  - b. Severe coughing, (causing your child to become red or blue faced or making a whooping sound)
  - c. Difficult or rapid breathing
  - d. Yellowish skin or eyes
  - e. Conjunctivitis (redness of eye, discharge, matted eyelashes, burning, itching)
  - f. Temperature of 100 degrees or more (in combination with any other sign of illness)
  - g. Untreated infected skin patches
  - h. Unusually dark urine and/or gray or white stool
  - i. Stiff neck
  - j. Unusual spots or rashes
  - k. Sore throat or difficulty swallowing
  - l. Vomiting(more than once or when in combination with any other sign of illness)
  - m. Evidence of lice, scabies, or other parasitic infestation
3. Follow any directions as given by the "Child Care Communicable Disease Chart" located in the office. Your child may return to the school after 24 hours of symptoms subsiding, along with a doctor's note to that effect.



4. Your child will not be left alone while he is isolated from his classmates. A teacher or administrator will be with him. He will be watched closely to see if his condition worsens.
5. We will encourage him to lie down on a cot or in a crib and make him/her as comfortable as possible until someone can pick him/her up. When your child is picked up, you will receive a letter stating his/her symptoms and the appropriate time and day that your child can return to the school.

**If your child shows any of the above symptoms at home, please do not bring him to the school that day.**

**Mildly Ill Children:** A child is considered mildly ill if he does NOT exhibit any of the symptoms listed above, but instead is just “not feeling well”, experiencing minor common cold symptoms, or does not feel well enough to participate in his/her program. In this case, you will receive a description of this on your child’s daily log. Please discuss it with your child’s teacher. Watch for worsening symptoms the next day. If your child is worse, kindly keep him home to recover with mommy or daddy.

**Medications:**

1. The school may administer medications to a child only after the parent completes a Request for Medication Form. All proper sections must be completed and the medication handed to the office personnel that day.
2. Medications are kept in the office or refrigerator and may not be stored in a child’s cubby or book bag. The only exception to this rule is if your child requires the immediate use of an inhaler for a medical condition.
3. Prescription medications must be in their original container and administered in accordance to the instructions on the label.
4. Over the counter medications must also be administered in accordance to label instructions.
5. Over the counter medication will not be administered for more than **three** days without instructions from a physician.
6. Medications are only given by the director or a designated staff member that the school has assigned. The director may decide that the school will not administer medications.

**Government Health or Pandemic Orders:** The school will from time to time need to follow required health orders. It is understood that even if following such orders or guidance that a guarantee of non-transmission cannot be expected.

## Parent Participation

Parents are encouraged to participate whenever possible in the activities of the school. Parents have unlimited access to all areas of the building used for child care for their child during hours of operation. Parents also may wish to attend class parties, special luncheons or simply stop in to join the daily fun. Teachers are available to discuss a child’s progress or needs at any time.

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 want to be able to focus on you and your child at these times. If you have any concerns or questions at any time, it is recommended to ask the appropriate staff member so that she may give the correct information.

Please feel free to bring up concerns when they occur. Often they can be addressed when they are little problems, before they grow into bigger problems.

# Parent Concerns or Complaints

Our school is a partnership with the parents, teachers, and staff working towards the common goal of developing your children.

Because children are so precious, all feelings about their care and development are intense and go right to the heart.

Given this dynamic and the close and personal nature of our relationship with your family, **it is inevitable that we will have disagreements from time to time on what is best way to handle a situation.**

The solution is to maintain an open and direct relationship with the teacher and managers.

## **Please voice your concerns – we expect it!**

The sooner a parent concern is voiced, the faster it will get resolved. Complaining to other parents or friends is not productive or acceptable.

For concerns about policies or anything you feel is major, talk to the director. She is ready, willing, and able to resolve any concern. *Our door is always open to you!*

Some examples of how to voice your concerns to teachers:

“I prefer that you save the portion of baby food that Suzy didn’t eat instead of throwing it out.”

“I like Joey to have two blankets wrapped around him when he naps – I’ll show you.”

“I always like it when Tommy is told to do his homework rather than being given a choice about it.”

“I have found that it works really well to remind Katie to go potty around 10:30.”

# What to Bring from Home

## **Infants**

All infants in the nursery are on Individual Meal Plans. This means that the parents select and provide the things that they wish their child to eat.

- Pre-made bottles of breast milk or formula with your child's name and date
- Baby food and cereal (when your child is ready)
- Sippy cup (when your child is ready)
- Diapers and Wipes (by the package is preferred)
- One or Two changes of clothing (please label with your child's initials)
- Pacifiers (in a container, such as a zip-lock bag)
- Blanket (labeled with initials)
- In compliance with state regulations, no pacifier clips are allowed

All students are required to have immunizations recommended by the American Academy of Pediatrics. For the safety of our students too young to receive immunizations, all students must be up to date on immunization or on a plan from their pediatrician for receiving immunizations.

## **Toddlers**

Some toddlers may not be ready for our menu. Please review our menu and decide if it is right for your child. You may wish to be on Individual Meal Plan until several teeth come in or you feel your child is ready.

- Baby food, if you choose Individual Meal Plan
- Blanket (labeled with initials)
- Diapers and Wipes (by the package is preferred)
- Pacifiers (in a container, such as a zip-lock bag)
- Change of clothes (preferably in a large zip-lock bag)
- Sippy Cup (labeled with your child's name)

## **Preschoolers**

- Naptime cuddly, such as a blanket or pillow
- Change of clothes (labeled and in a large zip-lock bag)

**What NOT to bring:** Toys from home, candy, a frown

## **NOTE on BREASTFEEDING**

Breastfeeding or pumping mothers who will need to do so at the school should speak to the office for the location of a private space for breastfeeding your baby or pumping milk. We do have freezer and refrigerator space set aside to store extra expressed milk for infants

ALL ITEMS IN THE SCHOOL ARE CONSIDERED PROPERTY OF THE SCHOOL UNLESS THEY ARE LABELED WITH FIRST & LAST NAME. PLEASE REMEMBER TO LABEL YOUR CHILD'S BELONGINGS.

# Tuition and Fee Policies

Because the School is committed to being a responsible bill payer to our vendors, there are no exceptions to the following policies.

Registration Fee: To be on the School's waiting list, an enrollment form and registration fee is required for each child. This is a non-refundable fee. If you have enrolled but did not attend during the prior school year, you will not be charged for an annual fee the following September.

Monthly Alignment: Our tuition policies are aligned to a monthly period because it eliminates calculating different rates and creating errors.

Monthly tuition is due the 1st day of every month: (semi-monthly may be available at your site) We use Tuition Express to process our tuition. This is a secure and convenient direct debit processor. On the first of the month, Tuition Express requests the fees from each bank account. If a client shares custody with another parent/guardian, the registering parent/guardian will be held responsible for tuition. The registering parent is the parent who signs the enrollment form. In the unlikely event that Tuition Express cannot process a tuition payment from a checking account due to insufficient funds, Tuition Express will attempt the request again in a few days. If that request does not process successfully, then the tuition must be paid by money order. After 30 days, a new Tuition Express form will need to be submitted.

Base Tuition: For year-round (Escapade) programs, we charge base tuitions that are a per month fee. Clients can change their schedule at the start of any month.

New Starts: For new clients, there is a proration worksheet that gives the prorated tuition based on starting near the beginning of the month, at the middle, or near the very end.

Schedule Changes: Schedule changes need to be submitted to the office two weeks before the 1<sup>st</sup> of the month that the change is requested to start.

Late Schedule Changes If a schedule change comes in after the two week requirement, a \$25 Late Change Fee will be assessed to the client. Schedule changes received after Tuition Express runs cannot be processed.

Refunds: There are no refunds. There are only credits applied to a client's account if we made an error and we owe them money.

Permanent Withdrawals: For clients that are leaving, there is no proration out. In other words, if you pay for a month but leave in the middle, there is no refund. Clients can choose to align their schedule to make the best use of this policy. For example, if a client will be leaving June 5<sup>th</sup>, if they submit a schedule change request stating that their last day is June 5<sup>th</sup>, we would treat this like any other schedule change request and charge regular tuition for May, then for June charge a daily rate (or weekly rate if it applies) for the days in attendance in June. As stated above, the schedule change request would need to be received before Tuition Express processes their tuition, because there are no refunds.

Preschoolers graduating to kindergarten: same as above, regular tuition will be charged for August, and in September charged the After School Club tuition. This works because we

accommodate the few days at the end of August the same as other months like December – we take the total cost of the program and divide it by 12 equal payments.

Illness and vacation: There are no credits for time missed due to vacations or illnesses.

Adding Days: For part-time clients, there is the ability to add days at a daily rate. For example, if a client is a Tuesday and Thursday client and they need to become full-time Monday through Friday, they would be charged the extra days in the current month that they are coming, and then at the beginning of the next month they would be charged the new tuition rate.

Reducing Days: There is no credit for reducing the number of days attending in the middle of a month. For example, if a client is a full-time client and they would like to switch to a Tuesday and Thursday only client, they can start that schedule of attendance whenever they would like, but their tuition will not be refunded for the current month. At the beginning of the next month, they will be charged the new Tuesday and Thursday 2 day tuition. There is no refund for changing a schedule in the middle of a month.

Escapade Program Rate Changes based on Birthdays: When a child becomes 18 months old, the state of Ohio declares him a toddler instead of an infant. Similarly, when a toddler turns 3 years old, he is then considered a preschooler. When a child ages into a toddler or preschool category, the tuition rate is adjusted for the month AFTER the birthday. For example, if a child turns 3 years old on September 1<sup>st</sup>, the tuition will be a toddler rate for the month of September, and then for the month of October, the rate will change to a preschool rate. If a child turns 18 months old on March 31<sup>st</sup>, he pays the infant tuition rate for the month of March, and then for April the tuition changes to the toddler rate.

#### School Year Programs (Village and After School Club)

These programs are different from the Escapade program because they have a specific start date and end date. These programs have tuition that is created by adding up the total cost of the program and dividing it by 9 equal payments. These payments are charged beginning September 1<sup>st</sup> and the last payment is charged May 1<sup>st</sup>. If the program runs a few days in August or a few days in June, the cost of those days was included in the 9 payments. When the program does not run during Christmas Break and Spring Break, those days were already removed from the total tuition. The purpose of having 9 equal payments is to aid our clients with their monthly budget and to aid our administration of the program.

- (a) There is NO proration for starting these programs in the middle of a month.
- (b) There is no birthday tuition adjustment for Silly Village. The tuition is the same throughout the school year.

#### After School Club

During the school year, the base tuition for this program includes full day care on the days when there is no school AND the child was scheduled to be here. For example, if there is a snow day on a Wednesday, and the child is scheduled as a Monday, Wednesday, Friday student, there is NO fee for that day for this child. If however, the child was scheduled as a Tuesday and Thursday only student, the client would need to pay the daily rate for their child to attend the full day on that Wednesday snow day.

(a) During Christmas and Spring breaks, we run camps for school-aged children and there is a specific sign-up form for these programs. NEW! The fees for these camps are included in the After School Club tuition! These days are handled the same as snow days, meaning that if a child is scheduled to be here on the same weekdays, there are no fees due to attend camp on those days.

Summer Camp : There are no refunds once a child is signed up for a camp. If notice is given before a camp starts, a credit can be given and applied to After School Club tuition.

Extra-curriculars: For tutoring, we charge for the month and if a session is missed, the tutor makes up the session when the child is available.

Dance and Foreign Languages: For dance and foreign languages, the fee is paid for the whole term, and there are no make ups if a session is missed. For all extra-curriculars, there are no refunds.

Annual Dues: Every client pays annual dues on September 1<sup>st</sup> for the upcoming academic year. IF however, a client started at Young Explorers on or after May 1<sup>st</sup>, then no annual dues are collected in September. Annual dues are one price for the first child, and then a reduced rate for the siblings.

Referral Credits: When a new client presents a referral card, or writes the name of an existing client on their enrollment form where they are asked if someone referred them, there will be a referral credit given to the listed family. In the past, several families have claimed to have referred a client, which is most likely true, however, only the family listed on the form will get the credit. After the new client has been with us for 90 days, and is in good financial standing, then the family listed by the enrolling client on their enrollment form will be given the enrollment credit. If no family is listed as the referring party at the time of enrollment, no credit will be given.

Overtime Fees or Early Drop Off: When a child is in attendance for more than 11 hours and 5 minutes per day, or more than 5 minutes past the end of his program time, he will be entered in the Extended Hours Program for that day, which has a daily fee. Look at the clock in the lobby to determine the time OR for prior lateness, check the ProCare sign in. Our policy is to be consistent and not to infringe on our staff's personal commitments past scheduled closing time.

Sibling Note: For families with two children enrolled at the School in the Escapade program full-time, a 10% discount will be given to the oldest sibling. For families with more than two children at the School in the Escapade program full-time, a 10% discount will be given for each full-time child after the first full-tuition child. Discounts go in order from the smallest tuition to the biggest tuition. For families with more than two children at the School who are in the Escapade program but not full-time, a 10% discount will be given after the first two full-tuition children, so that the discount applies to the third and/or fourth children. For more than 4 children, speak to the Director. Note: full-time means 5 days a week in the Escapade (full day) program for the entire month.

Tuition Changes: On the Enrollment Form, there is a statement that tuition will increase up to 5% each September. Additionally, all fees are subject to change at the discretion of the Directors. This means that tuition can change at any time and if this does become necessary, we will give as much advance notice as possible.

Hiring of Staff Members: It is against our staff handbook policy for staff members to go to work directly for clients. If a parent/family hires a staff member for child care related activities, including but not limited to baby sitting or nannying, the enrolling parent agrees to pay a \$675 finder's fee to Young Explorers.

Failure to pay tuition: Failure to meet the School's payment policies will result in immediate dis-enrollment from the School. There is a re-instatement fee after dis-enrollment and re-instatement becomes effective only with fulfillment of all financial obligations.

Shutdown: In the unlikely event of a government shutdown, force majeure, or other need to suspend operation for a certain length of time, there are no refunds.

Court/Custody agreements regarding the tuition payment do not change the failure to pay policy above. The office will not be involved in testimony with custody agreements regarding tuition. We encourage you to work together to avoid an interruption in schooling for your child. The most cost-effective way for parents to handle court documents is to never ask us to read them, but instead send via email a joint message (both parents email addresses included with a statement of agreement from each parent) regarding how to handle picking up children, tuition splits, or any other matter. If we are required to read a court document, there will be a \$500 fee charged to each parent.

All fees are subject to change at the discretion of the Directors.

Thank You.

# Mandatory Licensing Statement

## INFORMATION REQUIRED BY OHIO ADMINISTRATIVE CODE

The facility is licensed to operate legally by the Ohio Department of Job and Family Services. This license is posted on the lobby bulletin board for review.

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

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

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

Rosters of the names and telephone numbers of the parents or guardians of the children attending the facility are available upon request. The parent roster will not include the name or telephone number of any parent who requests that his/her name or telephone number not be included.

The licensing inspection reports and complaint investigation reports, for the current licensing period, are posted in a conspicuous place in the facility for review.

The licensing record including compliance report forms, complaint investigation reports, and evaluation forms from the building and fire departments are available for review upon request from the Ohio Department of Job and Family Services. <http://jfs.ohio.gov/cdc/childcare.stm>

It is unlawful for the facility to discriminate in the enrollment of children upon the basis of race, color, religion, sex, or national origin, or disability in violation of the Americans with Disabilities Act of 1990, 104 Stat. 32, 42 U.S.C. 12101 et seq.

This information must be given in writing to all parents, guardians, and employees as required in 5101:2-12-30 of the Ohio Administrative Code.

Young Explorers complies with the Americans with Disabilities Act (ADA) including procedures regarding enrollment and administration of medication for students with disabilities.

Any diets that must be modified from the USDA requirements will need to complete a modified diet form available in the office.

School Age children are able to carry their own medication in their backpack to and from school, but it must be left in the office upon arrival in our program.





## Parent Signature Page

# The Parent Pledge

Cooperation among teachers, parents, and administrators is essential if all students are to realize the benefits of early education at our facility. So that we can guarantee a professional environment, all parents make the following commitment to the program. Thank you for your help.

As a parent of a student enrolled at Young Explorers, I agree to the following:

1. Participation in parent orientation and understanding of this parent handbook is required.
2. Parents will bring their children to school at the scheduled days and times to maintain consistency for their child.
3. There is no raising of the voice to a point of shouting unless the building is on fire.
4. All discussions with teachers and staff will be conducted in a courteous and respectful manner.
5. There is no profanity allowed. If there is a disagreement about a school policy, the director will be delighted to discuss it with you. Our door is always open to you.
6. Parents are responsible for damages that they or their children cause to the school. At the Director's discretion, repair or replacement value will be determined.
7. Parents will provide the requested supplies promptly, such as extra clothes, wipes, etc.

## Reminders (from this Handbook)

1. A late pickup fee will apply if you pickup your child past the program's scheduled dismissal and/or closing hours.
2. If your child exhibits two or more symptoms of a communicable illness, then you must pickup your child within 2 hours of our phone call to you. Your child may return to the school 24 hours after the symptoms subside, along with a doctor's note to that effect. We will only call you to pickup your child if it is absolutely necessary. **Please plan ahead to handle those days when your child is sick.**
3. I understand by enrolling at Young Explorers, photos are taken of my child and may be used in daily communication, classroom projects, social media, and possibly marketing materials.
4. There is no credit or refund for unattended classes.
5. Schedule changes can only be made effective on the 1<sup>st</sup> of the month.

I acknowledge that I have received and reviewed this copy of the parent handbook for Young Explorers. By enrolling, I agree to follow all policies outlined within this handbook.

\_\_\_\_\_  
Signature of Parent/ Guardian

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date